## Comments on Premier's Department and Cabinet Office draft

## Version 1 - submitted September 20

This document outlines State Records NSW’s feedback on the draft functional retention and disposal authority developed by Premier's Department and Cabinet Office. Please also see the suggested changes in the amended authority.

**GENERAL COMMENTS**

Entries 9.0.0 and 10.0.0 approved for use by Infrastructure NSW 23/8/2018

**SPECIFIC COMMENTS – FUNCTIONS AND ACTIVITIES**

**CABINET SERVICES- 2.0.1**

Amended description based on comments from P&C

The provision of administrative services to the Executive Council.

Matters are placed before the Executive Council in the form of minutes conveying recommendations from Ministers. Minutes are forwarded by Ministers to the Cabinet Secretariat and then forwarded to the Official Secretary to the Governor. The agenda paper of recommendations for consideration is prepared by the Official Secretary. At the meeting, when the Councillors have signified their concurrence in the matters before them the agenda papers are so endorsed by the Governor. The approved Minutes are signed by the Governor and Clerk of the Council and returned to the Office of the originating Minister.

**STRATEGIC POLICY AND ADVICE - Legal Policy- 10.1.4**

As of 1/12/2014 responsibility for maintaining the Register of Third-Party Lobbyists and the prosecution of electoral offences was transferred from Department of Premier and Cabinet to the NSW Electoral Commission.