



**Australian Government**

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**National Archives of Australia**

**Records Authority**

2022/00407900

**Antarctic Program Coordination and  
Governance**

Australian Antarctic Division

2023



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## Introduction

The Australian Antarctic Division (the Division) of the Department of Climate Change, Energy, the Environment and Water - 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 function of Antarctic Program Coordination and Governance. It represents a significant commitment on behalf of the Division to understand, create and manage the records of its activities.

This authority is based on the identification and analysis of the business of the Australian Antarctic Division. It takes into account the Division's legal and organisational information management requirements, and the interests of stakeholders, the Division and the National Archives.

The authority sets out those records that need to be retained as national archives and specify the minimum length of time that temporary records need to be kept. This authority gives the Division 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 Division.

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 supersedes the Antarctic Program Administration function of 2010/00178266 (2010). The superseded records authority function cannot be used by the Division to sentence records after the date of issue of this authority.
2. Records Authority 2005/00049707 (2005) is revoked.
3. 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 Division 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.
4. This authority should be used in conjunction with general records authorities such as:
  - the Administrative Functions Disposal Authority (AFDA) and/or AFDA Express 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).
5. The normal administrative practice (NAP) provision of the *Archives Act 1983* gives agencies permission to destroy certain records without formal authorisation. This usually occurs where records are duplicated, facilitative or for short-term use only. NAP does not replace arrangements agreed to in this authority but can be used as a tool to assist in identifying records for destruction together with an agency's records authority or authorities, and with AFDA Express version 2. The National Archives recommends that agencies develop and implement a NAP policy. Advice and guidance on destroying records as a normal administrative practice and on how to develop a NAP policy is available from the National Archives' website at [www.naa.gov.au](http://www.naa.gov.au).
6. 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.

7. Records subject to a disposal freeze must not be destroyed until the freeze has been lifted. Further information about disposal freezes and whether they affect the application of this authority is available from the National Archives website at [www.naa.gov.au](http://www.naa.gov.au).
8. 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 Division 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.
9. In general, retention requirements indicate a minimum period for retention. The Division 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 Division 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.
10. 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*.
11. 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.
12. 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.
13. Advice on how to use this authority is available from the Division'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 2022/00407900

### Notice of authorisation

Person to whom notice of authorisation is given:

Emma Campbell  
Head of Australian Antarctic Division  
GPO Box 3090  
Canberra City, ACT 2601  
Australia

### 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 Antarctic Program Coordination and Governance.

### 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.

This document has been authorised through a digital workflow (R489372023)

**Authorising Officer**

**Date of issue**

31 August 2023



Steven Fox  
Assistant Director-General  
National Archives of Australia

## ANTARCTIC PROGRAM COORDINATION AND GOVERNANCE

The core business function of establishing, coordinating and reviewing Australia's Antarctic programs and strategies, administering programs and projects under the auspices of Antarctic programs, such as national or international assistance and capacity building and support, setting out Australia's engagement and interests in Antarctica, and administering Australia's obligations under international conventions and agreements.

The core activities include:

- administering the Australian Antarctic Territory and the Territory of Heard Island and McDonald Islands and associated declarations;
- developing, implementing and reviewing policies, strategies and plans, such as those that frame and direct operations and activities in Antarctica;
- managing and participating in national and international committees, meetings, conferences, symposiums, workshops or similar forums;
- providing advice, briefings and reports on Antarctic operations and activities, including in accordance with Antarctic Treaty system obligations and requirements; and
- maintaining the Antarctic Treaty system and consulting with Treaty Partners regarding the use of the region. Includes conducting Antarctic treaty inspections in line with international obligations under the Antarctic Treaty system.

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

- developing and reviewing procedures;
- planning, conducting and facilitating audits;
- identifying, assessing and managing risks;
- negotiating, establishing and reviewing agreements and contracts, including joint venture agreements or similar partnership arrangements;
- planning and reporting;
- managing reviews and appeals against decisions; and
- delegating powers and authorising actions.

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

*For agreements under seal, use CONTRACTS UNDER SEAL/DEEDS.*

*For activities relating to engagement with the portfolio Minister, other members of government and parliament, Australian Government agencies and cross-jurisdictional and international governments r , including: providing advice and briefings to the portfolio Minister, visits from or to government representatives, responding to ministerials or questions on notice, participating in formal government inquiries, senate and parliamentary reporting, providing submissions to external agency policy proposals, use EXTERNAL RELATIONS.*

*For managing general relations with external community or industry groups or individuals, such as responding to general enquiries about the Division's programs and services; arranging, attending or presenting at events, managing media relations, visit to or from the Division, or educating and promoting awareness of the agency's programs and activities (e.g. through the development of school resources, fact sheets, brochures, posters etc), use EXTERNAL RELATIONS.*

*For records documenting the preparation and passage of legislation through parliament, use EXTERNAL RELATIONS.*

*For development of proposals for new legislation or amendments to existing legislation, use STRATEGIC MANAGEMENT.*

### **Cross references to other records authorities**

*For managing the administration and meetings of advisory bodies, use GRA 26 - ADVISORY BODIES.*

*For the issuing, management and outcome of grant funding, fellowship and scholarship programs and projects administered by the agency, use GRA 28 - GRANT MANAGEMENT.*

*For the conduct of scientific research through the Australian Antarctic Program, use SCIENTIFIC RESEARCH and GRA 37 - RESEARCH & DEVELOPMENT.*

*For outcomes of medical or scientific research programs and projects, use SCIENTIFIC RESEARCH and GRA 37 - RESEARCH & DEVELOPMENT.*

*For outcomes of major infrastructure programs and projects, use ANTARCTIC INFRASTRUCTURE, OPERATIONS & LOGISTICAL SUPPORT.*

*For responding to incidents, accidents and emergencies such as fuel spills, aviation and maritime accidents, medical emergency evacuations, search and rescues, and planning and preparing for emergency and crisis events, use ANTARCTIC INFRASTRUCTURE, OPERATIONS & LOGISTICAL SUPPORT.*

### **Classes**

<b>Class no</b>	<b>Description of records</b>	<b>Disposal action</b>
63005	<p>Records documenting:</p> <ul style="list-style-type: none"> <li>• Antarctic programs or projects administered or funded by the agency under the auspices of Antarctic programs such as those relating to the provision of national or international assistance, capacity building, or media support programs that are controversial, of public interest or ground breaking in nature, or have substantial implications for agency business;</li> <li>• declarations related to accepting the Territories under the authority of the Commonwealth and establishment of the agency to administer the Territories subject to Antarctic and subantarctic legislation. Also includes the declaration, implementation and establishment of approved names for geographical features</li> <li>• negotiating, establishing and reviewing high-level agreements, memorandums of understanding, joint ventures, treaties (or similar arrangements such as the Antarctic Treaty System), that establish major co-operative arrangements or funding arrangements, or commit to national, global or other significant actions;</li> <li>• high-level committees, conferences, conventions, meetings, symposiums and other bodies, set up to discuss and/or determine policy or strategic planning matters, or other significant matters relating to obligations and activities in Antarctica, the sub-Antarctic and the Southern Ocean and where the agency provides the chair, secretariat, is the Commonwealth's main representative, or otherwise provides the expertise and/or substantial input. Includes records establishing the group, minutes, tabled reports and papers, delegation briefs, and</li> </ul>	Retain as national archives



Class no	Description of records	Disposal action
	<p>assessments and evaluations of committees and meetings;</p> <ul style="list-style-type: none"> <li>• providing and receiving high-level advice or briefings that are contentious, controversial or of significant interest to government, Parliament and the community. Includes final version and major drafts of advice or briefs, position papers, stakeholder submissions and supporting research papers and data;</li> <li>• developing or commissioning national or high-level reports such as those which evaluate or review the effectiveness of the agency's programs, provide a formal report or update on issues and activities to government or international bodies, or otherwise report on matters of far-reaching concern or interest. Includes final versions, terms of reference, major drafts issued for consultation, background papers, stakeholder submissions, and supporting research and data;</li> <li>• developing and reviewing of national, or similar high-level policy, strategies, plans, programs or similar documents that provide the overarching framework or direction for activities and operations in Antarctica. Includes final versions, major drafts released for stakeholder review, stakeholder submissions and results of consultations, and final versions of supporting research;</li> <li>• summary records supporting the core business, such as registers, indexes or databases of Australian Government Antarctic programs, projects or initiatives;</li> <li>• appeals made against agency decisions that are precedent-setting, controversial, or which attract significant public, national or international interest; and</li> <li>• high-level delegations or similar instruments of authority such as those enabling agency staff to exercise Ministerial powers or functions for matters which have a significant or long-term impact on the environment.</li> <li>• Master set agency manuals, handbooks, directives etc. detailing procedures supporting Antarctic program administration</li> </ul>	
63006	<p>Records documenting:</p> <ul style="list-style-type: none"> <li>• operational day-to-day running and administration of Antarctic programs or projects, where the program or project is not considered controversial, high-profile, or requires long-term monitoring and tracking. Includes processing applications or requests made in accordance with programs and projects, advice to and liaison with participants or stakeholders, day-to-day monitoring and tracking of programs and projects, and routine status/update reports.</li> </ul>	Destroy 50 years after action completed

<b>Class no</b>	<b>Description of records</b>	<b>Disposal action</b>
63008	Records documenting: <ul style="list-style-type: none"><li>• internal meetings held to discuss routine operational matters relating to Antarctic programs and activities; and</li><li>• routine or periodic internal advice and reports on general administrative matters used to monitor and document recurring activities.</li></ul>	Destroy 3 years after action completed
63009	Records documenting: <ul style="list-style-type: none"><li>• routine operational administrative tasks supporting the core business; and</li><li>• Antarctic program coordination and governance activities, other than those covered in classes 63005 to 63008.</li></ul>	Destroy 10 years after action completed