

Records Authority

2020/00346165

National Faster Rail Agency (NFRA)

*FASTER RAIL INFRASTRUCTURE DEVELOPMENT AND COORDINATION*

2020

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# Introduction

The National Faster Rail Agency (NFRA) 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 FASTER RAIL INFRASTRUCTURE DEVELOPMENT AND COORDINATION. It represents a significant commitment on behalf of NFRA to understand, create and manage the records of its activities.

This authority is based on the identification and analysis of the business of NFRA. 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 NFRA 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 NRFA 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:
   * 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).
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](https://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](https://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 NFRA 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 NFRA 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 NFRA 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 NFRA 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](https://www.naa.gov.au/information-management/agency-service-centre).

# Authorisation

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## Notice of authorisation

Person to whom notice of authorisation is given:

Mr Barry Broe

Chief Executive Officer

Ground Floor, 111 Alinga Street, Canberra City, ACT 2600

## 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 FASTER RAIL INFRASTRUCTURE DEVELOPMENT AND COORDINATION.

## 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.

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| --- |
| **Authorising Officer Date of issue**  22 December 2020  Tatiana Antsoupova  Assistant Director-General (a/g)  National Archives of Australia |

# FASTER RAIL INFRASTRUCTURE DEVELOPMENT AND COORDINATION

The core business of providing national leadership by coordinating faster rail policy and research with state and territory governments, industry, and the private sector. Includes developing and implementing the Australian Government’s plan for faster rail (currently Faster Rail Plan), developing the faster rail investment strategy, overseeing the management of Australian Government funding commitments to faster rail infrastructure projects and related business cases, and supporting the Minister and Expert Panel to promote faster rail opportunities.

The **core activities** include:

* providing expert advice on options to future proof corridors for high-speed rail, including the need for technical guidelines, corridor planning and protection;
* developing and implementing the Australian Government’s plan for faster rail (currently Faster Rail Plan);
* developing an investment strategy recommending faster rail projects to link future expenditure to investment need, and increase community and industry confidence to reduce market pressures;
* developing business cases and overseeing project funding commitments and programs, with state and territory governments and the private sector, to ensure that population and transport policy objectives are met; and
* liaising, collaborating and consulting with stakeholders, such as Australian Government agencies, state and territory governments, and the private sector, on faster rail infrastructure development (e.g. on identifying additional rail corridors that would benefit from faster rail services over the long term, on funding and financing options for faster rail, on the delivery of faster rail construction projects).

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

* establishing agreements and memoranda of understanding (MoUs);
* delegating powers and authorising actions;
* establishing and managing steering committees, working groups and other bodies;
* conducting and administering meetings;
* developing and reviewing operational policies, plans, guides, procedures, etc.;
* managing projects and programs;
* providing internal and external reports;
* undertaking research and analysis; and
* identifying, assessing, and managing operational risks.

Cross references to AFDA Express Version 2 Records Authority

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

For Cabinet submissions and the agency’s participation in formal inquiries, use EXTERNAL RELATIONS.

For managing the agency’s financial resources in the performance of its functions, use FINANCIAL MANAGEMENT.

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

For design, production and distribution of publications, use PUBLICATIONS.

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

Cross references to other records authorities

For the establishment of agency, including governance arrangements and instruments of appointment, use General Records Authority 34 – ESTABLISHING & WINDING UP ENTITIES & COMPANIES.

*For the activities of the Expert Panel, including Panel’s advice provided to the responsible Minister and the agency, membership records, and terms of reference, use General Records Authority 26 – ADVISORY BODIES*.

## Classes

| **Class no** | **Description of records** | **Disposal action** |
| --- | --- | --- |
| 62829 | Records documenting:   * development, implementation and review of Australian Government’s plan for faster rail (currently Faster Rail Plan). Includes final version, major drafts, stakeholder consultation and supporting research; * development and review of the faster rail investment strategy recommending how faster rail projects can be staged to link future expenditure to investment need; * development of business cases and management of project funding commitments and programs (in collaboration with state and territory governments and the private sector) for faster rail projects. Includes: * assessment criteria and assessment of project proposals (e.g. scope, rationale, specifications, financial arrangements, role of governments, risk identification); * option analysis; * economic appraisal and financial analysis   revisions; and   * recommendations to the Australian Government on project findings and next steps. * advice, briefs and submissions to the responsible Minister; * high-level advice, briefings and discussion papers prepared for, or received from, major stakeholders (e.g. the Australian Government, state and territory governments, Expert Panel, industry and the private sector) which relate to significant matters, or are controversial, subject to government-level scrutiny, or are high-profile; * high-level agreements or memoranda of understanding (MoUs) with stakeholders which establish significant assistance, partnerships or other cooperative arrangements. Includes signed versions and records of negotiations; * high-level liaison with the Australian Government, state and territory governments, and private sector in the delivery of the core business; * high-level, internal or external, committees (including committees established by the Agency Head), working groups, and other bodies relating to the core function, where the agency 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; * high-level meetings, conferences, and international engagement on the core business; * high-level reports prepared for stakeholders. Includes final versions, data collection, other supporting documentation, and major drafts; * findings or outcomes of high-level or major research and analysis (e.g. on matters that are controversial, subject of extensive debate, involve the use of innovative techniques, or represent a significant contribution to the body of knowledge) conducted or commissioned by the agency in relation to the core business; * master set of agency produced media releases in relation to the core business; and * final versions of speeches and presentations, in relation to the core business, made by the Minister, agency head, or members of Expert Panel and senior agency staff at major public events, conferences or forums. | Retain as national archives |
| 62830 | Records documenting:   * routine operational administrative tasks supporting the core business; and * faster rail infrastructure development and coordination activities, other than those covered in class 62829. | Destroy 7 years after action completed |