



Records Authority

2014/00142877

Workplace Gender Equality Agency

Workplace Gender Equality Regulation

2015

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INTRODUCTION

The Workplace Gender Equality Agency 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 promoting and improving workplace gender equality through regulation, advice and education. It represents a significant commitment on behalf of the agency to understand, create and manage the records of its activities.

This Authority is based on the identification and analysis of the business of the Workplace Gender Equality Agency. It takes into account the agency's legal and organisational records management requirements, and the interests of stakeholders, the agency and the National Archives of Australia.

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 agency 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 of Australia on the basis of information provided by the agency.

As changes in circumstances may affect future records 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 Records Disposal Authority (RDA) 783 issued to the Equal Opportunity for Women in the Workplace Agency (1991) re-issued (2000). This superseded authority cannot be used by the Workplace Gender Equality Agency after the date of issue of this Authority.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 agency 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; and
 - Records that are identified as Retain as National Archives (RNA) are to be transferred to the National Archives of Australia for preservation.
3. 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) for source (including original) records that have been copied, converted or migrated.
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 and AFDA Express. The National Archives recommends that agencies develop and implement a Normal Administrative Practice policy. Advice and guidance on destroying records as a normal administrative practice and on how to develop an agency NAP policy is available from the National Archives' website at 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.
7. 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 applied, providing the records document the same core business. The information must be accessible for

the period of time prescribed in this Authority. The Workplace Gender Equality Agency 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. The Workplace Gender Equality Agency 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 Workplace Gender Equality Agency 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 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 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.
12. Advice on how to use this Authority is available from the Workplace Gender Equality Agency 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 Business Centre ACT 2610

Tel: (02) 6212 3610
Fax: (02) 6212 3989
Email: recordkeeping@naa.gov.au
Website: www.naa.gov.au

AUTHORISATION

RECORDS AUTHORITY 2014/00142877

Person to whom notice of authorisation is given:

Louise McSorley
Acting Director
Workplace Gender Equality Agency
Level 7, 309 Kent 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 Workplace Gender Equality Regulation.

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.

Authorised by

David Fricker
Director-General
National Archives of Australia

Date of issue:

18 August 2015

WORKPLACE GENDER EQUALITY REGULATION

The core business of promoting and improving gender equality in Australian workplaces through advising, assisting and regulating reporting organisations.

The **core activities** include:

- providing and receiving advice and other forms of information;
- monitoring, reviewing and reporting on compliance with workplace gender equality legislation;
- developing, implementing and reviewing programs, policies, strategies and plans;
- developing, implementing and reviewing standards, benchmarks, frameworks and guidelines, including assessment criteria;
- developing, conducting and reviewing educational programs, workshops, seminars and resources;
- developing, commissioning, conducting and reviewing campaigns and initiatives to promote gender equality awareness;
- conducting industry research and surveys, including collecting and analysing gender equality statistics and information and reporting on outcomes;
- liaising with government agencies, industry and the general public;
- negotiating, establishing, managing and reviewing agreements, joint venture arrangements and partnerships; and
- establishing and conferring industry awards and honours.

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

- delegating powers and authorising actions;
- developing operational procedures;
- identifying, assessing and managing risks;
- receiving and responding to enquiries;
- preparing and delivering speeches and presentations;
- managing and participating in internal and external committees and meetings;
- managing and participating in conferences; and
- collecting, managing and analysing datasets.

Cross references to AFDA Express records authority

For agency media releases, marketing and participation in community activities use COMMUNITY RELATIONS.

For provision of compensation to personnel and visitors injured while proceeding to or from work, during work hours or on the organisation's premises, use COMPENSATION.

For establishing and changing organisational structure, use ESTABLISHMENT.

For the management of the organisation's financial resources including management of research funds, use FINANCIAL MANAGEMENT.

For agency submissions and development of agency legislation and the administration of the formal relationship between the organisation and processes of government, use GOVERNMENT RELATIONS.

For the function of establishing formal relations with the organisation's employees and their representatives to achieve a harmonious workplace, use INDUSTRIAL RELATIONS.

For the management of information resources and records, use INFORMATION MANAGEMENT.

For legal advice received from external sources, use LEGAL SERVICES.

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For implementing and coordinating occupations health and safety and associated legislation throughout the organisation, use OCCUPATIONAL HEALTH AND SAFETY.

For the management of all employees employed under the Public Service Act, 1999, use PERSONNEL.

For acquisition of goods and services including tender process documentation, use PROCUREMENT.

For the function of managing working spaces including fitout, use PROPERTY MANAGEMENT.

For the production and distribution of agency publications, use PUBLICATION.

For the training and the development of staff skills and abilities, use STAFF DEVELOPMENT.

For the development, monitoring and review of business plans, strategic plans etc, use STRATEGIC MANAGEMENT.

For developing, acquiring, testing and implementing applications, systems and databases to support the business needs, use TECHNOLOGY AND COMMUNICATIONS.

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Class no	Description of records	Disposal action
61514	<p>The following significant records documenting:</p> <ul style="list-style-type: none"> • providing and receiving high-level stakeholder advice, including advice provided to reporting organisations regarding their compliance status, reporting obligations and exemptions; • high-level reports relating to workplace gender equality, including reports to the Minister or Agency Heads relating to reporting organisations compliance and legislative breaches. Includes final versions and major drafts; • development and review of high-level gender equality policies, programs, strategies and plans. Includes final version, major drafts and summaries of consultations and supporting research; • final version of annual report submissions from reporting organisations submitted for legislative compliance and assessment outcomes; • conducting compliance reviews and assessments of individual reporting organisations; • summary case records such as the list or register of non-compliant organisations; • development and review of standards, benchmarks, frameworks, assessment criteria and guidelines to regulate industry and promote workplace gender equality, for example, gender equality indicators. Includes final version, major drafts and summaries of consultations; • development and review of tools, calculators and other products used to support gender equality self-regulation such as gender diversity target setting toolkits and guidelines. Includes final version, major drafts and summaries of consultations; • master set of education program material; • development and review of major programs including marketing campaigns, joint ventures and other initiatives, including significant sponsorship arrangements to promote and improve gender equality, eg <i>Closing the gender pay gap</i>. Includes program outcomes such as final version of marketing material, including final master version of audiovisual productions in highest technical format, final designs (artwork), scripts and style guides, and case studies used for marketing purposes; • outcomes of major research and analysis. Includes final version of research reports, fact sheets and industry snapshots, major drafts and supporting datasets; • gender equality datasets collated by the agency and information about the data fields, for example data dictionaries, indexes, tables and registers; • significant high-level agreements and contracts and supporting documents, that: relate to the establishment of partnership and cooperative arrangements with industry, government agencies or other stakeholders; are controversial, of public interest or ground-breaking in nature; or have substantial implications for the conduct of agency business; • industry awards and honours, includes formal acknowledgment of the contributions of organisations to promote and improve workplace gender equality in the workplace, for example the <i>Employer of Choice for Gender</i> 	Retain as national archives

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Class no	Description of records	Disposal action
	<p><i>Equality</i> citation;</p> <ul style="list-style-type: none">• final version of speeches and presentations made by the Minister or senior agency staff relating to gender equality issues, including conference presentations;• master version of agency publications; and• high-level external and internal committees and working groups, where the agency is secretariat, is the Australian Government's main representative, or plays a prominent or central role, for example the <i>Implementation Consultation Group</i>.	
61515	<p>Records documenting:</p> <ul style="list-style-type: none">• routine operational administrative tasks supporting the core business; and• workplace gender equality regulation activities other than those covered in class 61514.	Destroy 10 years after action completed