



Australian Government

National Archives of Australia

Records Authority
2011/00557112

Torres Strait Regional Authority

Art, Culture and Heritage Development
Economic Development
Environmental Management
Governance and Leadership Development
Health, Early Childhood and Schooling Coordination
Housing, Communities and Social Services
Native Title and Land Tenure Management

December 2011

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INTRODUCTION

The Torres Strait Regional Authority (TSRA) 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:

- Art, Culture and Heritage Development
- Economic Development
- Environmental Management
- Governance and Leadership Development
- Health, Early Childhood and Schooling Coordination
- Housing, Communities and Social Services
- Native Title and Land Tenure Management.

It represents a significant commitment on behalf of the TSRA to understand, create and manage the records of its activities.

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

APPLICATION OF THIS AUTHORITY

1. 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 of Australia.
2. After the issue of this authority TSRA cannot use records authorities that were issued to the Aboriginal and Torres Strait Islander Commission (ATSIC).
3. 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 of Australia to cover business processes and records common to Australian Government agencies;
 - encrypted records; and
 - source records that have been copied.
4. 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 of Australia 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
5. 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 TSRA 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 of Australia.

6. In general, retention requirements indicate a minimum period for retention. The TSRA may extend minimum retention periods if it considers that there is an administrative need to do so, without further reference to the National Archives of Australia. Where the TSRA believes that its accountability will be substantially compromised because a retention period or periods are not adequate, it should contact the National Archives of Australia for review of the retention period.
7. From time to time the National Archives of Australia will place a freeze on some groups of records relating to a particular topic or event which has gained prominence or provokes controversy. While the freeze is in place no records relating to the topic or event may be destroyed. Further information about disposal freezes and whether they affect the application of this Authority is available from the National Archives of Australia website at www.naa.gov.au
8. Records which relate to any current or pending legal action, or are subject to a request for access under the *Archives Act 1983* or any other relevant Act must not be destroyed until the action has been completed.
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 of Australia when records are to be transferred into custody. The National Archives of Australia accepts for transfer only those records designated as national archives.
11. Advice on how to use this Authority is available from the TSRA records manager. If there are problems with the application of the Authority that cannot be resolved, please contact the National Archives of Australia.

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 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 2011/00557112

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

Wayne See Kee
General Manager
Torres Strait Regional Authority
Level 1 Torres Strait House
46 Victoria Parade
Thursday Island
Queensland, Australia 4875

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 relating to:

- Art, Culture and Heritage Development
- Economic Development
- Environmental Management
- Governance and Leadership Development
- Health, Early Childhood and Schooling Coordination
- Housing, Communities and Social Services
- Native Title and Land Tenure 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.

Authorising Officer



Margaret Chalker
Assistant Director-General
Government Information Management
National Archives of Australia

Date of issue:

23 December 2011

ART, CULTURE AND HERITAGE DEVELOPMENT

The core business of protecting, promoting, revitalizing and maintaining Torres Strait Islander and Aboriginal traditions and cultural heritage to enable Torres Strait Islander and Aboriginal people of the Torres Strait and Northern Peninsula Region to lead independent and healthy lives with full recognition of their cultural heritage and rights to land.

Includes the provision of programs that improve the quality of their lives and ensure equity in their access to services and participation in the wider community.

The tasks associated with art, culture and heritage development include:

- assisting the Indigenous people of the Torres Strait region in promoting, preserving, protecting and developing their cultural heritage as well as advocating and supporting the development of a viable arts industry;
- identifying and formally recognising traditional cultural values, and ensuring they are understood and appreciated by community members through appropriate education, management and practices;
- preserving sacred sites and recording and publishing traditional stories; and
- preserving and promoting traditional languages so they are freely used throughout the Torres Strait and Northern Peninsula Area.

The core business includes activities undertaken to set up the administration of programs and projects such as:

- carrying out consultations with Torres Strait communities;
- developing policies, plans, procedures, guidelines and criteria;
- promoting the funding programs and projects;
- receiving expressions of interest from consultants and establishing a register; and
- receiving and responding to enquiries about programs and projects.

The core business includes activities undertaken to assess and process applications such as:

- soliciting and assessing applications for grants, loans and assistance;
- establishing grant, loan and partnership funding agreements, letters of offer;
- advising applicants of assessment outcomes;
- handling complaints about unsuccessful applications;
- managing appeals, including internal consideration; and
- reporting on funding initiatives.

The core business includes activities undertaken to manage and monitor grant, loan and funding arrangements such as:

- monitoring compliance with funding terms and conditions;
- undertaking investigations of breaches of terms and conditions;
- recovering bad debts (e.g. default loans);
- developing and receiving progress reports;
- financial monitoring including viability checks;
- evaluating and reviewing programs and projects;
- grant, loan and funding acquittals; and
- preparing final reports.

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

- giving and receiving general advice;
- arranging trips and visits;

ART, CULTURE AND HERITAGE DEVELOPMENT

- auditing;
- authorising and delegating;
- managing agency meetings and committees (excluding Board meetings).

For the operation and management of the Gab Titui Culture Centre, use GRA 32 SMALL COLLECTION MANAGEMENT.

For advice provided by the agency to the Minister, use AFDA/AFDA Express - GOVERNMENT RELATIONS.

For managing tendering and contracting arrangements, use AFDA/AFDA Express - PROCUREMENT.

For publication of traditional stories or promotional material, use AFDA/AFDA Express – PUBLICATION.

For financial transactions carried out to support the core business, use ADFA/AFDA Express - FINANCIAL MANAGEMENT.

Class no	Description of records	Disposal action
53873	<p>The following significant records on the establishment and management of programs, projects and services regarding the preservation and maintenance of significant cultural sites, artefacts, language, music, art and traditions:</p> <ul style="list-style-type: none"> • the development, establishment and promotion of policies, plans, strategies, guidelines and criteria; • addresses made by the Minister, chief executive officer or senior agency staff; • grant and loan applications which set a legal precedent, relate to policy changes or concern sensitive or controversial issues; • summary records of successful and unsuccessful grant and loan applications; • external and high level internal committees where the agency provides secretariat support, is the Australian Government's main representative, or plays a prominent or central role. Includes establishment records, agenda, final versions of minutes, reports, briefing notes and tabled papers; • evaluations and reviews; and • final reports including reports on community consultation. 	Retain as national archives
53874	<p>Records documenting:</p> <ul style="list-style-type: none"> • the processing of successful grant and loan applications where the applications and cases do not set a legal precedent, relate to policy changes or concern sensitive or controversial issues; • advice and assistance provided to support prospective applications. 	Destroy 15 years after action completed
53875	<p>Records documenting:</p> <ul style="list-style-type: none"> • unsuccessful grant and loan applications. 	Destroy 1 year after action completed

ART, CULTURE AND HERITAGE DEVELOPMENT

Class no	Description of records	Disposal action
53876	Records documenting administrative tasks supporting culture and heritage including; <ul style="list-style-type: none"><li data-bbox="391 436 1260 504">• routine operational administrative tasks supporting the core business; and<li data-bbox="391 515 1204 571">• art, culture and heritage development activities, other than those covered in classes 53873 - 53875.	Destroy 7 years after action completed

ECONOMIC DEVELOPMENT

The core business of enhancing the Torres Strait and Northern Peninsula Region's wealth by creating sustainable industries and increasing employment opportunities equivalent to the wider Australian community. The activities associated with economic development include:

- supporting the development of commercially viable businesses by Indigenous people;
- supporting and developing income producing entities within the local and broader economy;
- assisting people to up-skill to increase household income;
- increasing the level of indigenous home ownership;
- advocating and supporting the development of sustainable tourism in the Torres Strait; and
- delivering employment programs and reforms.

The core business includes activities undertaken to set up the administration of programs and projects such as:

- carrying out consultations with Torres Strait communities;
- developing policies, plans, procedures, guidelines and criteria;
- promoting the funding programs and projects;
- receiving expressions of interests from consultants and establishing a register; and
- receiving and responding to enquiries about programs and projects.

The core business includes activities undertaken to assess and process applications such as:

- soliciting and assessing applications for grants, loans and assistance;
- establishing grant, loan and partnership funding agreements, letters of offer;
- advising applicants of assessment outcomes;
- handling complaints about unsuccessful applications;
- managing appeals, including internal consideration; and
- reporting on funding initiatives.

The core business includes activities undertaken to manage and monitor grant, loan and funding arrangements such as:

- monitoring compliance with funding terms and conditions;
- undertaking investigations of breaches of terms and conditions;
- recovering bad debts (e.g. default loans);
- developing and receiving progress reports;
- financial monitoring including viability checks;
- evaluating and reviewing programs and projects;
- grant, loan and funding acquittals; and
- preparing final reports.

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

- giving and receiving general advice;
- arranging trips and visits;
- auditing;
- authorising and delegating;
- managing agency meetings and committees (excluding Board meetings);
- developing operational procedures;

ECONOMIC DEVELOPMENT

- representing the agency on external committees and at meetings; and
- collecting raw data and development and management of datasets.

For advice provided by the agency to the Minister, use AFDA/AFDA Express - GOVERNMENT RELATIONS.

For managing tendering and contracting arrangements, use AFDA/AFDA Express - PROCUREMENT.

For financial transactions carried out to support the core business, use ADFA/AFDA Express - FINANCIAL MANAGEMENT.

Class no	Description of records	Disposal action
53877	<p>The following significant records on the establishment and management of programs and projects:</p> <ul style="list-style-type: none"> • the development , establishment and promotion of policies, plans, strategies, guidelines and criteria; • addresses made by the Minister, chief executive officer or senior agency staff; • grant and loan applications which set a legal precedent, relate to policy changes or concern sensitive or controversial issues; • summary records of successful and unsuccessful grant and loan applications; • external and high level internal committees where the agency provides secretariat support, is the Australian Government's main representative, or plays a prominent or central role. Includes establishment records, agenda, final versions of minutes, reports, briefing notes and tabled papers; • evaluations and reviews; • datasets; and • final reports including reports on community consultations. 	Retain as national archives
53878	<p>Records documenting:</p> <ul style="list-style-type: none"> • unsuccessful grant and loan applications. 	Destroy 1 year after action completed
53879	<p>Records documenting:</p> <ul style="list-style-type: none"> • routine operational administrative tasks supporting the core business; • successful grant and loan applications not covered in class 53877; and • economic development activities, other than those covered in class 53877 - 53878. 	Destroy 7 years after action completed

ENVIRONMENTAL MANAGEMENT

The core business of coordinating the delivery of a number of local, regional and cross-regional activities that align with the environmental management strategy for Torres Strait and providing support to Torres Strait Islander and Aboriginal communities in the Torres Strait and the Northern Peninsula Region to care for their environment through the implementation of the environmental management strategy for the Torres Strait.

Activities support a range of outcomes for Torres Strait Islander and Aboriginal people living in the region, including the employment of Project Officers and Rangers and sustainable community-based management approaches to environmental management.

Examples of programs and activities include:

- Islands Program;
- Coastal and Climate Program;
- Sea Program;
- People Program;
- Indigenous Environmental Ranger Program;
- Land Program;
- providing funding for environmental and landscaping projects through programs such as the Business Funding and Community Economic Initiatives Scheme, the Major Infrastructure Program, various Australian and Queensland Government housing schemes, the Community Training Program, apprenticeships and various accredited training programs provide by the Australian and Queensland Governments;
- providing training for environmental projects; and
- assisting and advocating on behalf of the Indigenous people of the Torres Strait Region to promote, and involve themselves in, environmental issues affecting them.

The core business includes activities undertaken to set up the administration of programs and projects such as:

- carrying out consultations with Torres Strait communities;
- developing policies, plans, procedures, guidelines and criteria;
- promoting the funding programs and projects;
- receiving expressions of interests from consultants and establishing a register; and
- receiving and responding to enquiries about programs and projects.

The core business includes activities undertaken to assess and process applications such as:

- soliciting and assessing applications for grants, loans and assistance;
- establishing grant, loan and partnership funding agreements, letters of offer;
- advising applicants of assessment outcomes;
- handling complaints about unsuccessful applications;
- managing appeals, including internal consideration; and
- reporting on funding initiatives.

The core business includes activities undertaken to manage and monitor grant, loan and funding arrangements such as:

- monitoring compliance with funding terms and conditions;
- undertaking investigations of breaches of terms and conditions;
- recovering bad debts (e.g. default loans);
- developing and receiving progress reports;
- financial monitoring including viability checks;

ENVIRONMENTAL MANAGEMENT

- evaluating and reviewing programs and projects;
- grant, loan and funding acquittals; and
- preparing final reports.

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

- giving and receiving general advice;
- arranging trips and visits;
- auditing;
- authorising and delegating;
- managing agency meetings and committees (excluding Board meetings);
- developing operational procedures;
- representing the agency on external committees and at meetings; and
- collecting raw data and the development and management of datasets.

For advice provided by the agency to the Minister, use AFDA/AFDA Express - GOVERNMENT RELATIONS.

For managing tendering and contracting arrangements, use AFDA/AFDA Express - PROCUREMENT. For financial transactions carried out to support the core business, use ADFA/AFDA Express FINANCIAL MANAGEMENT.

Class no	Description of records	Disposal action
54759	<p>The following significant records on the establishment and management of programs and services:</p> <ul style="list-style-type: none"> • addresses made by the Minister, chief executive officer or senior agency staff; • the development , establishment and promotion of policies, plans, strategies, guidelines and criteria; • grant and loan applications and program activities which establish a legal precedent, relate to policy changes or concern sensitive or controversial issues; • summary records of successful and unsuccessful grant and loan applications; • external and high level internal committees where the agency provides secretariat support, is the Australian Government's main representative, or plays a prominent or central role. Includes establishment records, agenda, final versions of minutes, reports, briefing notes and tabled papers; • longitudinal environmental impact studies and related datasets including geospatial data and other associated aggregated information; • preservation and maintenance programs for significant environmental assets such as shorelines, sea walls, land and sea animal habitats, and protected species; • evaluations and reviews; and • final reports including reports on community consultations. 	Retain as national archives

ENVIRONMENTAL MANAGEMENT

Class no	Description of records	Disposal action
54760	<p>Records documenting:</p> <ul style="list-style-type: none">• routine operational administrative tasks supporting the core business; and• environmental management activities, other than those covered in class 54759• the coordination of environmental activities with State and Local Government and related community and Indigenous representative bodies;• the conduct of environmental program activities and related matters where activities do not set a legal precedent, relate to policy changes or concern sensitive or controversial issues;• advice and assistance provided to support prospective projects and strategies;• unsuccessful grant and loan applications;• final versions of management plans; and• raw data used to compile reports, maps, plans and longitudinal studies.	Destroy 7 years after action completed

GOVERNANCE AND LEADERSHIP DEVELOPMENT

The core business of developing governance and leadership capability within the Torres Strait and Northern Peninsula Region, ensuring that regional development is done in a unified, strategic and progressive manner. The core business encompasses the development of external leadership and governance, in addition to overseeing internal program structures and processes.

The tasks associated with this core business include:

- participating in the development of regional policies and the planning and coordination of initiatives undertaken by mainstream Commonwealth and State agencies to achieve a better outcome for Torres Strait Islander and Aboriginal people living in the region;
- developing and maintaining the Torres Strait and Northern Peninsular Area Regional Plan as required by Section 142d of the *Aboriginal and Torres Strait Islander Act 2005* and assisting in the review of corporate documents;
- providing information to the governing body on policies, goals, progress and achievements;
- providing information to the public on policies, goals, progress and achievements;
- providing financial assistance for tertiary training to staff sponsored by regional organisations;
- providing opportunities for education and training in leadership and corporate governance to the broader Indigenous community;
- enabling Torres Strait Islanders and Aboriginal people of the Torres Strait region access to a range of broadcasting and communication services comparable to those provided to mainstream Australia; and
- developing and extending the broadcasting and communications network program for Indigenous residents of the Torres Strait in order to reinforce and promote their cultural identity and to foster general community awareness of their culture and priorities.

The core business includes activities undertaken to set up the administration of programs and projects such as:

- carrying out consultations with Torres Strait communities;
- developing policies, plans, procedures, guidelines and criteria;
- promoting the funding programs and projects;
- receiving expressions of interests from consultants and establishing a register; and
- receiving and responding to enquiries about programs and projects.

The core business includes activities undertaken to assess and process applications such as:

- soliciting and assessing applications for grants, loans and assistance;
- establishing grant, loan and partnership funding agreements, letters of offer;
- advising applicants of assessment outcomes;
- handling complaints about unsuccessful applications;
- managing appeals, including internal consideration; and
- reporting on funding initiatives.

The core business includes activities undertaken to manage and monitor grant, loan and funding arrangements such as:

- monitoring compliance with funding terms and conditions;
- undertaking investigations of breaches of terms and conditions;
- recovering bad debts (e.g. default loans);
- developing and receiving progress reports;
- financial monitoring including viability checks;
- evaluating and reviewing programs and projects;

GOVERNANCE AND LEADERSHIP DEVELOPMENT

- grant, loan and funding acquittals; and
- preparing final reports.

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

- giving and receiving general advice;
- arranging trips and visits;
- auditing;
- authorising and delegating; and
- managing agency meetings and committees (excluding Board meetings).

For advice provided by the agency to the Minister, use AFDA/AFDA Express - GOVERNMENT RELATIONS.

For deliberations of the Torres Strait Regional Authority Board, including minutes of meetings and agenda papers prepared on programs and services, use GRA (27) GOVERNING BODIES.

For attendance at Senior Government Ministerial and Officials Meetings, use AFDA/AFDA Express - GOVERNMENT RELATIONS.

For managing tendering and contracting arrangements, use AFDA/AFDA Express - PROCUREMENT.

For financial transactions carried out to support the core business, use ADFA/AFDA Express - FINANCIAL MANAGEMENT.

For gifts, bequests and devises, use AFDA/AFDA Express - FINANCIAL MANAGEMENT.

Class no	Description of records	Disposal action
54762	<p>The following significant records on the establishment and management of programs, projects and services in support of governance and leadership development:</p> <ul style="list-style-type: none"> • the development , establishment and promotion of policies, plans, strategies, guidelines and criteria (including strategic plans such as Torres Strait and Northern Peninsula Regional Plan); • the establishment of indigenous broadcasting and communication capability; • addresses made by the Minister, chief executive officer or senior agency staff; • grant and loan applications or projects which set a legal precedent, relate to policy changes or concern sensitive or controversial issues; • summary records of successful and unsuccessful grant and loan applications; • external and high level internal committees where the agency provides secretariat support, is the Australian Government's main representative, or plays a prominent or central role. Includes establishment records, agenda, final versions of minutes, reports, briefing notes and tabled papers; • evaluations and reviews; and • final reports including reports on community consultations. 	Retain as national archives

GOVERNANCE AND LEADERSHIP DEVELOPMENT

Class no	Description of records	Disposal action
54764	Records documenting: <ul style="list-style-type: none"><li data-bbox="389 409 1011 439">• records documenting capacity building activities;<li data-bbox="389 456 1161 517">• management of indigenous broadcasting and communication capability;<li data-bbox="389 535 1262 595">• routine operational administrative tasks supporting the core business; and<li data-bbox="389 613 1241 674">• governance and leadership development activities, other than those covered in class 54762.	Destroy 7 years after action completed

HEALTH, EARLY CHILDHOOD AND SCHOOLING COORDINATION

The core business of coordinating and representing the interests of Torres Strait Islanders on multi-lateral committees aimed at integrated service delivery within the Torres Strait and Northern Peninsula Region. The delivery of services is provided by other entities, usually the Queensland Government.

Specific tasks include advocating on behalf of the governing body and Torres Strait Communities to provide strategic policy advice to entities such as:

- the Regional Plan Working Group for Health;
- the Torres Strait Cross Border Health Issues Committee;
- the Regional Plan Working Group for Schooling; and
- the Regional Plan Working Group for Early Childhood.

In particular, to ensure that health, early childhood learning and schooling outcomes are enhanced by:

- incorporating indigenous traditional and cultural practices; and
- facilitating preventative as well as primary health care.

The core business includes activities undertaken to set up the administration of programs and projects such as:

- carrying out consultations with Torres Strait communities and service providers;
- developing policies, plans, procedures, guidelines and criteria;
- promoting the funding programs and projects;
- receiving and responding to enquiries about programs and projects.

The core business includes activities undertaken to monitor grant, loan and funding arrangements programs and projects such as:

- evaluating and reviewing programs and projects; and
- preparing final reports.

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

- giving and receiving general advice;
- arranging trips and visits;
- collecting raw data and development and management of datasets; and
- managing agency and service provider meetings and committees (excluding Board meetings).

For advice provided by the agency to the Minister, use AFDA/AFDA Express - GOVERNMENT RELATIONS.

For managing tendering and contracting arrangements, use AFDA/AFDA Express - PROCUREMENT.

For financial transactions carried out to support the core business, use ADFA/AFDA Express - FINANCIAL MANAGEMENT.

HEALTH, EARLY CHILDHOOD AND SCHOOLING COORDINATION

Class no	Description of records	Disposal action
54766	<p>The following significant records on the establishment and management of programs and projects:</p> <ul style="list-style-type: none"> • the development , establishment and promotion of policies, plans, strategies, guidelines and criteria; • addresses made by the Minister, chief executive officer or senior agency staff; • grant and loan applications which set a legal precedent, relate to policy changes or concern sensitive or controversial issues; • summary records of successful and unsuccessful grant and loan applications; • external and high level internal committees where the agency provides secretariat support, is the Australian Government's main representative, or plays a prominent or central role. Includes establishment records, agenda, final versions of minutes, reports, briefing notes and tabled papers; • final reports including reports on community and regional authority consultations; • datasets; • evaluations and reviews; and • records documenting negotiation, establishment, maintenance and review of regional service agreements. 	Retain as national archives
54768	<p>Records documenting:</p> <ul style="list-style-type: none"> • final versions of agreements with the appropriate authorities made in support of core business matters, except those covered in class 54766; • records documenting the negotiation, establishment, maintenance and review of agreements. 	Destroy 7 years after the expiry or termination of agreement
54771	<p>Records documenting:</p> <ul style="list-style-type: none"> • routine operational administrative tasks supporting the core business; and • health, early childhood and schooling coordination activities, other than those covered in classes 54766 and 54768. 	Destroy 7 years after action completed

HOUSING, COMMUNITIES AND SOCIAL SERVICES

The core business of providing Torres Strait Islanders and Aboriginal people living in the region with the appropriate housing, community infrastructure and social services which contribute to the economic, social, and physical well-being of individuals and the development and cultural maintenance of the whole community.

The activities associated with housing, community and social infrastructure development including:

- facilitating community development through the implementation of projects decided upon by the communities themselves in accordance with their own priorities;
- providing training related to health and community safety issues;
- increasing the number of Indigenous people of the Torres Strait region with access to, and gaining benefit from, community facilities and essential municipal services appropriate to their needs;
- advocating on behalf of the Torres Strait community to ensure that the human and legal rights of the Indigenous are enforced at international, national, state and local levels;
- promoting the social and physical well-being of the Indigenous people of the Torres Strait region and the development of a positive self-image through increased access to and participation in recreation and sporting activities;
- ensuring the rights and well-being of Indigenous people are respected and are commensurate with the norm applied in the wider Australian community;
- reducing the incidence of drug abuse, domestic violence, neglect and other symptoms of social dysfunction affecting the Indigenous population of the Torres Strait; and
- assisting with access to home ownership and improved housing conditions.

The core business includes activities undertaken to set up the administration of programs and projects such as:

- carrying out consultations with Torres Strait communities;
- developing policies, procedures, guidelines and criteria;
- promoting the funding programs and projects;
- receiving expressions of interests from consultants and establishing a register; and
- receiving and responding to enquiries about programs and projects.

The core business includes activities undertaken to assess and process applications such as:

- soliciting and assessing applications for grants, loans and assistance;
- establishing grant, loan and partnership funding agreements, letters of offer;
- advising applicants of assessment outcomes;
- handling complaints about unsuccessful applications;
- managing appeals, including internal consideration; and
- reporting on funding initiatives.

The core business includes activities undertaken to manage and monitor grant, loan and funding arrangements such as:

- monitoring compliance with funding terms and conditions;
- undertaking investigations of breaches of terms and conditions;
- recovering bad debts (e.g. default loans);
- developing and receiving progress reports;
- financial monitoring including viability checks;
- evaluating and reviewing programs and projects;
- grant, loan and funding acquittals; and

HOUSING, COMMUNITIES AND SOCIAL SERVICES

- preparing final reports.

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

- giving and receiving general advice;
- arranging trips and visits;
- auditing;
- authorising and delegating;
- collecting raw data and development and management of datasets; and
- managing agency meetings and committees (excluding Board meetings).

For advice provided by the agency to the Minister, use AFDA/AFDA Express - GOVERNMENT RELATIONS.

For managing tendering and contracting arrangements, use AFDA/AFDA Express - PROCUREMENT.

For financial transactions carried out to support the core business, use ADFA/AFDA Express - FINANCIAL MANAGEMENT.

Class no	Description of records	Disposal action
54772	<p>The following significant records on the establishment and management of programs, projects and services:</p> <ul style="list-style-type: none"> • the development , establishment and promotion of policies, plans, strategies, guidelines and criteria; • addresses made by the Minister, chief executive officer or senior staff; • grant and loan applications or programs that set a legal precedent, relate to policy changes or concern sensitive or controversial issues; • summary records of successful and unsuccessful grant and loan applications; • external and high level internal committees where the agency provides secretariat support, is the Australian Government's main representative, or plays a prominent or central role. Includes establishment records, agenda, final versions of minutes, reports, briefing notes and tabled papers; • final reports including reports on consultations with Torres Strait communities; • datasets; and • evaluations and reviews. 	Retain as national archives

HOUSING, COMMUNITIES AND SOCIAL SERVICES

54773	<p>Records documenting the administration of housing and loan arrangements. Includes:</p> <ul style="list-style-type: none">• approved loan applications and supporting documentation;• final versions of loan agreements, amended schedules and variations to terms and conditions;• final versions of property valuation reports;• final versions of property inspection reports;• mortgage documents, including certificate of title;• appeal records; and• records documenting recovery activities for bad debts.	Destroy 10 years after loan is repaid or written off, mortgage is discharged or the Commonwealth has waived the right to recover the loan
54774	<p>Records documenting</p> <ul style="list-style-type: none">• routine operational administrative tasks supporting the core business; and• housing, communities and social services activities, other than those covered in classes 54772 and 54773.	Destroy 7 years after action completed

NATIVE TITLE AND LAND TENURE MANAGEMENT

The core business of facilitating the securing of legal recognition of native title to land and ocean resources in the Torres Strait and Northern Peninsula Region and providing assistance for the legal protection of native title rights in relation to all matters affecting Torres Strait land and surrounding waters.

The activities include:

- facilitating the securing of legal recognition of native title to land and surrounding waters in the Torres Strait;
- providing advocacy and assistance for the legal protection of native title rights in relation to matters affecting Torres Strait land and waters;
- providing quality and culturally appropriate advocacy services to Native Title holders and claimants through consultation and effective representation of the Indigenous inhabitants in the Torres Strait and Northern Peninsula Region in the performance of functions under the *Native Title Act 1993*; and
- as a Native Title Representative Body (NTRB), servicing the needs of its constituents effectively and equitably; acting in the best interests of those constituents and performing the legislative functions as required by the *Native Title Act 1993*.

Core business activities undertaken in making or responding to applications to the Federal Court for determinations of native title including:

- researching and preparing applications for land and sea claims;
- facilitating mediation to resolve disputes;
- carrying out consultations;
- undertaking anthropological and other research to support the application;
- providing legal advice;
- lodging applications in the Federal Court;
- participating in National Native Title Tribunal (NNTT) inquiries, consultations, mediations, and trials;
- managing appeals against determinations to Federal or High Courts; and
- managing compensation claims.

Core business activities undertaken in making or responding to applications for Indigenous Land Use Agreements (ILUAs) including:

- identifying a need for an ILUA;
- identifying the type of ILUA required;
- identifying all interested parties;
- undertaking anthropological and other research to support the application;
- carrying out consultations;
- facilitating mediation to resolve disputes;
- providing legal advice;
- making application to NNTT;
- addressing any problems in the initial NNTT compliance check; and
- participating in NNTT actions to resolve objections.

Core business activities undertaken in making or responding to Future Act 'expedited procedure objection' applications and including:

- notifying native title claimants of future acts that may impact on native title rights and interests;
- seeking and providing legal support;
- developing and lodging future act applications/ expedited procedure objection application;

NATIVE TITLE AND LAND TENURE MANAGEMENT

- undertaking geospatial, anthropological, historical, linguistic and other research to support the application;
- carrying out consultations;
- facilitating mediation, arbitration and inquiries to resolve disputes;
- liaising with NNTT throughout the process;
- facilitating finalisation of applications by means other than reaching agreement or arbitration; and
- managing appeals.

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

- making arrangements to support journeys and visits;
- compliance monitoring;
- collecting raw data and development and management of datasets;
- planning, reporting and reviewing processes and outcomes; and
- developing policies and procedures.

For advice provided by the agency to the Minister, use AFDA/AFDA Express - GOVERNMENT RELATIONS.

For the engagement of consultants to undertake work to support the core business, use AFDA/AFDA Express - PROCUREMENT.

Class no	Description of records	Disposal action
54775	<p>The following significant records documenting the Native Title management core business relating to the development, lodgement and processing of native title determination applications, indigenous land use agreements and future act applications:</p> <ul style="list-style-type: none"> • applications; • supporting documentation (e.g. anthropological research and surveys); • records of meetings and consultations; • records of dispute resolution and mediation activities; • records of court proceedings; • final determination; • records of appeals and reviews; • records supporting compensation claims; and • legal advice; <p>and the following significant administrative records:</p> <ul style="list-style-type: none"> • policies and procedures for conducting consultations and making applications; • compliance reporting; • datasets; • registration lodgements (consent determinations); and • evaluations and reviews of Native Title processes. 	Retain as national archives

NATIVE TITLE AND LAND TENURE MANAGEMENT

54776	Records documenting: <ul style="list-style-type: none">• routine operational administrative tasks supporting the core business; and• native title management activities other than those covered in class 54775.	Destroy 7 years after action completed
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