

Retention and Disposal Authority for Records of Department of Premier and Cabinet, Variation 2

Authority number: PROS 13/06 VAR 2



PROS 13/06 VAR 2

**Retention and Disposal Authority for Records of
Department of Premier and Cabinet, Variation 2**

Issued Date: 04/05/2017

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Retention and Disposal Authority No	PROS 13/06 VAR 2
Scope	This RDA authorises the disposal of the core business records created and held by the Department of Premier and Cabinet.
Status	Issued by Keeper
Issue Date	04/05/2017

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Introduction

Purpose of this Authority

The purpose of this Authority is to provide a mechanism for the disposal of public records in accordance with the *Public Records Act 1973*. The Authority:

- identifies records which are worth preserving permanently as part of Victoria's archival heritage
- prevents the premature destruction of records which need to be retained for a specified period to satisfy legal, financial and other requirements of public administration, and
- authorises the destruction of those records not required permanently.

Context of this Authority

Public Record Office Victoria Standards

This Authority should be used in conjunction with the Standards issued by the Keeper of Public Records under Section 12 of the *Public Records Act 1973*. Copies of all relevant PROV standards, specifications and regulatory advice can be downloaded from www.prov.vic.gov.au. These documents set out the procedures that must be followed by Victorian public offices.

Disposal of records identified in the Authority

Disposal of public records identified in this Authority must be undertaken in accordance with the requirements of Public Record Office Standard PROS 10/13 *Disposal*.

It is a criminal offence to unlawfully destroy a public record under s 19(1) of the *Public Records Act 1973*.

The destruction of a public record is not unlawful if done in accordance with a Standard established under s 12 of the *Public Records Act 1973*.

This Standard (also known as an Authority) authorises the disposal of public records as described within its provisions. However, disposal is **not** authorised under this Standard if it is reasonably likely that the public record will be required in evidence in a current or future legal proceeding.

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For the purposes of this Retention and Disposal Authority, a 'legal proceeding' has the same meaning as the *Evidence (Miscellaneous Provisions) Act 1958*, and includes any civil, criminal or mixed proceeding and any inquiry in which evidence is or may be given before any court or person acting judicially, including a Royal Commission or Board of Inquiry under the *Inquiries Act 2014*.

If the public office identifies that public records must be retained under other applicable legislation for a period that exceeds the retention period specified under the Standards, then the longer retention period must apply.

Normal Administrative Practice

The destruction of some public records is permitted without final authorisation under normal administrative practice (NAP). NAP covers the destruction of ephemeral material of a facilitative nature created, acquired or collected by public officers during the course of their duties.

The following material may be destroyed under NAP:

- working papers consisting of rough notes and calculations used solely to assist in the preparation of other records such as correspondence, reports and statistical tabulations
- drafts not intended for retention as part of the office's records, the content of which has been reproduced and incorporated in the public office's record keeping system
- extra copies of documents and published material preserved solely for reference.

Transfer of records to Public Record Office Victoria

Contact Public Record Office Victoria for further information on procedures for transferring permanent records to archival custody.

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Use of Other Authorities

In applying the disposal sentences set out in this Authority, reference should be made to other current Authorities where applicable. Where there is a conflict between two Authorities (for instance this Authority and the General Retention and Disposal Authority for Records of Common Administrative Functions), consult the Public Record Office Victoria for advice.

Explanation of Authority Headings

Class Number

The class number or entry reference number provides citation and ease of reference.

Description

The description of each record class is specified in this entry. A record class is a group of records that relate to the same activity, function or subject and require the same disposal action.

Status

This entry provides the archival status of each class - either permanent or temporary.

Custody

This entry specifies whether the records are to be retained by the public office or transferred to the Public Record Office Victoria. Permanent electronic records are to be transferred in VERS Encapsulated Object (VEO) format according to PROS 99/007 - Management of Electronic Records (Version 2). The storage of public records identified in this Authority must also be in accordance with the requirements of Public Record Office Standard PROS 11/01 *Storage*

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Concurrence of Public Office

This Authority has the concurrence of:

Name: Andrew Tongue

Position: Secretary, Department of Premier and Cabinet

Date: 19/07/2013

Establishment of Standard

Pursuant to Section 12 of the *Public Records Act 1973*, I hereby establish these provisions as a Standard (also known as a Retention and Disposal Authority) applying to Department of Premier and Cabinet. This standard as varied or amended from time to time, shall have effect from the date of issue unless revoked prior to that date.

[Signed]

Justine Heazlewood, Director and Keeper of Public Records

Date of Issue: 29/07/2013

Retention and Disposal Authority for Records of Department of Premier and Cabinet, Variation 2

Authority number: PROS 13/06 VAR 2

Variation 1

In accordance with section 12 of the *Public Records Act* 1973 (as amended), I hereby vary the Standard applying issued as Public Record Office Standard (PROS) 13/06 on 29 July 2013, as follows:

The following classes related to Emergency Management have been removed from this Standard and included in PROS 15/06 Retention and Disposal Authority for Records of the Emergency Management function.

Class No	Description	Disposal Action
6.1.1	Master set of State Crisis Centre manuals and procedure manuals.	Permanent Retain as State Archives.
6.1.2	Records documenting the development of State Crisis Centre manuals and procedure manuals.	Temporary Destroy 2 years after last action.
6.1.3	Summary registration of records held by the State Crisis Centre.	Permanent Retain as State Archives.
6.1.4	<p>Notifications held documenting events, incidents and situations relating to incidents and emergencies that lead to further actions being taken such as the provision of advice to the Victorian Government but which did not require a prolonged response involving multiple bodies and that did not lead or did not have the potential to lead to large scale loss of life or major disruptions to the State or large sections of the population.</p> <p>Includes copies of information received from other bodies such as Victoria Police, the CFA, the DHS etc. concerning events, incidents and situations that are used to develop the advice. Also includes information held on the Crisis Centres information management system and staff member personal log books.</p>	Permanent Retain as State Archives.

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6.1.5	<p>Notifications held documenting events, incidents and situations relating to incidents and emergencies that lead to further actions being taken such as the provision of advice to the Victorian Government but which did not require a prolonged response involving multiple bodies and that did not lead or did not have the potential to lead to large scale loss of life or major disruptions to the State or large sections of the population.</p> <p>Includes copies of information received from other bodies such as Victoria Police, the CFA, the DHS etc. concerning events, incidents and situations that are used to develop the advice.</p>	<p>Temporary</p> <p>Destroy 7 years after last action.</p>
6.1.6	<p>Notifications held documenting events, incidents and situations relating to incidents and emergencies that do not lead to any further actions being taken such as the provision of advice to the Victorian Government e.g. forecast weather conditions which does not lead to any incident.</p>	<p>Temporary</p> <p>Destroy when administrative use concluded.</p>
6.2.1	<p>Records documenting the development of training programs provided to State Crisis Centre staff.</p>	<p>Temporary</p> <p>Destroy 7 years after training superseded.</p>
6.2.2	<p>Records documenting the delivery of training programs provided to State Crisis Centre staff. Includes participant booking records, and training arrangement records such as venue bookings, hire of equipment and catering</p>	<p>Temporary</p> <p>Destroy 2 years after last action.</p>
6.3.1	<p>Records documenting the coordination of Victorian Government agencies participating in National Counter-Terrorism Committee (NCTC) exercises. Includes project meetings, exercise plans and training schedules.</p>	<p>Temporary</p> <p>Destroy 7 years after last action.</p>
6.3.2	<p>Reports documenting the evaluation and effectiveness of National Counter-Terrorism Committee (NCTC) exercises.</p>	<p>Permanent</p> <p>Retain as State archives.</p>

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The following class numbers have been altered in the Standard, the disposal action remains unchanged:

Previous class number	Class description	New Class Number
6.4.0	The conduct of Australian Security Intelligence Organisation (ASIO), police and other security checking in order to determine Victorian Government employee suitability to access security classified information. [Security classified information is information that has been assessed as requiring protection from unauthorised access as disclosure could result in harm or damage to the nation, the public interest, private entities or individuals].	6.1.0
6.4.1	Class description - Records documenting security and intelligence organisation, Police and other security checks conducted on employees in order to ascertain their suitability to access security classified information.	6.1.1

Extend the application of the Authority until varied or revoked.

This Variation shall have effect from date of issue.

[Signed]

Justine Heazlewood, Director and Keeper of Public Records

Date of Issue: 14/08/2015

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Variation 2

In accordance with section 12 of the *Public Records Act* 1973 (as amended), I hereby vary the Standard applying to the records of the Department of Premier and Cabinet, issued as Public Record Office Standard (PROS) 13/06 on 29 July 2013, as follows:

The following classes related to Ministerial Inquiry Management have been changed to align with PROS 17/01 Records of Royal Commissions, Boards of Inquiry and Formal Reviews.

- **5.3.3** Expanded to include requests for comment on draft reports and comments received.

The disposal action was changed from 7 years after release of final inquiry report to Destroy 10 years after Final Report is tabled or submitted.

- **5.4.1** More detail provided in relation to records documenting routine operational tasks supporting the function.

The disposal action was changed from 7 years after release of final inquiry report to Destroy after Final Report is tabled or submitted.

This Variation shall have effect from date of issue.

[Signed]

Justine Heazlewood, Director and Keeper of Public Records

Date of Issue: 04/05/2017

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No	Function/Activity	Description	Status	Disposal Action
1	CABINET BUSINESS MANAGEMENT	<p>The management of the program of business and meeting agendas for Cabinet and Cabinet committee meetings. Includes briefs and submissions made to Cabinet and the conduct of Cabinet and Cabinet Committee meetings.</p> <p>[Cabinet is the principal decision making body of the Government. It comprises all Ministers of the Crown. Cabinet Committees develop and consider proposals for endorsement by Cabinet.]</p> <p>[Note, this Retention and Disposal Authority only covers records created and managed by the Cabinet Secretariat.]</p> <p>[For Cabinet records maintained by other agencies, see the <i>General Retention & Disposal Authority for Records of Common Administrative Functions.</i>]</p>		
1.1	Cabinet Program of Business Planning	The planning of the program of business and setting of Cabinet meeting agendas.		
1.1.1		<p>Records documenting the formal development of Cabinet and Cabinet Committee meeting agendas. Includes requests to schedule or remove an item of business on the Cabinet agenda.</p> <p>[For final agendas, see 1.2.1].</p>	Permanent	Retain as State archives
1.1.2		Records of a general administrative nature relating to the preparation of Cabinet and Cabinet Committee meetings. Includes attendance arrangements, facility	Temporary	Destroy 2 years after administrative use has

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No	Function/Activity	Description	Status	Disposal Action
<i>CABINET BUSINESS MANAGEMENT - Cabinet</i>				
		arrangements, and other logistical arrangements.		concluded.
1.2	Cabinet	<p>The regular meeting of Cabinet and Cabinet Committees.</p> <p>[Cabinet is a formal meeting of Ministers however it has no legal powers or status. Its decisions have no formal force until they are either put into effect by its individual members as Ministers, or until they are endorsed by the Governor in Council or until legislative proposals are enacted by Parliament. Submissions may be sent to Cabinet Committees for either endorsement, action or for noting.]</p> <p>Cabinet documents include, but are not limited to;</p> <ul style="list-style-type: none"> - agendas, - submissions, - comments on submissions, - briefings on submissions, - formal coordination comments, - draft bills, - decisions and related documents, and - correspondence, including draft Cabinet documents. 		

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No	Function/Activity	Description	Status	Disposal Action
<i>CABINET BUSINESS MANAGEMENT - Cabinet</i>				
		[For meeting facilitation, see the <i>General Retention & Disposal Authority for Records of Common Administrative Functions.</i>]		
1.2.1		<p>Master set of minutes, agenda, reports, submissions and other meeting papers. Includes the master set of submissions and briefs made to Cabinet by government agencies, attachments or additional papers that support the information given in the submission or brief and records documenting the decisions made by Cabinet.</p> <p>Includes submissions made and briefs provided regarding Government policy to either seek approval from Cabinet or to advise Cabinet on the issues surrounding a policy or proposed policy.</p>	Permanent	Retain as State archives
1.2.2		Duplicate copies of minutes, agenda, reports, submissions and other meeting papers.	Temporary	Destroy after action completed.
1.2.3		<p>Records documenting and monitoring the research and preparation of Cabinet and Cabinet Committee submissions and briefs.</p> <p>Includes background information/reports, working drafts, progress reporting, notes of verbal briefings/consultations/interviews during development, and other documentation that supports the policy officer in assessing and creating the submission or brief.</p>	Permanent	Retain as State archives

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No	Function/Activity	Description	Status	Disposal Action
<i>CABINET BUSINESS MANAGEMENT - Cabinet</i>				
1.2.4		<p>Tracking the circulation, reproduction and destruction of Cabinet in Confidence documents to ensure they are kept confidential and secure. Includes the name of the recipient and a description of the documents received, such as the document registration number and title and date of return or destruction (if destroyed).</p> <p>[For Records Creation or Capture Registration activities, see the <i>General Retention & Disposal Authority for Records of Common Administrative Functions.</i>]</p>	Temporary	Destroy 35 years after administrative use has concluded..
2	EXECUTIVE COUNCIL	<p>The Executive Council advises the Governor in exercising his/her various powers.</p> <p>Where an Act of Parliament or other legal instrument gives power to the Governor 'in Council', the Governor is to exercise it in accordance with the advice of the Executive Council.</p> <p>The Executive Council is comprised of delegated current Victorian ministers and presided over by the Governor of Victoria (or in their absence, by the Deputy) as the 'Governor in Council',</p> <p>The Executive Council has the power to take action on such matters as;</p> <p>- Orders,</p>		

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No	Function/Activity	Description	Status	Disposal Action
<i>EXECUTIVE COUNCIL - Executive Council Meetings</i>				
		<ul style="list-style-type: none"> - Proclamations, - Regulations, and - Appointments and resignations to public offices. <p>[Note, this Retention and Disposal Authority does not cover the records of the Governor.]</p> <p>[For Royal Assents and Statutory Rules made or approved by the Governor in Council, see the <i>Retention & Disposal Authority for Records of the Office of the Chief Parliamentary Counsel.</i>]</p>		
2.1	Executive Council Meetings	<p>The formal meeting of the Executive Council.</p> <p>[For meeting facilitation, see the <i>General Retention & Disposal Authority for Records of Common Administrative Functions.</i>]</p>		
2.1.1		Executive Council minutes, agenda, reports, submissions and other meeting papers.	Permanent	Retain as State archives
2.1.2		Proclamations of Royal Assent, Letters Patent and Oaths Books to appoint/affirm Ministers, Lieutenant Governors, Clerks of the Executive Council, administrators of the State and members of the judiciary (magistrates and judges of all Victorian Courts).	Permanent	Retain as State archives

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No	Function/Activity	Description	Status	Disposal Action
<i>EXECUTIVE COUNCIL - Executive Council Meetings</i>				
2.1.3		Duplicate records provided to Cabinet Secretariat for information purposes, documenting the appropriation of public funds from the Consolidated Fund. Includes duplicates of Warrants for appropriation from the Consolidated Fund, and duplicates of Messages from the Governor approving the debate in Parliament of Bills requiring an appropriation from the Consolidated Fund.	Temporary	Destroy 5 years after administrative use has concluded.
3	STRATEGIC POLICY MANAGEMENT	<p>The management of strategic policy and planning processes across all of Government.</p> <p>[For advice to Ministers, see the <i>General Retention and Disposal Authority for Records of Common Administrative Functions</i>].</p> <p>[For internal DPC policy and procedures, see the <i>General Retention and Disposal Authority for Records of Common Administrative Functions</i>.]</p>		
3.1	Policy Development, Review and Advice	The development of strategic policies and the review and evaluation of matters within an existing policy area. Includes the management of consultation processes as part of the development of any report and conduct of any review (where public and stakeholder consultation is a part of the process). Also includes the provision of advice to the Premier and Secretary of the Department on current policy directions and issues.		

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No	Function/Activity	Description	Status	Disposal Action
<i>STRATEGIC POLICY MANAGEMENT - Policy Development, Review and Advice</i>				
3.1.1		<p>Records documenting the development of strategic policies and strategies.</p> <p>Includes;</p> <ul style="list-style-type: none"> • reports that set out the strategic direction that the Victorian Government will take in an area. Includes position papers. • reports that review and evaluate a component within an existing strategic policy area e.g. current regulatory arrangements, policies, Government initiatives etc. • reports which review the progress of implemented strategies. • reports designed to consult and engage with the public regarding the development of a strategic policy such as discussion papers, exposure drafts of reports etc. <p>Includes drafts that incorporate substantial changes and the final approved policy.</p>	Permanent	Retain as State archives
3.1.2		Policy drafts that only incorporate minor editorial changes.	Temporary	Destroy 2 years after last action.
3.1.3		Summary record of submissions and responses received. Includes records documenting the reasons for acceptance or rejection of the submission or	Permanent	Retain as State archives

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No	Function/Activity	Description	Status	Disposal Action
<i>STRATEGIC POLICY MANAGEMENT - Policy Development, Review and Advice</i>				
		response.		
3.1.4		Major submissions and responses from the public and stakeholders that lead to change in the final report or strategy.	Permanent	Retain as State archives
3.1.5		Records documenting minor submissions and responses from the public and stakeholders that are pro forma in nature, or not strictly relevant to the topic, and/or are not considered influential in the final report or strategy. Includes records documenting a 'nil' response to requests for comment. [For records of the consideration of submissions, see 3.1.3].	Temporary	Destroy 5 years after date of response..
3.1.6		The provision of research and advice to the Premier and Secretary on policy directions and issues. Includes research and the provision of advice into issues affecting Victoria that have recently arisen and may receive media attention.	Permanent	Retain as State archives
4	ESTABLISHMENT AND RESTRUCTURING OF GOVERNMENT	The allocation of functions and responsibilities between departments and ministers, commonly referred to as machinery of government. The changing of the government's organisational structure includes the management of executive government processes of; creating new agencies, changing the responsibilities of a portfolio, or		

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No	Function/Activity	Description	Status	Disposal Action
<i>ESTABLISHMENT AND RESTRUCTURING OF GOVERNMENT - Development of Orders</i>				
		<p>changing the functions of an agency within the portfolio of a Minister.</p> <p>This restructuring is supported through</p> <ul style="list-style-type: none"> • Consolidated General Orders and Supplements to General Orders, that allocate responsibility for the administration of Acts of Parliament to ministers; • An Order in Council under the <i>Public Administration Act 2004</i>, which allows for the creation, abolition, merging, splitting and changing the name of departments or administrative offices. Includes the transfer of employees between departments where functions are transferred between departments. • Administrative Arrangements Orders which allow Acts of Parliament to be read differently after references to departments, ministers and other officers become incorrect when machinery of government changes are made. <p>[For policy development, review and advice, see STRATEGIC POLICY MANAGEMENT]</p>		
4.1	Development of Orders	The development of Orders and Supplements to Orders to restructure Government administration e.g. machinery of government changes.		

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No	Function/Activity	Description	Status	Disposal Action
<i>ESTABLISHMENT AND RESTRUCTURING OF GOVERNMENT - Development of Orders</i>				
		[For records of Cabinet, see 1.0.0].		
4.1.1		Orders that allocate functions and responsibilities between departments and ministers. Includes drafts and supporting documentation that supports the development of Consolidated General Orders, Supplements to General Orders, an Order in Council and/or Administrative Arrangements Orders.	Permanent	Retain as State archives
5	MINISTERIAL INQUIRY MANAGEMENT	The management of non-statutory whole of Government inquiries ordered by Victorian Government Ministers. Note: PROS 13/06 does not authorise disposal of records of a formal inquiry body, such as a royal commission or board of inquiry. Please see PROS 17/01 Records of Royal Commissions, Boards of Inquiry and Formal Reviews.		
5.1	Inquiry Establishment and Operations	Activities associated with the establishment and operation of ministerial inquiries including the commissioning of the inquiry and establishment of terms of reference.		
5.1.1		Records that document the establishment and operation of ministerial inquiries. Includes the development of terms of reference, planning and the determination of arrangements for how the inquiry will operate.	Permanent	Retain as State archives

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No	Function/Activity	Description	Status	Disposal Action
<i>MINISTERIAL INQUIRY MANAGEMENT - Inquiry Establishment and Operations</i>				
5.1.2		Records that document the operations of the inquiry including agendas, papers and minutes of inquiry meetings, policies and procedures developed by the inquiry and inquiry progress reporting. [For reports which document inquiry findings, see 5.3.1].	Permanent	Retain as State archives
5.2	Inquiry Research, Investigation and Consultations	Activities associated with the conduct of research, management of consultations with stakeholders and the public and investigation of subject matter as part of ministerial inquiries.		
5.2.1		Records documenting the inquiry and investigation into the subject matter being considered by the inquiry. Includes research, submissions, transcripts of public hearings, forums and round tables, consultations with other Government departments and agencies and subject matter experts and advice.	Permanent	Retain as State archives
5.3	Inquiry Reporting	Activities associated with reporting ministerial inquiry findings.		
5.3.1		Interim and final inquiry reports that document inquiry findings. [For inquiry progress reporting, see 5.1.2].	Permanent	Retain as State archives
5.3.2		Drafts of interim and final inquiry reports that incorporate substantial changes to inquiry directions	Permanent	Retain as State archives

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No	Function/Activity	Description	Status	Disposal Action
<i>MINISTERIAL INQUIRY MANAGEMENT - Inquiry Reporting</i>				
		or findings.		
5.3.3		<p>Drafts of interim and final inquiry reports that do <u>not</u> incorporate substantial changes to inquiry directions or findings.</p> <p>Requests for comment on draft reports and comments received.</p>	Temporary	Destroy 10 years after Final Report is tabled or submitted.
5.4	Inquiry Facilitation	Provision of administrative support to ministerial inquiries.		
5.4.1		<p>Records documenting routine operational tasks supporting the function including:</p> <ul style="list-style-type: none"> • Administrative arrangements for hearings, interviews and meetings • Preparation of facilities, court reporting staff • Scheduling of submissions, hearings and witnesses • Notices of hearings and public submission dates • Video and audio recordings of hearings used only to facilitate the compilation of transcripts • Duplicate copies of documents received, exhibits tendered, transcripts and submissions 	Temporary	Destroy after Final Report is tabled or submitted.

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No	Function/Activity	Description	Status	Disposal Action
<i>SECURITY MANAGEMENT</i>				
6	SECURITY MANAGEMENT	<p>The vetting of DPC employees in order to determine their suitability to handle security classified information.</p> <p>[For strategic policy relating to counter terrorism and emergency management, see 3.0.0].</p>		
6.1	Employee Security Check	<p>The conduct of Australian Security Intelligence Organisation (ASIO), police and other security checking in order to determine Victorian Government employee suitability to access security classified information.</p> <p>[Security classified information is information that has been assessed as requiring protection from unauthorised access as disclosure could result in harm or damage to the nation, the public interest, private entities or individuals].</p>		
6.1.1		<p>Records documenting security and intelligence organisation, Police and other security checks conducted on employees in order to ascertain their suitability to access security classified information.</p>	Temporary	<p>Destroy 10 years after last action or 5 years after employee separation from agency, (whichever occurs first).</p>
7	COMMUNITY RELATIONS	<p>Activities associated with engaging with the community. Includes;</p> <ul style="list-style-type: none"> • the organisation of community events designed to celebrate milestones, national days and 		

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No	Function/Activity	Description	Status	Disposal Action
<i>COMMUNITY RELATIONS - Visits and Functions</i>				
		<p>anniversaries, days of mourning and state funerals and events associated with major sporting events, or cultural events. Includes the management of the Premier's official hospitality at these events. Includes attendances and functions in Australia and internationally.</p> <ul style="list-style-type: none"> • Victorian nominations for awards or honours and the management of the Premier's congratulatory messages, for example, to Victorians who achieve milestones such as 60 years of marriage, 90 or 100 years of age, etc. 		
7.1	Visits and Functions	<p>The management of official visits, events and functions which are of major significance to Victoria.</p> <p>Includes the planning and management of diplomatic, consular and special visitor programs. Includes the making of arrangements for visits to Victoria by representatives of interstate and overseas Governments, heads of state, royalty and celebrities. Includes events which mark major anniversaries of historical events.</p> <p>Also includes the arrangement of Cabinet meetings held in the community and the briefing of the Premier and Ministers in preparation for their attendance at events and for meeting with persons.</p>		

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No	Function/Activity	Description	Status	Disposal Action
<i>COMMUNITY RELATIONS - Visits and Functions</i>				
		<p>[For reporting on visits by the Premier, Ministers and agency representatives within Victoria, interstate and overseas, see the <i>General Retention and Disposal Authority for Records of Common Administrative Functions</i>].</p> <p>[For the management of events by areas of the Department of Premier and Cabinet other than the branch responsible for overseeing official protocol, see the <i>General Retention and Disposal Authority for Records of Common Administrative Functions</i>].</p> <p>[For Cabinet minutes, agenda, reports, and submissions, see CABINET BUSINESS MANAGEMENT].</p>		
7.1.1		<p>Records documenting the management of state ceremonial functions, events, and official visits to Victoria, including by Royalty and Heads of State and functions by the branch responsible for overseeing official Protocol of the Department of Premier and Cabinet. Includes planning and the establishment of protocol and other visit arrangements for visits to Victoria.</p> <p>[For the facilitation of Cabinet meetings held in the community, see 7.1.6].</p> <p>[For the management of events by areas of the Department of Premier and Cabinet other than the branch responsible for overseeing official Protocol,</p>	Permanent	Retain as State archives

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No	Function/Activity	Description	Status	Disposal Action
<i>COMMUNITY RELATIONS - Visits and Functions</i>				
		see the <i>General Retention and Disposal Authority for Records of Common Administrative Functions</i>].		
7.1.2		<p>Records documenting the arrangement of visits by the Premier, Ministers and agency representatives both within Australia and overseas by the branch responsible for overseeing official protocol. Includes invitations, travel and accommodation arrangements, itineraries and programs and letters of thanks.</p> <p>[For the facilitation of Cabinet meetings held in the community, see 7.1.6].</p> <p>[For reporting on visits by the Premier, Ministers and agency representatives within Victoria, interstate and overseas see the <i>General Retention and Disposal Authority for Records of Common Administrative Functions</i>].</p>	Permanent	Retain as State archives
7.1.3		Register of gifts given to dignitaries on behalf of the State of Victoria.	Temporary	Destroy 20 years after last action.
7.1.4		<p>Formal briefings prepared for the Premier or Ministers in preparation for their attendance at events within Victoria, interstate or overseas. Includes preparation for meetings with, for example, representatives of interstate and overseas Governments, heads of state, royalty or celebrities.</p>	Permanent	Retain as State archives
7.1.5		Event packs prepared for the Premier or Ministers that contain practical information in preparation for	Temporary	Destroy 5 years after last action.

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No	Function/Activity	Description	Status	Disposal Action
<i>COMMUNITY RELATIONS - Visits and Functions</i>				
		<p>their attendance at events within Victoria, interstate or overseas.</p> <p>Includes, for example, who they will be meeting with and seated with, who is attending, speech notes etc.</p>		
7.1.6		<p>Records documenting the facilitation of Cabinet meetings held in the community and associated events such as community forums, including attendance arrangements, facilities and logistical arrangements, correspondence with community members and organisations and the circulation of meeting agendas and minutes.</p> <p>Includes information such as security arrangements, notifications to local community and media, travel and venue information, and post-event communication (e.g. notice to participants of outcomes.)</p> <p>Also includes reports that document issues discussed in community forums and other events.</p>	Temporary	Destroy 7 years after last action.
7.2	Australian of the Year Awards Management	<p>The management of Victorian nominations for the Australian of the Year Awards (run by the National Australia Day Council Canberra) Awards including Australian of the Year, Young Australian of the Year, Senior Australian of the Year and the Local Hero. Includes the receipt, assessment, short listing of nominations and, determination of Victorian finalists.</p>		

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No	Function/Activity	Description	Status	Disposal Action
<i>COMMUNITY RELATIONS - Australian of the Year Awards Management</i>				
7.2.1		Records documenting the receipt, investigation, assessment and evaluation of Victorian nominations for the Australian of the Year Awards.	Temporary	Destroy after at the conclusion of assessment.
7.2.2		Records sent to the National Australia Day Council that documents Victorian winners and finalists chosen for Australian of the Year Awards and the reasons behind their selection.	Temporary	Destroy 10 years after last action.
7.3	Public Service Medal Nomination Management	The management of Victorian nominations for the Australian Public Service Medal. Includes the receipt, assessment, and short listing of nominations, and the determination of Victorian recipients.		
7.3.1		Summary record of Victorian nominations received for the Australian Public Service Medal.	Temporary	Destroy 10 years after last action.
7.3.2		Records documenting the receipt, investigation, assessment and evaluation of Victorian nominations for the Australian Public Service Medal.	Temporary	Destroy 1 year after winners gazetted.
7.4	Bravery Awards Nomination Management	The management of Victorian nominations for Bravery Awards (managed by the Australian Bravery Decorations Council, Canberra). Includes the receipt, requests for further information and assessment of nominations.		
7.4.1		Summary record of Victorian nominations received for the Australian Bravery Council Medal.	Temporary	Destroy 10 years after last action.

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No	Function/Activity	Description	Status	Disposal Action
<i>COMMUNITY RELATIONS - Bravery Awards Nomination Management</i>				
7.4.2		Records documenting the receipt and investigation of nominations for Bravery Awards for Victorians. Includes records created in preparation for the participation of Victorian representative(s) at Bravery Council meetings.	Temporary	Destroy after date of decision (to issue or not issue award).
7.5	Management of Schools Programs and Australia Themed Clubs	The management of schools programs and Australia themed clubs. Includes programs where schools nominate students for "Aussie of the Month" or for being a good citizen or clubs for persons born on Australia Day etc.		
7.5.1		Records of participants in Australian themed programs and clubs. Includes schools participating in the "Aussie of the Month" program and the "26ers Club" that recognises Victorians born on Australian Day.	Temporary	Destroy after when participation ceases or program/club disbands.
7.6	Greetings	The management of preparing and sending letters of appreciation, condolences or congratulatory messages from the Premier to mark significant anniversaries or events. For example, 90th birthday, 60th wedding anniversary or in recognition of achievement.		
7.6.1		Register of persons who have received letters of appreciation, condolences or congratulatory messages from the Premier.	Temporary	Destroy after administrative use is concluded.
7.6.2		Records relating to arranging and sending congratulatory message from the Premier. Includes	Temporary	Destroy 5 years after

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No	Function/Activity	Description	Status	Disposal Action
<i>COMMUNITY RELATIONS - Greetings</i>				
		applications that result in a message being issued or where a message was not issued (e.g. the applicant miscalculated the dates, are unable to submit sufficient proof, or circumstances arise that make it inappropriate to issue the message such as a recipient dying before reaching their milestone).		last action.
7.6.3		Records of correspondence sent on behalf of or received by the Victorian Government to or from interstate or overseas leaders or dignitaries following an event e.g. natural disaster to express condolences and congratulations.	Permanent	Retain as State archives
8	INTER-GOVERNMENT RELATIONS	<p>The management of Victoria's role at COAG (Council of Australian Governments) CAF (Council for the Australian Federation), Ministerial Councils and Senior Officials Meetings. Includes the preparation for the Premiers and Secretary of DPCs participation.</p> <p>[COAG comprises consist of the Prime Minister and State Premiers/First Territory Ministers].</p> <p>[CAF consists of the Premiers and Chief Ministers of all States and Territories].</p> <p>[Senior Officials Meetings consist of the Secretary of the Department of Premier and Cabinet and the heads of First Ministers (Premier's and Chief Minister's) Departments in other States].</p> <p>[Ministerial Councils exist between portfolio areas</p>		

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No	Function/Activity	Description	Status	Disposal Action
<i>INTER-GOVERNMENT RELATIONS - Preparation and Recording of Meetings.</i>				
		e.g. arts and the equivalent departments in other States and Territories and the Commonwealth].		
8.1	Preparation and Recording of Meetings.	The preparation for the Premier's or Secretary of Department of Premier and Cabinet's participation at inter-government councils or committees and recording of what transpired.		
8.1.1		The Premier's or Secretary of Department of Premier and Cabinet's participation at inter-government councils or committee meetings. Includes meeting preparation records such as meeting agendas, background briefing materials and speaking notes and records document proceedings such as minutes and meeting communiqués	Permanent	Retain as State archives
8.2	CAF Secretariat Management	The management of the CAF Secretariat function in years where the State of Victoria performs the secretariat role. [The role of CAF Secretariat rotates between the Australian States and Territories on an annual basis].		
8.2.1		Records of the CAF Secretariat function including meeting agendas, minutes, associated reports and CAF project management documentation.	Permanent	Retain as State archives
9	INTERNATIONAL AID	The funding and direct management of overseas aid projects. Includes projects that aim to assist countries who		

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No	Function/Activity	Description	Status	Disposal Action
<i>INTERNATIONAL AID - Project Management</i>				
		<p>have suffered crisis' e.g. natural disasters, wars, economic crisis etc. to recover, rebuild and restore self-sufficiency.</p> <p>[Direct management of projects refers to projects where DPC will engage the project manager and adopt a more active monitoring role than projects where the funding is simply granted].</p> <p>[For the management of tenders, see the <i>General Retention and Disposal Authority for Records of Common Administrative Functions.</i>]</p> <p>[For submissions to the Premier for funding approval, see the <i>General Retention and Disposal Authority for Records of Common Administrative Functions.</i>]</p>		
9.1	Project Management	The funding and management of overseas aid projects. Includes the receipt and assessment of proposals seeking funding and monitoring of funded projects.		
9.1.1		Records documenting the management, funding and direct management of projects designed to assist communities in neighbouring countries recover from natural disasters. Includes project proposals, successful applications for funding, planning and monitoring measures.	Temporary	Destroy 7 years after conclusion of project.
9.1.2		Unsuccessful proposals for funding.	Temporary	Destroy 2 years after last action.

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No	Function/Activity	Description	Status	Disposal Action
<i>INTERNATIONAL AID - Project Management</i>				
9.1.3		Reports that document completed projects and evaluate their success. Includes final reports and project close reports.	Permanent	Retain as State archives
10	INTERNATIONAL STUDENT SUPPORT	The provision of support services to international students studying in Victoria. Includes services such as counselling, information and referral to local services and community resources for students in relation to issues such as student accommodation and housing, legal issues, health issues, social isolation issues and advocacy to colleges and training providers.		
10.1	International Student Case Management	Provision of assistance and advice and case management of international students studying in Victoria. [For the management of enquiries about the case management, see the <i>General Retention and Disposal Authority for Records of Common Administrative Functions</i>].		
10.1.1		Records documenting the case management of international students where services <u>are</u> provided to persons aged 18 or over.	Temporary	Destroy 7 years after last contact.
10.1.2		Records documenting the case management of international students where services are <u>not</u> provided to persons aged 18 or over.	Temporary	Destroy 25 years after last contact.