

# **Records Disposal Authority**

**Bankstown Airport Limited  
Camden Airport Limited  
Hoxton Park Airport Limited**

**Transfer of custody and  
ownership of records**

**Job no 2003/00383324**

**16 September 2003**



**NATIONAL  
ARCHIVES  
OF AUSTRALIA**

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## INTRODUCTION

### Disposal authorisation

Section 24 of the *Archives Act 1983* provides that records are not to be disposed of without the consent of the Archives unless the action of disposal is positively required by law, or takes place in accordance with a normal administrative practice of which the Archives does not disapprove. Advice on the provisions of the Archives Act can be obtained from any National Archives office.

### Purpose of this authority

This authority authorises the transfer of custody or ownership, or other disposal, of Commonwealth records as required by the Archives Act.

### Using this authority

This authority covers records controlled by the agency and applies only to the records or classes of records described in the authority.

This authority is to be used to determine the custody or ownership of Commonwealth records. This is done by a process known as 'sentencing'. Sentencing involves the examination of records in order to identify the individual disposal class to which they belong. This process enables the sentencing officer to determine the appropriate disposal action for the records. Advice on sentencing can be obtained from your nearest National Archives office.

This authority authorises the transfer of custody and ownership of records out of the Commonwealth that are covered by the specified classes and date ranges of those classes. All other records of the agency that fall outside the scope of these classes and date ranges remain Commonwealth records.

Records remaining in Commonwealth custody should be sentenced in accordance with the Administrative Functions Disposal Authority issued by the National Archives to cover housekeeping and other records common to most Commonwealth agencies and other specific Records Disposal Authorities issued to the agency. Records selected as national archives should be transferred into the custody of the National Archives. The Archives no longer accepts records which have not been sentenced in accordance with valid records disposal authorities. Commonwealth agencies may withdraw records for official reference purposes through the lending service.

### Amendment of this authority

An amendment of this authority must be approved by the National Archives. Officers using the authority should advise the National Archives of any changes considered desirable.

## CONTACT INFORMATION

### 1. For requests to change this authority contact the Canberra Office of the National Archives of Australia

Queen Victoria Terrace

Parkes ACT 2600

PO Box 7425

Canberra Mail Centre ACT 2610

Tel: (02) 6212 3610

Fax: (02) 6212 3989

Email: [recordkeeping@naa.gov.au](mailto:recordkeeping@naa.gov.au)

Website: [www.naa.gov.au](http://www.naa.gov.au)

### 2. For sentencing advice contact your local office of the National Archives.

The address and phone number of your local office can be found at the National Archives website address above.

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RDA Job No 2003/00383324

**AUTHORISATION**

**RECORDS DISPOSAL AUTHORITY**

**Person to whom notice of  
authorisation is given:**

General Manager  
Bankstown Airport Ltd, Camden  
Airport Ltd, Hoxton Park Airport Ltd  
c/o Bankstown Airport NSW 2220

**Purpose:**

AUTHORISES ARRANGEMENTS FOR THE DISPOSAL OF  
RECORDS IN ACCORDANCE WITH SECTION 24(2)(b) OF  
THE ARCHIVES ACT 1983


**Application:**

Records described in the disposal classes in this authority

This authorisation applies to only the disposal of the records described on the authority in accordance with the disposal action specified on the authority. The authority will apply only if disposal takes place with the consent of the agency that is responsible at the time of disposal for the functions documented in the records concerned.

**Authorising Officer**  
National Archives of Australia

**Date of issue:**  
16 September 2003

  
Venetia Beale  
Director  
Recordkeeping Implementation

## APPLICATION

The descriptions of records pertain to the records of Bankstown Airport Limited, Camden Airport Limited and Hoxton Park Airport Limited. The disposal authority authorises the transfer of ownership of the described records to the relevant airport companies after the completion of the sale of the companies.



## BANKSTOWN AIRPORT LIMITED, CAMDEN AIRPORT LIMITED AND HOXTON PARK AIRPORT LIMITED

### Administration and Operations

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
Class no. 5927	Records relating to airport property and vehicles administration needed for current administration. Includes documenting the programming, arrangements and implementation of repairs and maintenance within the airports and the provision and administration of fixtures, fittings and equipment and vehicles at the airports. (Date range: 1988 – 2003)	Transfer records to the relevant airport company
Class no. 5928	Records documenting airport operations needed for current administration. Includes aircraft movements, instructions and assessments of operating procedures and conditions. (Date range: 1988 – 2003)	Transfer records to the relevant airport company
Class no. 5929	Records relating to the planning and strategic development of the airports needed for current administration. Includes correspondence and reports associated with the overall planning and strategic development covering aviation, commercial, community and regulatory matters. (Date range: 1948 – 2003)	Transfer records to the relevant airport company
Class no. 5930	Records encompassing the graphical, mapping and spatial representation of airport property and infrastructure needed for current administration. Includes graphic information in photographic format such as aerial prints of the airports. (Date range: 1948 – 2003)	Transfer records to the relevant airport company
Class no. 5931	Asset registers relating to the fixed assets of the airports. (Date range: 1948 – 2003)	Transfer records to the relevant airport company
Class no. 5932	Records associated with the regulation of aviation safety needed for current administration. Includes correspondence and documents required for the monitoring, regulation and reporting of aviation safety to comply with regulatory agencies to maintain aerodrome certification. (Date range: 1948 – 2003)	Transfer records to the relevant airport company
Class no. 5933	Records relating to the use of facilities at the airports needed for current administration. Includes information designed to assist with recording aviation fees and charges and incorporates usage, pricing and related details. (Date range: 1948 – 2003)	Transfer records to the relevant airport company

## BANKSTOWN AIRPORT LIMITED, CAMDEN AIRPORT LIMITED AND HOXTON PARK AIRPORT LIMITED

### Administration and Operations - Continued

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
Class no. 5934	Records of board agendas, minutes and associated correspondence. Includes the master set of signed minutes, agendas of each of the airport boards. Also consists of reference copies of board papers from predecessor management entities such as the Federal Airports Corporation (FAC) and Sydney Airports Corporation Limited (SACL). (Date range: 1988 – 2003)	Transfer records to the relevant airport company
Class no. 5935	Records documenting interaction with the community and public relations needed for current administration. Includes development and implementation of communication with the community and related publicity material including media releases. (Date range: 1948 – 2003)	Transfer records to the relevant airport company
Class no. 5936	Records documenting company registers and associated corporate business information required under Corporations Law. (Date range: 1988 – 2003)	Transfer records to the relevant airport company
Class no. 5937	Records relating to environmental strategy needed for current administration. Includes management and monitoring of airport environmental interest to ensure compliance with relevant Commonwealth and State legislation. (Date range: 1948 – 2003)	Transfer records to the relevant airport company
Class no. 5938	Records relating to accounting and financial information needed for current administration. (Date range: 1988 – 2003)	Transfer records to the relevant airport company
Class no. 5939	Financial records documenting audit processes. Includes correspondence and reports with and by external auditors. (Date range: 1988 – 2003)	Transfer records to the relevant airport company
Class no. 5940	Financial records relating to managing and monitoring revenue and expenditure. Includes documents linked with debtors and creditors, cheque payments, sales and purchases. (Date range: 1988 – 2003)	Transfer records to the relevant airport company

## BANKSTOWN AIRPORT LIMITED, CAMDEN AIRPORT LIMITED AND HOXTON PARK AIRPORT LIMITED

### Administration and Operations - Continued

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
Class no. 5941	Financial records covering taxation. Includes correspondence and other documents associated with taxation issues such as the Goods and Services Tax, Business Activity Statements and Fringe Benefits Tax. (Date range: 1988 – 2003)	Transfer records to the relevant airport company
Class no. 5942	Financial records documenting the management of financial and accounting systems needed for current administration. Includes policies, controls and procedures for arranging and managing accounting at the airports. (Date range: 1988 – 2003)	Transfer records to the relevant airport company
Class no. 5943	Records relating to government relations needed for current administration. Includes correspondence and other documents associated with the communication process with the commonwealth, state and local government bodies in relation to aviation issues and related matters. (Date range: 1948 – 2003)	Transfer records to the relevant airport company
Class no. 5944	Records documenting information and communication technologies used at the airports. Includes correspondence and other communication dealing with the provision and administration of information systems (hardware, software and services) and communications technology together with specifications and implementation arrangements. (Date range: 1988 – 2003)	Transfer records to the relevant airport company
Class no. 5945	Records relating to insurance needed for current administration. Includes correspondence and other material documenting insurance of airport owners and operators, professional indemnity, contract works and industrial special risk. (Date range: 1948 – 2003)	Transfer records to the relevant airport company
Class no. 5946	Records documenting the conduct of legal matters with internal and external lawyers needed for current administration. Includes correspondence and other material. (Date range: 1948 – 2003)	Transfer records to the relevant airport company
Class no. 5947	Records relating to litigation cases needed for current purposes. Includes correspondence and other material. (Date range: 1948 – 2003)	Transfer records to the relevant airport company

## BANKSTOWN AIRPORT LIMITED, CAMDEN AIRPORT LIMITED AND HOXTON PARK AIRPORT LIMITED

### Administration and Operations - Continued

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
Class no. 5948	Records covering marketing programs. Includes correspondence and related material involved with the analysis of issues and market research. (Date range: 1988 – 2003)	Transfer records to the relevant airport company
Class no. 5949	Personnel records. Includes employment records such as job applications, leave forms and appraisals. (Date range: 1988 – 2003)	Transfer records to the relevant airport company
Class no. 5950	Personnel salary records. Includes information used to administer and calculate salaries. (Date range: 1988 – 2003)	Transfer records to the relevant airport company
Class no. 5951	Occupational health and safety records. Includes correspondence and other documents containing information in relation to OH&S matters incorporating reports outlining issues, action taken, notices and instructions. (Date range: 1988 – 2003)	Transfer records to the relevant airport company
Class no. 5952	Personnel compensation records. Includes forms and correspondence relating to compensation cases forwarded to ComCare for action. (Date range: 1988 – 2003)	Transfer records to the relevant airport company
Class no. 5953	Industrial matters records. Includes correspondence and other documents concerning information about industrial matters including negotiations in relation to Enterprise Agreements. (Date range: 1988 – 2003)	Transfer records to the relevant airport company
Class no. 5954	Privatisation and due diligence records. Includes correspondence and the master set of documentation associated with airport privatisation and due diligence. (Date range: 2002 – 2003)	Transfer records to the relevant airport company
Class no. 5955	Records relating to the construction of buildings and other airport infrastructure needed for current administration. Includes correspondence and other documents relating to negotiations, planning, approvals and construction of buildings and other airport infrastructure. (Date range: 1948 – 2003)	Transfer records to the relevant airport company

## BANKSTOWN AIRPORT LIMITED, CAMDEN AIRPORT LIMITED AND HOXTON PARK AIRPORT LIMITED

### Administration and Operations - Continued

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
Class no. 5956	Property leases needed for current administration. Includes contracts with tenants of airport property. (Date range: 1948 – 2003)	Transfer records to the relevant airport company
Class no. 5957	Property management records needed for current administration. Includes documenting property information and related fees and charges based on various sources such as site surveys and leases. (Date range: 1948 – 2003)	Transfer records to the relevant airport company
Class no. 5958	Publications. Includes correspondence and related documents covering the development, production and distribution of publications generated by the airport enterprises to communicate with its clients and the community. (Date range: 1948 – 2003)	Transfer records to the relevant airport company
Class no. 5959	Records documenting strategic corporate and business plans. Includes correspondence and other documents related to the development, implementation and revision of corporate and business plans. (Date range: 1988 – 2003)	Transfer records to the relevant airport company
Class no. 5960	Superannuation records. Includes correspondence and documents covering arrangements and administration of staff superannuation matters. (Date range: 1988 – 2003)	Transfer records to the relevant airport company
Class no. 5961	Tendering and contracting records. Includes correspondence relating to the raising and assessment of tenders and the issue and management of contracts. (Date range: 1988 – 2003)	Transfer records to the relevant airport company