# Administrative Requirements Framework

A Guide to NSW Government Administrative Requirements

August 2025

# Acknowledgement of Country

The Cabinet Office acknowledges the Traditional Custodians of the lands where we work and live. We celebrate the diversity of Aboriginal peoples and their ongoing cultures and connections to the lands and waters of NSW.

We pay our respects to Elders past, present and emerging and acknowledge the Aboriginal and Torres Strait Islander people that contributed to the development of this document.

We advise this resource may contain images, or names of deceased persons in photographs or historical content.

## Copyright and disclaimer

# Contents

# 1    Overview

The Administrative Requirements Framework (**Framework**) outlines how administrative requirements are managed across the NSW Government, including the relationships between agencies involved in their management. The 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.

The Framework includes the *Administrative Requirements Metadata Standard* (**Appendix 2**) and *Administrative Requirements Taxonomy* (**Appendix 3**), which are based on recognised international and national standards and assist searching by topic and content, making it easier to find an administrative requirement.

Active administrative requirements are published on the Administrative Requirements Portal (**ARP**), with the exception of Procurement Board policies (published at https://buy.nsw.gov.au/) and some directions made by the Public Service Commissioner (published at https://www.psc.nsw.gov.au/legislation-and-policy/directions).

The heads and staff of entities in the NSW government sector should maintain awareness of active administrative requirements relevant to them.

## 1.1    Purpose

The purpose of the Framework is to specify:

- key responsibilities of issuing entities
- the administrative requirements process and lifecycle
- the standard format, metadata and taxonomy used
- the classes and categories of administrative requirements.

## 1.2    Application

This Framework applies when administrative requirements are drafted, reviewed, updated or published.

The application of administrative requirements may vary depending on the nature of the administrative requirement, including the class and type (section 4 and Appendix 1). Administrative requirements published on the ARP **must** specify which entities are required to comply with the requirement (the **audience**).

The audience may be described in a variety of ways. It is recommended that the audience be described in line with the entity types listed in section four of the Guide to the NSW Public Sector where possible, which is consistent with the *Government Sector Employment Act 2013*.

In determining the appropriate audience, publishing agencies should consider whether the agency is subject to Ministerial direction and control. Generally, it is not appropriate for an administrative requirement to be issued which purports to apply to an entity which is not generally subject to Ministerial direction and control (such as a separate agency under Part 3 of Schedule 1 to the *Government Sector Employment Act 2013* or a State owned corporation). Publishing agencies should also consult with their legal team to ensure that the content of the administrative requirement aligns with the proposed audience and application prior to publishing.

## 1.3    Definitions

**Administrative requirements** are whole-of-government directions, policies, and guidance issued to the NSW government sector with the purpose of standardising and improving governance and performance outcomes.

**Administrative requirements coordinator** refers to the single point of contact within each publishing agency that oversees and provides advice on agency administrative requirements (see section 3.3).

**Administrative Requirements Framework** refers to this document, which sets out the standards and overarching processes for the management of administrative requirements across the NSW government sector (see section 1 for more details) and is issued under a TCO Circular.

**Administrative Requirements Portal (ARP)** is an online database of administrative requirements across the NSW Government sector. The drafting, publishing and hosting of administrative requirements occurs on the ARP. The ARP is administered by TCO/PD.

**Central agencies** means The Cabinet Office, Premier's Department, the Department of Customer Service and Treasury.

**Government sector** is as defined under the GSE Act.

# 2    Key principles

The following key principles underpin administrative requirement management:

1. **Need** – administrative requirements should only be created if there is a clear need.
2. **Clear and relevant objectives** – the objectives of administrative requirements must be clearly set out and align with NSW Government policy.
3. **Cost vs benefit analysis** – the costs and benefits of publishing the administrative requirement must be assessed, balancing any additional burden with the value of intended outcomes.
4. **Consultation** – the development of an administrative requirement must be informed by robust stakeholder consultation.
5. **Regular review** – administrative requirements must be regularly reviewed to ensure continued relevance, effectiveness and efficiency.

# 3    Responsibilities

## 3.1    Issuing authorities

Issuing authorities have the power to create administrative requirements.

Issuing authorities are responsible for the approval of:

- new and updated administrative requirements
- archiving old administrative requirements.

## 3.2    Publishing agencies

Publishing agencies support issuing authorities to publish administrative requirements on the ARP and are responsible for reviewing and updating administrative requirements they publish or which align with the key functions of each publishing agency (see sections 4.2 and 4.3).

Publishing agencies are responsible for:

- drafting, reviewing and proposing updates to administrative requirements (noting that publishing agencies may obtain policy content and/or subject matter expertise from other government sector agencies)
- consulting stakeholders to ensure administrative requirements are fit for purpose
- facilitating the approval of administrative requirements by the relevant issuing authority
- ensuring administrative requirements comply with the Administrative Requirements Metadata Standard and the Administrative Requirements Taxonomy
- publishing, updating and archiving administrative requirements on the ARP, following approval by the issuing authority
- communicating new administrative requirements to the relevant audience.

| Issuing authority | Publishing agency |
| --- | --- |
| Premier | The Cabinet Office or the Premier's Department |
| Secretary, Premier's Department | Premier's Department |
| Secretary, The Cabinet Office | The Cabinet Office |
| State Records Authority NSW | State Records Authority NSW |
| Secretary, Treasury | Treasury |
| NSW Procurement Board | Treasury |
| Public Service Commissioner | Office of the Public Service Commissioner, Premier's Department |
| Secretary, Department of Customer Service | Department of Customer Service |

## 3.3   Administrative requirements coordinator

Publishing agencies should identify a single point of contact as the administrative requirements coordinator who can assist agency staff by:

- providing advice in relation to the appropriate authority to issue or publish administrative requirements
- promoting awareness of agency-specific processes to update, archive or issue/publish administrative requirements
- receiving general enquiries relating to administrative requirements issued or published by the respective agency, including directing enquiries to subject matter teams/staff
- arranging for the publication of approved administrative requirements to the ARP
- maintaining a register of all active administrative requirements managed by the publishing agency

- conducting an annual audit to ensure timely review of all administrative requirements published by the agency.

## 3.4   The Cabinet Office

The Cabinet Office is responsible for:

- the Framework, including reviewing and updating the Framework as needed
- maintaining the ARP, including reviewing draft content proposed for publication.

# 4   Administrative requirements classes

There are three broad classes of administrative requirements, which differ by their establishing authority. Each class has various types, and different issuers, publishers and intended audiences. Further detail can be found in Appendix 1 to the Framework.

## 4.1   Premier's memoranda

Premier's memoranda are issued by the Premier and made in relation to whole-of-government matters of strategic interest and importance to the government of the day. They communicate a policy direction or guidance to ministers, ministerial staff and agencies.

Memoranda are established by the convention that ministers (and their staff) and agencies comply with the directions of the Premier as the head of executive government. While they do not override legislation, memoranda are binding and any failure to comply may result in disciplinary action.

If there is a change in government, memoranda should be reviewed by the incoming Premier to ensure their ongoing relevance and currency to the government of the day.

Ministers (including on behalf of a portfolio agency) may submit a request to the Premier for a memorandum to be issued, with reference to the key principles (section 1.3).

## 4.2   Administrative requirements issued by central agencies

Administrative requirements may also be issued by the Secretaries of central agencies. Administrative requirements in this class (generally circulars, and Treasury policy and guidelines) are predominantly issued in relation to operational matters and are used to communicate standards, protocols or whole-of-government policy.

Administrative requirements of this kind may include administrative requirements issued by:[1]

- The Cabinet Office (**TCO**) – focusing on cabinet conventions, integrity and government priorities and performance, including policies, initiatives, and events
- Premier's Department (**PD**) – focusing on government priorities and performance, including policies, initiatives, and events, and industrial relations
- Department of Customer Service – focusing on policy reform and delivery of enabling functions and customer services provided by government including information, communications and technology

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[1] Note that central agency names may change due to Machinery of Government changes (section 6.2).

- Treasury – focusing on effective financial, budgetary, accounting, performance and economic management and reporting, including procurement policy and risk management.

Administrative requirements issued by central agencies are applicable to the audiences specified by the administrative requirement and those entities are required to comply with their terms (unless they are stated to be non-mandatory or are overridden by legislative requirements). Failure to comply may result in disciplinary action.

# 4.3    Statutory administrative requirements

Statutory administrative requirements are issued in accordance with legislation by authorities with relevant statutory powers (for example, State Records Authority NSW). Statutory administrative requirements set out requirements that must be complied with, or guidelines that must be considered. Entities that must comply with statutory administrative requirements may vary and are generally specified in the enabling legislation.

Examples of statutory administrative requirements include those issued by:

- the Public Service Commissioner – directions are issued under the *Government Sector Employment Act 2013* and set out the arrangements and procedures to be applied or followed by agencies to promote compliance with the Act on specific matters in relation to employees

- State Records Authority NSW – focuses on improving recordkeeping in NSW public offices through provision of standards, advice and retention and disposal authorities

- Treasury – Treasurer's Directions are issued under the *Government Sector Finance Act 2018* and set out the arrangements and procedures to be applied or followed by agencies to promote compliance with the Act

- the NSW Procurement Board – NSW Procurement Board Directions set rules and guidelines around the procurement of goods and services by government agencies as defined under the *Public Works and Procurement Act 1912*.

# 5 Process to create and update administrative requirements

The process set out below specifies the minimum requirements that must be followed when creating and updating administrative requirements.

Agency staff should consult their agency's administrative requirements coordinator (section 3.3) for specific briefing and approval processes.
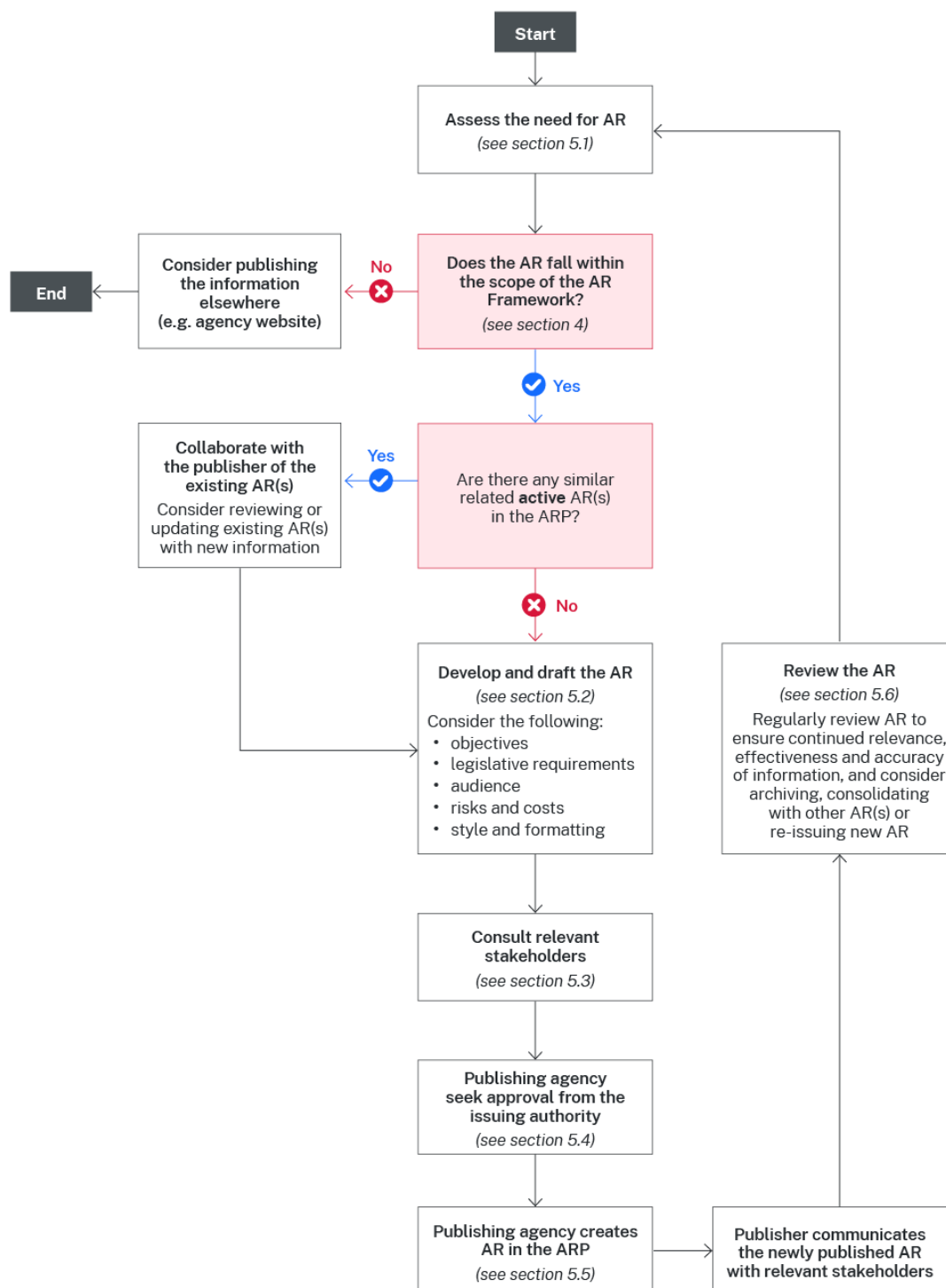


Decision tree providing an overview of process to create an AR, as detailed in section 5

## 5.1 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 agency responsible for the respective policy or topic. This process should include checking the ARP for any related existing administrative requirements.

Opportunities to simplify, update or consolidate existing administrative requirements should be considered in the first instance, prior to creating a new administrative requirement.

The following should be considered:

- Can the content for the administrative requirement be issued as guidance to the sector rather than through an administrative requirement, such as a guidelines document, fact sheet or update to the agency/department website?

- Is there an existing administrative requirement that could be updated to include the new information/standards?

- Are there any risks or costs associated with creating an administrative requirement? For example, is the binding requirement reasonable and enforceable?

- If a new administrative requirement is to be created, can any existing administrative requirements on related topics be consolidated and/or archived?

## 5.2 Developing and updating administrative requirements

### 5.2.1 Factors for consideration when developing an administrative requirement

The following factors must be considered when developing an administrative requirement:

- Objectives
    - What is the objective of the administrative requirement?
    - Are these objectives consistent with existing legislation, government policy and relevant standards?
- Legislative requirements
    - Does the administrative requirement support relevant legislative requirements?
- Audience
    - Who is the intended audience?
    - Does the administrative requirement assume the intended audience will have prior and/or technical knowledge?
    - As noted in section 1.2, publishing agencies should consult with their legal team to ensure the content of the administrative requirement aligns with the proposed application and audience prior to publishing the requirement.
- Risks and costs
    - Are there any risks or costs associated with creating the administrative requirement, including monitoring compliance?
    - Do the benefits to the people of NSW exceed the cost of implementing the administrative requirement?
    - How will the information be communicated?

- Style and formatting
  - o Use plain English to ensure the content is easily understood by the audience.
  - o Ensure all mandatory fields are completed.
  - o Place critical information at the top of the page.
  - o Use hyperlinks and attachments for large amounts of information.
  - o Write succinctly and consider whether the length can be reduced when editing.
  - o Where possible, ensure attachments to the administrative requirement are published in an accessible document format.

## 5.2.2    Updating and reissuing administrative requirements

If it is determined that an existing administrative requirement can be updated to include new content, agencies should follow the same process as applies for creating an administrative requirement and ensure relevant factors are considered (section 5.2.1) and adequate stakeholder consultation is undertaken (section 5.3).

When briefing the issuing authority and publishing agency, agencies should note:

- the active administrative requirement that will be archived/replaced
- the key changes that will be published in the new administrative requirement.

Once the changes to the administrative requirement are approved, the active administrative requirement must be archived and reissued as a new administrative requirement with a new identifier on the ARP. The new administrative requirement should link to the previous administrative requirement that it has replaced. Publishing agencies should also ensure that administrative requirements approved for archiving are updated as 'archived' on the ARP and that the archived administrative requirement links to the new administrative requirement which replaces it.

### 5.2.2.1    Minor updates can be made without reissuing an administrative requirement

Minor or inconsequential changes such as correcting typos or updating hyperlinks, agency names (for example as a result of machinery of government changes) or contacts do not require approval by the issuing authority and can be updated directly by the publishing agency in the ARP (in this instance, there is no need to reissue or archive the administrative requirement).

# 5.3    Consultation

Agencies must consult with relevant stakeholders when drafting or updating administrative requirements. Agencies should:

- consider which stakeholders should be consulted. (For example, which agencies are likely to be impacted by the new administrative requirement? Which areas may be able to provide subject matter expertise? Is the administrative requirement lawful and are there any legal or financial implications that should be assessed?)
- consider which consultation approach is appropriate (e.g. receiving written feedback, online survey, stakeholder meetings, via existing channels such as communities of practice etc.)
- ensure adequate time is provided for meaningful consultation.

# 5.4    Approval

The publishing agency must seek approval of the draft administrative requirement from the issuing authority. This may take the form of a signed internal briefing note (administrative coordinators can advise on agency-specific processes).

## 5.5 Publication

After approval of the administrative requirement content for publication has been granted, the publishing agency can create a new administrative requirement in the ARP by completing the required fields (detailed in Appendix 2) and attaching evidence of the issuing authority's approval (e.g. a signed briefing note). Publishing agencies must also nominate a contact for the administrative requirement. Where possible, publishing agencies should nominate the email address of the team responsible for the administrative requirement (rather than an individual staff member) to account for staff movement and changes.

When publishing an administrative requirement onto the ARP, publishing agencies should refer to the:

- Administrative Requirements Metadata Standard (Appendix 2) – used to ensure 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. See Appendix 2 for further details.
- Administrative Requirement Taxonomy (Appendix 3) – 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. See Appendix 3 for further details.

The request for publication (not the administrative requirement itself) will be reviewed by TCO to ensure all relevant information is included. Providing all mandatory fields are completed, the administrative requirement will be published on the ARP and the administrative requirement status will be updated to 'active'. A new identifier will be issued based on the administrative requirement type (e.g. C20YY-XX). The identifier forms part of the title of the administrative requirement and is sequential in order of administrative requirement publications. Some agencies may also choose to publish administrative requirements on their websites.

It is the responsibility of the publishing agency to ensure new or updated administrative requirements are communicated to the intended audiences. In some cases, it may be appropriate for documents published under an administrative requirement to be published in the Gazette. Agencies can refer to the NSW Government Gazette website[2] or consult with their legal teams for further information.

## 5.6 Review of existing administrative requirements

The review of an administrative requirement should evaluate the continued relevance, effectiveness, and efficiency of the requirement in line with the Framework. Reviews may take place as part of an agency's annual audit (see section 6.1), when there is a change in government or in response to new legislation, standards or processes that may affect an existing administrative requirement.

Review considerations include (but are not limited to) the following:

- 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?)

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[2] https://legislation.nsw.gov.au/gazette.

- 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 reissued 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 authority to archive the previous version and reissue the document as a new administrative requirement (i.e. with a new identifier – see section 5.2.2 for further information).

# 6 Maintaining the currency of administrative requirements

Publishing agencies are collectively responsible for regularly reviewing and updating active administrative requirements to ensure they remain fit for purpose, relevant and functional.

TCO is responsible for reviewing and briefing the Premier on all active Premier's Memoranda at the beginning of a new term of government.

## 6.1 Annual audit

Each agency's administrative coordinator must maintain a register of the agency's administrative requirements and coordinate an annual audit in accordance with the review process set out at section 5. It is recommended that administrative coordinators report on the outcomes of the annual audit to the agency's executive committee.

## 6.2 Transfer of custodianship

The custodianship of published administrative requirements may need to be transferred due to changes in legislation or administrative arrangements. For example, an issuing authority 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 agency under a Machinery of Government change.

When this occurs, any administrative requirements that were supported by the previous agency should be identified for transfer to the new issuing authority or publishing agency by way of written correspondence. Once both agencies agree to the change, the transfer of custodianship should be acted upon by updating the administrative requirement (including the publishing agency and the nominated contact) in the ARP.

The new publishing agency is responsible for reviewing and archiving the newly transferred administrative requirement(s) and publishing new active administrative requirement(s), as appropriate.

# 7 Contacts

The Framework has been developed by TCO in consultation with publishing agencies. General enquiries about the Framework should be directed to governance@tco.nsw.gov.au

Enquiries about administrative requirements should be directed to the relevant publishing agency as below.

| Publishing agencies | Contact email / website |
| --- | --- |
| Premier's Department | https://www.nsw.gov.au/departments-and-agencies/premiers-department/contact-us |
| The Cabinet Office | https://www.nsw.gov.au/the-cabinet-office/contact-us |
| State Records Authority NSW | https://www.nsw.gov.au/departments-and-agencies/dciths/state-records-nsw |
| Office of the Public Service Commissioner, Premier's Department | https://www.psc.nsw.gov.au/about-us/contact-us |
| Treasury | https://www.treasury.nsw.gov.au/contact-us |
| Department of Customer Service | https://www.nsw.gov.au/departments-and-agencies/customer-service/contact-us |

# Appendices

## Appendix 1 – Classes and types of administrative requirements

| Memoranda | | | |
|---|---|---|---|
| Type | Issuing authority | Publishing agency | Purpose |
| Premier's Memoranda *(MYYYY-XX)* | Premier | Premier's Department or The Cabinet Office | 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.<br><br>Premier's memoranda are binding on ministers and agencies and compliance is required and expected. Failure to comply may result in disciplinary action under the *Government Sector Employment Act 2013* for government sector employees. |

| Administrative requirements issued by central agencies | | | |
|---|---|---|---|
| Type | Issuing authority | Publishing agency | Purpose |
| Premier's Department Circular *(CYYYY-XX)* | Premier's Department | Premier's Department | Premier's Department Circulars are used to communicate matters of whole-of-government operational policy or procedure and employment arrangements. Failure to comply may result in disciplinary action under the *Government Sector Employment Act 2013* for government sector employees.<br><br>Premier's Department Circulars apply to government sector entities as specified in the circular. Premier's Department may issue circulars on behalf of other agencies that are not classified as issuing authorities, such as Sydney Opera House, if the content is applicable to the whole of government.<br><br>The Secretary, Premier's Department approves the issuing of all Premier's Department Circulars. |

| Administrative requirements issued by central agencies | | | |
|---|---|---|---|
| Type | Issuing authority | Publishing agency | Purpose |
| The Cabinet Office Circular<br><br>*(CYYYY-XX)* | The Cabinet Office | The Cabinet Office | TCO Circulars are used to communicate whole-of-government administrative policy, governance and legal matters of operational importance. Failure to comply may result in disciplinary action under the *Government Sector Employment Act 2013* for government sector employees.<br><br>TCO Circulars apply to Government sector entities as specified in the circular. TCO may issue circulars on behalf of other agencies not classified as central agencies if the content is relevant to whole-of-government. The Secretary, TCO approves the issuing of these circulars. |
| Treasury Policy and Guidelines<br><br>*(TPGYY-XX)* | Secretary, Treasury | Treasury | Treasury Policy and Guidelines (TPGs) are used to communicate policy and guidance on a range of financial management, reporting, budgeting, economic and governance issues. TPGs can include mandatory, recommended or non-mandatory requirements.<br><br>TPGs were introduced in January 2022 to replace Treasury Circulars (TCs) and Treasury Policy Papers (TPPs).<br><br>Existing TCs and TPPs remain in force until otherwise replaced by TPGs or archived. TPPs and TCs will be progressively reviewed and either archived or, where still relevant, re-issued as TPGs. |
| Public Service Commissioner Circular<br><br>*(OPSCC-YYYY-XX)* | Public Service Commissioner | Office of the Public Service Commissioner, Premier's Department | Public Service Commissioner Circulars are issued to communicate information about government sector employee workforce management policy, directions, mandatory code of ethics and conduct information and other arrangements. Public Service Commissioner Circulars apply to government sector agency heads as specified. |
| Department of Customer Service Circular<br><br>*(DCSYYYY-XX)* | Secretary, 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. |

| Statutory administrative requirements | | | |
|---|---|---|---|
| Type | Issuing authority | Publishing agency | Purpose |
| Treasurer's Direction<br><br>(TDYY-XX) | Treasury | Treasury | Treasurer's Directions are directions issued under the *Government Sector Finance Act 2018*. |
| Public Service Commissioner Direction<br><br>(PSCDYY-XX) | Public Service Commissioner | Office of the Public Service Commissioner, Premier's Department | Section 13 of the *Government Sector Employment Act 2013* 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 employment rules, give a direction in writing to the head of a government sector agency on a specific matter in relation to the employees of that agency. |
| NSW Procurement Board Direction<br><br>(PBDYYYY-XX) | NSW Procurement Board | Treasury | Section 175 of the *Public Works and Procurement Act 1912* provides for Procurement Directions issued by the NSW Procurement Board that set rules and guidelines around the procurement of goods and services by government agencies. Procurement Directions can be issued to government agencies, both generally or to a particular government agency in line with the <u>NSW Government Procurement Policy Framework</u>. |
| State Records Authority NSW Standard<br><br>(NO-XX) | State Records Authority NSW | State Records Authority NSW | These standards are issued under section 13 of the *State Records Act 1998* 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. |
| State Records Authority NSW General Retention & Disposal Authority<br><br>(GA-XX) | State Records Authority NSW | State Records Authority NSW | 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.<br><br>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. |

| Statutory administrative requirements | | | |
|---|---|---|---|
| Type | Issuing authority | Publishing agency | Purpose |
| | | | General retention and disposal authorities are approved by the State Records Authority NSW Board in accordance with section 21(3) of the *State Records Act 1998* and issued for use by the Authority in accordance with section 21(2)(c) of the Act. |
| | | | General retention and disposal authorities are issued under GA identifiers. Previous administrative requirements issued under GDA identifiers remain in force until otherwise replaced by GA identifiers or archived. |
| State Records Authority NSW Functional Retention & Disposal Authority *(FA-XXX)* | State Records Authority NSW | State Records Authority NSW | 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.). |
| | | | 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. |
| | | | Functional retention and disposal authorities are approved by the State Records Authority NSW Board in accordance with section 21(3) of the *State Records Act 1998* and issued for use by the Authority in accordance with section 21(2)(c) of the Act. |

# Appendix 2 – Administrative Requirements Metadata Standard

## *Mandatory metadata elements (\*)*

| Identifier* | |
|---|---|
| Label | Identifier |
| Definition | An identifier is an issuing authority 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><li>Premier's Memorandum (M20YY-XX)</li><li>Premier's Department Circular (C20YY-XX)</li><li>The Cabinet Office Circular (C20YY-XX)</li><li>State Records Authority NSW Standard (NO-XX)</li></ul> |

| | |
|---|---|
| | • State Records Authority NSW General Retention and Disposal Authority (GA-XX) |
| | • State Records Authority NSW Functional Retention and Disposal Authority (FA-XX) |
| | • Treasurers Direction (TDYY-XX) |
| | • Treasury Policy and Guidelines (TPGYY-XX) |
| | • NSW Procurement Board Direction (PDB-20YY-XX) |
| | • Public Service Commissioner Circular (OPSCC-20YY-XX) |
| | • Public Service Commissioner Direction (No x of 20YY) |
| | • Department of Customer Service Circular (DCS 20YY-XX) |

| 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. |

| Issuing authority* | |
|---|---|
| Label | Issuing authority |
| Definition | This is the individual or agency with authority to approve the administrative requirement. |
| Comment | |
| Scheme | List of issuing authorities: <br> • Premier <br> • Premier's Department <br> • The Cabinet Office <br> • State Records Authority NSW <br> • Public Service Commissioner <br> • Treasury <br> • NSW Procurement Board <br> • Department of Customer Service |

| Publisher* | |
|---|---|
| Label | Publisher |
| Definition | This is the agency responsible for the administrative requirement. |
| Comment | |
| Scheme | List of publishing agencies: <br> • The Cabinet Office <br> • Premier's Department <br> • State Records Authority NSW <br> • Office of the Public Service Commissioner <br> • Treasury <br> • Department of Customer Service |

| Status* | |
|---|---|
| Label | Status |
| Definition | Indicates whether the administrative requirement is active or not. |
| Comment | The administrative requirement will be marked as '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. |
| Scheme | Statuses in the ARP:<br>• Active<br>• Archived |

| Audience* | |
|---|---|
| Label | Audience |
| Definition | Entity/entities that are required to be aware of and/or comply with the administrative requirement. |
| Comment | Audience may be described in a variety of ways. It is recommended that audience is described in line with the entity types listed in section four of the Guide to the NSW Public Sector where possible, which is consistent with the *Government Sector Employment Act 2013*. Publishing agencies should also consult with their legal team on the proposed audience and application of the administrative requirement prior to publishing. |
| Scheme | List of possible audiences:<br>• Advisory entities (including boards and committees)<br>• Councils under the *Local Government Act 1993*<br>• Departments<br>• Executive agencies related to Departments<br>• Separate agencies<br>• 'GSF Agencies' as defined under the *Government Sector Finance Act 2018*<br>• Government sector agencies as defined in the *Government Sector Employment Act 2013*<br>• Public Financial Corporation<br>• Public Non-financial Corporation<br>• General Government Sector<br>• State Owned Corporations<br>• Statutory Authorities/Bodies<br>• Subsidiaries of the NSW Government established under the *Corporations (New South Wales) Act 1990*<br>• Universities<br>• Free text for other audiences not included in the above list. |

| Contact Email / Website* | |
|---|---|
| Label | Contact |
| Definition | A generic email address or a specific email address nominated by the publisher or a hyperlink to a contact enquiry website. |

| Comment | 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. |
|---|---|
| Scheme | Premier's Department:  https://www.nsw.gov.au/departments-and-agencies/premiers-department/contact-us <br> The Cabinet Office:  https://www.nsw.gov.au/the-cabinet-office/contact-us <br><br> State Records Authority NSW:  https://www.nsw.gov.au/departments-and-agencies/dciths/state-records-nsw <br><br> Treasury: https://www.treasury.nsw.gov.au/form/contact-us <br><br> Department of Customer Service: https://www.nsw.gov.au/departments-and-agencies/customer-service/contact-us <br><br> NSW Procurement Board: nswbuy@treasury.nsw.gov.au <br><br> Office of the Public Service Commissioner: https://www.psc.nsw.gov.au/about-us/contact-us |

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

| AAA Metadata — Subject* | |
|---|---|
| Label | Subject |
| Definition | The topic or content of the administrative requirement. |
| Comment | This element enables users to discover administrative requirements related to a particular topic. |
| Scheme | This is the second level of the *NSW Administrative Requirements Taxonomy*. Refer to Appendix 3. |

| Internal contact* | |
|---|---|
| Label | Internal contact |
| Definition | This element does not appear in the presentation layer of the ARP. <br> This is the individual or team that authors the administrative requirement and can be contacted about the administrative requirement. |
| Scheme | An email address should be provided. |

| Internal approval reference* | |
|---|---|
| Label | Internal approval reference |

| Definition | Provides a reference to agency's internal records management system where a record of approval for the administrative requirement is saved. |
|---|---|
| Comment | This element does not appear in the presentation layer of the ARP.<br><br>Publishers can upload as attachments the approval document by the issuing authority to publish the administrative requirement. |
| Scheme | The scheme may vary between publishing authorities, however, should be consistent within the respective agency. |

## *Conditional Mandatory metadata elements - if applicable (ʌ)*

| Replacesʌ | |
|---|---|
| Label | Replaces |
| Definition | A related administrative requirement that is replaced by the respective administrative requirement |
| Comment | Example: *This Circular replaces 'Title'.* '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 byʌ | |
|---|---|
| Label | Is replaced by |
| Definition | A related administrative requirement that replaces the described administrative requirement |
| Comment | Example: *This Circular is replaced by 'Title'.* 'Title' would include a hyperlink to the newer content. |
| Scheme | A URL pointing to the related administrative requirement that replaces the described administrative requirement |

| Actʌ | |
|---|---|
| Label | Act |
| Definition | Authority by which the administrative requirement is issued, if a statutory administrative requirement. |
| Comment | Example: 'This Direction has been given under the *Government Sector Employment Act 2013*'. The title of the Act would include a hyperlink to the relevant Act on the www.legislation.nsw.gov.au 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 (www.legislation.nsw.gov.au). |

| Contact Phoneʌ | |
|---|---|
| Label | Contact Phone |

| Definition | A generic agency telephone number of the publisher. |
|---|---|
| Comment | A generic agency telephone number will be populated in the ARP based on the publisher. |
| Scheme | The Cabinet Office: (02) 9228 5555<br>Premier's Department: (02) 9228 5555<br>State Records Authority NSW: (02) 9714 3080<br>Treasury: (02) 9228 4567<br>NSW Procurement Board: 1800 679 289<br>Office of the Public Service Commissioner: (02) 9272 6000<br>Department of Customer Service: 13 77 78 |

# Appendix 3 – Administrative Requirements Taxonomy

| Level 1<br>*Keyword AAA function* | Level 2<br>*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 |
| | Economics Performance Management |
| | Fiscal Strategy |
| Governance | Appointments, Boards 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 |
| **Human Resources** | Access and Equity |
| | Code of Ethics and Conduct |
| | Diversity |
| | Establishment |
| | Grievances |
| | Leave |
| | Outsourcing |
| | Payroll Services |
| | Performance Management |
| | Recruitment |
| | Reporting |
| | Separations |
| | Workforce Development |
| | Workforce Management |
| | Workforce Planning |
| **Industrial Relations** | Agreements |
| | Allowances |
| | Appeals (Decisions) |
| | Conditions of Employment |
| | Bargaining |
| | Industrial Action |
| | Industrial Instruments |
| | Industrial Matters |
| | Leave |
| | Legislation |
| | Salaries and Wages |
| | Wages Policy |
| | Workplace Relations Building and Construction |
| **Information and Communications Technology** | 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 |
| Information Management | Copyright |
| | Data management |
| | General Retention and Disposal Authorities |
| | Functional Retention and Disposal Authorities |
| | Government Information (Public) Access |
| | Intellectual Property |
| | Planning |
| | Privacy |
| | Reporting |
| | Standards |
| Legal Services | Advice |
| | Litigation |
| | Planning |
| | Reviewing |
| Legislation | Acts (Parliament) |
| | Agreements |
| | Amendments |
| | Proclamations |
| | Regulations |
| | Reporting |
| | Statutory Rules |
| Ministerial Operations | Department Liaison Officers |
| National Engagement and Intergovernmental Relations | Council for the Australian Federation |
| | International Engagement |
| | Ministerial Councils |
| | National Partnerships and Agreements |
| | Reporting |
| Procurement | Acquisition |
| | Contracting Out |
| | Disposal |
| | Fleet management |
| | Leasing |
| | Reporting |
| | Supplier Management and Development |
| | Tendering |

| | |
|---|---|
| | Type of Item Being Acquired or Disposed of |
| | Management Information Framework |
| **Property Management** | Acquisition |
| | Construction |
| | Disposal |
| | Facilities |
| | Fit-Outs |
| | Leasing |
| | Leasing-out |
| | Reporting |
| | Tendering |
| **Protocol** | Celebrations, Ceremonies, Functions |
| | Visits |
| **Strategic Security** | Incident and Emergency Management |
| **Taxation** | FBT |
| | GST |
| | Other |
| | Payroll |
| | Tax Equivalent Regime |
| **Work Health and Safety** | Accidents |
| | Claims |
| | Compensation |
| | Inspections |
| | Insurance |
| | Reporting |
| | Risk Management |
| | Standards |