



Australian Government



**NATIONAL
ARCHIVES
OF AUSTRALIA**

Records Authority

2011/00102043

Murray-Darling Basin Authority

Basin Natural Resource Programs

River Murray System Management

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INTRODUCTION

The Murray-Darling Basin Authority (MDBA) 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 Basin Natural Resource Programs and River Murray System Management. It represents a significant commitment on behalf of the MDBA to understand, create and manage the records of its activities.

This Authority is based on the identification and analysis of the business of the MDBA. 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.

The Authority sets out those records that need to be retained as national archives and specifies the minimum length of time that temporary records need to be kept. This Authority gives the MDBA permission under the *Archives Act 1983*, for the destruction of the temporary records described after the minimum retention period has expired. 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.

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.

APPLICATION OF THIS AUTHORITY

1. This Authority is to be used to determine how long records must be kept. Records are matched to the relevant core business and records class in the Authority:
 - where the minimum retention period has expired and the records are not needed for agency business they should be destroyed as authorised in this Authority;
 - records that have not reached the minimum retention period must be kept until they do; and
 - records that are identified as Retain as National Archives (RNA) are to be transferred to the National Archives of Australia for preservation.
2. This Authority should be used in conjunction with general records authorities such as:
 - the Administrative Functions Disposal Authority (AFDA) and/or AFDA Express issued by the National Archives to cover business processes and records common to Australian Government agencies; and
 - General Records Authority (31) for source (including original) records that have been copied, converted or migrated.
3. The Normal Administrative Practice (NAP) provision of the *Archives Act 1983* gives agencies permission to destroy certain records without formal authorisation. This usually occurs where records are duplicated, facilitative or for short-term use only. NAP does not replace arrangements agreed to in this Authority but can be used as a tool to assist in identifying records for destruction together with an agency's Records Authority or Authorities, and with AFDA and AFDA Express. The National Archives recommends that agencies develop and implement a Normal Administrative Practice policy. Advice and guidance on destroying records as a normal administrative practice and on how to develop an agency NAP policy is available from the National Archives' website at www.naa.gov.au.
4. Records that are reasonably likely to be needed as evidence in a current or future judicial proceeding or are subject to a request for access under the *Archives Act 1983*, the *Freedom of Information Act 1982* or any other relevant Act must not be destroyed until the action has been completed.
5. Records subject to a disposal freeze must not be destroyed until the freeze has been lifted. 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.

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 applied, providing the records document the same core business. The information must be accessible for the period of time prescribed in this Authority. The MDBA will need to maintain continuing access to the information, including digital information, for the periods prescribed in this records authority or until the information is transferred into the custody of the National Archives.
7. In general, retention requirements indicate a minimum period for retention. The MDBA 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 MDBA 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. Records coming within 'Retain as national archives' classes in this Authority have been determined to be part of the archival resources of the Commonwealth under Section 3C of the *Archives Act 1983*. The determination of Commonwealth records as archival resources of the Commonwealth obliges agencies to transfer the records to the National Archives when they cease to be current and, in any event, within 15 years of the records coming into existence, under Section 27 of the *Archives Act 1983*.
9. Records in the care of agencies should be appropriately stored, managed and preserved. Agencies need 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 for public access including those records that remain in agency custody.
10. 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.
11. Advice on how to use this Authority is available from the MDBA 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 records management matters, please contact National Archives' Agency Service Centre.

Queen Victoria Terrace
Parkes ACT 2600
PO Box 7425
Canberra Business Centre ACT 2610

Tel: (02) 6212 3610
Fax: (02) 6212 3989
Email: recordkeeping@naa.gov.au
Website: www.naa.gov.au

AUTHORISATION

RECORDS AUTHORITY 2011/00102043

Person to whom notice of authorisation is given:

Dr Rhondda Dickson
Chief Executive
Murray-Darling Basin Authority
Level 4, 51 Allara St
Canberra City ACT 2601

Purpose:

Authorises arrangements for the disposal of records in accordance with Section 24(2)(b) of the *Archives Act 1983*.

Determines records classed as 'Retain as national archives' in this Records Authority to be part of the archival resources of the Commonwealth under section 3C of the *Archives Act 1983*.

Application:

All core business records relating to the Murray-Darling Basin Authority:

- Basin Natural Resource Programs
- River Murray System Management

This authority gives permission for the destruction, retention or transfer to the National Archives of Australia of the records described. This authority will apply only with the consent of the agency currently responsible for the business documented in the records described.

Authorised by

David Fricker
Director-General
National Archives of Australia

Date of issue:

22 August 2014

BASIN NATURAL RESOURCE PROGRAMS

The core business of developing, implementing and reviewing programs in order to address natural resource management issues within the Murray-Darling Basin.

Includes the development of strategic plans for the integrated and sustainable management of water resources in the Murray-Darling Basin (eg the Basin Plan).

The **core activities** include:

- developing plans, strategies, policies and rules for the sustainable management of the Murray-Darling Basin's natural resources;
- auditing, reviewing, evaluating and monitoring the effectiveness of programs and associated plans, strategies, rules and policies;
- giving and receiving advice, including the provision of advice to the Minister in relation to the accreditation of state water resource plans;
- preparing reports and briefings;
- negotiating, establishing and reviewing agreements, including funding agreements and arrangements;
- managing and/or participating in committees, taskforces and working groups;
- gathering and managing scientific and technical data to assist planning and decision making processes;
- liaising with state agencies, industry, environmental groups, research and other bodies;
- monitoring and enforcing compliance with natural resource programs and associated plans, strategies, rules and policies; and
- developing and delivering education programs.

The performance of the core business is supported by **general activities** such as:

- giving and receiving advice;
- preparing and delivering speeches and presentations;
- managing and participating in conferences; and
- developing and reviewing routine internal operational policies and procedures.

Cross references to other areas of this records authority

For the operation and management of the River Murray system for the purposes of ensuring the reliability of entitlement flows and allocations to jurisdictions, use RIVER MURRAY SYSTEM MANAGEMENT.

Cross references to AFDA Express Records Authority

For the development and review of legislation administered by the agency, including the development and amendment of schedules to the Murray-Darling Basin Agreement, use STRATEGIC MANAGEMENT.

For compliance and enforcement of natural resource programs and associated policies, rules, and plans which lead to litigation, use LEGAL SERVICES.

For the production and distribution of publications, use PUBLICATION.

For agency media releases, use COMMUNITY RELATIONS.

For contracting-out of services to external consultants and contractors, including associated tendering processes, use PROCUREMENT.

BASIN NATURAL RESOURCE PROGRAMS

For the management of enquiries, requests and agreements to access and use the agency's information and data holdings, use INFORMATION MANAGEMENT.

Cross references to other records authorities

For the provision and administration of grant funding for basin natural resource programs, use the GRANT MANAGEMENT GRA.

For the establishment and management of the agency's governing body (the Murray-Darling Basin Authority), use GOVERNING BODIES.

For statutory and non-statutory advisory bodies, including the Basin Community Committee, use ADVISORY BODIES.

Class No	Description of records	Disposal action
21985	<p>Records documenting:</p> <ul style="list-style-type: none">• drafting and development of high-level plans, strategies, policies and rules which establish frameworks or programs for the sustainable management of the Murray-Darling Basin's natural resources, such as the Basin Salinity Management Strategy, Native Fish Strategy, the Living Murray initiative, and the Basin Plan. Includes water trading policies, water trading and transfer rules, water quality and salinity management plans, environmental watering plans, icon site management plans, and environmental management plans. Includes tools and methodologies, results of stakeholder consultations, models submitted for review, legal advice and research reports, images and data gathered to support decision making processes;• audit, evaluation and review of natural resource programs and associated high-level plans, strategies, policies and rules. Includes final reports, findings and recommendations;• high-level advice and briefings to or from the Minister, the Ministerial Council, government agencies, or other bodies which is of public interest or controversial, subject to government-level scrutiny, or relating to matters which have far reaching social, economic and environmental implications or benefits. Includes advice and recommendations to the Minister in relation to the accreditation of state water resource plans, and briefing reports to the Minister as required in accordance with legislative obligations;• final versions of speeches and presentations made by the Minister, Authority members or senior agency officers at major occasions;• negotiation, establishment and review of high-level agreements and joint venture arrangements, such as bilateral agreements with states and territories or science and research bodies. Includes inter-agency memorandums of understanding, cooperative arrangements and other formal agreements;• high-level internal and external committees, taskforces and working groups where the agency provides the secretariat, is the Commonwealth's main representative, or plays a leading role in deliberations, including the Basin Officials Committee;• outcomes resulting from the implementation of basin natural resource programs administered or funded by the agency. Includes final reports, recommendations, models, registers, summary reports and results of stakeholder consultations;• key scientific or technical datasets and images acquired either directly through collecting stations or through external sources for the purposes of informing and supporting evidence based decision making processes. Includes water quality data, macro invertebrate data, spatial data, remote sensing data, hydrological data, climate	Retain as national archives

BASIN NATURAL RESOURCE PROGRAMS

Class No	Description of records	Disposal action
21985 (Cont.)	<p>and weather data, site monitoring data, modelling source data, site photographs and images, and key data gathered in relation to specific sites, assets and functions within the basin;</p> <ul style="list-style-type: none">• master versions of agency publications and educational material; and• monitoring and enforcement of compliance with natural resource programs and associated plans, strategies, policies and rules where ongoing monitoring and investigation identifies breaches of compliance resulting in serious environmental consequences; the matter generates public interest or media attention; or, results in changes to natural resource plans, strategies, programs, policies and/or rules. Includes incident notifications, statements and interview records, photographs, legal advice, enforcement notices, and investigation reports.	
21986	<p>Records documenting:</p> <ul style="list-style-type: none">• general administrative arrangements for meetings, forums, events and audits (eg timetables and schedules, checklists, venue and facility bookings, invitations, catering arrangements, routine liaison with auditing bodies or venue organisers); and• the development and review of routine internal operational policies and procedures.	Destroy 2 years after action completed
21987	<p>Records documenting:</p> <ul style="list-style-type: none">• routine operational administrative tasks supporting the core business; and• routine basin natural resources program activities, other than those covered in classes 21985-21986.	Destroy 10 years after action completed

RIVER MURRAY SYSTEM MANAGEMENT

The core business of operating and managing the River Murray system for the purposes of ensuring the reliability of entitlement flows and allocations to jurisdictions.

The **core activities** include:

- developing, implementing and reviewing plans, policies, procedures, strategies and rules for the management and operation of the River Murray system;
- managing the design, construction, maintenance and operation of River Murray assets (such as dams, power stations, weirs, locks and barrages) via direction, contract or joint funding arrangement;
- authorising and delegating authority, including authorising and directing state construction authorities to manage and operate assets;
- negotiating, establishing and reviewing agreements;
- managing River Murray asset registers;
- developing and analysing models of the River Murray system;
- assessing and forecasting water resources to determine availability and allocation requirements;
- forecasting and determining pricing for water services;
- gathering and managing scientific and technical data to assist operations, planning and decision-making processes;
- carrying out research, investigations and reviews of operations;
- preparing River Murray water accounts;
- preparing reports and briefings;
- giving and receiving advice, including the provision of advice to the Minister
- liaising with state agencies, construction authorities, industry, environmental groups, research and other bodies;
- providing river system notifications, reports and updates to stakeholders; and
- managing and/or participating in committees, taskforces and working groups.

The performance of the core business is supported by **general activities** such as:

- giving and receiving advice;
- preparing and delivering speeches and presentations;
- arranging or attending conferences; and
- developing and reviewing routine internal operational policies and procedures.

Cross references to other areas of this records authority

For the development and implementation of basin-wide natural resource programs, including the implementation of the Cap on surface water diversions, use BASIN NATURAL RESOURCE PROGRAMS.

Cross references to AFDA Express Records Authority

For the development and review of legislation administered by the agency, including the development and amendment of schedules to the Murray-Darling Basin Agreement, use STRATEGIC MANAGEMENT.

For the production and distribution of publications, use PUBLICATION.

For the preparation of budgets, keeping of accounts and authorisation of payments, use FINANCIAL MANAGEMENT.

For agency media releases, use COMMUNITY RELATIONS.

For contracting-out of services to external consultants and contractors, including associated tendering processes, use PROCUREMENT.

RIVER MURRAY SYSTEM MANAGEMENT

For the management of compensation claims for injury, death, denial of rights of a person, or damage to or destruction of property as a result of River Murray operations (including claims that proceed to litigation), use COMPENSATION and/or LEGAL SERVICES.

For management of enquiries, requests and agreements to access and use the Authority's information and data holdings, use INFORMATION MANAGEMENT.

Cross references to other records authorities

For the provision and administration of grant funding for basin natural resource programs, use GRANT MANAGEMENT.

For the establishment and management of the agency's governing body (the Murray-Darling Basin Authority), use GOVERNING BODIES.

Class No	Description of records	Disposal action
21988	<p>Records documenting:</p> <ul style="list-style-type: none">• drafting and development of high-level plans, policies, procedures and rules which establish frameworks for the management and operation of the River Murray system and associated assets;• outcomes of River Murray asset design, construction and maintenance projects managed by the agency via direction, contract or funding arrangement. Includes design and construction studies, reports and associated design and construction approvals, maintenance plans and results of stakeholder consultations;• authorisations and directions provided to state construction authorities to carry out asset design, construction and maintenance works, or operate assets;• negotiation, establishment, variation and management of high-level agreements and joint venture arrangements, such as bilateral agreements with states, territories and research bodies, inter-agency memoranda of understanding, cooperative arrangements and other formal agreements. Includes agreements with state construction authorities for the construction, management and/or operation of River Murray assets;• asset registers for major infrastructure, land and easements;• actual (current) hydrological models of the River Murray system, including associated modelling source data sets;• assessment and forecasting of water resources in the River Murray in order to determine water availability and allocation requirements. Includes resource calculations, interim resource assessments, water surplus and deficit reports, and available water determinations;• key scientific and technical datasets acquired either directly through collecting stations or through external or other sources for the purposes of monitoring, controlling and directing River Murray operations, and for the provision of real time river data to stakeholders. Includes data collected in relation to river levels, storage volumes, algae levels and other hydrographical data;• outcomes of research and reviews of River Murray operations. Includes final research and operations review reports and associated recommendations, final model scenarios, results of stakeholder consultations, and images and data sets gathered to inform findings and decisions;• final River Murray water accounts;• master versions of agency publications produced to support the core business. Includes publication of notifications to stakeholders (eg drought updates, flow and salinity forecasts);• high-level internal and external committees, taskforces and working	Retain as national archives

RIVER MURRAY SYSTEM MANAGEMENT

Class No	Description of records	Disposal action
21988 (Cont.)	<p>groups where the agency provides the secretariat, is the Commonwealth's main representative, or plays a leading role in deliberations (eg River Murray Water Committee);</p> <ul style="list-style-type: none">• advice, reports and briefings to or from the Minister, the Ministerial Council, government agencies, or other bodies which is of public interest or controversial, subject to government-level scrutiny, or relating to matters which have far reaching social, economic or environmental implications or benefits. Includes reports to the Minister as required in accordance with legislative obligations; and• final versions of speeches and presentations made by the Minister, Authority members or senior agency officers at major occasions.	
21989	<p>Records documenting:</p> <ul style="list-style-type: none">• general administrative arrangements for meetings and presentations (eg venue and facility bookings, invitations, catering arrangements, routine liaison with venue organisers); and• working papers documenting the development of routine internal operational procedures.	Destroy 2 years after action completed
21990	<p>Records documenting:</p> <ul style="list-style-type: none">• routine operational administrative tasks supporting the core business; and• routine River Murray system management activities, other than those covered in classes 21988-21989.	Destroy 10 years after action completed