



Australian Government

National Archives of Australia

Records Authority
National Native Title Tribunal

Job no 2009/00121658

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INTRODUCTION

The National Native Title Tribunal and the National Archives of Australia have developed this Records Authority to set out the requirements for keeping or destroying records for the core business areas of Future Act Application Management, Indigenous Land Use Agreement (ILUA) Application Management, Native Title Determination Application Management, Register Management, Service Delivery Management, and Tribunal President and Member Management. It represents a significant commitment on behalf of National Native Title Tribunal to understand, create and manage the records of its activities.

This Authority is based on the identification and analysis of the business of the National Native Title Tribunal. It takes into account the agency's legal and organisational records management requirements, and the interests of stakeholders, the agency and the National Archives of Australia.

This Authority gives the National Native Title Tribunal permission under the Archives Act 1983, for the destruction, retention or transfer to the National Archives of Australia of the records described. The Authority sets out those records that need to be retained as national archives and the minimum length of time that temporary records need to be kept. Retention periods for these temporary records are based on: an assessment of business needs; broader organisational accountability requirements; and community expectations, and are approved by the National Archives of Australia on the basis of information provided by the agency.

The National Native Title Tribunal may use the following tools to dispose of their records:

- this Records Authority covering its agency specific records;
- general records authorities, such as the Administrative Functions Disposal Authority (AFDA), covering business processes and records common to Australian Government agencies; and
- normal administrative practice (NAP) which allows for the destruction of records where the records are duplicated, unimportant or for short-term use only.

As changes in circumstances may affect future records management requirements, the periodic review of this Authority is recommended. All amendments must be approved by the National Archives.

Advice on using this Authority and other records management matters is available from the National Archives' website at www.naa.gov.au or by contacting the Agency Service Centre at recordkeeping@naa.gov.au or (02) 6212 3610.

APPLICATION OF THIS AUTHORITY

1. This Authority supersedes Records Disposal Authority (RDA) 1380. RDA 1380 can no longer be used to sentence records after the date of issue of this Authority.
2. This Authority should be used in conjunction with the Administrative Functions Disposal Authority (AFDA) issued by the National Archives to cover administrative records common to Australian Government agencies.
3. This Authority should be used in conjunction with general disposal authorities issued by the National Archives that cover other types of records that may be created by the National Native Title Tribunal, such as encrypted records and source records that have been copied.
4. This Authority is to be used to sentence records. Sentencing involves the examination of records in order to identify the individual disposal class to which they belong. This process enables sentencers to determine how long records need to be kept. Advice on sentencing is available from the National Archives.
5. The Tribunal President's and Members' own papers that are not maintained in the official recordkeeping system of the Tribunal may be disposed of as and when their owners or controllers deem appropriate. These records may be of great interest and value because they complement the Tribunal's records and have national importance as archival resources of the Commonwealth. Such records may be transferred to the National Archives of Australia for ongoing care and preservation. The Tribunal President and Members who wish to discuss the deposit of their papers should contact the Archives' Personal Records Section on (02) 6212 3937 or email archives@naa.gov.au
6. Where the method of recording information changes (for example from a manual system to an electronic system, or when information is migrated from one system to a new system) this Authority can still be used to sentence the records created, providing the records document the same core business. The information must be accessible for the period of time prescribed in this Authority. The National Native Title Tribunal will need to ensure that any software, hardware or documentation required to enable continuing access to the information is available for the periods prescribed.
7. In general, retention requirements indicate a minimum period for retention. The National Native Title Tribunal may extend minimum retention periods if it considers that there is an administrative need to do so, without further reference to the National Archives. Where the National Native Title Tribunal believes that its accountability will be substantially compromised because a retention period or periods are not adequate, it should contact the National Archives for review of the retention period.
8. The National Native Title Tribunal may destroy certain records without formal authorisation as a normal administrative practice. This usually occurs where the records are duplicated, facilitative or for short-term use only. NAP does not replace the arrangements agreed to in authorities. Advice and guidance on destroying records as a normal administrative practice is available from the National Archives' website at www.naa.gov.au.
9. From time to time the National Archives will place a freeze on some groups of records to prevent their destruction. Further information about disposal freezes and whether they affect the application of this Authority is available from the National Archives website at www.naa.gov.au.
10. Records in the care of the National Native Title Tribunal should be appropriately stored and preserved. The National Native Title Tribunal needs to meet this obligation to ensure that the records remain authentic and accessible over time. Under section 31 of the Archives Act 1983, access arrangements are required for records that become available to the public after thirty years.

11. Appropriate arrangements should be made with the National Archives when records are to be transferred into custody. The National Archives accepts for transfer only those records designated as national archives.

12. Advice on how to use this Authority is available from the National Native Title Tribunal records manager. If there are problems with the application of the authority that cannot be resolved, please contact the National Archives.

CONTACT INFORMATION

For assistance with this authority or for advice on other recordkeeping matters, please contact National Archives' Agency Service Centre.

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
Website: www.naa.gov.au

AUTHORISATION

RECORDS AUTHORITY

Person to whom notice of authorisation is given:

The President
National Native Title Tribunal
Level 4, Commonwealth Law Courts Building
1 Victoria Avenue
Perth WA 6000

Purpose:

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

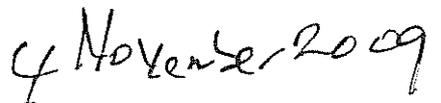
Application:

All core business records

This authorisation gives permission for the destruction, retention or transfer to the National Archives of Australia of the records described. The authority will apply only if these actions take place with the consent of the agency responsible for the core business documented in the records.

Authorising Officer

Date of issue:



Ross Gibbs
Director-General
National Archives of Australia

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FUTURE ACT APPLICATION MANAGEMENT

The processing of future act application cases under native title legislation. Future acts are acts done in relation to land and/or waters that either validly affect native title rights and interests or are invalid because of native title.

The future act process managed by the Tribunal generally allows native title claimants and project proponents to negotiate an agreement in relation to the doing of certain future acts (mining and petroleum tenement grants and some compulsory acquisitions). Future act applications may be resolved through mediation between the parties in those cases where the claimant has the right to negotiate under native title legislation. Where mediation is not successful, one or more of the parties may apply to have the matter arbitrated by the Tribunal. The Tribunal will determine whether the act should or should not be done and, if done, under what conditions.

The tasks associated with this function include;

- receiving future act applications and allocating resources;
- assessing requests and providing assistance in the preparation of applications (including assistance pre lodgement);
- notifying negotiation parties when a future act application has been lodged;
- undertaking preliminary assessments of applications and advising parties of the assessment outcome;
- assessing whether a native title party has the right to negotiate;
- providing geospatial analysis and research assistance to parties and internal stakeholders in respect to applications (including s 29 notices);
- monitoring progress of applications;
- providing mediation services to support future act negotiations (including conferences and hearings under s 31(1)(b), s 31 (3) and s 150);
- providing legal services support;
- conducting inquiries (arbitration) and making determinations, where parties cannot reach agreement (e.g. under s 35);
- formally notifying parties, stakeholders and the general public of the outcome of the application process;
- providing feedback to parties on the application process;
- receiving and recording Agreements (e.g. under s 31(1)(b) and s 41A); and
- finalising applications by means other than reaching agreement or arbitration (i.e. invalid applications, lack of jurisdiction to deal with applications etc).

Excludes future act negotiations handled at the State and Territory level and reviews of Tribunal determinations considered by the Federal Court.

For the tasks associated with supporting the delivery of future act application management services, such as future act application management policy, procedures, planning and reporting, use SERVICE DELIVERY MANAGEMENT.

FUTURE ACT APPLICATION MANAGEMENT

Entry	Description of records	Disposal action
20081	Registered future act agreements and Tribunal determinations.	Retain as national archives
20082	<p>Records documenting the processing of individual future act applications in accordance with native title legislation (e.g. future act application case files), where the applications are precedent setting and/or relate to changes to the policy of the Tribunal.</p> <p>Individual future act application cases may include:</p> <ul style="list-style-type: none"> • application administration (e.g. acceptance of applications); • geospatial assistance (including datasets, maps, technical boundary descriptions and overlap analysis reports); • historical, anthropological and linguistic research; • legal support and communications; • mediation and arbitration activities; • transcripts of meetings and judicial/tribunal proceedings; • notes maintained by Tribunal President and Members; • finalising applications by means other than reaching agreement or arbitration. <p><i>For inquiries of a general nature relating to aspects of future act application management, including the provision of advice and assistance to prospective future act applicants, use SERVICE DELIVERY MANAGEMENT.</i></p> <p><i>For the master set of research reports and original records of geospatial analysis, use SERVICE DELIVERY MANAGEMENT.</i></p>	Retain as national archives
20083	<p>Records documenting the processing of individual future act applications in accordance with native title legislation (e.g. future act application case files), where the applications are of a routine nature and do not set a precedent and/or relate to changes to the policy of the Tribunal.</p> <p>Individual future act application cases may include:</p> <ul style="list-style-type: none"> • application administration (e.g. acceptance of applications); • geospatial assistance (including datasets, maps, technical boundary descriptions and overlap analysis reports); • historical, anthropological and linguistic research; • legal support and communications; • mediation and arbitration activities; • transcripts of meetings and judicial/tribunal proceedings; • notes maintained by Tribunal President and Members; • finalising applications by means other than reaching agreement or arbitration. <p><i>[For inquiries of a general nature relating to aspects of future act application management, including the provision of advice and assistance to prospective future act applicants, use SERVICE DELIVERY MANAGEMENT.</i></p> <p><i>For the master set of research reports and original records of geospatial analysis, use SERVICE DELIVERY MANAGEMENT.]</i></p>	Destroy 50 years after action completed

INDIGENOUS LAND USE AGREEMENT (ILUA) APPLICATION MANAGEMENT

The processes associated with providing support and assistance for developing indigenous land use agreements (ILUAs) and processing applications for the registration of such agreements in accordance with native title legislation.

ILUAs are agreements about the use and management of land and waters made between parties who hold, or claim to hold, native title in an area and other parties who have, or wish to gain, an interest in that area. If the parties agree, they may seek to register an agreement in accordance with native title legislation, at which point the terms of the ILUA become binding on all parties (if not already bound) and all the people who hold native title in relation to the agreement area, regardless of whether or not they are a party to the agreement.

An ILUA may be developed as part of the settlement of a native title determination application or it may be developed on a separate native title related issue or issues. ILUAs may be negotiated before or, if native title is found to exist after a determination of native title.

The tasks associated with ILUA application management include:

- providing pre-lodgement information and assistance;
- receiving and processing applications for mediation assistance from parties who wish to negotiate an ILUA;
- providing technical information and assistance with agreement negotiations, including mediation services, facilitation and chairing of meetings, and project management services;
- providing geospatial analysis, background research and mapping services;
- providing legal services support;
- reviewing agreements that have been lodged and testing them to ensure compliance with relevant native title legislation and eligibility for registration;
- providing feedback on draft agreements and supporting documents prior to lodgement;
- notifying interested parties/prescribed persons and the general public of the application to register the ILUA;
- processing any objections or bars to the registration of the ILUA including holding a Tribunal inquiry into whether or not it would be fair and reasonable to register an alternative procedure agreement; and
- deciding whether or not the ILUA should be registered (including registration minutes).

For the tasks associated with managing and maintaining the Register of Indigenous Land Use Agreements, use REGISTER MANAGEMENT.

For the tasks associated with supporting the delivery of ILUA application management services, such as ILUA application management policy, procedures, planning and reporting, use SERVICE DELIVERY MANAGEMENT.

INDIGENOUS LAND USE AGREEMENT (ILUA) APPLICATION MANAGEMENT

Entry	Description of records	Disposal action
20084	Registered indigenous land use agreements (ILUAs), and decisions	Retain as national archives
20085	<p>Records documenting the processing of indigenous land use agreement (ILUA) application cases in accordance with native title legislation (e.g. ILUA application case files). Individual ILUA application cases may include:</p> <ul style="list-style-type: none"> • application receipt and compliance (e.g. notification of lodgement of application, preliminary assessment, compliance minutes); • application administration (e.g. planning and resource allocation, progress reports); • provision of application assistance, including pre-lodgement assistance where applicable; • geospatial assistance (including datasets, maps, technical boundary descriptions and overlap analysis reports); • where applicable, historical, anthropological and linguistic research; • legal support and communication; • notes maintained by Tribunal President, Members and delegates; • notification of prescribed persons and the general public; • negotiation and arbitration activities; • resolving objections or bars to the registration of the ILUA (including correspondence); • any Tribunal inquiry into whether or not it would be fair and reasonable to register an alternative procedure agreement; • the decision to register or not register an ILUA; • assisting parties in withdrawing an objection. <p><i>For the formal registering of ILUA applications, use REGISTER MANAGEMENT.</i> <i>For the master set of research reports and original records of geospatial analysis, use SERVICE DELIVERY MANAGEMENT.</i></p>	Destroy 50 years after action completed
20086	<p>Records documenting the provision of ILUA pre-lodgement information and assistance to interested parties, which subsequently do not result in the formal lodgement of an ILUA application.</p> <p><i>For records relating to geospatial analysis and historical research provided as pre-lodgement assistance, and inquiries of a general nature relating to aspects of ILUA application management, use SERVICE DELIVERY MANAGEMENT.</i></p>	Destroy 15 years after action completed

NATIVE TITLE DETERMINATION APPLICATION MANAGEMENT

The processing of Native Title Determination Applications (NTDA) in accordance with native title legislation.

Native title describes the rights and interests of Aboriginal and Torres Strait Islander people in land and waters, according to their traditional laws and customs, which are recognised under Australian law. A native title determination is a decision by a court or recognised State or Territory body that native title does or does not exist in an area of land or sea. Where the existence of native title is recognised the determination identifies the native title holders and describes their native title rights and interests.

There are four kinds of applications under native title legislation: a 'claimant' application made by Indigenous Australians seeking a determination recognising that native title exists; a 'non claimant' application, where a non Indigenous person seeks a determination that native title does not exist; an application to revise or revoke an existing determination; and, an application for compensation for loss or impairment of native title.

The tasks associated with NTDA management include:

- receiving and assessing requests from interested parties for assistance in preparing applications, and if warranted providing such assistance;
- receiving referrals of NTDA's for mediation i.e. case referrals from the courts, or other recognised State and Territory bodies and allocating resources to these mediations;
- notifying interested parties and the general public of the NTDA and giving them an opportunity to be joined as a party to the proceedings;
- considering new and amended applications for registration and advising parties and the Federal Court of the outcome;
- providing geospatial analysis and historical, linguistic and anthropological research assistance to parties and internal stakeholders;
- providing mediation services to support the resolution of NTDA's;
- providing legal services support;
- monitoring the progress of NTDA mediation and providing the Federal Court with periodic progress reports including making recommendations to the Court about actions that the Court should consider ordering;
- referral of questions of fact or law to the courts;
- conducting a review on the existence of native title rights and interests;
- conducting an inquiry in relation to matters or issues relevant to the determination of native title;
- formally notifying relevant people and organisations of the outcome of the registration process;
- reporting to the Federal Court in relation to applications, including advising the court of those matters in which agreement cannot be reached; and
- where outcomes are appealed, providing the necessary documents and assistance to the court of review.

For the tasks associated with managing and maintaining registers in accordance with native title legislation, including the National Native Title Register and the Register of Native Title Claims, use REGISTER MANAGEMENT.

For the tasks associated with supporting the delivery of native title determination application management services, such as application management policy, procedures, planning and reporting, use SERVICE DELIVERY MANAGEMENT.

NATIVE TITLE DETERMINATION APPLICATION MANAGEMENT

Entry	Description of records	Disposal action
20087	<p>Records documenting the processing of individual native title determination applications in accordance with native title legislation (eg native title determination application files). Individual NTDA cases may include:</p> <ul style="list-style-type: none"> • application receipt and registration test; • application administration (eg national case flow management scheme, planning and resource allocation, case management plans and progress reports); • notification of stakeholders and the general public; • provision of application assistance; • geospatial assistance (including datasets, maps, technical boundary descriptions and overlap analysis reports); • historical, anthropological and linguistic research in support of applications; • legal support and communications; • notes maintained by Tribunal Members and delegates; • mediation and agreement making activities; • inquiries and reviews; • resolving and finalising applications. <p><i>For the formal registering of native title applications and determinations, use REGISTER MANAGEMENT.</i> <i>For the master set of research reports and original records of geospatial analysis, use SERVICE DELIVERY MANAGEMENT.</i> <i>For documents published in relation to the application outcome, use AFDA PUBLICATION – Production.</i></p>	Retain as national archives
20088	<p>Records documenting the provision of NTDA pre-lodgement information and assistance to interested parties, which result in the formal lodgement of a native title determination application. Includes provision of preliminary geospatial and research assistance to potential applicants.</p> <p><i>For inquiries of a general nature relating to aspects of NTDA management, the master set of research reports and original records of geospatial analysis, use SERVICE DELIVERY MANAGEMENT.</i></p>	Retain as national archives
20089	<p>Records documenting the provision of NTDA pre-lodgement information and assistance to interested parties, which subsequently do not result in the formal lodgement of a native title determination application. Includes provision of preliminary geospatial and research assistance to potential applicants.</p> <p><i>[For inquiries of a general nature relating to aspects of NTDA management, the master set of research reports and original records of geospatial analysis, use SERVICE DELIVERY MANAGEMENT.]</i></p>	Destroy 15 years after last action

REGISTER MANAGEMENT

The processes related to establishing, maintaining and updating statutory registers in accordance with native title legislation and other registers as required in respect to native title. Includes matters relating to the robustness and authenticity of the registers and ensuring registry entries endure over time.

The tasks associated with register management include:

- establishing, maintaining and updating registers;
- establishing and maintaining adequate security and quality control processes to ensure the accuracy, integrity and reliability of register content;
- ensuring compliance with native title legislation;
- providing access to registers for internal and external stakeholders and creating register extracts;
- receiving and providing advice in relation to the administration and operation of registers and reporting to internal and external stakeholders;
- establishing and managing internal committees relating to register management;
- negotiating agreements and contracts relating to register management;
- developing and implementing policies, procedures and plans for the administration and operation of registers;
- maintaining of statutory register content, such as registering agreements, consolidated records of updates and amendments to content; and
- periodically auditing and reviewing the administration and operation of registers.

For the acquisition, establishment and maintenance of the software and hardware supporting the registers, use AFDA TECHNOLOGY & TELECOMMUNICATIONS.

REGISTER MANAGEMENT

Entry	Description of records	Disposal action
20090	<p>Registers relating to native title determinations, native title claimant applications and indigenous land use agreements established under native title legislation. Includes:</p> <ul style="list-style-type: none"> • National Native Title Register • Register of Native Title Claims • Register of Indigenous Land Use Agreements <p>Records documenting Register Management:</p> <ul style="list-style-type: none"> • agency policies relating to register management (e.g. determinations of what constitutes the register); • formal reports to external bodies, including reports to the portfolio Department and responsible Minister; • establishment and development of statutory registers; and • maintenance of statutory register content, such as consolidated records of updates and amendments to content. <p><i>For records relating to registration tests for the Register of Native Title Claims, use NTDA MANAGEMENT.</i></p> <p><i>For geospatial datasets supporting statutory and non-statutory registers, use SERVICE DELIVERY MANAGEMENT.</i></p>	Retain as national archives
20091	Records documenting agency procedures for supporting the administration and operation of statutory registers relating to native title (e.g. Operations Unit Procedures for updating the National Native Title Register).	Disposal not authorised
20092	<p>Records documenting the tasks associated with Register Management, excluding records identified as "retain as national archives". Includes:</p> <ul style="list-style-type: none"> • establishment, management and operations of internal committees formed to monitor register management and make recommendations for process improvements where necessary; • security and quality control processes and risk management; • accessing information contained in registers, including processing access requests, conducting searches, notifying applicants of outcomes, and providing register extracts and/or application summaries and copies of accompanying attachments (e.g. maps); • plans and routine administrative reports; • agreement negotiation, including contracts relating to register management; • meetings and advice received or provided; and • monitoring, auditing, evaluating and reviewing. <p><i>For advice provided to the Minister, use AFDA GOVERNMENT RELATIONS – Advice.</i></p> <p><i>For managing financial transactions resulting from register searches, including the issue and payment of invoices, use FINANCIAL MANAGEMENT – Accounting.</i></p>	Destroy 10 years after action completed

SERVICE DELIVERY MANAGEMENT

The processes associated with supporting and facilitating the effective and efficient conduct of the agency's core business activities and responsibilities as outlined under native title legislation, including the provision of support for the management and processing of native title determination applications, future act applications and indigenous land use agreement (ILUA) applications.

The tasks associated with supporting service delivery management include:

- receiving and providing general information on native title processes (where the request does not relate to a specific application case), liaising with other bodies, and undertaking media monitoring and environmental scanning;
- marketing and promoting agency services, through seminars, workshops, conferences and the production of guidelines, brochures and other publications;
- advertising notifications in accordance with native title legislation and managing the agency's relationship with the media;
- conducting training courses and workshops for parties to native title applications;
- arranging and attending celebrations/ceremonies/events (e.g. celebrations of claim outcomes);
- arranging travel and accommodation for agency staff;
- establishing and managing committees to oversight service delivery management;
- developing and implementing policies, procedures and plans and change management and risk management programs;
- managing application case load flows and ensuring appropriate allocation of resources are allocated to support them (e.g. National Case Flow Management Scheme);
- establishing and maintaining agreements to support service delivery, including joint-venture and inter-governmental agreements;
- researching matters relating to native title (e.g. cultural and regional indigenous matters, practices in respect to native title in other jurisdictions), not specific to any one case;
- providing historical, anthropological and linguistic research, and geospatial analysis undertaken in relation to specific application cases;
- reporting to internal and external stakeholders, including the courts, the portfolio Department and the Minister; and
- monitoring, evaluating, auditing and periodically reviewing service delivery programs and operations.

Excludes the processing of individual native title determination applications, future act applications and indigenous land use agreement (ILUA) applications, and the management of registers in accordance with native title legislation.

For the processing of individual future act applications, use FUTURE ACT APPLICATION MANAGEMENT.

For the processing of individual indigenous land use agreement applications, use INDIGENOUS LAND USE AGREEMENT (ILUA) APPLICATION MANAGEMENT.

For the processing of individual native title determination applications, use NATIVE TITLE DETERMINATION APPLICATION MANAGEMENT.

For the management of registers in accordance with native title legislation, use REGISTER MANAGEMENT.

SERVICE DELIVERY MANAGEMENT

Entry	Description of records	Disposal action
20094	<p>Master set of final reports documenting historical, anthropological and linguistic research and policy or technical oriented investigations in support of:</p> <ul style="list-style-type: none"> • individual application cases; • matters relating to native title that are not specific to any one application case, including research relating to cultural and regional indigenous matters and practices in respect to native title in other jurisdictions. <p>Records documenting the outcomes of geospatial assistance and analysis (including spatial products such as surveys, spatial datasets, maps, technical boundary descriptions and overlap and tenure analysis reports) undertaken in support of:</p> <ul style="list-style-type: none"> • individual application cases; • matters relating to native title that are not specific to any one application case. <p><i>Excludes working papers documenting the undertaking of geospatial analysis and historical, anthropological and linguistic research.</i></p> <p>Records documenting Service Delivery Management:</p> <ul style="list-style-type: none"> • final versions of agency policies relating to service delivery operations, including application management; • geospatial datasets reflecting spatial depictions of native title matters recorded on statutory and non-statutory registers, including maps and technical boundary descriptions of applications, determinations, ILUAs and future act notices; • summary records documenting claimant, non-claimant and compensation determination applications (e.g. Applications Summary Database); • Federal Court activity and reporting, retained separately from the individual application case; • inter-governmental agreements and Memoranda of Understanding supporting the agency's native title application management roles and responsibilities. Includes agreements with courts, or other recognised State or Territory bodies, relating to the processing of native title applications; • establishment, management and operation of committees formed to consider matters relating to service delivery and the management of application case workflows and review case management processes and make recommendations for process improvements where necessary, for which the agency performs a secretarial role (e.g. Queensland Native Title Liaison Committee); • addresses and presentations made by the Registrar or employees at major or significant events (eg ceremonies to mark native title determinations or the registration of ILUAs). <p><i>For the records of geospatial analysis and historical research undertaken in support of individual application cases, use the appropriate application management function.</i></p>	Retain as national archives

SERVICE DELIVERY MANAGEMENT

Entry	Description of records	Disposal action
20096	Records documenting agency procedures relating to service delivery operations, including application management. Includes master set of agency manuals, handbooks, directives, standing operating procedures etc (eg Future Act Operations manuals).	Disposal not authorised
20097	<p>Records documenting the management of native title application case loads, including monitoring workflow and resource allocation, periodically reviewing application case load flows and reporting on case loads to the courts. Includes:</p> <ul style="list-style-type: none">• documents relating to the administration of the National Caseload Management Scheme• workflow assessments and reviews• projected outcomes reports• future case load projections. <p>Records documenting plans, service charters, principles of good practice and internal and external reports associated with Service Delivery Management.</p> <p><i>Excludes the management of individual application cases.</i></p> <p><i>For the management of individual application cases, including reports to the court on specific application cases, use the appropriate application management function.</i></p>	Destroy 30 years after action completed

SERVICE DELIVERY MANAGEMENT

Entry	Description of records	Disposal action
20098	<p data-bbox="341 277 1086 367">Records documenting the tasks associated with Service Delivery Management, excluding records identified as “retain as national archives”. Includes:</p> <ul data-bbox="341 374 1086 1792" style="list-style-type: none"><li data-bbox="341 374 1086 463">• working papers documenting the undertaking of geospatial analysis and historical, anthropological and linguistic research;<li data-bbox="341 470 1086 658">• requests for provision of statutory and non-statutory assistance, including production of historical, anthropological and linguistic research reports and geospatial products and services, and records of assistance provided, where such information is not retained as part of the individual application case;<li data-bbox="341 665 1086 790">• marketing and promotion and management of advertising programs, including forward planning (e.g. notifications calendar), excluding notifications relating to individual application cases;<li data-bbox="341 797 1086 945">• advertising of notifications and other matters relating to specific NTDA, FA and ILUA application cases as required in accordance with native title legislation, where documentation is retained separately to the relevant application case file;<li data-bbox="341 952 1086 1099">• addresses and presentations made by the Registrar or employees at routine events directly supporting the agency’s native title application management roles and responsibilities (e.g. guest speaker presentations at conferences, seminars etc);<li data-bbox="341 1106 1086 1232">• environmental scanning and media monitoring and analysis, including monitoring native title issues in general, but excluding monitoring relating to individual application cases;<li data-bbox="341 1238 1086 1364">• conferences, workshops and training, including conducting information sessions to assist in capacity building (e.g. regional stakeholder relationship initiatives), but excluding training conducted for individual application cases;<li data-bbox="341 1370 1086 1429">• travel and accommodation arrangements not directly connected with specific application cases;<li data-bbox="341 1435 1086 1494">• gathering statistical information relating to application management;<li data-bbox="341 1500 1086 1559">• stakeholder satisfaction monitoring, including research, surveys, analysis and reporting of findings;<li data-bbox="341 1565 1086 1792">• establishment, management and operation of internal committees formed to consider routine matters relating to service delivery management and application management (e.g. National Registration Delegates Group, Agreement Making Liaison Group), and external committees where the agency does not perform a secretarial role;	Destroy 10 years after action completed

NB: Class 20098 continues on next page

SERVICE DELIVERY MANAGEMENT

Entry	Description of records	Disposal action
20098 continued	<p>Records documenting the tasks associated with Service Delivery Management, excluding records identified as “retain as national archives”. Includes:</p> <ul style="list-style-type: none"> • meetings, liaison with other bodies, and general advice provided or received relating to native title, including responses to general enquiries, but excluding advice relating to specific application cases; • complaints received from native title parties and other stakeholders relating to service delivery management and related records, excluding complaints received from the general public and complaints relating to specific application cases • change management and risk management programs; • development and management of agreements, excluding inter-governmental agreements; and • monitoring, auditing, evaluating and reviewing of service delivery management. <p><i>For records documenting enquiries received in relation to specific application cases, including complaints, and travel and accommodation arrangements connected with specific application cases, use the relevant application case.</i></p> <p><i>For complaints of a general nature emanating from members of the general public, use AFDA COMMUNITY SERVICES – Public Reaction.</i></p> <p><i>For advertising relating to the general promotion of agency services, use AFDA COMMUNITY RELATIONS – Marketing.</i></p> <p><i>For the management of payments made in relation to advertising, use AFDA FINANCIAL MANAGEMENT – Accounting and/or AFDA FINANCIAL MANAGEMENT – Payments.</i></p> <p><i>For publications produced as a result of geospatial analysis and historical research, use AFDA PUBLICATION – Production.</i></p> <p><i>For the management of library collections maintained in support of geospatial analysis and historical research, use AFDA INFORMATION MANAGEMENT.</i></p> <p><i>For addresses delivered by the portfolio Minister or senior agency officers at events other than those directly supporting the agency’s native title application management role and responsibilities, use AFDA COMMUNITY RELATIONS – Addresses (presentations) and GOVERNING BODIES - Addresses (presentations).</i></p> <p><i>For addresses given by the President or Members of the Tribunal, use TRIBUNAL PRESIDENT AND MEMBER MANAGEMENT.</i></p>	Destroy 10 years after action completed

TRIBUNAL PRESIDENT AND MEMBER MANAGEMENT

The processes associated with establishing and managing the administration and operations of the Tribunal, including the appointment of the President, the Registrar and Members of the Tribunal. Members of the Tribunal are appointed by the Governor General under native title legislation. The Governor General also appoints a President as head of the Tribunal.

The tasks associated with the management of individual Members of the Tribunal include:

- establishment and composition of Tribunal membership, including appointments, agreements, conditions and separations; and
- administering remuneration and allowances, leave, disclosures of interest, training and professional development and travel and accommodation.

The Tribunal performs valuable roles in relation to native title claim mediation, indigenous land use agreement negotiations and future act mediations, hearings and processes, as well as providing information to parties involved in the native title process.

The tasks associated with the establishment, administration and operation of the Tribunal include:

- development and implementation of policies, procedures and plans;
- receiving or providing advice, liaising with and visiting other bodies, and delivering addresses and presentations;
- meetings and provision of secretariat support; and
- monitoring, auditing, reviewing and reporting on Tribunal administration and operations.

Excludes matters in respect to the Members' activities in relation to specific native title claims or cases.

For Members' activities relating to native title applications see the relevant application case file.

For Members' activities relating to governance and strategic matters, use STRATEGIC MANAGEMENT.

TRIBUNAL PRESIDENT AND MEMBER MANAGEMENT

Entry	Description of records	Disposal action
20100	<p>Records documenting the administration of individual Members of the Tribunal:</p> <ul style="list-style-type: none"> • Tribunal President, Registrar and Member service records (e.g. personnel files), including records of nominations, appointments, re-appointments, signed codes of conduct, instruments of appointment, consolidated leave history records, individual performance reviews, individual remuneration history records, disclosures of interest and records of Member separations; <p>Records documenting Tribunal management:</p> <ul style="list-style-type: none"> • agency policies (e.g. conflict of interest policy, voluntary code of conduct), excluding insurance policies; • instruments of delegation transferring powers to the Tribunal President or Members; • addresses and presentations given by the Tribunal President or Members at major occasions; and • minutes and supporting documents tabled at meetings and consultative forums of the Tribunal President and Members and the Registrar. 	Retain as national archives

For the provision of advice to Government on the nomination, appointment, reappointment and separation of Members of the Tribunal, use AFDA GOVERNMENT RELATIONS – Advice.

For meetings held to support the strategic management of the agency, use AFDA STRATEGIC MANAGEMENT – Meetings.

For agency corporate performance management evaluation and assessment processes, including the establishment of agency performance indicators, use AFDA STRATEGIC MANAGEMENT – Performance Management

TRIBUNAL PRESIDENT AND MEMBER MANAGEMENT

Entry	Description of records	Disposal action
20101	<p>Records documenting administrative tasks supporting Tribunal President and Member Management, excluding records identified as "retain as national archives". Includes:</p> <ul style="list-style-type: none">• administrative arrangements supporting the management of individual Tribunal Members, including remuneration, allowances, salary packaging, leave, travel arrangements, training (e.g. induction programmes);• expressions of interest from individuals with an interest in becoming Members of the Tribunal;• addresses and presentations given by the Tribunal President or Members at minor occasions or in the routine promotion of the agency's operations and visits to other bodies;• procedures, plans, agreements and risk management programs;• insurance policies (e.g. professional indemnity insurance), claims and compensation;• advice received or provided, excluding legal advice and advice provided to the Minister;• liaison between the Tribunal President and Members or Tribunal President and agency staff, excluding liaison relating to individual application cases;• monitoring, auditing, evaluating and reviewing the Tribunal; and• registers of prospective Tribunal Members.	Destroy 7 years after action completed

For advice provided to the Minister, use AFDA
GOVERNMENT RELATIONS – Advice.

For legal advice provided to Members of the Tribunal, use
AFDA LEGAL SERVICES – Advice.

*For arranging or attending conferences, use AFDA
COMMUNITY RELATIONS – Conferences and/or AFDA
STAFF DEVELOPMENT – Conferences.*

*For managing financial transactions supporting the
administration of Tribunal Members, use AFDA FINANCIAL
MANAGEMENT – Accounting and/or AFDA FINANCIAL
MANAGEMENT – Payments.*
