



Australian Government

National Archives of Australia

Records Authority

2020/00258464

**North Queensland Water
Infrastructure Authority**

Water Infrastructure Project Coordination

2020



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Introduction

The North Queensland Water Infrastructure Authority (the Authority) 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 Water Infrastructure Project Coordination. It represents a significant commitment on behalf of the Authority to understand, create and manage the records of its activities.

This authority is based on the identification and analysis of the business of the Authority. 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 Authority 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 Authority 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:
 - 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.

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 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 Authority 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 Authority 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 Authority 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 the '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 Authority's 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 2020/00258464

Notice of authorisation

Person to whom notice of authorisation is given:

Richard McLoughlin
Chief Executive Officer
GPO Box 594
Canberra ACT 2601

Purpose

Authorises arrangements for the disposal of records in accordance with Section 24(2)(b) of the *Archives Act 1983*.

Determines records classed as 'retain as national archives' in this records authority to be part of the archival resources of the Commonwealth under section 3C of the *Archives Act 1983*.

Application

All core business records relating to Water Infrastructure Project Coordination.

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



Jason McGuire
A/g Assistant Director-General, Government Data and Policy
National Archives of Australia

Date of Issue: 03/09/2020

Water Infrastructure Project Coordination

The core business of facilitating opportunities for new water capture, storage and supply infrastructure to support irrigated agriculture growth, boost community drought resilience and create new job opportunities in northern Queensland. This is achieved by providing strategic planning and coordination of Commonwealth resources to progress identified water infrastructure projects.

The core activities include:

- undertaking or facilitating water infrastructure project feasibility studies and planning activities;
- facilitating business cases for specific project proposals;
- undertaking relevant assessments, as directed by the Minister;
- coordinating the provision of information sharing among relevant regulatory authorities;
- provision of advice and recommendations to the Minister about water infrastructure initiatives potentially eligible for Australian Government funding from the National Water Infrastructure Development Fund; and
- managing the Australian Government interests in water infrastructure projects such as the Hughenden Irrigation Scheme and the Hells Gates Dam and Big Rock Weir.

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

- identifying, assessing and managing risks;
- facilitating and responding to external audits as required;
- developing internal operation policies and procedures;
- planning;
- negotiating, establishing and implementing agreements and arrangements;
- managing and participating in internal and external committees and meetings;
- handling enquiries and complaints; and
- liaison and engagement with stakeholders such as state and local authorities, land owners, farmers, pastoralists and Indigenous communities and organisations as required.

Cross references to AFDA Express Version 2 Records Authority

For corporate planning, use AFDA Express version 2 – Strategic Management

For staff capability development and training, use AFDA Express version 2 – Personnel Management

For media releases and the preparation and presentation of speeches on water infrastructure projects, use AFDA Express version 2 – External Relations

Cross references to other records authorities

For research commissioned into the viability of water infrastructure projects, use General Records Authority 37 – Research and Development

For the establishment of the Authority, use GRA 34 – Establishing & winding up entities & companies

For records of the Advisory Panel, use GRA 26 – Advisory Bodies

Classes

Class no	Description of records	Disposal action
62826	Records documenting: <ul style="list-style-type: none"> • the implementation of water infrastructure projects, including feasibility studies, engineering assessments and business cases • advice to the Minister, including on the progress of projects and recommendations for funding under the National Water Infrastructure Development Fund • final responses to external audits, official inquiries or reviews • high-level reports describing program outcomes and specific projects • high-level committees and working groups • management of Australian Government interests in water infrastructure projects 	Retain as national archives
62827	Records documenting: <ul style="list-style-type: none"> • routine operational administration tasks supporting the function; and • water infrastructure project coordination activities other than those described in class 62826 including <ul style="list-style-type: none"> ○ internal policies and procedures ○ administration of committees and working groups ○ receiving and responding to external enquiries ○ facilitating external audits and reviews ○ identifying and managing risks 	Destroy 7 years after last action