



Australian Government



**NATIONAL
ARCHIVES
OF AUSTRALIA**

Records Authority

2014/00659230

Albury-Wodonga Corporation

Albury-Wodonga Growth Centre Management

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2014

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INTRODUCTION

The Albury-Wodonga Corporation (AWC) 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 Albury-Wodonga Growth Centre Management. It represents a significant commitment on behalf of AWC to understand, create and manage the records of its activities.

This Authority is based on the identification and analysis of the business of AWC. 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 AWC 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:
 - AFDA Express which covers administrative business processes and records common to many Australian Government agencies;
 - General Records Authority 24 – Records Relating to Data Matching Exercises; 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 agency 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. AWC 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 AWC 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 agency'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 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 2014/00659230

Person to whom notice of authorisation is given:

Mr Peter Veneris
Chief Executive Officer
Albury-Wodonga Corporation
620 Macauley Street
Albury NSW 2640

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 Albury-Wodonga Growth Centre 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

Anne Lyons
Assistant Director-General
Government Information Assurance and Policy Branch
National Archives of Australia

Date of issue:

16 December 2014

ALBURY-WODONGA GROWTH CENTRE MANAGEMENT

The core business of fostering, promoting and managing sustainable economic, social and physical development of the Albury-Wodonga region as a national growth centre. Includes the management and disposal of property.

The **core tasks** include:

- acquiring and disposing of designated property;
- strategic growth centre planning;
- planning, managing, evaluating and reviewing construction and development projects, including infrastructure and landscaping projects;
- gathering and managing environmental, technical and geospatial data;
- establishing, implementing, evaluating and reviewing programs, schemes and initiatives;
- conducting or commissioning research, studies, assessments and investigations;
- preparing and updating maps and plans;
- carrying out property valuations;
- leasing-out property;
- carrying out property inspections;
- receiving and/or providing advice and briefings;
- negotiating, establishing and reviewing agreements and financial arrangements;
- establishing, managing and participating in stakeholder committees, meeting and taskforces;
- collaborating, liaising and consulting with communities, government and private industries;
- marketing, promoting awareness and disseminating information about the growth centre, including through exhibitions and displays, information centres and visits and tours;
- preparing submissions and proposals to government or industry for regional development support and initiatives;
- developing and amending statutory planning instruments, including local environmental plans and development orders;
- receiving and processing statutory approvals, including development consents, easements, subdivisions, zoning and rezoning;
- varying or releasing covenants over property;
- monitoring and enforcing compliance with statutory planning requirements;
- property naming;
- operating the plant nursery, including plant propagation, dispatch and sales;
- managing appeals;
- compiling and keeping registers and other summary records;
- managing agency accreditation and associated compliance monitoring in accordance with industry standards;
- donating property.

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

- preparing and disseminating reports;
- developing and reviewing policies, procedures and guidelines;
- receiving and responding to complaints and enquiries;
- preparing and presenting speeches;
- arranging and managing conferences and seminars;
- receiving awards and honours in recognition of growth centre activities;
- making routine arrangements, such as for committees, meetings, taskforces, visits, and tours; and
- planning, conducting and facilitating audits.

Cross references to AFDA Express Records Authority

ALBURY-WODONGA GROWTH CENTRE MANAGEMENT

For property deeds and titles and all other matters relating to the maintenance and management of property, including property insurance, fit-outs, conservation work, restoration of contaminated land, the routine maintenance and upkeep of property following acquisition and maintenance policies and procedures, use PROPERTY MANAGEMENT.

For media releases, article, feature stories, and interviews concerning the growth centre project, events relating to the official opening of property, or awards conferred by the corporation, and managing public reaction to the organisation's policies, programs and services use COMMUNITY RELATIONS.

For the administration of grant funds received by the corporation, use FINANCIAL MANAGEMENT.

For agency submissions and advice to the portfolio Minister and Ministerial Council, and visits made by royalty, heads of state, representatives of other government agencies, and interstate and overseas governments, use GOVERNMENT RELATIONS.

For legal advice given and received on the interpretation of legislation, use LEGAL SERVICES.

For managing the acquisition of goods and services, including tendering and contracting arrangements (with the exception of tender registers), and the procurement of equipment and supplies, including laboratory equipment and nursery supplies use PROCUREMENT.

For overall planning and reviewing performance to achieve the organisation's administrative objectives, use STRATEGIC MANAGEMENT.

Cross references to other records authorities

For the establishment and management of governing bodies such as boards and councils, use GOVERNING BODIES.

For management of the advisory bodies such as the Albury-Wodonga Land Disposal Advisory Committee, use ADVISORY BODIES.

For the establishment and winding-up of corporate entities set up to manage and/or administer growth centre activities, use ESTABLISHING & WINDING UP ENTITIES & COMPANIES.

Class no	Description of records	Disposal action
61695	<ul style="list-style-type: none"> Records documenting: high-level strategies, plans and reports developed or commissioned by the corporation which are subject to government level or media scrutiny, or which have far reaching implications for the development and growth of Albury-Wodonga. Includes final version, major drafts distributed for stakeholder comment (including planning proposals), public submissions and results of consultations, and supporting investigations, assessments, studies and research; developing, implementing and reviewing programs, schemes and initiatives which have substantial social, historical, environmental or cultural significance to the growth centre. Includes initial proposals and business cases, approvals, results of stakeholder consultations, strategies, plans and frameworks, schemes and initiatives, and the determination and allocation of funding for programs, schemes and initiatives; research, studies, assessments and investigations carried out or commissioned by the corporation. Includes final reports and findings, summaries of survey results and key data and models required to evidence research; master version of maps and plans prepared to support high-level growth-centre strategies, plans, reports, research, studies or assessments; 	Retain as national archives

ALBURY-WODONGA GROWTH CENTRE MANAGEMENT

Class no	Description of records	Disposal action
	<ul style="list-style-type: none"> • high-level advice and briefings, such as ministerial or policy advice. Includes final versions of advice, position papers, opinions and briefings; • final versions of significant agreements, financial arrangements and supporting documents such as intergovernmental agreements, inter-agency memoranda of understanding, joint-venture development agreements with private and public sector entities, and agreements and arrangements which establish significant financial assistance/funding arrangements; • high-level internal or external committees, meetings, taskforces and similar working groups set up to discuss and/or determine policy, or strategic regional planning and development activities, programs and initiatives, where the corporation provides the chair, secretariat, or is the Commonwealth's main representative; • high-level collaboration, liaison and consultation with regional communities, government and the private sector to support and sustain services, businesses, industry and residents in regional areas; • final version of marketing and awareness materials for major campaigns that promote growth centre policies, programs, projects, schemes and initiatives and development opportunities, including marketing publications such as investor guides; • final version of high-level submissions and proposals to government and industry which are controversial or the subject of considerable public debate; • appeals against decisions and activities of the corporation which are considered significant, controversial, where precedents are set, or which attract significant public or media attention; • high-level policies, procedures and guidelines used to control, guide and inform planning and development activities, projects and programs. Includes final version, major drafts, public submissions and results of stakeholder consultations, and final versions of supporting research and studies; • significant donations made by the corporation which are of ongoing value and national significance; • final versions of speeches and presentations made by the Minister or senior staff at major public or industry events, conferences, workshops, seminars or other forums; • final versions of proceedings and reports of public conferences and seminars hosted by the corporation; and • significant awards and honours received by the corporation. 	
61696	<ul style="list-style-type: none"> • Records documenting: • acquisition and disposal of property (including land) that is of national historical or cultural significance such as environmentally sensitive land, or those requiring Ministerial approval. Includes property investigations, assessments and reports, valuations, images, maps and photographs, notices of certificates of acquisition and sale, consultations and 	Retain as national archives

ALBURY-WODONGA GROWTH CENTRE MANAGEMENT

Class no	Description of records	Disposal action
	<p>negotiations with property owners and purchasers, and final contracts and agreements relating to the purchase or sale;</p> <ul style="list-style-type: none"> • developing, implementing and reviewing statutory planning controls and instruments, such as Local Environmental Plans, Development Control Plans and Development Orders. Includes final version, ministerial approvals, major drafts and summaries of submissions and objections; • summary information including registers and similar records providing consolidated property or project information, such as land, real estate, lease registers, land sale and disposal registers, registers of statutory planning approvals and consents, and summaries of successful tenders and contracts for major projects; • processing of approved zoning applications, including associated studies, determinations and certified maps and plans; • processing of applications (approved or refused) for major subdivisions, including associated maps and plans, and statements of compliance; • processing of applications for development consent (approved or refused) for major construction or development projects, or for works on land or property of national historical significance, including associated reports and statements, decision notices and orders, and maps and plans; • naming of streets, estates, parks, reserves, including suggestions, objections and notifications; • major construction and development projects (including major renovation or restoration projects) either managed by the corporation, or where the corporation provided significant support and assistance, which have substantial social, historical, environmental or cultural significance to the growth centre or involve properties of national significance. Includes proposals, feasibility studies, approvals, assessment reports, photographs, maps and plans, results of stakeholder consultations, joint venture arrangements, and progress and completion reports; • key environmental, technical and geospatial datasets gathered for the purpose of informing and supporting evidence based decision making processes. Includes water, soil and air quality data used to monitor the environment during growth centre development, and spatial data detailing the unique physical, social and economic attributes of the region, including datasets retained in geospatial information systems. Includes associated information about the data fields (eg data dictionaries and data repositories); • master versions of information resources prepared or commissioned by the corporation and disseminated to external stakeholders that provide key summarised information about the growth centre project or the activities of the corporation, such as bulletins, newsletters, brochures and information kits. Includes the master set of street maps produced and sold by the corporation; and • major or controversial exhibitions and displays. Includes final version of plans, designs, layouts and concepts, display models, photographs of the exhibition or display and associated evaluation and review reports. 	

ALBURY-WODONGA GROWTH CENTRE MANAGEMENT

Class no	Description of records	Disposal action
61697	Records documenting: <ul style="list-style-type: none">• acquisition and disposal of property (including land) that is not of national historical significance and where acquisition and disposal contracts and agreements are under seal. Includes property investigations, assessments and reports, valuations, images, maps and photographs, notices of acquisition and sale, consultations and negotiations with property owners and purchasers, and final contracts and agreements relating to the purchase or sale;• agreements and financial arrangements that are not considered high level but which are under seal;• property leases under seal; and• processing of applications (approved or refused) for minor subdivisions, eg routine housing blocks or undeveloped lots or parcels of land (englobo land). Includes associated maps and plans, and statements of compliance.	Destroy 15 years after action completed
61698	Records documenting: <ul style="list-style-type: none">• arrangements for committees, meetings, marketing, exhibitions and displays, and other forums and events; and• responses to general enquiries regarding the core business.	Destroy 2 years after action completed
61699	Records documenting: <ul style="list-style-type: none">• routine operational administrative tasks supporting the core business; and• Albury-Wodonga growth centre management activities, other than those covered in classes 61695 to 61698.	Destroy 10 years after action completed