



Australian Government

National Archives of Australia

Records Authority

2019/00467613

Tribunals

*(with corporate support provided by
the Federal Court of Australia)*

*Tribunal Case Management
Tribunal Service Delivery and Support
Tribunal Statutory Appointments*

2019



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INTRODUCTION

The Australian Competition Tribunal, the Copyright Tribunal of Australia, the Defence Force Discipline Appeal Tribunal and the National Native Title Tribunal (corporately supported by the Federal Court of 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 areas of Case Management, Service and Support and Statutory Authorities. It represents a significant commitment on behalf of the Tribunals to understand, create and manage the records of its activities.

This authority is based on the identification and analysis of the business of the Tribunals. 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 the Tribunals 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 applies to records of the Australian Competition Tribunal, the Copyright Tribunal of Australia, the Defence Force Discipline Appeal Tribunal and the National Native Title Tribunal. For the purpose of sentencing records this authority supersedes records authorities 2011/00681744 (2012), and 2009/00121658 (2009), and 2013/00376451 (2013), and 2013/00199013 (2013) for these Tribunals. The superseded records authorities cannot be used by the Australian Competition Tribunal, the Copyright Tribunal of Australia, the Defence Force Discipline Appeal Tribunal or the National Native Title Tribunal to sentence records after the date of issue of this authority.
2. 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 the Tribunals' 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.
3. This authority should be used in conjunction with general records authorities such as:
 - the 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).
4. Return of original materials to owners. There may be circumstances where original materials received by a Tribunal from a party or parties to a case, such as exhibits or documentary evidence, are required to be returned to their owners. At the time of their receipt, such original materials may be copied and returned to their owners while the copies are retained and appropriately managed for the purposes of the case. Where a relevance assessment is

carried out, materials that are deemed to not be relevant to a case may be returned to their owners without copying. Where original materials deemed relevant or potentially relevant to a case need to be returned to their owners, copies are to be made and retained. Where no relevance assessment is made, or the relevance status is unknown, the material(s) should be treated as relevant. It may not be practical to segregate copies based on their relevance if the Tribunal made and kept copies of materials it obtained regardless of their relevance, or did not undertake a relevance assessment. In such instances all the copies should be treated as relevant. Under class 62723 (Tribunal Case Management), original materials received are not required to be retained if copies were made and retained for the purposes of the case.

5. Unreturnable materials. This Authority permits the destruction of only specified unreturned materials that are Commonwealth records for the purposes of the Archives Act as described in class 62723 (Tribunal Case Management). This permission is contingent on reasonable efforts being made to contact the owners. The National Archives is able to permit destruction for this received material as each Tribunal to whom this Authority is issued is an authority of the Commonwealth and not a Federal Court under the Archives Act. The permission does not extend to unreturned materials that are not Commonwealth records. Tribunals will need to make their own arrangements for these.
6. 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 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.
7. 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.
8. 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.
9. 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 Tribunals 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.
10. In general, retention requirements indicate a minimum period for retention. Each Tribunal 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 Tribunals believe 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.
11. 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*.
12. 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.

13. 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.
14. Advice on how to use this authority is available from the Tribunal's information manager, or, Federal Court of Australia staff that corporately support each Tribunal. 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 2019/00467613

Person to whom notice of authorisation is given:

Presidents of the:

- Australian Competition Tribunal
- Copyright Tribunal of Australia
- Defence Force Discipline Appeal Tribunal
- National Native Title Tribunal

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 Tribunal Case Management; Tribunal Service Delivery and Support; and Tribunal Statutory Appointments.

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
National Archives of Australia

Date of issue:

24 June 2020

TRIBUNAL CASE MANAGEMENT

The core business of receiving, processing and managing individual applications heard and/or otherwise managed by tribunals in relation to Competition, Copyright, Native title, and Defence force disciplinary matters.

The **core activities** include:

Competition matters - conducting reviews of decisions made under competition legislation such as reviews of decisions made by regulators (such as the Australian Competition and Consumer Commission) or the Minister, and applications in relation to the disclosure of confidential or protected information under energy laws.

Copyright matters - hearing and determining disputes relating to licences for copyright material in accordance with copyright legislation.

Defence force matters - hearing and determining appeals from courts martial and Defence Force magistrates in respect of service offences by Australian Defence Force personnel.

Native title matters - assisting with the resolution of native title issues through:

- processing of individual native title determination applications;
- notification of registered native title determination applications;
- processing future act determination applications;
- hearing and determining right to negotiate applications; and
- processing applications for the registration of Indigenous land use agreements (ILUAs).

The tasks associated with this core business include:

- receiving, assessing and processing documents that initiate tribunal proceedings;
- allocating resources to cases, including deciding which members will constitute the Tribunal to decide a matter or for the purpose of any other proceeding;
- receiving and processing documents, exhibits or other items received from parties throughout proceedings;
- managing the return or attempted return of original evidence or material to owners that is not required to be retained as part of a case record;
- conducting case management meetings, conferences and/or hearings of the Tribunal;
- carrying out supporting research, inquiries and investigations;
- issuing formal orders, directions, notices or referrals (as necessary) throughout the case;
- arranging, conducting or referring parties to alternative dispute resolution activities, including mediation and arbitration;
- liaising with parties and/or their representatives throughout the case, including responding to enquiries, complaints, and providing general or technical assistance and support services, including geospatial services for native title matters;
- responding to requests for the inspection, copying or uplift of tribunal documents;
- finalising matters (by any means) and making and recording final decisions and reasons for decisions;
- determining and managing tribunal fees, including deferrals and waivers;
- handling appeals against decisions made by the Tribunal;
- arranging and attending ceremonies or similar occasions to celebrate case outcomes; and

- establishing and managing statutory and non-statutory registers and schedules relating to native title matters.

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

- arranging case management conferences, meetings, committees, hearings or similar forums;
- arranging individual case support services, such as legal, security or interpreter services;
- managing subpoenaed material, exhibits or items provided or surrendered to the Tribunal;
- providing internal operational advice and liaison; and
- preparing listings, calendars, schedules or rosters for hearings.

Cross references to other areas of this records authority

Use **TRIBUNAL SERVICE DELIVERY AND SUPPORT** for:

- *supporting and facilitating case management (ie through planning, policy, procedure and process) and the delivery of case management services including processing and managing cases, and monitoring and managing caseloads;*
- *the provision of general advice and information in relation to the Tribunal's activities and services, including factsheets, booklets, frequently asked questions, guides, newsletters, published booklets/brochures explaining or summarising the outcome of cases etc;*
- *pre-lodgement assistance which does not result in the lodgement of an application.*

Cross references to AFDA Express Version 2

For the transactional processing and management of finances, including tribunal fees and payments for advertising, use FINANCIAL MANAGEMENT.

For the acquisition, development and maintenance of the software and hardware supporting case management activities, including associated registers and schedules, use TECHNOLOGY & INFORMATION MANAGEMENT.

Class no	Description of records	Disposal action
62711	All Tribunals - records documenting: <ul style="list-style-type: none"> • final decisions and reasons for decisions for all cases heard or managed by the Tribunal, includes master set of decisions. 	Retain as national archives
62712	National Native Title Tribunal records documenting: <ul style="list-style-type: none"> • statutory and non-statutory registers and schedules relating to native title cases, including: National Native Title Register, Register of Native Title Claims, Register of Indigenous Land Use Agreements and Schedule of Native Title Applications. Includes records relating to the establishment and development of registers, and consolidated records of updates and amendments to registers; • geospatial datasets reflecting spatial depictions of native title matters recorded within statutory and non-statutory registers; • final version of Indigenous Land Use Agreements and Future Act Agreements as provided to the Tribunal; • native title determination application cases. Includes exhibits and material received (or their copies) as part of a case; and records relating to the processing of applications from initiation to finalisation other than those low level administrative support records covered in classes 62717 and 62719; 	Retain as national archives

	<ul style="list-style-type: none"> future act determination applications which are considered by the Tribunal to be unique or special circumstance cases or in the public interest, or cause significant changes in the practice of the Tribunal. Includes exhibits and material received (or their copies) as part of an application; and records relating to the processing of future act determination applications other than those records covered in classes 62714, 62717 and 62719; and final version of speeches and presentations made by the President, Registrar or senior employees at ceremonies or similar events to mark the outcome of native title cases. <p><i>[For research reports prepared in relation to a case, or which have broader application in assisting in the policy or technical understanding of native title matters, use TRIBUNAL SERVICE DELIVERY AND SUPPORT, class 62721.]</i></p>	
62713	<p>Competition cases; Defence force discipline appeal cases; and Copyright cases relating to Crown or Commonwealth copyright licensing. This class is limited to those primary records of each case heard by these Tribunals which:</p> <ul style="list-style-type: none"> document the originating process and identify the parties (eg initiating applications); define the issues before the Tribunal (eg statements of claim, defence responses, and significant supporting documentation); record any orders or directions made by the Tribunal which create substantive rights and/or obligations; and document any appeals against the Tribunal's decisions, including orders or directions received from higher bodies. 	Retain as national archives
62714	<p>National Native Title Tribunal records documenting:</p> <ul style="list-style-type: none"> all Indigenous land use agreement (ILUA) application cases. Includes exhibits and material received (or their copies) as part of a case; and all records relating to the processing of Indigenous land use agreement applications other than those records covered in classes 62715, 62717 and 62719; and future act determination applications which are more routine in nature and not considered by the Tribunal to be unique or special circumstance cases or in the public interest. Includes exhibits and material received (or their copies) as part of an application; and all records relating to the processing of future act determination applications other than those records covered in classes 62715, 62717 and 62719. <p><i>[For research reports prepared in relation to a case, or which have broader application in assisting in the policy or technical understanding of native title matters, use TRIBUNAL SERVICE DELIVERY AND SUPPORT, class 62721.]</i></p>	Destroy 30 years after action completed
62715	<p>National Native Title Tribunal records documenting:</p> <ul style="list-style-type: none"> native title applications to the Tribunal which are rejected following an initial assessment on the basis that they are frivolous, vexatious, do not comply with tribunal rules, or otherwise out of the Tribunal's jurisdiction. 	Destroy 20 years after action completed
62716	<p>Copyright cases which do not concern Crown or Commonwealth copyright. This class is limited to those primary records of each case heard by the Tribunal which:</p> <ul style="list-style-type: none"> document the originating process and identify the parties (eg initiating 	Destroy 15 years after action completed

	<p>applications);</p> <ul style="list-style-type: none"> • define the issues before the Tribunal (eg statements of claim, defence responses, and significant supporting documentation); • record any orders or directions made by the Tribunal which create substantive rights and/or obligations; and • document any appeals against the Tribunal's decisions, including orders or directions received from higher bodies. <p><i>[For matters relating to Crown or Commonwealth copyright, use class 62711.]</i></p>	
62717	<p>National Native Title Tribunal case management supporting records documenting:</p> <ul style="list-style-type: none"> • routine operational administrative tasks supporting the core business; and • other National Native Title Tribunal case management support activities, other than those records covered in classes 62711, 62712, 62714, 62715 and 62719, including: <ul style="list-style-type: none"> ○ internal operational advice, liaison and working drafts of case records (applications, notifications, reports) circulated for internal review where records are considered administrative/procedural in nature; ○ liaison with or enquiries from parties or their representatives where communications are low level or routine in nature eg liaison and enquiries where the Tribunal's response is standard or as set out in procedures and guides; ○ allocation of cases to tribunal members, including the preparation of matter summaries, correspondence with members, member schedules and rosters, constitution schedules; ○ arrangements for ceremonies or events to mark or celebrate case outcomes, such as venue, facility, travel or catering arrangements, event schedules and invitations; and ○ records documenting the return, or attempted return, of original evidence or material to their owners. <p><i>[For original evidence or material received from applicants for Tribunal cases not required to be retained as part of a case record, use class 62723 and see Application Notes 4 & 5]</i></p>	Destroy 10 years after action completed
62718	<p>Competition, Defence force discipline appeal, and Copyright case management supporting records documenting:</p> <ul style="list-style-type: none"> • routine operational administrative tasks supporting the core business; and • other Competition, Copyright and Defence force discipline appeal case management activities, other than those covered in classes 62711, 62713, 62716 and 62719, including: <ul style="list-style-type: none"> ○ allocation of cases to tribunal members, including the preparation of matter summaries, correspondence with members, member schedules and rosters, constitution schedules; ○ applications to the Tribunal which are rejected following an initial assessment on the basis that they are frivolous, vexatious, do not comply with tribunal rules, or otherwise out of the Tribunal's jurisdiction; ○ routine internal administration of case activities, such as reports, registers or spreadsheets for the administration of exhibits or items 	Destroy 3 years after action completed

	<p>held by the Tribunal, internal listings, notes and summaries of cases;</p> <ul style="list-style-type: none"> ○ processing of requests to inspect or copy tribunal documents; ○ supporting documents received by the Tribunal which are not returned to parties and required to be retained on the case file (eg witness statements, expert evidence, submissions regarding legal argument or interpretation of evidence); <p><i>[For supporting documents that are significant in defining or summarising case issues before the Tribunal, use classes 62713 or 62716.</i></p> <p><i>For supporting documents that are not required to be retained as part of a case record, including material unable to be returned to parties, use class 62723 and see Application Notes 4 & 5.]</i></p> <ul style="list-style-type: none"> ○ receipts issued for exhibits received and lists of exhibits to a case; ○ case management meetings and conferences; ○ orders, directions, notifications and referrals made by the Tribunal which are of an administrative or procedural nature; ○ alternative dispute resolution activities, including mediation records and notifications regarding the selection of mediators; ○ routine and liaison between parties, including responding to enquiries and providing general advice and assistance; ○ report of listings; ○ recordings and/or transcripts of hearings; ○ determining and managing tribunal fees, including deferrals and waivers; and ○ records documenting the return, or attempted return, of original evidence or material to their owners. <p><i>[For original evidence or material received from applicants for Tribunal cases not required to be retained as part of a case record, use class 62723 and see Application Notes 4 & 5]</i></p>	
62719	<p>All Tribunals - records documenting:</p> <ul style="list-style-type: none"> ● organising and booking support services, such as interpreter services. Includes liaising with support services, managing bookings, appointments; ● routine internal arrangements to organise meetings, conferences or hearings, such as room, facility, phone or video conferencing bookings; and ● operational lists, calendars or schedules for tribunal hearings, such as daily lists. 	Destroy 1 year after action completed
62723	<p>Original evidence or material received from applicants for Tribunal cases not required to be retained as part of a case record in classes 62712, 62713, 62714, 62715 or 62716, which is either:</p> <ul style="list-style-type: none"> ● not wanted by the owner; or ● unable to be returned to the owner after reasonable efforts have been made for their return. <p><i>[For the successful return of original evidence or material received not required to be retained as part of a case record, see Application Notes 4 & 5]</i></p>	Destroy 1 year after reasonable efforts have been made to return the material

	<p>Notes to Class 62723:</p> <ol style="list-style-type: none">1. This class applies to records that are Commonwealth records under the Archives Act.2. The disposal action for this class assumes that the items are no longer required for the purposes of the case or authorised use by other persons or bodies.3. Original evidence or material is not required to be retained if it was deemed to be not relevant to the case during the course of the case, or, if copies were made and retained for the purposes of the case.4. 'Reasonable efforts' will be determined by the Tribunal responsible for the records of the completed case and the National Archives.	
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TRIBUNAL SERVICE DELIVERY AND SUPPORT

The core business of providing services to support and facilitate the effective and efficient processing and management of tribunal cases and services. This includes establishing and managing the framework for tribunal case management (i.e. through planning, policy, procedure and process), managing and administering relationships with external stakeholder groups, and ongoing oversight and support for the delivery of case management services.

The tasks associated with this core business include:

- developing and reviewing policies, rules, practice directions and procedures;
- establishing and managing agreements;
- establishing, managing, participating in and arranging committees, meetings, working groups or similar forums;
- commissioning or conducting research;
- receiving or preparing and providing advice, briefings and reports;
- responding to enquiries and requests for assistance, including technical assistance and support services such as geospatial services for native title matters;
- developing and disseminating information resources such as factsheets, newsletters, guides to facilitate understanding of tribunal services, procedures or issues of relevance to the Tribunal's remit;
- developing and delivering training, workshops, information sessions or similar capacity building events; and
- managing and monitoring caseloads, including ensuring the appropriate allocation of resources to cases.

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

- administering projects;
- managing delegations of authority;
- arranging training, workshops, information sessions, committees and meetings or similar forums; and
- planning and reporting.

Cross references to other areas of this records authority

Use **TRIBUNAL CASE MANAGEMENT** for:

- *research, investigations, support and assistance, complaints, enquiries, or any other activity carried out expressly in support of an individual case;*
- *applications to inspect Tribunal case files;*
- *arranging, attending and/or delivering speeches or presentations at ceremonies or similar occasions to celebrate case outcomes; and*
- *managing original evidence or material not required to be retained as national archives or as part of a case record.*

*For the appointment and management of statutory appointees, including tribunal presidents, members and registrars, use **TRIBUNAL STATUTORY APPOINTMENTS**.*

Cross references to AFDA Express Version 2

Use **EXTERNAL RELATIONS** for:

- *routine liaison with the community, industry associations, professional bodies, other government agencies for the purposes of maintaining general contact and relationships;*
- *receiving and responding to routine service complaints, enquiries or feedback;*
- *delivering speeches, presentations and papers at, and/or attending conferences and seminars for community relations, professional or promotional purposes;*
- *arranging and managing visits by members of the public, government agencies or interstate and overseas governments; and*
- *advice, briefs, reports and submissions to the Minister or other Executive government agencies, including cabinet submissions, submissions to legislative or policy reviews, or participation in or submissions to formal inquiries.*

For the recruitment, training and management of staff, including making staff travel and accommodation arrangements, use PERSONNEL MANAGEMENT.

For security breaches and general security arrangements for premises, use PROPERTY MANAGEMENT.

Use STRATEGIC MANAGEMENT for:

- *audits of tribunal activities and services;*
- *the development of agency-wide work plans, business plans or corporate plans;*
- *monitoring, evaluating and reviewing the Tribunal's services as part of continuous improvement, quality assurance or alignment with corporate plans and objectives;*
- *the development, review and/or amendment of legislation establishing and constituting the powers of the Tribunal; and*
- *identifying, assessing and managing risks across the agency.*

For the acquisition, development and maintenance of the software and hardware supporting the tribunal's activities and operations, use TECHNOLOGY & INFORMATION MANAGEMENT.

For contracts and agreements under seal, including deeds use CONTRACTS UNDER SEAL/DEEDS.

Cross references to other records authorities

For records of advisory bodies set up to assist with the nomination and selection of statutory appointments, use ADVISORY BODIES.

Class no	Description of records	Disposal action
62720	<p>Records documenting:</p> <ul style="list-style-type: none"> • developing and establishing Tribunal policies, rules, practice directions or similar documents that govern the conduct of matters before the Tribunal, or provide the high-level/overarching framework for the management of the Tribunal's activities and operations. Includes final versions, significant proposals, major drafts, stakeholder consultation, and supporting research and reports; • agreements with stakeholders and inter-governmental partners, such as those relating to the establishment of significant partnerships or joint ventures, or which have substantial implications for the processing and management of tribunal cases and/or delivery of support services; • internal or external committees, meetings or similar groups set up to discuss and/or determine tribunal policy or practice, or strategic planning matters where the Tribunal provides the chair, secretariat, or is the 	Retain as national archives

	<p>Commonwealth's main representative or plays a lead role;</p> <ul style="list-style-type: none"> • final versions of research reports, papers or bibliographies prepared or commissioned by the Tribunals, including historical, anthropological and linguistic research, policy or technical oriented investigations, and associated geospatial datasets or products, that are either prepared in relation to a case, or which have broader application in assisting in the policy or technical understanding of matters brought before the Tribunal; • advice, briefings and reports to: <ul style="list-style-type: none"> ○ a superior court, such as reports to the Federal Court on the progress or status of native title matters where these are not otherwise maintained on the relevant case file; or ○ external stakeholders on issues which are considered controversial, or lead to changes in Tribunal policies or practices, or provide a summarised report on the Tribunal's activities or significant issues impacting the Tribunal; • final versions of information resources produced by the Tribunal which provide a significant and/or unique resource in understanding or summarising issues and matters within the Tribunal's remit. This includes for example: <ul style="list-style-type: none"> ○ series of newsletters summarising tribunal cases and issues; ○ published brochures to facilitate understanding of individual case determinations; ○ booklets, stories, videos and documentaries discussing issues within the Tribunal's remit, or celebrating the Tribunal's work; and • delegations of authority relating to the exercise of powers by the Tribunal President or Members, including instruments of delegation. <p><i>[For routine delegations of an administrative nature, use class 62724.]</i></p>	
62721	<p>Records documenting:</p> <ul style="list-style-type: none"> • routine internal advice, briefings and reports of an informal or ad hoc nature, such as internal operational advice, periodic reports and statistical updates (e.g. on number of cases, status of matters, monthly registry reports on activities); • development of research papers, reports or bibliographies prepared or commissioned by the Tribunal (excluding final versions). Includes proposals, research notes, drafts or interim reports circulated for comment; and <p><i>[For final versions of research papers, reports or bibliographies prepared or commissioned by the Tribunal, including historical, anthropological and linguistic research, policy or technical oriented investigations, and associated geospatial datasets or products, use class 62720.]</i></p> <ul style="list-style-type: none"> • final versions of general information resources developed by the Tribunal which are not considered to be a significant or unique resource, such as fact or information sheets, guides, frequently asked questions, or booklets developed to provide a plain English interpretation of legislative requirements, or to facilitate general understanding of the Tribunal's processes. 	Destroy 5 years after action completed
62722	<p>Records documenting:</p> <ul style="list-style-type: none"> • routine arrangements for training, workshops, information sessions or similar capacity building events, or for the convening of committees, 	Destroy 1 year after action

	<p>meetings or similar forums. Includes venue or facility bookings, catering, general scheduling and notifications;</p> <ul style="list-style-type: none"> development of procedures, guides, manuals, information resources or training materials, including circulated drafts and approvals; and <p><i>[For final versions of procedures, guides, manuals, information resources and training materials, use class 62720, 62721 or 62724 as applicable.]</i></p> <ul style="list-style-type: none"> routine working papers documenting the development of policies, rules or practice directions. <p><i>[For final versions of policies, rules, practice directions, including key records documenting their development and establishment such as proposals, major drafts, results of stakeholder consultations and supporting research and reports, use class 62720.]</i></p>	completed
62724	<p>Records documenting:</p> <ul style="list-style-type: none"> routine operational administrative tasks supporting the core business; and service delivery and support activities, other than those covered in classes 62720 to 62723, including: <ul style="list-style-type: none"> final version of procedures, manuals or handbooks developed to guide the implementation of policy, rules or practice directions; routine agreements with stakeholders and inter-governmental partners; committees, meetings or similar groups which are set up to discuss and manage routine internal or external operational matters, or any other external group where the Tribunal does not provide the chair, secretariat, or act as the Commonwealth's main representative; technical, strategic or policy related advice, briefing papers, submissions and reports to internal or external stakeholders which are not considered controversial, do not lead to changes to policies or practice, nor provide a summarised report on the Tribunal's activities or significant issues impacting the Tribunal; <p><i>[For advice, briefings or reports to a superior court, use class 62720]</i></p> <ul style="list-style-type: none"> receiving and responding to enquiries and requests for assistance which require a detailed response or more substantial investment of the Tribunal's time, such as assistance with: <ul style="list-style-type: none"> the pre-lodgement of applications; research; preparation of geospatial products (maps, surveys, boundary descriptions); and capacity building events (eg training, workshops, information sessions). <p>Includes records documenting the initial enquiry received and subsequent responses, such as advice, research, training materials, and geospatial products provided;</p> <p><i>[For final versions of research papers, reports or bibliographies prepared or commissioned by the Tribunal, including historical, anthropological and linguistic research, policy or technical oriented investigations, and associated geospatial datasets or products, use Class 62720.]</i></p> <p><i>[For the record of enquiry and associated response (including</i></p>	Destroy 10 years after action completed

	<p><i>finalised research or geospatial products) where assistance is provided directly in relation to a lodged application or case in progress, use TRIBUNAL CASE MANAGEMENT.]</i></p> <p><i>[For general enquiries about the Tribunal and its services, use EXTERNAL RELATIONS.]</i></p> <ul style="list-style-type: none">○ final version of content for external training, workshops, information sessions or similar capacity building events delivered by the Tribunal;○ arrangements for the advertising of notifications relating to native title matters, including liaison with media bodies, notification calendars and forward plans;○ monitoring and managing caseloads, including resource planning and allocation, reviewing caseload flows and routine reporting on caseloads and project outcomes to internal or external stakeholders;○ administration of projects, including project approvals, methodologies, plans and schedules, progress reports. Excludes project documentation covered in class 62720; and○ routine delegations of authority of an administrative nature. <p><i>[For delegations relating to the transfer of powers to the Tribunal president or members, use class 62720.]</i></p>	
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TRIBUNAL STATUTORY APPOINTMENTS

The core business of establishing and managing statutory appointments to the Tribunal, including tribunal presidents, members and registrars and their terms and conditions of employment.

The tasks associated with this core business include:

- establishing and constituting tribunal membership, including appointments, agreements, conditions and separations;
- administration and management of appointees, including matters concerning remuneration, allowances, leave, disclosures of interest, induction, training and professional development, insurance, security, moving, travel arrangements for appointees;
- managing the separation of appointees from the Tribunal;
- developing and reviewing policies and procedures relating to statutory appointments and constitution of the Tribunal; and
- reporting on statutory appointments.

Cross references to other areas of this records authority

Where tribunal member activities are carried out in support of a specific case, or the delivery of the Tribunal's core services, use TRIBUNAL CASE MANAGEMENT or TRIBUNAL SERVICE DELIVERY AND SUPPORT, as applicable. This includes (for example) advice and liaison between tribunal members and external stakeholders, and committees and meetings set up to discuss a specific case or tribunal policy and planning matters.

For delegating powers to or from tribunal presidents, members, registrars, use TRIBUNAL SERVICES DELIVERY AND SUPPORT.

Cross references to AFDA Express Version 2

For compensation claims and cases for statutory appointees, use COMPENSATION.

For the transactional processing and management of finances, including tribunal fees or remuneration paid to statutory appointees, use FINANCIAL MANAGEMENT.

For legal advice provided to tribunal members, use LEGAL SERVICES.

For summary Tribunal membership information published on websites, use PUBLICATION.

Class no	Description of records	Disposal action
62725	Records documenting: <ul style="list-style-type: none"> • final versions of policies, principles or directions relating to the constitution of the Tribunal or management of tribunal members; and • summary Tribunal membership records compiled separately from individual service history records. Includes reports to internal or external stakeholders on statutory appointments. 	Retain as national archives
62726	Records documenting the consolidated service history of each statutory appointee to the Tribunal including: <ul style="list-style-type: none"> • copy of instrument of appointment; • disclosures of interest; • signed codes of conduct (voluntary or otherwise); 	Destroy 75 years after date of birth or 7 years after last action, whichever is later

	<ul style="list-style-type: none"> • summaries of pay history and leave taken; and • records of separation from the Tribunal. 	
62727	<p>Records documenting routine notifications and advice regarding statutory appointments from the lead agency, including:</p> <ul style="list-style-type: none"> • letters or notices of appointment or re-appointment; and • advice and details regarding remuneration levels. <p>Excludes copies of instruments of appointment received from the lead agency retained as part of the appointee's consolidated history record covered in class 62726.</p>	Destroy 3 months after action completed
62728	<p>Records documenting:</p> <ul style="list-style-type: none"> • routine operational administrative tasks supporting the core business; and • tribunal membership activities, other than those covered in classes 62725, 62726 and 62727, including: <ul style="list-style-type: none"> ○ administration and management of appointee's remuneration, allowances, leave, training, insurance, security, moving and travel arrangements where these are not retained as part of a consolidated history record and/or do not provide summary details of the Tribunal member's appointment; ○ unsuccessful expressions of interest, proposals or nominations for statutory appointments; ○ procedures and routine policies relating to statutory appointments; and ○ preparation of lists of former statutory appointments held within the Tribunal. 	Destroy 7 years after action completed