



**Australian Government**

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**National Archives of Australia**

**Records Authority**

2020/00197566

**National Health Funding Body  
(NHFB)**

*PUBLIC HOSPITAL FUNDING ADMINISTRATION*

2020



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## Introduction

The National Health Funding Body (NHFB) 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 PUBLIC HOSPITAL FUNDING ADMINISTRATION. It represents a significant commitment on behalf of NHFB to understand, create and manage the records of its activities.

This authority is based on the identification and analysis of the business of NHFB. 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 NHFB 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 NHFB 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' 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) Express Version 2 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 Express Version 2. 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](http://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](http://www.naa.gov.au).

6. Where the method of recording information changes (for example from an analogue system to a digital 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 NHFB 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 NHFB 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 NHFB 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' class 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 NHFB 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 2020/00197566

### Notice of authorisation

Person to whom notice of authorisation is given:

Shannon White  
CEO  
National Health Funding Body  
21-23 Marcus Clarke St  
Acton ACT 2600

### 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 PUBLIC HOSPITAL FUNDING ADMINISTRATION

### Authority

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**

**Date of issue**

25 June 2020

Linda Macfarlane  
Assistant Director-General  
National Archives of Australia

## **PUBLIC HOSPITAL FUNDING ADMINISTRATION**

The core business of supporting the obligations and responsibilities of the Administrator of the National Health Funding Pool through best practice administration of public hospital funding. Includes publishing and reporting on various funding and activity matters.

The **core activities** include:

- **calculating the Commonwealth contributions** (to public hospital funding) required to be paid into the state pool account for each State and Territory. Includes conducting reconciliation between estimated and actual volumes of hospital services and undertaking funding integrity analysis. Also includes developing and providing funding policies and data plans to the Commonwealth, States and Territories;
- **drafting payment advice** for the Administrator to provide to the Commonwealth Treasurer and State and Territory Health Ministers;
- **undertaking financial administration of the National Health Funding Pool (the Pool)** according to relevant agreements and legislation. Includes making and overseeing payments of Commonwealth, State and Territory of public hospital funding into and out the Pool;
- **liaising and engaging** with stakeholders and industry partners on the delivery of key outcomes; and
- **publishing and reporting** on public hospital funding and activity matters.

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

- delegating powers and authorising actions;
- establishing committees, including inter-jurisdictional committees, to assist in the performance of agency business;
- establishing agreements and memorandums of understanding;
- developing and reviewing operational documents, procedures manuals, work plans and programs; and
- identifying, assessing, and managing risks in the performance of agency business.

### **Cross references to AFDA Express Version 2 Records Authority**

*For reporting to government and relevant Minister on the core business (eg. annual reports), use EXTERNAL RELATIONS.*

*For master set of media releases, and addresses and speeches made by the agency head (CEO), use EXTERNAL RELATIONS.*

*For managing the agency's financial resources in the performance of its functions, use FINANCIAL MANAGEMENT.*

*For the appointment and separation of the Administrator of the National Health Funding Pool, use PERSONNEL MANAGEMENT.*

*For engaging the services of external consultants and/or contractors, use PROCUREMENT.*

*For managing copyright arrangements for published reports, and for design and production of publications, use PUBLICATIONS.*

*For agency-wide strategic and corporate plans, use STRATEGIC MANAGEMENT.*

## Cross references to other records authorities

For the functions of the Standing Council on Health, and appointments and separations of Council members, use General Records Authority 26 – ADVISORY BODIES.

## Classes

Class no	Description of records	Disposal action
62763	<p>Records documenting:</p> <ul style="list-style-type: none"> <li>• calculations of Commonwealth contributions to public hospital funding (ie. the amount of funding each State and Territory is entitled to). Includes: <ul style="list-style-type: none"> <li>○ specification criteria for each type of funding (eg. activity based funding, block funding);</li> <li>○ funding methods (ie. Commonwealth Contribution Model) and funding formula;</li> <li>○ reconciliation process, including funding integrity analysis; and</li> <li>○ adjustment of payments.</li> </ul> </li> </ul> <p><i>[For policies and data plans (eg. three-year data plan, data compliance policy, data governance policy, use class 62764]</i></p> <ul style="list-style-type: none"> <li>• payment advice provided to the Commonwealth Treasurer and State and Territory Health Ministers;</li> <li>• financial administration of the National Health Funding Pool (the Pool). Includes: <ul style="list-style-type: none"> <li>○ validations and instructions from States and Territories;</li> <li>○ deposits and Commonwealth payments into the pool; and</li> <li>○ overseeing and monitoring of payments into and out the Pool.</li> </ul> </li> <li>• high-level, internal or external, committees (eg. Jurisdictional Advisory Committee), including committees established by the Agency Head, working groups, and other bodies relating to the core function, where the agency provides the secretariat, is the Australian Government's main representative or plays a prominent or central role. Includes documents establishing the committees, working groups etc, agenda, final version of minutes, associated reports, and supporting documentation such as briefing notes and discussion papers;</li> <li>• high-level agreements or memorandums of understanding (MoUs) with stakeholders which establish significant partnerships or other cooperative arrangements. Includes signed versions and records of negotiations;</li> </ul>	Retain as national archives



Class no	Description of records	Disposal action
	<ul style="list-style-type: none"> <li>• high level meetings or liaison with stakeholders on public hospital funding issues; and</li> <li>• high-level reports prepared for stakeholders, which provide a detailed summary of the core business activities (eg. Quarterly Compliance Report). Includes data collection, other supporting documentation, and major drafts.</li> </ul> <p><i>[For formal reports prepared and submitted to the Minister or government on the performance of the agency's functions (eg. Administrator' annual report, agency's annual report), use EXTERNAL RELATIONS].</i></p> <p><i>[For the monthly funding, payment and activity reports, use class 62764].</i></p>	
62764	<p>Records documenting:</p> <ul style="list-style-type: none"> <li>• routine operational administrative tasks supporting the core business;</li> <li>• all other core business activities not covered in class 62763, such as: <ul style="list-style-type: none"> <li>○ policies, procedure manuals, work area programs, plans, guidelines etc. Includes final version, major drafts, reviews, supporting documentation and stakeholder engagement;</li> <li>○ monthly funding, payment and activity reports at the National, State and Territory and Local Hospital Network level;</li> <li>○ receipt and response to general enquiries or requests for routine advice and assistance;</li> <li>○ meetings or liaison with internal or external stakeholders for the routine exchange of information; and</li> <li>○ committees, working groups, etc set up to discuss or manage routine or general operational matters, or otherwise (for high-level groups) where the agency does not provide secretariat, or is not the Australian Government's main representative or does not play a prominent or central role.</li> </ul> </li> </ul>	Destroy 7 years after last action