Class 20267 issued 18 March 2010 SUPERSEDED 7 February 2013

GOVERNMENT RELATIONS

Class No Description of records
20267

The following significant records:

Records relating to controversial public issues with far reaching social, economic and international implications, and/or major significance to the Commonwealth, including:

• advice provided by the agency to the portfolio Minister and other agencies, including working papers;
• papers documenting the development of Cabinet memorandums, Cabinet discussion papers, Cabinet submissions;

[For Cabinet documents, use GOVERNMENT RELATIONS – 20268.]

• submissions, other than cabinet submissions, made to the Prime Minister, Minister and other government bodies, including working papers;
• ‘Ministerials’ (representations) from peak industry bodies, leading community interest groups, recognised influential stakeholders and individuals;
• agreements/joint venture agreements with government bodies with major liabilities or obligations, applying to whole of government, or result in changes to performance of statutory functions, includes negotiations, reviews and working papers;

and records of:

• government inquiries directly impacting on the agency’s functions;
• supporting the passage of an agency’s legislation through Parliament;
• high level inter-government (both State/Territory and overseas) or inter-agency committees where the agency provides the Secretariat, is the Commonwealth’s main representative, or plays a significant role;
• visits to the agency by royalty and Heads of State:

and the following specific records:

• addresses of portfolio Ministers, agency heads and members of governing bodies;
• Ministerial media releases and interview transcripts; and
• formal reports on agency’s core functions and supporting working papers.

[For government relations records that do not fall into the significant category detailed in 20267, or are not covered in classes 20268 or 20269, use GOVERNMENT RELATIONS – 20270.

For routine ‘Ministerials’, use GOVERNMENT RELATIONS – 20269.

For records documenting the development of proposals for new legislation and amendments to existing legislation, use STRATEGIC MANAGEMENT – 20340.]