



Australian Government



**NATIONAL
ARCHIVES
OF AUSTRALIA**

Records Authority

2018/00447311

**Wreck Bay Aboriginal Community
Council**

*Commercial Services and Business Enterprises,
Community Services and Community Governance and
Administration*

2018

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INTRODUCTION

The Wreck Bay Aboriginal Community Council (WBACC) 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 Commercial Services and Business Enterprises, Community Services, and Community Governance and Administration. It represents a significant commitment on behalf of Wreck Bay Aboriginal Community Council to understand, create and manage the records of its activities.

This authority is based on the identification and analysis of the business of Wreck Bay Aboriginal Community Council. It takes into account the agency's legal and organisational information management requirements, and the interests of stakeholders, the agency and the National Archives.

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 Wreck Bay Aboriginal Community Council 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 on the basis of information provided by the agency.

As changes in circumstances may affect future information 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 Wreck Bay Aboriginal Community Council 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' are to be transferred to the National Archives 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) - Destruction of source or original records after digitisation, conversion or migration (2015).
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 NAP policy. Advice and guidance on destroying records as a normal administrative practice and on how to develop a 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 Wreck Bay Aboriginal Community Council 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 Wreck Bay Aboriginal Community Council 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 Wreck Bay Aboriginal Community Council 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. Records created digitally after 1 January 2016 can be transferred in digital formats only.
11. Advice on how to use this authority is available from the Wreck Bay Aboriginal Community Council information 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 information management matters, please contact National Archives' [Agency Service Centre](#)

AUTHORISATION

RECORDS AUTHORITY 2018/00447311

Person to whom notice of authorisation is given:

Anne-Marie Farrugia
Chief Executive Officer
Wreck Bay Aboriginal Community Council
5 Bunaan Close
Wreck Bay Village
JERVIS BAY 2540

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 Commercial Services and Business Enterprises, Community Services, and Community Governance and Administration.

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

Linda Macfarlane
Assistant Director-General (a/g), Collection Management Branch
National Archives of Australia

Date of issue:

24 December 2018

COMMERCIAL SERVICES AND BUSINESS ENTERPRISES

The core business of providing services to external bodies such as the Director of National Parks on a commercial basis. Includes the development of business opportunities and commercial enterprises such as the development of a tourism enterprise promoting the Wreck Bay community.

The **core activities** include:

- negotiating and managing commercial and service level agreements;
- setting fees;
- evaluation and review of services;
- investigating feasibility of new services; and
- providing contracted services.

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

- providing and receiving advice;
- auditing;
- management of committees and meetings;
- fulfilling compliance requirements;
- delegating powers and authorising actions;
- developing procedures;
- reviewing and reporting; and
- identifying, assessing and managing risks.

Cross references to AFDA Express Records Authority

For financial transactions carried out to support the core business, use FINANCIAL MANAGEMENT.

For the management of property and land within the Jervis Bay Territory, use PROPERTY MANAGEMENT.

For legal advice supporting Commercial Services and Business Enterprises, use LEGAL SERVICES.

Cross references to other records authorities

For contracts or deeds under seal, use GRA 36 CONTRACTS UNDER SEAL/DEEDS.

Class no	Description of records	Disposal action
62527	Records documenting: <ul style="list-style-type: none">• routine operational administrative tasks supporting the core business; and• all Commercial Services and Business Enterprises activities.	Destroy 7 years after action completed

COMMUNITY SERVICES

The core business of providing, advocating and facilitating culturally appropriate services to the registered members of the Wreck Bay Aboriginal Community Council (WBACC) and their families that contributes to the economic, social and physical well-being of the individuals and the development and maintenance of the cultural history of the community.

In particular, enhanced positive outcomes for the WBACC, its members and community are ensured by:

- incorporating Indigenous traditional and cultural practices;
- facilitating preventative as well as primary health care;
- facilitating training and employment opportunities; and
- managing community housing assets.

The **core activities** include:

- consulting with WBACC community and members and service providers to identify and deliver appropriate and relevant community services;
- implementing strategic and operational policies, plans, procedures and projects;
- establishing and promoting programs and projects designed to provide for the cultural development of the community and its members, including the creation of women's groups, men's groups, youth development programs;
- organising, managing and funding cultural events and programs, including NAIDOC celebrations;
- facilitating, providing and creating training opportunities including undertaking skills analysis and skills training;
- providing and maintaining facilities for the benefit of the community including recreational facilities, Elders Memorial gardens, community halls, day centre and bus shelters;
- facilitating service delivery including referral services, early intervention, legal services, health services, Centrelink, and others;
- building relationships with stakeholders including for the provision of education and employment opportunities;
- providing financial support to members including elder support, sport and education funds and loans;
- providing early childhood care and education services;
- facilitating community development through the implementation of projects and programs determined by the community in accordance with their own priorities;
- managing housing as assets, including establishing leasing arrangements as the landlord, maintaining housing, providing bond assistance, planning and building new housing; and
- ensuring the rights and well-being of WBACC members are protected by controlling and managing its land and waters to protect its identity, heritage and culture.

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

- giving and receiving advice;
- arranging events, trips and visits;
- facilitating engagement and consultation processes;
- managing facilities;
- managing committees and meetings;

- complaints handling; and
- reporting.

Cross references to AFDA Express Records Authority

For the management of property and land within the Jervis Bay Territory, use PROPERTY MANAGEMENT.

For financial transactions carried out to support the core business, use FINANCIAL MANAGEMENT.

Cross references to other areas of this records authority

For the development of strategic and corporate plans use COMMUNITY GOVERNANCE AND ADMINISTRATION.

For minutes and decisions of the Board use COMMUNITY GOVERNANCE AND ADMINISTRATION.

Cross references to other records authorities

For the management of records relating to child sexual abuse incidents and allegations, use GRA 41 CHILD SEXUAL ABUSE INCIDENTS AND ALLEGATIONS

Class no	Description of records	Disposal action
62528	<p>Significant records documenting:</p> <ul style="list-style-type: none"> • programs and events, including NAIDOC celebrations, that have cultural significance for the community, including: <ul style="list-style-type: none"> ○ programs of events; ○ addresses and presentations, including addresses made by the Minister, chief executive officer or senior staff; and ○ video and photographs. • critical incidents (death and legal issues) including order of service for funerals; • summary datasets, including information in business systems, registers and databases consolidating results of information including register of burials, register of leases. 	Retain as national archives
62529	<p>Records documenting:</p> <ul style="list-style-type: none"> • delivery of childcare and early education services including registrations, records of attendance, accident register. 	Destroy 45 years after business use ceases
62530	<p>Records documenting:</p> <ul style="list-style-type: none"> • development of comprehensive internal plans and long term management for community social and cultural development, includes: <ul style="list-style-type: none"> ○ educational program and projects; ○ health and wellbeing programs; and ○ traditional cultural values. • planning and development of community service programs and projects, including financial support programs, education and skills development programs and youth engagement programs. Includes: <ul style="list-style-type: none"> ○ needs analysis and gap analysis; ○ research and reporting; ○ promotion; 	Destroy 7 years after action completed

Class no	Description of records	Disposal action
	<ul style="list-style-type: none">○ review and evaluation of programs and projects; and○ terms of reference for sub-committees.● negotiation, establishment, maintenance and review of regional service agreements including health, legal, referral and training services.● applications and submissions for community support and program support, including assessments, appeals and complaint handling;● arrangements for wakes and other bereavement services; and● communication and liaison with members including:<ul style="list-style-type: none">○ notices of meetings;○ minutes of meeting;○ submissions;○ community notices, newsletters; and○ event invitation lists, invitation drafts, and final version.	

COMMUNITY GOVERNANCE AND ADMINISTRATION

The core business of establishing membership and managing the administration of the Council that directs, oversees and provides a framework for the operation of the Council. Includes ensuring the statutory requirements for the enacted functions of the Council are met, and pursuing or responding to matters such as land tenure and native title.

Includes activities associated with providing secretariat support to the Council and its Executive in the performance of its duties and administrative support to Council and Executive members, including arrangements for travel, allowances and remuneration for duties performed, the nomination, election, appointment and separation of Council members, the Executive and its committees. Includes:

- disclosures of pecuniary interests and related party transactions;
- professional indemnity insurance;
- meetings of Council, the Executive and its committees;
- establishing and managing heads of contracts and agreements with government and other bodies;
- lease of Booderee National Park to the Australian Government;
- Wreck Bay Reserve Management before the *Aboriginal Land Grant (Jervis Bay Territory) Act 1986*;
- funds and budget management of the Council, including grant approvals;
- pursuing or responding to land tenure and native title claim; and
- developing and reviewing strategic management, corporate and business plans.

The **core activities** include:

- managing the Council, the Executive and its committees;
- managing membership of the Council and supporting activities such as managing remuneration arrangements and disclosure interests;
- representations and reporting to Ministers or Government;
- managing Council representation on government and other bodies;
- monitoring, reviewing and reporting on community governance and administration;
- receiving or preparing and providing advice and other information;
- legislative development, reviews and amendments;
- developing, implementing and reviewing policies, plans, strategies and frameworks;
- negotiating and establishing heads of agreements and contracts;
- managing leases;
- monitoring and responding to land tenure and native title activities;
- maintaining pre-1986 records of the Wreck Bay Aboriginal Community;
- preparing and delivering speeches and presentations;
- indigenous community volunteers' management;
- appointment of wardens;
- approval and management of permits; and
- handling appeals.

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

- complying with external management requirements;
- delegating powers and authorising actions;
- supporting training requirements;
- auditing;
- managing insurance and claims;
- managing committees and meetings;
- identifying, assessing and managing risks;
- planning, researching and reviewing; and
- developing procedures.

Cross references to AFDA Express Records Authority

For management of WBACC financial resources and income derived from Community Governance and Administration activities use, FINANCIAL MANAGEMENT.

For Occupational Health & Safety (OH&S) activities use OCCUPATIONAL HEALTH & SAFETY.

For Industrial relation activities related to Community Governance and Administration use INDUSTRIAL RELATIONS.

For the management of employees of the Council and volunteer workers, use PERSONNEL.

For strategic management activities not described in classes 62531 and 62532, use STRATEGIC MANAGEMENT

For the engagement of consultants to undertake work to support Community Governance and Administration, use PROCUREMENT.

For the interpretation of legislation that is not provided to the Minister or government agencies, and litigation records, use LEGAL SERVICES

Cross references to other records authorities

For the management of Grant Programs use GRA 28 - GRANT MANAGEMENT.

For the management of collections of cultural heritage materials, use GRA 32 - SMALL COLLECTIONS MANAGEMENT

Class no	Description of records	Disposal action
62531	<p>Significant records documenting:</p> <ul style="list-style-type: none"> • records of the Council, the Executive and its committees, includes establishment documentation, agendas, ballot sheets, final version of minutes, reports, appeals and tabled papers such as by-law developments; • nominating, electing, appointing and re-appointing members of the Council. Includes individual agreements and contracts with members, signed codes of conduct, gazettal notices, and letters of appointment or re-appointment; • administrative support for the members of the Council, including: <ul style="list-style-type: none"> ○ accident and incident reports for injury, death, loss or damage to personal property; ○ compensation claim and or case records (e.g. rehabilitation records, medical reports, appeals, legal records relating to the 	Retain as national archives

Class no	Description of records	Disposal action
	<p>case, progress and assessment reports);</p> <ul style="list-style-type: none"> o consolidated leave history records; o notification of appointments to regulatory bodies (e.g. ASIC); o separation records covering retirements, resignations, dismissals, death and dispensation of services; and o terms of appointment. <ul style="list-style-type: none"> • establishing and maintaining summary datasets, including information in business systems or registers for Council membership records (e.g. registers of Council members and applications for Council membership, appointments, disclosures of interest, and related party transactions). Note: Where no summary exists, and is not included in the minutes of the Council meetings, retain records documenting such information; • final version of high-level reports and submissions to and from the Prime Minister, the portfolio Minister, agency heads, WBACC Board or Chief Executive Officer; • notification of appointments of Council members to external, international or national professional groups, inter-government or inter-agency committees, working groups, forums, panels and other bodies where the agency provides the secretariat, is the Australian Government's main representative, or plays a prominent or central role, includes establishment documentation, final version of minutes, reports and tabled papers; • monitoring, reviewing and reporting on community governance and administration activities includes final version, major drafts, executive/Council brief, stakeholder consultation and supporting research; • advice, including working papers, provided by the Council to the portfolio Ministers or government agencies, including briefings, ministerial statements, legal advice sent and received, policy papers, minutes, and submissions; • legislative development, reviews and amendments such as the <i>Aboriginal Land Grant (Jervis Bay Territory) Act 1986</i>. Includes consultation with registered members, submissions to Government, and associated legal advice; • developing and reviewing high-level community governance policies, plans, strategies, and frameworks. Includes final version, major drafts, submissions, stakeholder consultation and supporting research for plans such as village town plans; • final version of head agreements and contracts and supporting documents, that relate to the establishment of partnerships and cooperative arrangements with other governments, agencies or organisations for the business of WBACC. Includes joint ventures and memorandums of understanding; • management by WBACC of property leased to the Australian Government as the Booderee National Park. Includes negotiation, assessments, management plans, cost-benefit analysis and signed leases; • monitoring and responding to land title and native title activities including consideration of the rights, welfare, heritage and culture of the Wreck Bay Aboriginal Community. Includes submissions made to government such as negotiations for ownership of Booderee National Park; 	

Class no	Description of records	Disposal action
	<ul style="list-style-type: none"> • pre-1986 records of Wreck Bay administration inherited by the Council; and • final version of speeches presented by the portfolio Minister, Council Members or Chief Executive or senior staff in support of Community Governance and Administration. 	
62532	Records documenting: <ul style="list-style-type: none"> • Indigenous Community Volunteer (ICV) management records; • skills training support documents; • the appointment of wardens; • approval and management of Permits; and • handling appeals. 	Destroy 10 years after action completed
62533	Records documenting: <ul style="list-style-type: none"> • routine operational administrative tasks supporting the core business; and • community governance and administration activities, other than those covered in classes 62531 and 62532. 	Destroy 7 years after action completed