



**Australian Government**  

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**National Archives of Australia**

Records Authority

**Fair Work Australia**  
**(former Australian Fair Pay**  
**Commission Secretariat)**

Job no 2009/00436141

26 March 2010

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## INTRODUCTION

Fair Work Australia and the National Archives of Australia have developed this Records Authority to set out the requirements for the retention or destruction of records for the WAGE-SETTING MANAGEMENT core business. It represents a significant commitment on behalf of Fair Work Australia to understand, create and manage the records of its activities.

This Authority is based on the identification and analysis of the business of Fair Work Australia. It takes into account the agency's legal and organisational recordkeeping requirements, and the interests of stakeholders, the agency and the National Archives.

This Authority gives FWA permission under the Archives Act 1983, for the destruction, retention or transfer to the National Archives of Australia of the records described. The Authority sets out those records that should be retained as national archives and the minimum length of time that temporary records should be kept. 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 of Australia on the basis of information provided by the agency.

Fair Work Australia may use the following tools to dispose of their records:

- This Records Authority covering its agency specific records;
- General disposal authorities, such as the Administrative Functions Disposal Authority (AFDA), covering business processes and records common to Australian Government agencies;
- Normal administrative practice (NAP) which allows for the destruction of records where the records are duplicated, unimportant or for short-term use only.

As changes in circumstances may affect future recordkeeping requirements, the periodic review of this Authority is recommended. All amendments must be authorised by the National Archives.

Advice on using this Authority and other recordkeeping matters is available from the National Archives website at [www.naa.gov.au](http://www.naa.gov.au) or by contacting the Agency Service Centre.

## APPLICATION OF THIS AUTHORITY

1. This Authority should be used in conjunction with the Administrative Functions Disposal Authority (AFDA) issued by the National Archives to cover administrative records common to Australian Government agencies.
2. This Authority should be used in conjunction with general disposal authorities issued by the National Archives that cover other types of records that may be created by Fair Work Australia, such as encrypted records and source records that have been copied.
3. This Authority is to be used to sentence records. Sentencing involves the examination of records in order to identify the individual disposal class to which they belong. This process enables sentencers to determine how long records need to be kept. Advice on sentencing is available from the National Archives.
4. Where the method of recording information changes (for example from a manual system to an electronic system, or when information is migrated from one system to a new system) this Authority can still be used to sentence the records created, providing the records document the same core business. The information must be accessible for the period of time prescribed in this Authority. Fair Work Australia will need to ensure that any software, hardware or documentation required to enable continuing access to the information is available for the periods prescribed.
5. In general, retention requirements indicate a minimum period for retention. Fair Work Australia 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 Fair Work Australia 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.
6. Fair Work Australia may destroy certain records without formal authorisation as a normal administrative practice. This usually occurs where the records are duplicated, facilitative or for short-term use only. NAP does not replace the arrangements agreed to in records authorities. Advice and guidance on destroying records as a normal administrative practice is available from the National Archives' website at [www.naa.gov.au](http://www.naa.gov.au).
7. From time to time the National Archives will place a freeze on some groups of records to prevent their destruction. 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. Records in the care of Fair Work Australia should be appropriately stored and preserved. Fair Work Australia needs to meet this obligation to ensure that the records remain authentic and accessible over time. Under section 31 of the Archives Act 1983, public access arrangements are required for records that are in the open access period (currently after 30 years).
9. 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.
10. Advice on how to use this Authority is available from the Fair Work Australia records 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 records management matters, please contact National Archives' Agency Service Centre.

Queen Victoria Terrace

Parkes ACT 2600

PO Box 7425

Canberra Mail Centre ACT 2610

Tel: (02) 6212 3610

Fax: (02) 6212 3989

Email: [recordkeeping@naa.gov.au](mailto:recordkeeping@naa.gov.au)

Website: [www.naa.gov.au](http://www.naa.gov.au)

# AUTHORISATION

## RECORDS AUTHORITY

**Person to whom notice of authorisation is given:**

President  
Fair Work Australia  
L4, 11 Exhibition Street  
Melbourne VIC 3000

**Purpose:**

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

**Application:**

The core business of WAGE-SETTING MANAGEMENT.

This authorisation gives permission for the destruction, retention or transfer to the National Archives of Australia of the records described. The authority will apply only if these actions take place with the consent of the agency responsible for the core business documented in the records.

**Authorising Officer**

**Date of issue:**



26 March 2010.

Ross Gibbs  
Director-General  
National Archives of Australia



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## WAGE-SETTING MANAGEMENT

The wage-setting management core business involves the setting of federal minimum wages and classification wages.

This core business involves a process of wage reviews and wage setting decisions based on information gathered through research, consultation and submission processes. This includes:

- Issuing wage determinations
- Conducting and commissioning research
- Producing reports
- Promoting the core business of the agency to stakeholders and managing enquiries
- Consulting with key stakeholders Australia-wide
- Establishing and participating in committees and organising meetings
- Seeking written public submissions.

To support this process, the agency develops internal policies and charters to govern the administration and operation of this core business.

*For establishing membership and managing the administration of the agency's governing body use GOVERNING BODIES.*

<b>Class no.</b>	<b>Description of records</b>	<b>Disposal action</b>
20209	<p>Final documents relating to wage reviews. Includes reports and determinations resulting from:</p> <ul style="list-style-type: none"> <li>• minimum wage reviews; and</li> <li>• monitoring of reviews</li> </ul> <p>Records documenting development of wage reviews and wage-setting determinations. Includes:</p> <ul style="list-style-type: none"> <li>• public submissions – including post budget submissions; and</li> <li>• results of significant consultations, supporting reports, research papers and major drafts used by the agency to substantiate wage determinations for example from the Disability Round Table, Research Advisory Committee and Business Consultative Group.</li> </ul> <p>Records documenting development and establishment of the agency's policies for the administration and operation of the core business. Includes:</p> <ul style="list-style-type: none"> <li>• charters, wage review calendars and similar high-level public documents.</li> </ul> <p>Records documenting promotional activity:</p> <ul style="list-style-type: none"> <li>• addresses - speeches and presentations given by senior agency officials at major public occasions.</li> </ul> <p><i>For publication of wage-setting decisions, reasons for decision, economic and social indicator and other published research, use AFDA - PUBLICATION – Production.</i></p>	Retain as national archives

**20209 continued on next page**

Class no.	Description of records	Disposal action
20209 Continued	<p><i>For receiving and assessing tenders, making offers and finalising contract arrangements for the supply, sale or purchase of goods and services, including unsuccessful tenders or tender process where there has been no suitable bidder, use AFDA - PROCUREMENT – Tendering.</i></p> <p><i>For activities involved in managing performance of work or provision of goods and services by an external contractor, vendor or consultant, or for using external bureau services, use AFDA - PROCUREMENT – Contracting out.</i></p> <p><i>For promotion of wage-setting activities, including arrangements for advertising campaigns and promotional photographs use AFDA - COMMUNITY RELATIONS – Marketing.</i></p> <p><i>For planning the process of formulating ways in which objectives can be achieved, including determination of services, needs and solutions to those needs, use AFDA - STRATEGIC MANAGEMENT – Planning.</i></p> <p><i>For implementation of plans, policies, procedures or instructions, including databases, applications or systems, use AFDA - STRATEGIC MANAGEMENT – Implementation.</i></p> <p><i>For procedures providing standard methods of operating according to formulated policy, such as master sets of manuals, handbooks, directives, etc, use AFDA - STRATEGIC MANAGEMENT – Procedures.</i></p> <p><i>For legal advice provided to the agency, use AFDA - LEGAL SERVICES – Advice.</i></p>	
20210	<p>Records documenting meetings, committees, consultation and liaison undertaken with private organisations, government agencies, community groups and members of the public. Includes:</p> <ul style="list-style-type: none"> <li>• records establishing committees, such as Disability Round Table and Research Advisory Committee;</li> <li>• minutes, reports, recommendations and supporting documents tabled at meetings and committees, such as briefing papers and discussion papers; and</li> <li>• records of online forums, bulletin boards and other consultation activities such as input from focus groups.</li> </ul> <p>Records documenting the support and administration of wage-setting, reviews, projects and programs. Includes:</p> <ul style="list-style-type: none"> <li>• project and action plans created to support research into wage-setting practices and operations;</li> <li>• site visits to places of employment, employment service providers and training providers;</li> </ul>	Destroy 10 years after action completed
	<b>20210 continued on next page</b>	

Class no.	Description of records	Disposal action
20210 continued	<ul style="list-style-type: none"> <li>• collection and receipt of statistical data, data modification and remodelling;</li> <li>• records documenting liaison with external research providers undertaking agency projects; and</li> <li>• authorisations for administrative actions supporting the agency, including travel authorisations for members.</li> </ul> <p><i>For arrangements for meetings and consultations, use WAGE-SETTING MANAGEMENT – Class no. 20212.</i></p> <p><i>For meetings held to support the strategic management of the agency, use AFDA - STRATEGIC MANAGEMENT – Meetings.</i></p> <p><i>For the activity of compiling and administering guidelines on the consistency in written style, graphic design etc with the agency's documents, use AFDA - PUBLICATIONS – Corporate Style.</i></p>	Destroy 10 years after action completed
20211	<p>Records documenting visits by agency members to other government and non-government organisations. These visits form part of the agency's consultation process. Includes:</p> <ul style="list-style-type: none"> <li>• requests for meeting;</li> <li>• itineraries and programs;</li> <li>• reports on the visit; and</li> <li>• letters of thanks.</li> </ul> <p>Excludes presentations or addresses.</p> <p>Records documenting arrangements for agency conferences, eg Minimum Wage Research Forum. Includes:</p> <ul style="list-style-type: none"> <li>• program development, arranging speakers, promotion, managing registrations and venue bookings; and</li> <li>• reports assessing the conduct of the agency.</li> </ul> <p>Records documenting meetings. Includes:</p> <ul style="list-style-type: none"> <li>• minutes, reports, recommendations and supporting documents tabled at meetings for reference purposes by Research and Analysis section.</li> </ul> <p><i>For managing financial transactions supporting the administration of members of the agency, use AFDA - FINANCIAL MANAGEMENT – Accounting and/or AFDA - FINANCIAL MANAGEMENT – Payments.</i></p> <p><i>For the process of determining the suitability of potential or existing programs, items of equipment, systems or services in relation to meeting the needs of the given situation, including systems analysis and ongoing monitoring, use AFDA - STRATEGIC MANAGEMENT – Evaluation.</i></p>	Destroy 6 years after action completed

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<b>Class no.</b>	<b>Description of records</b>	<b>Disposal action</b>
20212	<p>Records documenting travel arrangements for members of the agency. Includes:</p> <ul style="list-style-type: none"><li>• preparing travel itineraries, entitlements etc; and</li><li>• arrangements made for the delivery of equipment or goods and the usage made of facilities, vehicles, equipment and space.</li></ul> <p>Records documenting enquiries from the general public. Includes:</p> <ul style="list-style-type: none"><li>• enquiries in regard to wage-setting. Includes phone records and written correspondence.</li></ul> <p>Records documenting addresses by senior agency officials at minor functions. Includes:</p> <ul style="list-style-type: none"><li>• speeches and presentations at minor functions or in the routine promotion of the agency's operations; and</li><li>• speeches and presentations by other agency staff at functions or visits.</li></ul> <p>Records documenting research into pay scales. Includes:</p> <ul style="list-style-type: none"><li>• work papers concerning internal research into pay scales and review of pay and classification scales and junior and training wages in the Australian labour market.</li></ul> <p><i>For master control records for agency recordkeeping systems, including registers of inwards/outwards correspondence, such as Ministerial correspondence, use AFDA - INFORMATION MANAGEMENT – Control.</i></p> <p><i>For management of requests from the public for access to records under the FOI, Privacy and Archives Act and other Acts specific to the agency, use AFDA - INFORMATION MANAGEMENT – Cases.</i></p>	Destroy 2 years after action completed

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