

# Administrative Requirements Framework

A Guide to NSW Government Administrative  
Requirements

February 2022



Premier  
& Cabinet

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# Executive Summary

The Administrative Requirements Framework (**the Framework**) outlines how NSW Government administrative requirements are managed.

Administrative requirements are whole of government administrative directions, policies, and guidance. Administrative requirements are issued by a variety of entities with the purpose of standardising and improving governance and performance outcomes.

This Framework explains:

- who can issue and publish administrative requirements
- the different types of administrative requirements
- the principles that agencies should consider when developing and reviewing an administrative requirement.

To ensure effective management of administrative requirements, the heads of entities in the government sector, their staff, and other related entities should maintain awareness of active administrative requirements relevant to them.

All active administrative requirements are available through the Administrative Requirements Portal (**ARP**). Central agencies may also publish information about their respective administrative requirements on their websites.

The Framework also includes the *Administrative Requirements Taxonomy* and *Metadata Standard* (**Appendix 2**) that apply to all administrative requirements. These are based on recognised international and national standards which assist with searching by topic and standard content, making it easier to find an administrative requirement.

# 1. Introduction

The Framework details how administrative requirements are to be managed. It outlines the relationship between central agencies and other key agencies or entities involved in the management of administrative requirements.

The Framework aims to reduce administrative burden and enable consistent and improved governance outcomes. Specifically, the Framework:

- delivers optimal governance and performance outcomes, in the interest of public value, while minimising administrative burden to entities
- facilitates agreed and common governance practices for administrative requirements that are understood across the sector, reducing the risk of duplication, inconsistency, or redundancy in administrative requirements
- improves government sector knowledge and compliance with administrative requirements through a single authoritative source via the ARP
- aligns NSW practice to the [AGLS Metadata Standard](#).

## 1.1 Purpose

The purpose of the Framework is to:

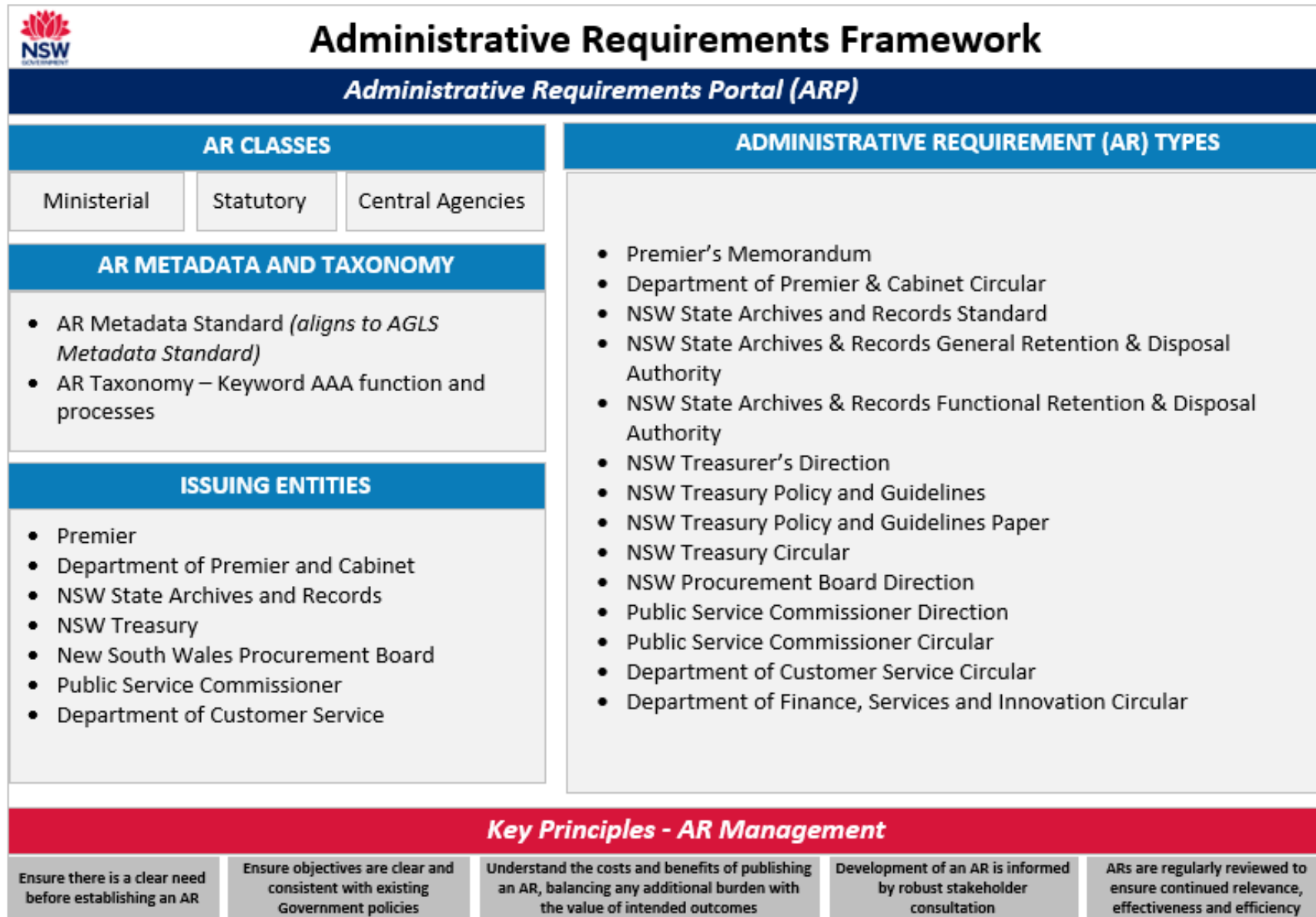
- provide an overview of administrative requirements management across NSW Government
- outline key responsibilities of issuing entities
- outline the administrative requirements process and lifecycle
- detail the standard format, metadata and taxonomy used
- detail the classes and categories of administrative requirements.

## 1.2 Key Principles

The following key principles underpin administrative requirements management:

1. ensure there is a clear need before creating an administrative requirement
2. ensure objectives are clear and consistent with existing NSW Government policies and procedures
3. understand the costs and benefits of publishing an administrative requirement, balancing any additional burden with the value of intended outcomes
4. development of an administrative requirement is informed by robust stakeholder consultation
5. administrative requirements are regularly reviewed to ensure continued relevance, effectiveness and efficiency.

### 1.3 Framework Diagram



## 2. Administrative Requirements classes and types

Administrative requirements are whole of government administrative directions, policies and guidance that are issued by various entities to the NSW Government sector, standardising and improving governance and performance outcomes.

Administrative requirements consist of three broad classes, differing by their establishing authority. Within each class, there are various types, with different issuers, publishers and intended audiences. Further detail can be found in Appendix 1 to the Framework.

### 2.1 Ministerial administrative requirements

Ministerial administrative requirements are issued by the Premier and made in relation to a whole of government matter of strategic interest and importance to the government of the day. They communicate a policy direction or guidance to Ministers and agencies.

Ministerial administrative requirements are established by the convention that Ministers and agencies comply with the directions of the Premier as the head of executive government. As such, while they do not override any legislative direction, responsibility or mandate, Ministerial administrative requirements are binding and compliance is required and expected. On the part of agency employees, failure to comply may result in disciplinary action under the *Government Sector Employment Act 2013* (NSW).

When there is a change of government, any current Ministerial administrative requirements should be reviewed by the incoming Premier to ensure their ongoing relevance and currency to the government of the day.

Any Minister (including on behalf of a portfolio agency) may submit a request for a particular Ministerial administrative requirement to be issued, with reference to the Key Principles for administrative requirements (set out in section 1.2 above).

### 2.2 Statutory administrative requirements

Statutory administrative requirements are issued in accordance with legislation by entities with relevant statutory powers. Statutory administrative requirements set out requirements that must be complied with, or guidelines that must be considered. Audiences of this class of administrative requirement may vary and are generally specified in the enabling legislation.

### 2.3 Central agency administrative requirements

Central agency administrative requirements are issued by heads of central agencies. Central agencies in NSW Government currently include the Department of Premier and Cabinet (**DPC**), the Public Service Commission, the Department of Customer Service, and NSW Treasury. Central agencies in NSW Government may change from time to time due to machinery of government changes.

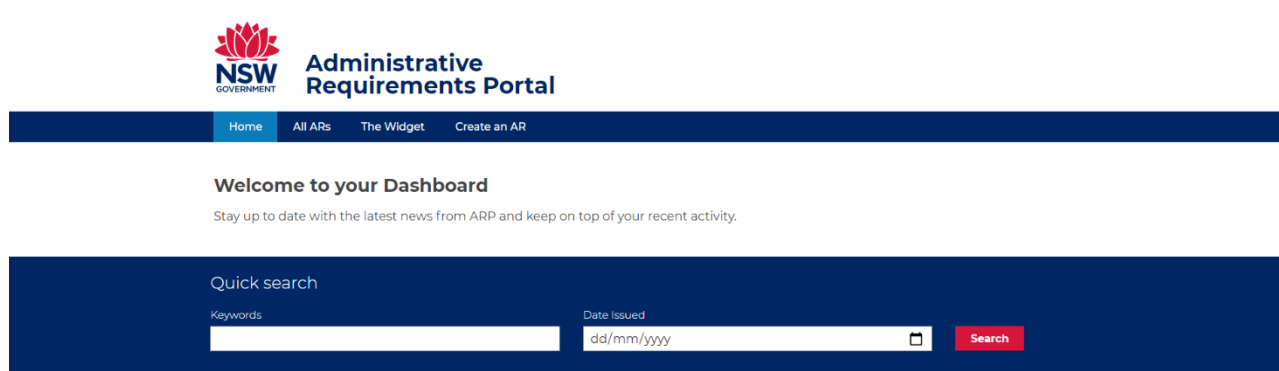
Central agency administrative requirements are predominantly issued in relation to government sector administrative policy and operational matters. They are often used to communicate the rules, protocols or business of government relating to governance or whole of government policy. Central agency administrative requirements have the status of whole-of-government policy,

direction or guidance and do not override legislative requirements. However, as a matter of administrative convention, agencies are required to comply with their terms (unless they are stated to be non-mandatory) and employees of agencies are bound to comply by virtue of their status as employees of a particular agency. Failure to comply may result in disciplinary action under the *Government Sector Employment Act 2013* (NSW).

## 3. Administrative Requirements Portal

### 3.1 Administrative Requirements Portal (ARP)

The Administrative Requirements Portal (ARP) is an authoritative, consolidated source of all administrative requirements across the government sector.



The ARP uses the *Administrative Requirements Metadata Standard* (**the Metadata Standard**) (see Appendix 2) to enable a standardised structure and consistency in presentation of administrative requirements. The Metadata Standard outlines the minimum mandatory metadata fields required when creating an administrative requirement on the portal and the schema for displaying information in a consistent format. Further details can be found in Appendix 2 to the Framework.

The *Administrative Requirement Taxonomy* facilitates ease of searching for information on the ARP based on keywords. Publishers are required to select the most appropriate Keyword AAA function that best suits the topic or subject matter of the administrative requirement. Multiple Keyword AAA functions can be selected depending on the content. The Administrative Requirements Taxonomy can be found at Appendix 3 to the Framework.

# 4. Managing Administrative Requirements

While DPC is responsible for the broader Administrative Requirements Framework, DPC and other agencies are collectively responsible for reviewing and updating administrative requirements.

This collective responsibility aligns with the key functions of each central agency.

The key functions of each central agency are, relevantly:

- **Department of Premier and Cabinet** – focuses on government priorities and performance, including policies, initiatives, and events, and industrial relations
- **NSW Treasury** – focuses on effective financial and economic management
- **Department of Customer Service** – focuses on policy reform and delivery of enabling functions including Information Communications and Technology (ICT)
- **Public Service Commission** – focuses on strategic development and management of the government sector workforce.

## 4.1 Responsibilities and coordination

### 4.1.1 Issuing entities and publishers

Administrative requirements are managed by the respective **issuing entities** with the authority to approve the respective administrative requirement. Issuing entities are supported by **publishers** that manage and communicate the administrative requirement once approved, for example publishing and providing advice in relation to their content.

Issuing Entities	Publishers
Premier	Department of Premier and Cabinet
Department of Premier and Cabinet	Department of Premier and Cabinet
NSW State Archives and Records	NSW State Archives and Records
NSW Treasury	NSW Treasury
New South Wales Procurement Board	NSW Treasury
Public Service Commissioner	Public Service Commission
Department of Customer Service	Department of Customer Service

Issuing entities should:

- assess the need for new administrative requirements and develop administrative requirements in line with the central agencies' respective functions
- consult with relevant stakeholders in relation to the content of both new and existing administrative requirements
- ensure internal processes accord with the general provisions of the Framework
- facilitate the approval of administrative requirements
- facilitate the timely review and update of administrative requirements



- ensure administrative requirements comply with the Administrative Requirement Metadata Standard and Taxonomy, including ensuring all mandatory fields in the ARP are completed.

Publishers should:

- arrange approval by the issuing entity to create a new administrative requirement, substantially update an existing administrative requirement, or archive an old administrative requirement
- manage administrative requirements on an ongoing basis, including updating and editing content in the ARP
- communicate new administrative requirements to the relevant audience

#### **4.1.2 Administrative Requirements Coordinator**

Each publisher should identify a single point of contact within their entity for:

- providing general advice to agency staff in relation to their entity's authority to issue or publish administrative requirements
- assisting agency staff in promoting awareness of administrative processes
- receiving general enquiries relating to administrative requirements issued or published by the respective entity, including directing enquiries to appropriate staff where necessary
- arranging for the publication of approved administrative requirements to the ARP.

#### **4.1.3 Transfer of custodianship**

From time to time, the custodianship of certain published administrative requirements may need to be transferred due to changes in legislation or administrative arrangements. For example, an issuing entity responsible for a function could be changed, or a Unit/Branch/Division of an agency which supports a particular function could be transferred to another entity under a Machinery of Government (MoG) change.

When this occurs, any administrative requirements that were supported by the previous entity should be identified for transfer to the new issuing entity by way of written correspondence. The new issuing entity should also advise DPC of the transfer.

Once both issuing entities agree with the changes, the transfer of custodianship may then be acted upon by the respective Administrative Requirements Coordinators in the ARP.

The new issuing entity is responsible for reviewing and archiving the newly transferred administrative requirement(s) and publishing new active administrative requirement(s) (where appropriate).

#### 4.1.4 Public sector responsibilities

To ensure effective administrative requirements management, the heads and staff of entities in the public sector and other related entities should maintain awareness of active administrative requirements relevant to them.

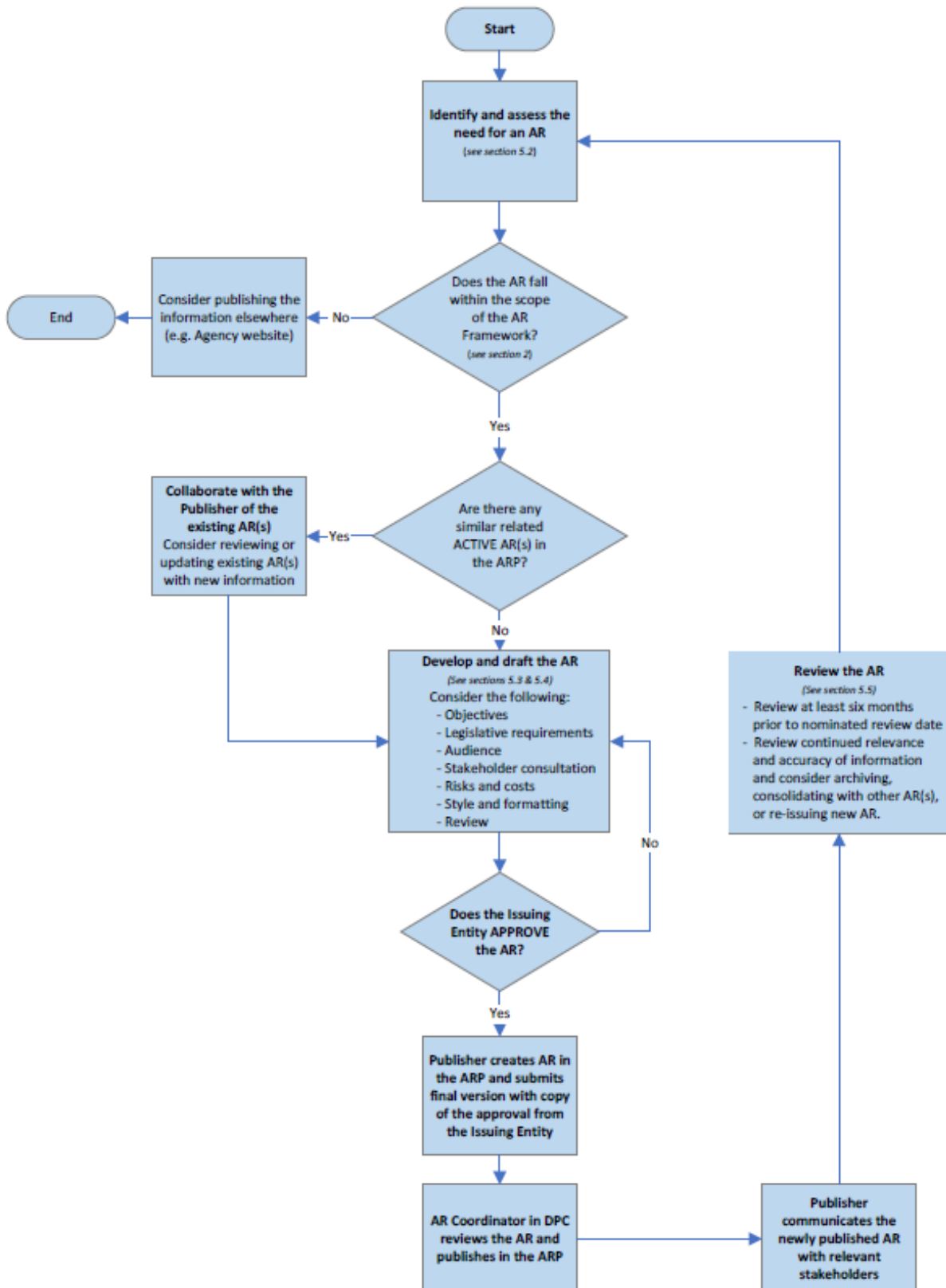
Entities which are subject to and/or are required to be compliant may vary depending on the type of administrative requirement. The following broad groupings of entities may be subject to administrative requirements:

- Departments
- Executive agencies related to Departments
- Separate agencies
- Statutory Authorities/Bodies
- State Owned Corporations
- Advisory Entities (including Boards and Committees)
- Councils under the [Local Government Act 1993 \(NSW\)](#)
- Universities
- Companies (or their subsidiaries) of the NSW Government established under the [Corporations Act 2001 \(Cth\)](#).

# 5. Administrative Requirements Lifecycle

## 5.1 Administrative Requirements Lifecycle diagram

Figure 5.1 provides an overview of the Administrative Requirement (AR) Lifecycle.








## 5.2 Assess the need



Before developing an administrative requirement, it is important to determine whether a new administrative requirement is necessary. This should be considered by the issuing entity that is responsible for the respective policy or topic. This process should include checking the ARP for any related existing administrative requirements.

As a general guide, simplifying, archiving, or consolidating existing administrative requirements should be considered at first instance, rather than creating a new administrative requirement.

## 5.3 Develop the Administrative Requirement

The following should be considered when developing an administrative requirement:

Aspect	Considerations
<b>Objectives</b> 	<ul style="list-style-type: none"> <li>Consider the objectives you are trying to achieve</li> <li>Ensure these objectives are consistent with existing legislation, government policy and relevant standards</li> </ul>
<b>Legislative Requirements</b> 	<ul style="list-style-type: none"> <li>Ensure that all relevant legislative requirements have been met</li> </ul>
<b>Audience</b> 	<ul style="list-style-type: none"> <li>Consider the intended audience, including their level of assumed and/or technical knowledge</li> </ul>
<b>Consultation Approach</b> 	<ul style="list-style-type: none"> <li>Consider your stakeholders and the most appropriate consultation approach</li> <li>Ensure there is adequate time for consultation</li> </ul>
<b>Risks and Costs</b> 	<ul style="list-style-type: none"> <li>Consider any risks and costs associated with creating compared to not creating the administrative requirement, including monitoring compliance</li> <li>Consider whether the information should be included on the agency's website or communicated through other means</li> <li>Ensure the benefits to the people of NSW exceed the cost of implementing the administrative requirement</li> </ul>

Aspect	Considerations
<p data-bbox="240 360 389 427"><b>Style and formatting</b></p> 	<ul data-bbox="489 293 1374 595" style="list-style-type: none"> <li>• Use plain English to ensure the content is easily understood by the audience</li> <li>• Ensure all mandatory fields are completed</li> <li>• Place critical information at the top of the page</li> <li>• Use hyperlinks and attachments for large amounts of information</li> <li>• Write succinctly and consider whether the length can be reduced when editing</li> </ul>
<p data-bbox="264 689 365 714"><b>Review</b></p> 	<ul data-bbox="489 647 1374 864" style="list-style-type: none"> <li>• Nominate the review date for the administrative requirement. Administrative requirements should generally be reviewed <u>at least</u> every five years or earlier.</li> <li>• Consider the future review strategy for evaluating the effectiveness, relevancy, and efficiency of the administrative requirement.</li> </ul>

## 5.4 Finalise and approve the Administrative Requirement

Once the need has been assessed (section 5.2) and the administrative requirement has been developed (section 5.3), the publisher must then arrange for approval of the administrative requirement by the issuing entity. This may take the form of a signed internal briefing note.

After approval has been received, the publisher can create a new administrative requirement in the ARP by completing the required fields (see Appendix 2) and attaching the approval document. The request will be reviewed by the DPC Administrative Requirements Coordinator and then published in the ARP and made publicly available.

A new identifier will be issued based on the administrative requirement type and is a unique identifier code (e.g. C20YY-XX) for an administrative requirement issued and published on the ARP. The identifier forms part of the title of the administrative requirement and is sequential in order (see Appendix 2).

It is the responsibility of the publisher to ensure the administrative requirement is communicated to the intended audience once published.

## 5.5 Review of the Administrative Requirement

As a general principle, the review date for an administrative requirement must be no later than five years from the date issued. Issuing entities can nominate an earlier review date, if appropriate.

The review date for Premier's Memoranda should be no later than the end of the term of government.

NSW State Archives & Records General Retention & Disposal Authorities and Functional Retention & Disposal Authorities may have a review period of no longer than ten years.

Administrative requirements past their review date remain 'active' and 'in force' until such time they are reviewed and updated by the publisher.

It is recommended that administrative requirements be reviewed at least three to six months prior to the nominated review date.

The review should evaluate the continued relevance, effectiveness, and efficiency of the administrative requirement in line with the key principles of the Framework.

Review considerations include but are not limited to:

- are the objectives of the administrative requirement still valid and current?
- is an administrative requirement still the most appropriate way to achieve those objectives with the least impact (i.e. could the information be published elsewhere, such as the agency's website?)
- have there been any relevant legislative or legal developments (including judicial decisions) that affect the administrative requirement?
- can the administrative requirement be archived, consolidated with another existing administrative requirement, or re-issued as a new administrative requirement?
- can a group of administrative requirements be reviewed together to increase the effectiveness and efficiency of the review process?
- what are the impacts of the review on affected parties?

If the review process has identified the need to make substantive updates to an administrative requirement, the publisher must arrange for approval by the issuing entity to archive the previous version and re-issue the document as a new administrative requirement (i.e. with a new identifier).

Minor or inconsequential changes such as updating review dates, correcting typos or updating hyperlinks do not require approval by the issuing entity and can be updated directly by the publisher in the ARP.

## 6. Contacts

The Framework has been developed by DPC in consultation with central agency stakeholders. General enquiries on administrative requirements can be directed to the contacts below.

<b>Publisher</b>	<b>Contact email / website</b>
Department of Premier and Cabinet	<a href="https://www.dpc.nsw.gov.au/contact-us/contact-the-department-of-premier-and-cabinet/">https://www.dpc.nsw.gov.au/contact-us/contact-the-department-of-premier-and-cabinet/</a>
NSW State Archives & Records	<a href="mailto:govrec@records.nsw.gov.au">govrec@records.nsw.gov.au</a>
Public Service Commission	<a href="mailto:enquiries-psc@psc.nsw.gov.au">enquiries-psc@psc.nsw.gov.au</a>
NSW Treasury	<a href="mailto:contact@treasury.nsw.gov.au">contact@treasury.nsw.gov.au</a>
Department of Customer Service	<a href="mailto:contact@customerservice.nsw.gov.au">contact@customerservice.nsw.gov.au</a>

## Appendix 1 – AR Classes and Types

<b>Ministerial Administrative Requirements</b>			
Type	Issuing Entity	Publisher	Purpose
Premier's Memorandum (M20YY-XX)	Premier	Department of Premier and Cabinet	<p>Premier's memoranda are issued, by convention, in relation to a whole of government matter of particular strategic interest and importance to the Government of the day. They communicate a direction or guidance to the Ministry and, by consequence, their portfolio agencies.</p> <p>Premier's memoranda are binding on Ministers and agencies and compliance is required and expected. For Public Service employees, failure to comply may result in disciplinary action under the <i>Government Sector Employment Act 2013</i> (NSW).</p>

<b>Statutory Administrative Requirements</b>			
Type	Issuing Entity	Publisher	Purpose
NSW Treasurer's Direction (TDYY-XX)	NSW Treasury	NSW Treasury	Treasurer's Directions are directions issued under the <a href="#">Government Sector Finance Act 2018 (NSW)</a> .
Public Service Commissioner Directions (PSCDYY-XX)	Public Service Commissioner	Public Service Commission	Section 13 of the <a href="#">Government Sector Employment Act 2013</a> (NSW) provides that the Commissioner may, for the purpose of exercising his or her functions or ensuring compliance with the Act, the regulation and the government sector rules, give a direction in writing to the head of a government sector agency on a specific matter in relation to employees of that agency.
NSW Procurement Board Directions (PBD20YY-XX)	New South Wales Procurement Board	NSW Treasury	Section 175 of the <a href="#">Public Works and Procurement Act 1912</a> (NSW) provides for Procurement Directions issued by the NSW Procurement Board that set rules and guidelines around the procurement of goods and services by agencies. Procurement Directions can be issued to government agencies, both generally or to a particular government agency in line with the <a href="#">NSW Government Procurement Policy Framework</a> .



## Statutory Administrative Requirements

Type	Issuing Entity	Publisher	Purpose
NSW State Archives and Records Standard (NO-XX)	NSW State Archives and Records	NSW State Archives and Records	These standards are issued under section 13 of the <a href="#">State Records Act 1998</a> and set requirements for records management. Records management extends to include all aspects of the making, keeping and disposal of records. The standards apply to all 'public offices' covered by the Act.
NSW State Archives & Records General Retention & Disposal Authority (GA-XX / GDA-XX)	NSW State Archives and Records	NSW State Archives and Records	<p>General retention and disposal authorities are issued for use by all public sector organisations and cover common functions carried out such as finance, personnel, migration and copying of records, etc. They are also issued for use by particular sectors such as local councils, public health services, higher and further education and research facilities, etc.</p> <p>General retention and disposal authorities authorise the disposal of records created and maintained by NSW Government. They identify records which are required as State archives and provide approval for the destruction of certain other records created and maintained by NSW public offices, after minimum retention periods have been met.</p> <p>General retention and disposal authorities are approved by the Board of the NSW State Archives and Records Authority in accordance with section 21(3) of the <a href="#">State Records Act 1998</a>, (NSW) and issued for use by NSW State Archives and Records in accordance with section 21(2)(c) of the Act.</p>
NSW State Archives & Records Functional Retention & Disposal Authority (FA-XXX)	NSW State Archives and Records	NSW State Archives and Records	<p>Functional retention and disposal authorities are issued for use by particular organisations or those carrying out similar or the same functions (e.g. growth centre or precinct development, superannuation funds management, social housing providers, etc.).</p> <p>Functional retention and disposal authorities authorise the disposal of records created and maintained by NSW Government. They identify records which are required as State archives and provide approval for the destruction of certain other records created and maintained by NSW public offices, after minimum retention periods have been met.</p> <p>Functional retention and disposal authorities are approved by the Board of the NSW State Archives and Records Authority in accordance with section 21 (3) of the <a href="#">State Records Act 1998</a> (NSW) and issued for use by NSW State Archives and Records in accordance with section 21(2)(c) of the Act.</p>

## Central Agency Administrative Requirements

Type	Issuing Entity	Publisher	Purpose
Department of Premier and Cabinet Circular (C20YY-XX)	Department of Premier and Cabinet	Department of Premier and Cabinet	<p>DPC Circulars are used to communicate matters of whole of Government administrative policy, employment arrangements and operational importance. For Public Service employees, failure to comply may result in disciplinary action under the <i>Government Sector Employment Act 2013</i> (NSW).</p> <p>DPC Circulars apply to Government sector entities as specified in the circular. The DPC Secretary approves the issuing of DPC Circulars.</p>
NSW Treasury Policy and Guidelines (TPGY-XX)	NSW Treasury	NSW Treasury	A new administrative requirement type will replace Treasury Circulars (TCs) and Treasury Policy Papers (TPPs) in a phased introduction effective from 1 January 2022. All current TCs and TPPs remain in force until otherwise replaced or archived.
NSW Treasury Policy and Guidelines Paper (TPPY-XX)	NSW Treasury	NSW Treasury	<p>Treasury Policy and Guideline Papers (TPPs) are used to communicate policy and guidance on a range of financial and economic management, accounting, taxation and governance issues. TPPs are generally longer in length than Treasury Circulars.</p> <p>TPPs can be either mandatory or non-mandatory.</p> <p>TPPs will be progressively reviewed and will either be archived or where still relevant, re-issued as NSW Treasury Policy and Guidelines (TPG). TPPs remain in force until otherwise replaced or archived.</p>
NSW Treasury Circular (TCYY-XX)	NSW Treasury	NSW Treasury	<p>Treasury Circulars are used to communicate state financial management policy and reporting, and on economic conditions and issues. Treasury Circulars apply to entities nominated in the respective Circular.</p> <p>Treasury Circulars can be either mandatory or non-mandatory.</p> <p>Circulars will be progressively reviewed and will either be archived or where still relevant, re-issued as NSW Treasury Policy and Guidelines (TPG). Circulars remain in force until otherwise replaced or archived.</p>

### Central Agency Administrative Requirements

Public Service Commissioner Circular <i>(PSCC-20YY-XX)</i>	Public Service Commissioner	Public Service Commission	Public Service Commissioner Circulars are instruments issued by the Public Service Commissioner to communicate government sector employee workforce management policy, directions or other arrangements. Public Service Commissioner Circulars may apply to government sector agencies as specified.
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### Central Agency Administrative Requirements

Type	Issuing Entity	Publisher	Purpose
Department of Customer Service Circular <i>(DCS 20YY-XX)</i>	Department of Customer Service	Department of Customer Service	Department of Customer Service Circulars support whole of government IT infrastructure, data and information management, cyber security, and technology.
Department of Finance, Services and Innovation Circular <i>(DFSI-20YY-XX)</i>	Department of Finance, Services and Innovation	Department of Finance, Services and Innovation	Department of Finance, Services and Innovation (DFSI) Circulars that were previously issued by DFSI are now part of the Department of Customer Services. These circulars will be progressively reviewed and will either be archived or where still relevant, re-issued as a Department of Customer Service Circular.
NSW Treasury and Finance Circular <i>(OFS-20YY-XX)</i>	Office of Finance and Services	Office of Finance and Services	NSW Treasury and Finance Circulars that were previously issued by the Office of Finance Services are now part of the Department of Customer Services. These circulars will be progressively reviewed and will either be archived or where still relevant, re-issued as a Department of Customer Service Circular.

## Appendix 2 – Administrative Requirements Metadata Standard

### *Mandatory metadata elements (\*)*

#### **Identifier\***

Label	Identifier
Definition	An identifier is an issuing entity unique identifier code (e.g. C20YY-XX) for an administrative requirement issued and published on the ARP.
Comment	The identifier forms part of the title of the administrative requirement.
Scheme	A unique identifying number that is sequential in order. Refer to Appendix 1.

#### **Title\***

Label	Title
Definition	The title given to the administrative requirement.
Comment	The title will automatically include the identifier (e.g. M20YY-XX).
Scheme	Free text – preceded by the unique identifier code.

#### **Description\***

Label	Description
Definition	A short executive summary of the administrative requirement.
Comment	The description should be no more than two or three sentences.
Scheme	Free text.

#### **Content\***

Label	Content
Definition	Detailed content of the administrative requirement.
Comment	The content should be succinct and can include attachment(s) to separate document(s) with further information, e.g. policy, framework, guidelines, etc.
Scheme	Free text.

## Type\*

Label	Type
Definition	The category of administrative requirement, as detailed by establishing instrument and/or the Administrative Requirements Framework.
Comment	
Scheme	List of Administrative Requirement Category Types: <ul style="list-style-type: none"><li>• Premier's Memorandum (M20YY-XX)</li><li>• Department of Premier &amp; Cabinet Circular (C20YY-XX)</li><li>• NSW State Archives and Records Standard (NO-XX)</li><li>• NSW State Archives &amp; Records General Retention &amp; Disposal Authority (GA-XX / GDA-XX)</li><li>• NSW State Archives &amp; Records Functional Retention &amp; Disposal Authority (FA-XX)</li><li>• NSW Treasurer's Direction (TDYY-XX)</li><li>• NSW Treasury Policy and Guidelines (TPGY-XX)</li><li>• NSW Treasury Policy Paper (TPPY-XX)</li><li>• NSW Treasury Circular (TCYY-XX)</li><li>• NSW Procurement Board Direction (PDB-20YY-XX)</li><li>• Public Service Commissioner Circular (PSCC-20YY-XX)</li><li>• Department of Customer Service Circular (DCS 20YY-XX)</li><li>• Department of Finance, Services and Innovation Circular (DFSI-20YY-XX)</li><li>• NSW Treasury and Finance Circular (OFS-20YY-XX)</li></ul>

## Date issued\*

Label	Date issued
Definition	The date that the administrative requirement was published on the ARP and made publicly available.
Comment	
Scheme	dd-mm-yyyy.

## Review date\*

Label	Review date
Definition	This element defines the date which the administrative requirement is due for review.
Comment	The review date must generally be no later than a maximum of five years from the 'Date issued'. Issuing entities can nominate an earlier review date if appropriate. NSW State Archives & Records General Retention & Disposal Authorities and Functional Retention & Disposal Authorities may have a review period of no longer than ten years.
Scheme	dd-mm-yyyy.

## Issuing entity\*

Label	Issuing Entity
Definition	This is the individual or entity with authority to approve the administrative requirement.
Comment	
Scheme	List of issuing entities: <ul style="list-style-type: none"><li>• Premier</li><li>• Department of Premier and Cabinet</li><li>• NSW State Archives and Records</li><li>• Public Service Commissioner</li><li>• NSW Treasury</li><li>• New South Wales Procurement Board</li><li>• Department of Customer Service</li></ul>

## Publisher\*

Label	Publisher
Definition	This is the agency responsible for the administrative requirement.
Comment	
Scheme	List of publishing entities: <ul style="list-style-type: none"><li>• Department of Premier and Cabinet</li><li>• NSW State Archives and Records</li><li>• Public Service Commission</li><li>• NSW Treasury</li><li>• Department of Customer Service</li></ul>

## Status\*

Label	Status
Definition	Indicates whether the administrative requirement is active or not.
Comment	The administrative requirement will be marked as 'Draft', 'Active' or 'Archived'. Active administrative requirements are published in the ARP and made publicly available. Archived administrative requirements will not appear by default in the ARP, however, will be made available through a 'search archived' function. Draft administrative requirements have been created in the ARP but not yet approved for publishing.
Scheme	Statuses in the ARP: <ul style="list-style-type: none"><li>• Active</li><li>• Archived</li><li>• Draft</li></ul>

## Audience\*

<b>Label</b>	Audience
<b>Definition</b>	Entity/entities that are required to be aware of and/or comply with the administrative requirement.
<b>Comment</b>	
<b>Scheme</b>	List of Audience: <ul style="list-style-type: none"><li>• Advisory Entities (including Boards and Committees)</li><li>• Councils under the Local Government Act</li><li>• Departments</li><li>• Executive agencies related to Departments</li><li>• Separate agencies</li><li>• 'GSF Agencies' as defined under the <i>Government Sector Finance Act 2018</i></li><li>• Public Non-financial Corporation</li><li>• Public Financial Corporation</li><li>• General Government Sector</li><li>• State Owned Corporations</li><li>• Statutory Authorities/Bodies</li><li>• Subsidiaries of the NSW Government established under the <i>Corporations Act</i></li><li>• Universities</li></ul>

## Compliance\*

<b>Label</b>	Compliance
<b>Definition</b>	Specifies whether compliance with the administrative requirement is mandatory.
<b>Comment</b>	The content of the administrative requirement should clearly detail where an element or the whole document is non-mandatory (e.g. for guidance, information purposes).
<b>Scheme</b>	Tick box: Compliance with this document is mandatory

## Contact Email / Website\*

<b>Label</b>	Contact
<b>Definition</b>	A generic email address or a specific email address nominated by the publisher or a hyperlink to a contact enquiry website.
<b>Comment</b>	A generic contact email address or contact website URL will be populated by default based on the publisher. Manual input is required to nominate an alternate specific email address or website if appropriate.
<b>Scheme</b>	Department of Premier and Cabinet: <a href="https://dpc.nsw.gov.au/contact-page">https://dpc.nsw.gov.au/contact-page</a> NSW State Archives and Records: <a href="mailto:govrec@records.nsw.gov.au">govrec@records.nsw.gov.au</a> NSW Treasury: <a href="mailto:contact@treasury.nsw.gov.au">contact@treasury.nsw.gov.au</a> Department of Customer Service: <a href="mailto:contact@customerservice.nsw.gov.au">contact@customerservice.nsw.gov.au</a> New South Wales Procurement Board: <a href="mailto:nswbuy@treasury.nsw.gov.au">nswbuy@treasury.nsw.gov.au</a> Public Service Commission: <a href="mailto:enquiries-psc@psc.nsw.gov.au">enquiries-psc@psc.nsw.gov.au</a>

## Contact Phone\*

<b>Label</b>	Contact Phone
<b>Definition</b>	A generic agency telephone number of the publisher.
<b>Comment</b>	A generic agency telephone number will be populated in the ARP based on the publisher.
<b>Scheme</b>	Department of Premier and Cabinet: (02) 9228 5555 NSW State Archives and Records: (02) 9673 1788 NSW Treasury: (02) 9228 4567 New South Wales Procurement Board: 1800 679 289 Public Service Commission: (02) 9272 6000 Department of Customer Service: 13 77 78

## AAA Metadata — Function\*

<b>Label</b>	Function
<b>Definition</b>	The function to which the administrative requirement applies in line with the <i>NSW Administrative Requirements Taxonomy</i> .
<b>Comment</b>	This element enables users to discover administrative requirements related to a particular government function or activity.
<b>Scheme</b>	This is the top level of the <i>NSW Administrative Requirements Taxonomy</i> and has been largely based on the top level of Keyword AAA. Refer to Appendix 3.

## AAA Metadata — Subject\*

<b>Label</b>	Subject
<b>Definition</b>	The topic or content of the administrative requirement.
<b>Comment</b>	This element enables users to discover administrative requirements related to a particular topic.
<b>Scheme</b>	This is the second level of the <i>NSW Administrative Requirements Taxonomy</i> . Refer to Appendix 3.



## Conditional Mandatory metadata elements - if applicable (^)

### Replaces<sup>^</sup>

Label	Replaces
Definition	A related administrative requirement that is replaced by the respective administrative requirement
Comment	Example: <i>This Circular replaces 'Title'</i> . 'Title' would include a hyperlink to the archived content.
Scheme	A URL pointing to the related administrative requirement that is replaced by the described administrative requirement.

### Is replaced by<sup>^</sup>

Label	Is replaced by
Definition	A related administrative requirement that replaces the described administrative requirement
Comment	Example: <i>This Circular is replaced by 'Title'</i> . 'Title' would include a hyperlink to the newer content.
Scheme	A URL pointing to the related administrative requirement that replaces the described administrative requirement

### Act<sup>^</sup>

Label	Act
Definition	Authority by which the administrative requirement is issued, if a statutory administrative requirement.
Comment	Example: <i>This Direction has been issued under the Government Sector Employment Act 2013</i> . The title of the Act would include a hyperlink to the relevant Act on the <a href="http://www.legislation.nsw.gov.au">www.legislation.nsw.gov.au</a> website.
Scheme	The name of any establishing Act for the respective category of administrative requirement. It should also include a reference to the URL pointing to relevant Act on NSW Legislation website ( <a href="http://www.legislation.nsw.gov.au">www.legislation.nsw.gov.au</a> ).

## Optional metadata elements

### Document author

Label	Document author
Definition	This is the individual or entity who has authored the document.
Comment	
Scheme	Select from list of Document authors in the ARP.

## Internal reference

<b>Label</b>	Internal Reference
<b>Definition</b>	Provides a reference to agency's internal records management system where the original version of the administrative requirement is saved.
<b>Comment</b>	This element does not appear in the presentation layer of the ARP. Publishers can upload as attachments the approval document by the issuing entity to publish the administrative requirement.
<b>Scheme</b>	The scheme may vary between publishing entities, however, should be consistent within the respective entity.

# Appendix 3 – Administrative Requirements Taxonomy

## Level 1

Keyword AAA function

## Level 2

Processes / terms / topics that could be suggested by textual analysis and Keyword AAA

Communications	Advertising
	Branding
	Media Monitoring
	Media relations
	Press releases
	Social Media
	Sydney Opera House
Community Relations	Aboriginal Affairs
	Campaigns
	Community Engagement
	Culturally and Linguistically Diverse
	Customer Service
	Disability
	General Equity
Elections	Elections
Financial Management, Accounting and Reporting	Accounting
	Annual Reports
	Appropriations
	Asset Management
	Audit and Assurance
	Budgeting and Budget Management
	Cash and Treasury Management
	Compliance
	Contract Management
	The Crown in right of the State of New South Wales
	Expenditure
	Financial Appraisal
	Financial Information Management and Systems
	Financial Management Framework
	Financial Statements
	Government Owned Businesses
	Grants and Other Funding
	Liabilities
	Outsourcing
	Project Management
	Public Private Partnerships
	Reporting
	Revenue
Superannuation	
Fiscal Strategy and Economics	Competition Policy
	Economic Appraisal
	Economic Forecasting

Level 1 Keyword AAA function	Economics Performance Management Fiscal Strategy
Level 1 Keyword AAA function	Level 2 Processes / terms / topics that could be suggested by textual analysis and Keyword AAA
<b>Governance</b>	Board and Committees Cabinet Capabilities Counter Terrorism and Emergency Management Delegations Evaluation Executive Roles and Functions Fraud and Corruption Governance Framework Internal Audit and Internal Controls Management Information Framework Performance and Accountability Planning Protected Disclosures Risk Management Strategic Management
<b>Human Resources</b>	Access and Equity Data management Diversity Establishment Grievances Leave Outsourcing Payroll Services Performance Management Recruitment Reporting Separations Workforce Development Workforce Planning
<b>Industrial Relations</b>	Agreements Allowances Appeals (Decisions)  Conditions of Employment Enterprise Bargaining Industrial Action  Industrial Instruments Industrial Matters Leave Legislation

	Salaries and Wages
	Wages Policy
	Workplace Relations Building and Construction

**Level 1**  
**Keyword AAA function**

**Level 2**  
**Processes / terms / topics that could be suggested by textual analysis and Keyword AAA**

<b>Information and Communications Technology</b>	Application Development/Management	
	Business Continuity Planning	
	BYOD (Bring Your Own Device)	
	Cloud	
	IT Risk Management	
	Planning	
	Security	
	Shared Corporate Services Reform	
	Standards	
	Technology Infrastructure	
	Telecommunications	
	<b>Information Management</b>	Copyright
		Functional Retention and Disposal Authorities
General Retention and Disposal Authorities		
Government Information (Public) Access		
Intellectual Property		
Planning		
Privacy		
Reporting		
Standards		
<b>Legal Services</b>		Advice
	Litigation	
	Planning	
	Reviewing	
	<b>Legislation</b>	Acts (Parliament)
Agreements		
Amendments		
Proclamations		
Regulations		
Reporting		
Statutory Rules		
<b>Ministerial Operations</b>		Department Liaison Officers
		<b>National Engagement and Intergovernmental Relations</b>
International Engagement		
Ministerial Councils		
National Partnerships and Agreements		
Reporting		

**Level 1**  
**Keyword AAA function**

**Level 2**  
**Processes / terms / topics that could be suggested by textual analysis and Keyword AAA**

<b>Procurement</b>	Acquisition
	Contracting Out
	Disposal
	Fleet management
	Leasing
	Reporting
	Supplier Management and Development
	Tendering
	Type of Item Being Acquired or Disposed of
	Management Information Framework
<b>Property Management</b>	Acquisition
	Construction
	Disposal
	Facilities
	Fit-Outs
	Leasing
	Leasing-out
	Reporting
<b>Protocol</b>	Tendering
	Celebrations, Ceremonies, Functions
<b>Strategic Security</b>	Visits
	Incident and Emergency Management
<b>Taxation</b>	FBT
	GST
	Other
	Payroll
	Tax Equivalent Regime
<b>Work Health and Safety</b>	Accidents
	Claims
	Compensation
	Inspections
	Insurance
	Reporting
	Risk Management
	Standards