



Australian Government

National Archives of Australia

Records Authority
2012/00675345

Infrastructure Australia
Infrastructure Planning and Co-ordination

February 2013

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INTRODUCTION

Infrastructure Australia 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 of Infrastructure Planning and Co-ordination. It represents a significant commitment on behalf of Infrastructure Australia to understand, create and manage the records of its activities.

This Authority is based on the identification and analysis of the business of Infrastructure Australia. 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 Infrastructure Australia 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.
 - 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;
 - 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. Infrastructure Australia 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. Infrastructure Australia 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 Infrastructure Australia 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 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 Infrastructure Australia's 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 the 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 2012/00675345

Person to whom notice of authorisation is given:

Sir Rod Eddington AO
Chair, Infrastructure Australia Council
Infrastructure Australia
GPO Box 594
Canberra 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 Infrastructure Planning and Co-ordination.

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:

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

Date of issue:

15 February 2013

INFRASTRUCTURE PLANNING AND CO-ORDINATION

The core business of identifying strategic investment priorities, policy, and regulatory reforms in the transport, water, energy and communications sectors, and providing advice on nationally-significant economic infrastructure to governments, investors and owners of infrastructure for the purposes of improving Australia's infrastructure and its productivity.

The specific tasks associated with the core business include:

- conducting national audits to determine the adequacy, capacity and condition of nationally significant infrastructure;
- prioritising national infrastructure projects;
- developing infrastructure plans, strategies and proposals which identify strategic investment priorities, policy and/or regulatory reforms;
- undertaking or commissioning research and conducting reviews of plans, strategies, proposals, or infrastructure funding programs for the purposes of promoting reform, stimulating and informing debate and/or ensuring program alignment with infrastructure priorities;
- providing advice and reports to the Minister, governments, investors, owners of infrastructure, and the wider community on matters relating to infrastructure;
- developing and reviewing national policies and guidelines;
- developing plans, procedures, guidelines, methodologies and criteria in order to establish frameworks for infrastructure planning and coordination activities and processes;
- managing committees, meetings and working groups;
- preparing and delivering speeches and presentations.

The core business is supported by routine administrative tasks such as:

- organising and attending conferences;
- developing and maintaining internal operational policies and procedures concerning the infrastructure planning and co-ordination process;
- developing and delivering training;
- handling enquiries from and liaising with various stakeholders.

For meetings and members of the advisory council, use General Records Authority 26 ADVISORY BODIES.

For media releases and interviews, use AFDA/AFDA Express - COMMUNITY RELATIONS.

For participation in inquiries conducted by external agencies such as the Productivity Commission, use AFDA/AFDA Express - GOVERNMENT RELATIONS.

For contracting external service providers such as those providing commissioned research, use AFDA/AFDA Express - PROCUREMENT.

For performance audits of the organisation, use AFDA/AFDA Express - STRATEGIC MANAGEMENT.

INFRASTRUCTURE PLANNING AND CO-ORDINATION

Class no	Description of records	Disposal action
61294	<p>Records documenting:</p> <ul style="list-style-type: none"> • final versions of national infrastructure audits; • interim and final infrastructure priority lists; • final project assessment briefs. Includes Infrastructure Priority Lists, and the receipt and assessment of submissions for investment in, or enhancements to, nationally significant infrastructure; • receipt and assessment of submissions for investment in, or enhancements to, nationally significant infrastructure. Includes final project assessment briefs and listings such as Infrastructure Priority Lists; • high level advice, reports, strategies, plans and proposals provided to the Minister and government which identify strategic infrastructure investment priorities, policy and/or regulatory reforms in the transport, water, energy or communications sectors. Includes final versions of supporting research, discussion papers, background papers, and drafts released for public comment; • development and review of national policies and guidelines. Includes final versions of policies and guidelines, and associated discussion papers, issues papers, research reports and milestone drafts released to the public • draft and final findings and reports of reviews and research conducted or commissioned by the agency which are released for public comment or consideration; • final versions of plans, procedures, guidelines, methodologies and criteria established to provide a framework for the conduct of national infrastructure audits and the determination of infrastructure investment priorities. Includes final versions of supporting research, discussion papers, background papers and drafts released for public comment; • high level committees, meetings and working groups where the agency provides the Chair, secretariat or has a leading role in deliberations; • final versions of speeches and presentations made by the Minister or senior agency officers, at major public events, conferences, roundtables, workshops, seminars or other forums which promote, discuss or announce significant strategies, plans, proposals, initiatives or other activities; • final proceedings of conferences hosted by the agency. 	Retain as national archives
61295	<p>Records documenting:</p> <ul style="list-style-type: none"> • Routine administrative arrangements for committees, meetings and working groups, conferences, speeches and presentations, or training courses. Includes notices, invitations, venue and facility bookings, catering arrangements, liaison with organisers, timetables, schedules, and attendance registration; • receiving and responding to enquiries which require a standard/routine response. 	Destroy 2 years after action completed
61296	Records documenting infrastructure planning and coordination activities other than those covered in classes 61294 and 61295.	Destroy 10 years after action completed