



Australian Government

National Archives of Australia

Records Authority

2020/00480952

Bureau of Meteorology

Graduate Meteorological Education

2021



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INTRODUCTION

The Bureau of Meteorology (the Bureau) 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 area of Graduate Meteorological Education. It represents a significant commitment on behalf of the Bureau to understand, create and manage the records of its activities.

This authority is based on the identification and analysis of the business of the Bureau. 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 Bureau 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 the Bureau's 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 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 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 Bureau 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 Bureau 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 Bureau 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 Bureau'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 2020/00480952

Notice of authorisation

Person to whom notice of authorisation is given:

Dr Andrew Johnson
Chief Executive Officer and Director of Meteorology
Bureau of Meteorology
700 Collins Street
Docklands VIC 3008

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 Graduate Meteorological Education.

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 & Policy
National Archives of Australia

Date of issue: 4 February 2021

GRADUATE METEOROLOGICAL EDUCATION

The core business of providing accredited higher education in meteorology as a registered higher education provider.

The **core activities** include:

- developing, implementing and reviewing strategies, frameworks, programs and projects relating to the core business;
- application for and management of registration as a higher education provider with the accrediting authority, currently the Tertiary Education Quality and Standards Agency;
- application for and management of registration as an education provider to deliver courses to overseas students (currently via the Commonwealth Register of Institutions and Courses for Overseas Students), including registering of international students attending courses;
- compliance with regulatory and legislative obligations, such as course accreditation;
- developing and reviewing course curricula and course content, including collaboration with external stakeholders to develop course material;
- promoting courses and programs, including recruitment of internal agency personnel to enrol as students;
- admission and enrolment of students, including selecting suitable internal and external applicants, re-enrolments and enrolment variations;
- delivering course content and assessing students;
- notifying students of results and awarding of qualifications;
- creating and maintaining student and academic records;
- arranging graduation and award ceremonies, including production of awards and testamurs;
- managing student grievances, appeals and disciplinary matters, and formal reviews of academic progress;
- providing student support services, including orientation activities and academic counselling and guidance;
- administration of tuition fees, other charges and financial assistance in collaboration with other key areas of the agency and the World Meteorological Organization. Includes administering refunds where applicable;
- conducting internal inquiries and investigations into the agency's compliance with its obligations as a registered higher education provider, including allegations of misconduct and breaches of standards;
- managing the course delivery operations of the agency's training centre, such as making administrative arrangements to support course delivery; and
- liaising with stakeholders, including the World Meteorological Organisation, other Australian Government agencies, other national meteorological services and industry.

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

- developing and implementing policies and procedures supporting the core business, including handbooks, guides and manuals;
- project management;
- planning and reporting;
- negotiating, establishing and implementing agreements and contracts, including joint ventures;

GRADUATE METEOROLOGICAL EDUCATION

- making funding applications to international organisations, federal, state or territory governments, or other bodies;
- receiving and providing advice;
- arranging and attending internal and external conferences, symposia, seminars and workshops;
- identifying, assessing and managing risks;
- managing and participating in internal and external committees and meetings;
- planning, conducting and facilitating audits;
- reviewing and evaluating;
- delegating powers and authorising actions; and
- receiving and responding to general enquiries and complaints.

Cross references to AFDA Express Version 2

For advice, briefs and submissions to the portfolio Minister and other government bodies, cabinet submissions and the organisation's participation in formal inquiries, use EXTERNAL RELATIONS.

For activities relating to external stakeholder engagement in support of the core business, including: speeches and presentations by the portfolio Minister, the agency head or senior agency staff; media releases and interviews; conferences hosted by the agency; and conferring sector awards for excellence, use EXTERNAL RELATIONS.

For work health and safety related training, use WORK HEALTH & SAFETY.

For developing and delivering staff professional development training, other than accredited higher education, and for the professional development of teaching staff, use PERSONNEL MANAGEMENT.

For recording staff development activities on individual personnel files, including recording the accredited training history and credentials of individual agency training personnel, use PERSONNEL MANAGEMENT.

For complaints by members of the public against individual agency personnel or representatives, use PERSONNEL MANAGEMENT.

For managing the premises of the agency's training centre, use PROPERTY MANAGEMENT.

For financial transactions associated with fee-based study, use FINANCIAL MANAGEMENT.

For business continuity planning, use STRATEGIC MANAGEMENT.

For the agency's public liability insurance policy, use COMPENSATION.

For the acquisition of goods and services, including procuring the services of contractors and consultants, use PROCUREMENT.

For developing and executing contracts under seal or deeds, including signed joint venture contracts under seal, use CONTRACTS UNDER SEAL/DEEDS.

Cross references to other Bureau of Meteorology records authorities

For development and assessment of non-accredited technical competencies and training supporting the agency's forecasting operations, use HAZARD PREDICTION, WARNINGS & FORECASTS in Records Authority 2017/00053585.

For development and assessment of non-accredited technical competencies and training supporting the agency's observing operations, use OBSERVATIONS.

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Class no	Description of records	Disposal action
62845	<p>Records documenting:</p> <ul style="list-style-type: none"> • final versions of high-level policies, strategies, frameworks, and plans relating to graduate meteorological education or training centre operations; • developing and reviewing accredited curricula for higher education courses in meteorology (eg the Graduate Diploma in Meteorology and the Basic Instruction Package - Meteorologist course). Includes evaluation of potential or existing higher education programs and services, and consultation with the World Meteorological Organisation, industry and other key stakeholders. Includes curricula content, syllabi, learning objectives, assessment methods, course/unit descriptions, criteria for successful completion and associated internal approvals and external accreditation certification; • student academic qualifications and results including testamurs, academic transcripts / summary results, statements of attainment and supporting summary records such as registers of graduates and prize recipients; • high-level committees, working groups and other bodies where the agency provides the secretariat, plays a prominent role or is the Australian Government's main representative (such as the Course Advisory Committee). Includes agenda, final version of minutes and tabled papers; • providing and receiving high-level advice involving major stakeholders. Includes providing advice to regulatory bodies, such as that relating to changes to the structure or status of the higher education provider, or the discontinuance of, or significant changes relating to, an accredited training course; • graduation ceremonies for accredited higher education award courses, including awarding of academic prizes, Includes programs and official videos and photographs of graduating classes; <p><i>[For speeches and presentations delivered at graduation ceremonies, use EXTERNAL RELATIONS.]</i></p> <ul style="list-style-type: none"> • master versions of agency publications produced to support the core business. Includes student handbooks and course guides; • developing high-level reports. Includes final versions, stakeholder consultation and supporting research; • final versions of significant agreements and contracts and supporting documents that: relate to substantial funding agreements or the establishment of major partnerships and cooperative arrangements with other governments, agencies and organisations (eg with the Royal Australian Navy); are controversial, of public interest or ground-breaking in nature; or result in major changes to agency policies or programs. Includes memorandums of understanding and joint venture agreements; • final versions of unpublished proceedings, reports, presentations and papers from conferences, seminars and workshops hosted by the agency; • formal inquiries or internal investigations into the agency as a registered higher education provider due to major breaches of standards, allegations 	Retain as national archives

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Class no	Description of records	Disposal action
	<p>of serious misconduct or significant complaints. Includes investigation and resolution processes;</p> <ul style="list-style-type: none"> • high-level reviews of the core business. Includes final review reports, major drafts, recommendations, submissions, and supporting research; and • historical papers, photographs and other material documenting the history of meteorological training and education provided by the agency and its colonial predecessors. Includes associated descriptive metadata. 	
62846	<p>Records documenting:</p> <ul style="list-style-type: none"> • developing, implementing and reviewing standards, policies, procedures and guidelines supporting the core business, other than those covered in class 62845. Includes major drafts and stakeholder consultation; • registration as a higher education provider, including initial registration and subsequent re-accreditation. Includes applications, registration certification and supporting documents; and • accreditation of higher education courses of study, such as the Graduate Diploma in Meteorology, including initial accreditation and subsequent re-accreditation. Includes applications and supporting documentation, other than those covered in class 62845. Excludes master copies of accredited curricula and associated external accreditation certification. 	Destroy 30 years after action completed
62847	<p>Records documenting:</p> <ul style="list-style-type: none"> • admission, enrolment and administrative progress of domestic and international students accepted into accredited higher education courses of study. Includes enrolment forms, student identification documents, recognition of prior learning, management of issues with eligibility for enrolment (eg visa issues), enrolment variation, leave of absence, deferment, withdrawal or abandonment of studies by student; <p><i>[For student academic qualifications and results, use class 62845.</i></p> <p><i>For applications to enrol where the applicant is unsuccessful or withdraws their application prior to enrolment, use class 62849.]</i></p> <ul style="list-style-type: none"> • agency compliance with legislative and regulatory requirements and mandatory or optional standards, other than those covered in classes 62845 and 62846. Includes accrediting body audit results and records of breaches or appeals; • successful funding applications to support graduate meteorological education activities, made by the agency as a registered higher education provider to international organisations, federal, state or territory government agencies, or other bodies; <p><i>[For substantial funding agreements resulting from successful applications, use class 62845.]</i></p> <ul style="list-style-type: none"> • negotiation, establishment, maintenance and review agreements and memorandums of understanding, other than those covered in class 62845; 	Destroy 10 years after action completed

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Class no	Description of records	Disposal action
	<ul style="list-style-type: none"> • final versions of internal and external reports, other than those covered in class 62845. Includes routine training statistical reports and self-assessment reports; • student appeals and formal reviews of academic progress, including reviews of grades and intervention plans for students who are not progressing satisfactorily; • student grievances, disciplinary matters or misconduct allegations where the allegations are proven and the student is expelled, penalised or sanctioned. Includes investigations, evidence collected, referral to other authorities (eg law enforcement and immigration agencies), appeals and final decision; <p><i>[For student misconduct or disciplinary matters relating to agency personnel that are recorded on the individual's personnel file, or where the matter constitutes a breach of the APS code of conduct or criminal activity, use PERSONNEL MANAGEMENT.]</i></p> <ul style="list-style-type: none"> • determination and levying of tuition and other charges for higher education courses of study; and • provision of academic counselling and related support to students. 	
62848	<p>Academic working papers and course materials supporting preparation and delivery of higher education courses of study offered by the agency, including:</p> <ul style="list-style-type: none"> ○ programs; ○ lecture notes and presentations; ○ instructional materials; ○ films and videos; ○ online modules; ○ assessment materials; and ○ supporting records. <p><i>[For developing and reviewing accredited curricula for higher education courses, use 62845.]</i></p> <p><i>[For course materials that are produced and published by the agency, use class 62845.]</i></p>	Destroy 3 years after course material is superseded
62849	<p>Records documenting:</p> <ul style="list-style-type: none"> • moderation of student assessment tasks, and any evaluation undertaken of the suitability of the assessment task. Includes examiners' reports, marking sheets, moderation reports and marking guidance provided to staff; • student recruitment activities; <p><i>[For brochures and other publications created by the agency to promote graduate meteorological education, use class 62845.]</i></p> <ul style="list-style-type: none"> • receipt and evaluation of applications for enrolment in an accredited higher education course, where the applicant is not accepted or withdraws their application prior to formal enrolment; 	Destroy 3 years after action completed

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Class no	Description of records	Disposal action
	<ul style="list-style-type: none"> • student grievances or disciplinary matters or misconduct allegations where the allegations are not proven. Includes allegations that are proven to be frivolous, vexatious or unfounded; • non-contractual and non-financial administrative arrangements supporting the delivery of graduate meteorological education, including facility and trainer bookings, invitations, reminders and confirmations; and • receiving and responding to low level general enquiries in relation to accredited training which require a routine/standard response, such as course enquiries. 	
62850	<p>Completed examination and assessment material submitted by students for the purpose of assessment or evaluation of competencies, that is either:</p> <ul style="list-style-type: none"> • no longer wanted by the student; or • unable to be returned to the student after reasonable efforts have been made for its return. 	Destroy 6 months after grading and appeal period ends, if not returned to student
62851	<p>Records documenting:</p> <ul style="list-style-type: none"> • routine operational administrative tasks supporting the core business; and • graduate meteorological education activities, other than those covered in classes 62845 to 62850. 	Destroy 7 years after action completed