



Australian Government

National Archives of Australia

Records Authority
2020/00346219

**Australian Reinsurance Pool
Corporation (ARPC)**

*DECLARED TERRORIST INCIDENT
INSURANCE COVER*

2021



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Introduction

The Australian Reinsurance Pool Corporation (ARPC) 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 DECLARED TERRORIST INCIDENT INSURANCE COVER. It represents a significant commitment on behalf of ARPC to understand, create and manage the records of its activities.

This authority is based on the identification and analysis of the business of ARPC. 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 ARPC 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 ARPC 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 ARPC 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 ARPC 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 ARPC 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 ARPC 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 2020/00346219

Notice of authorisation

Person to whom notice of authorisation is given:

Mr Christopher Wallace
Chief Executive Officer
Australian Reinsurance Pool Corporation
1 Market Street
Sydney NSW 2000

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 DECLARED TERRORIST INCIDENT INSURANCE COVER.

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

28 April 2021

DECLARED TERRORIST INCIDENT INSURANCE COVER

The core business of providing comprehensive insurance cover for eligible terrorist losses involving commercial property, associated business interruption losses and public liability. It includes administration of the terrorism insurance scheme (the Scheme), which provides primary insurers with reinsurance for losses arising from declared terrorist incidents (DTIs), engaging and collaborating with private and public sector stakeholders, and conducting and commissioning strategic research projects and studies.

The **core activities** include:

- administering the Scheme and providing insurance cover by entering into agreements, contracts, or treaties with insurance companies, or by other means;
- collecting and processing member contributions and payments against the Scheme;
- conducting actuarial assessments and reviews;
- determining claims made against policies following DTIs;
- providing advice to Minister and government on core business (e.g. advice on the estimated insured losses, under the Scheme, in the event of a DTI);
- engaging with stakeholders (e.g. insurer customers, global reinsurers, major commercial property owners, industry associations, relevant state and Australian Government agencies). Includes providing links between government, national security and the private insurance market enhancing the understanding of the risks involved, and international collaboration on terrorist risk insurance; and
- conducting and commissioning research projects, including development of geospatial catastrophe modelling and model feasibility studies, and preparing research reports.

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

- delegating powers and authorising actions;
- establishing, managing, and participating in committees, working groups and other bodies to oversee or assist in the performance of core business;
- developing and reviewing operational policies, plans, procedures, guides, etc., in relation to core business;
- providing internal and external reports;
- reviewing documentation supporting the governance and compliance framework; and
- identifying, assessing, and managing operational risk.

Cross references to AFDA Express Version 2 Records Authority

For high-level meetings, conferences, national and international engagements and other stakeholder events (e.g. forums, terrorism conferences, terrorism risk insurance seminars) on core business, use EXTERNAL RELATIONS.

For master set of media releases, and addresses and speeches made by the CEO or other senior agency officers, use EXTERNAL RELATIONS.

For developing of high-level reports (e.g. annual reports, formal reports submitted to the Minister or government), use EXTERNAL RELATIONS.

For managing the agency's financial resources in the performance of its functions, including charging fee for services in connection to performing core business, use FINANCIAL MANAGEMENT.

For negotiating, establishing, implementing and reviewing agency collective or enterprise agreements, and cases covering awards and agreements heard or certified by the central arbitration or determining body, use INDUSTRIAL RELATIONS.

For engaging the services of contractors and/or external consultants to the Corporation and for the acquisition of goods, use PROCUREMENT.

For master versions, design, production and distribution of publications and newsletters, use PUBLICATIONS.

For legal advice supporting terrorism reinsurance provision and fund administration related matters, use LEGAL SERVICES.

For training activities (external or internal) available to staff, and development programs attended by employees (e.g. workshops, group seminars and events, forums), use PERSONNEL MANAGEMENT.

For the broad systematic management planning for the agency, including corporate committees, agency-wide strategic management policies and programs, use STRATEGIC MANAGEMENT.

For undertaking internal or external audits relating to the overall management planning of the agency, and for conducting strategic planning workshops, use STRATEGIC MANAGEMENT.

Cross references to other records authorities

For the functions of the Board, including Board meetings, formal reports on administration and operation, appointment and separations of Board members, other administrative records such as accident or incident reports and compensation claims/case records, use General Records Authority 27 – GOVERNING BODIES.

Classes

Class no	Description of records	Disposal action
62832	<p>Records documenting:</p> <ul style="list-style-type: none"> • administration of the Scheme. Includes: <ul style="list-style-type: none"> ○ notifications to insurer customers an event was determined as a DTI; ○ design of models (e.g. loss estimation models, geospatial models); ○ claims response plan; ○ reviews of the Scheme; and ○ terrorism insurance cover to primary insurer customers in Australia and global retrocessionaire (i.e. client case files) related to claims following a DTI: <ul style="list-style-type: none"> ▪ reinsurance agreements, contracts, or treaties with insurance companies; ▪ loss estimates submitted to the Corporation (applications or funding claims against the Scheme for reinsurance recovery); ▪ insurance actuarial reports; ▪ pay of claims (from pool of retained earnings and retrocession program); and ▪ insurer customer reviews. 	Retain as national archives

Class no	Description of records	Disposal action
	<p><i>[For all client case files not related to claims following a DTI, use class 62833]</i></p> <ul style="list-style-type: none"> • development, implementation and review of high-level policies, standards, strategies, programs and plans. Includes final versions, proposals, submissions, records of consultation, working papers and related research; • high-level advice or briefings prepared for, or received from major stakeholders which relate to core business (e.g. advice to other Australian Government agencies on issues such as community support or economic recovery during Covid-19, evidence-based advice to the relevant Minister on estimated insured losses); • high-level, agency-wide, agreements or memoranda of understanding (MoUs) with stakeholders on core business. Includes signed versions and records of negotiations; • high-level, internal or external, committees (including committees established by the CEO), working groups, and other bodies relating to the core function, where the Corporation provides the secretariat, is the Australian Government's main representative or plays a prominent or central role. Includes records of establishment, agenda, final version of minutes, associated reports and supporting documentation such as briefing notes and discussion papers; • national and international stakeholder collaboration on core business (e.g. on terrorism risk insurance, Risk Mitigation Handbook for buildings project, etc.); and • high-level or major research and analysis (e.g. cyber terrorism research study project) conducted or commissioned by the Corporation in relation to core business. Includes findings and outcomes, statistical modelling and trend analysis, supporting research datasets and associated information. 	
62833	<p>Records documenting:</p> <ul style="list-style-type: none"> • routine operational administrative tasks supporting the core business; and • core business activities, other than those covered in class 62832, such as: 	Destroy 7 years after last action

Class no	Description of records	Disposal action
	<ul style="list-style-type: none">○ all client case files not related to claims following a DTI;○ operational policies, plans, procedures, guides, etc. Includes final versions and supporting documents;○ monthly reporting (e.g. compliance, KPIs);○ delegations of power and authorisations to staff in relation to core business;○ meetings or liaison with internal or external stakeholders for the routine exchange of information;○ committees, working groups, etc. set up to discuss or manage routine or general operational matters; and○ risk management, including risk assessments, treatment schedules and action plans, and risk register.	