



**Australian Government**

---

**National Archives of Australia**

**Records Authority**

2023/00266069

# **Offshore Energy Regulatory Relations Management**

National Offshore Petroleum Safety and  
Environmental Management Authority  
(NOPSEMA)

2024



© Commonwealth of Australia (National Archives of Australia) 2024

### **Copyright**

This product, excluding the National Archives of Australia logo, Commonwealth Coat of Arms or registered trademark, has been licensed under a Creative Commons Attribution-Non-Commercial (CC-BY-NC) Version 4.0 International Licence. You may share, copy, redistribute, remix, transform and build upon this work for non-commercial purposes only. However, you must attribute the National Archives of Australia as the copyright holder of the original work, include the attribution as set out below and indicate if changes were made. The full terms and conditions of this licence are available at <http://www.creativecommons.org>.

### **Attribution**

This records authority is licenced by the Commonwealth of Australia (National Archives of Australia) under a Creative Commons Attribution-Non-Commercial (CC-BY-NC) Version 4.0 International Licence. The original version can be found [on our website](#).

### **Accessibility**

This is an accurate reproduction of the authorised records authority content, created for accessibility purposes.

### **Contact Us**

Enquiries relating to copyright or accessibility should be made through the [Agency Service Centre](#).

## **CONTENTS**

<b>INTRODUCTION.....</b>	<b>4</b>
<b>APPLICATION OF THIS AUTHORITY .....</b>	<b>4</b>
<b>CONTACT INFORMATION .....</b>	<b>5</b>
<b>AUTHORISATION .....</b>	<b>6</b>
<b>OFFSHORE ENERGY REGULATORY RELATIONS MANAGEMENT.....</b>	<b>7</b>

## INTRODUCTION

The National Offshore Petroleum Safety and Environmental Management Authority (NOPSEMA) 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 of Offshore Energy Regulatory Relations Management. It represents a significant commitment on behalf of NOPSEMA to understand, create and manage records of its activities.

This authority is based on the identification and analysis of the business of NOPSEMA. 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 NOPSEMA 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 based on 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 replaces classes 21710-21713 and 21694-21697 in the previously issued records authority RA 2010/00359181 (Industry Relations and Promotion, and Interagency Co-ordination and Relations functions). The classes have been superseded and cannot be used 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 NOPSEMA 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:
  - *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).
4. 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).
5. 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.

6. 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).
7. 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. NOPSEMA 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.
8. In general, retention requirements indicate a minimum period for retention. NOPSEMA 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 NOPSEMA 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.
9. Records identified as '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*.
10. 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.
11. 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.
12. Advice on how to use this authority is available from the NOPSEMA information governance officer. 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 Authorities 2023/00266069

## Notice of authorisation

Person to whom notice of authorisation is given:

Sue McCarrey  
Chief Executive Officer  
National Offshore Petroleum Safety and Environmental Management Authority  
58 Mounts Bay Road  
Perth WA 6000

## 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 records relating to Offshore Energy Regulatory Relations Management.

## 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 (R789212024).

Authorising Officer	Date of issue
Josephine Secis Assistant Director-General, Collection Management National Archives of Australia	16 August 2024

## OFFSHORE ENERGY REGULATORY RELATIONS MANAGEMENT

The core business function of establishing, managing and maintaining continuing relationships with regulated industry participants and other industry, government and community stakeholders in the offshore petroleum, gas and energy industry regarding the regulatory activities of NOPSEMA and the industry it regulates under relevant legislation such as the *Offshore Petroleum and Greenhouse Gas Storage Act 2006 (OPPGSA)*. This includes:

- promoting and providing advice on occupational health and safety, structural integrity and environmental management of offshore petroleum and greenhouse gas operations;
- facilitating co-ordination between and collaboration with key government stakeholders, including but not limited to the Standing Council on Energy and Resources (SCER) (its predecessor, Ministerial Council on Minerals and Petroleum Resources), the NOPSEMA Advisory Board, and Designated Authorities under the relevant legislation;
- cooperating with auditors and external bodies undertaking reviews of NOPSEMA's performance (e.g. Triennial reviews such as the Offshore Oil and Gas Safety Review and the review of Australia's offshore petroleum oil spill response and preparedness framework);
- establishing and maintaining relationships with interested parties such as the NOPSEMA Community and Environment Reference Group including commercial and recreational fishing, conservation advocacy, public policy and government functioning, small business and tourism, regional perspectives from the northern, north-west and south-east regions of Australia;
- establishing and maintaining relationships with other regulators and agencies with petroleum, safety, or environmental management functions; international or regional government bodies that have those functions; national and international forums such as the International Regulators Forum (IRF) and the International Offshore Petroleum Environmental Regulators (IOPER). Also includes agencies subject to formal Memoranda of Understanding and similar agreements or undertakings for co-ordination;
- conducting research into subjects or areas of interest within the scope of relevant legislation;
- providing industry-related services to agencies; and
- facilitating exchange of information with international counterparts to assist in the regulation of the offshore petroleum industry.

The **core activities** include:

- providing and receiving advice and other information to or from industry, community and interested parties in regulatory scope, or under contractual arrangements with other Government agencies, including complaints and enquiries;
  - responding to representations received by the Minister or Department including questions raised in Parliament by Members of Parliament;
  - educating and providing advice and assistance to the industry and stakeholders through the delivery of presentations, and workshops, and disseminating information resources;
  - negotiating, establishing and implementing regulatory agreements and contracts, including joint ventures and Memorandums of Understanding;
  - developing, implementing and reviewing programs, policies, strategies, frameworks and procedures;
  - developing formal proposals and submissions, including to national and international bodies and forums, governments, the portfolio minister and the Department, other agencies and organisations relating to industry stakeholders;
  - monitoring industry developments, conducting research and analysis (including data analysis), and identify trends into subjects affecting the offshore petroleum industry;
-

- coordinating collaboration with and contributing to the triennial review under the *OPPGSA*, and responding to report;
- referring matters to other regulators or appropriate agencies;
- participating in the development of whole-of-government, national and international policies, standards and codes of practice relating to the regulated industry;
- planning and managing NOPSEMA, international regulatory and industry events including arrangements and attendance, marketing and promotion activities, such as International Regulators' Forum (IRF), International Offshore Petroleum Environmental Regulators (IOPER), the Australian Petroleum Production & Exploration Association, and industry workshops;
- meeting on a regular or ad-hoc basis with other industry, government and community stakeholders who are not regulated entities; and
- making reports, including recommendations, to the responsible Commonwealth Minister, and to State and Northern Territory petroleum ministers on issues relating to occupational health and safety (OHS), structural integrity, and environmental management.

The performance of this function is supported by **general activities** including:

- arranging and attending conferences, seminars, forums and workshops;
- delegating power and authorising actions;
- making administrative arrangements to support events, trips and visit;
- developing and implementing projects to support and deliver core activities;
- planning and reporting against the core business activities;
- evaluating and reviewing core activities, systems and processes;
- undertaking research and analysis to support core activities; and
- identifying, assessing and managing risks.

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

*For the provision of advice, liaison or relationship management with regulated entities, use OFFSHORE ENERGY REGULATORY OPERATIONS*

*For activities involving the exercise of the agency's investigative and enforcement powers, including conducting compliance audits or compliance monitoring, use OFFSHORE ENERGY REGULATORY OPERATIONS*

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

*For advice provided by the agency to, or received from, the portfolio Minister, other government agencies or major domestic or international stakeholders, use EXTERNAL RELATIONS*

*For non-regulatory advice, liaison, and relationships with other government agencies, use EXTERNAL RELATIONS.*

*For speeches and addresses presented to support policy and coordination activities, use EXTERNAL RELATIONS.*

*For legal advice supporting external relations activities, such as advice received on the interpretation of legislation and legislation proposals, and advice received from the Australian Government Solicitor (AGS) use LEGAL SERVICES*

*For the production, publication and distribution of agency publications developed in support of external relations, such as published versions of conference proceedings hosted by the agency, latest news, and quarterly newsletter, service charters and annual reports. use PUBLICATION*

*For the procurement of services to meet the obligations of Regulatory Relations, use PROCUREMENT*

---



*For the development of corporate plans, annual operating plans and business plans, use STRATEGIC MANAGEMENT*

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

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

*For the management of the NOPSEMA Advisory Board, use General Records Authority 26 – ADVISORY BODIES.*

<b>Class no</b>	<b>Description of records</b>	<b>Disposal action</b>
63095	<p>Records and data documenting:</p> <ul style="list-style-type: none"> <li>• high level advice, briefings or reports considered contentious or controversial; which provide a major summarised account of industry performance and activity; concern issues of significant interest to stakeholders; or otherwise relate to matters which have far reaching implications for the regulation of the offshore petroleum and greenhouse gas storage; Includes final versions, major drafts distributed for stakeholder comment, consultation reports, and supporting research and data;</li> <li>• high-level policies, plans, frameworks and strategies, which are subject to government, public or media scrutiny, or that have significant implications for the regulated industry. Includes final versions, major drafts distributed for stakeholder comment, consultation reports, and supporting research and data;</li> <li>• final versions of high-level agreements and memoranda of understanding with other Australian Government agencies and state governments, such as for conducting assessments under deed for the portfolio department;</li> <li>• final reports and supporting documentation that document significant changes in the way NOPSEMA undertakes its regulatory activities;</li> <li>• final reports and data supporting research and analysis projects undertaken to identify safety, integrity and environmental management trends and patterns in the offshore petroleum industry;</li> <li>• inter-government, inter-agency and industry committees and working groups where the agency provides the secretariat, takes a lead role or is the main Australian Government representative;</li> <li>• management of stakeholder relations affected by the implementation of changes to regulatory operations recommended by legislated triennial reviews, external audit reports and other government reviews; and</li> <li>• photographs and digital images created and collected during regulatory activities for agency use, for example in publications.</li> </ul>	Retain as national archives

---

<b>Class no</b>	<b>Description of records</b>	<b>Disposal action</b>
63096	Records documenting: <ul style="list-style-type: none"><li>• negotiations, establishment and review of agreements relating to the regulatory function other than those described in class 63095;</li><li>• internal and external committees formed to undertake general advice and liaison activities, including documents establishing the committee, minutes, reports, recommendations, briefing papers;</li><li>• advice, briefings, reports provided to or from regulatory stakeholders (not regulated entities), such as industry trade unions, community groups etc.;</li><li>• coordination and provision of supporting documents to the triennial review, under the OPPGSA of NOPSEMA, and draft reports; and</li><li>• development of the annual draft submission relating to levy charges as part of the Cost Recovery Implementation Statement (CRIS) process submitted via the portfolio department.</li></ul>	10 years after action completed or after expiry of contract
63097	Records documenting: <ul style="list-style-type: none"><li>• general enquiries from stakeholders and the public relating to NOPSEMA's functions.</li></ul>	Destroy 3 years after action completed
63098	Records documenting: <ul style="list-style-type: none"><li>• routine operational administrative tasks supporting the core business; and</li><li>• offshore energy regulatory relations management activities, other than those covered in classes 63095 to 63097.</li></ul>	Destroy 7 years after action completed