



## *State Records Act 1997*

# Operational Records Disposal Schedule

## **Attorney-General's Department**

## **Aboriginal Affairs and Reconciliation**

(and predecessor agencies)

(and also including the commissioner for Aboriginal Engagement)

## **RDS 2015/10 Version 2**

Approved Date: 20 October 2015

Version 1 effective: 20 October 2015 to 30 June 2025

Version 2 effective: 30 June 2025 to 30 June 2027



**Department of State Development - Aboriginal Affairs and Reconciliation (AAR)  
(and predecessor agencies) (and also including the Commissioner for  
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## **Preamble**

### **Purpose of the Schedule**

This Operational Records Disposal Schedule (RDS) authorises arrangements for the retention or destruction of records in accordance with Section 23(2) of the *State Records Act 1997*.

### **Application of the Schedule**

#### **Attorney-General's Department**

#### **Aboriginal Affairs and Reconciliation**

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**Version 1 Effective: 20 October 2015 to 30 June 2025**

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### **Authorisation by State Records**

This authorisation applies only to the disposal of the records described in the Schedule.

### **State Records' Contact Information**

#### **State Records of South Australia**

GPO Box 464  
ADELAIDE  
South Australia 5001

Ph: 08 7322 7077  
Email: [staterecords@sa.gov.au](mailto:staterecords@sa.gov.au)



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## **Disposal of Official Records**

### **Legislation**

Section 23(1) of the *State Records Act 1997* states that an agency must not dispose of official records except in accordance with a determination made by the Manager [Director] of State Records with the approval of the State Records Council.

Section 23(2) states:

‘If an agency requests the Manager to make a determination as to the disposal of official records, the Manager must, as soon as practicable:

- (a) with the approval of the [State Records] Council, make a determination requiring or authorising disposal of the records in a specified manner; or
- (b) make a determination requiring delivery of the records into the custody of State Records or retention of the records and later delivery into the custody of State Records.’

The contents of an RDS, once the approval process is complete, constitute a determination within the meaning of the *State Records Act 1997*.

### **Functions of the Schedule**

An RDS plans the life of these records from the time of their creation to their disposal. It describes the records created and/or controlled by AAR, the disposal sentence specifying whether they are to be retained as archives or destroyed, and when this should occur.

This Operational Records Disposal Schedule has been prepared in conjunction with staff from AAR to determine the records which need to be kept because of their long term value and to enable the disposal of records once they are no longer needed for administrative purposes. The assessment of the records takes into account their administrative, legal, evidential, financial, informational and historical values. The appraisal of the records is in accordance with the State Records’ policy as documented in *Appraisal Standard* - available from State Records’ website [www.archives.sa.gov.au](http://www.archives.sa.gov.au).

The Schedule complements the General Disposal Schedules (GDS) that are issued by State Records to cover housekeeping and other administrative records common to most State Government agencies.



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**Relationship to other disposal schedules**

The general disposal schedule for State Government agencies in South Australia (GDS 30, as amended) should be used by State Government agencies for common records documenting activities such as HR, financial management, policy and procedures.

Hardcopy source records dating from 1 January 2005 that are converted to digital format (digitised) as part of business processes can be disposed of under General Disposal Schedule 21 (GDS 21) where the conditions outlined in GDS 21 are met. State Records of South Australia issue general disposal schedules from time to time to implement disposal freezes, restricting disposal of records which might otherwise be authorised for destruction. To see the latest schedules implementing disposal freezes check the State Records of South Australia website [Disposal Freezes | State Records of South Australia \(archives.sa.gov.au\)](http://Disposal Freezes | State Records of South Australia (archives.sa.gov.au)).

**Using the Schedule**

The Schedule applies only to the records described within it.

**Layout**

The Schedule is laid out as follows:

- Item Number:** Numbering in the Schedule is multi level:
- Functions have single numbers (*e.g.* 1.)
  - Activities and/or processes have two-level numbers (*e.g.* 1.1)
  - Disposal classes have three-level numbers (*e.g.* 1.1.1)
- Function:** The general functions are shown in 12 point bold Arial upper case at the start of each section. ( *e.g.* **ABORIGINAL HERITAGE PRESERVATION**)
- Activity/Process:** The activities and processes relating to each function are shown in 12 point bold Arial sentence case (*e.g.* **Heritage Registration and Protection**).



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**Description:** Descriptions are in three levels ranging from broad functions to specific disposal classes:

- definitions of functions are shown at the start of each section in bold (e.g. **The function of registering information about Aboriginal objects, sites, relics and traditions, and conserving items for preservation and protection. Includes archaeological activities and providing custody of items in trust for traditional landowners.**)
- definitions of activities are located adjacent to the activity title in italics e.g. *The activities involved in administering the Act and maintaining the Register. Includes inspectorial activities, field work, liaison with landowners, and the management of access to, and activity on, any land of significance to Aboriginal persons. Also includes acquisition of land and objects.*
- descriptions of each disposal class are arranged in sequence under the activity definitions.

**Disposal Action:** Disposal actions relate to the disposal classes arranged under the activity descriptions. The status of the class is either PERMANENT or TEMPORARY with a disposal trigger and retention period given for all temporary records.

### **Retention Period of the Record**

The Schedule is used to sentence records. Sentencing involves applying the record retention periods within the RDS to the records of AAR. Decisions are made using the Schedule about whether records are to be retained and, if so, for how long, or when they are to be destroyed.

Retention periods set down in the Schedule are minimum ones and AAR may extend the retention period of the record if it considers there is an administrative need to do so. Where AAR wishes to retain records for substantially longer periods it should request that the Schedule be amended to reflect this requirement.

### **Custody and Transfer of the Record**

#### **Permanent Records**

Section 19 of the *State Records Act 1997* includes provisions for the transfer of custody of an official record:

- a) when the agency ceases to require access to the record for current administrative purposes or



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- b) during the year occurring 15 years after the record came into existence - whichever first occurs

Official records that have been sentenced as permanent, in accordance with an approved disposal schedule, are required to be transferred to State Records.

Agencies with valid reasons to retain permanent records for longer than 15 years should apply in writing to Director [Manager], State Records requesting either a postponement or an exemption from section 19.

It should be noted that postponement or exemption are only granted in exceptional circumstances.

### **Temporary Records**

The custody of official records that have been sentenced as temporary is the responsibility of agencies. Standards for the management and storage of temporary value official records has been established by State Records as documented in [Management and Storage of Temporary Value Information Assets Standard](#). AAR needs to comply with the [Information Management Strategy and Standards](#) set by State Records of South Australia and approved by the Minister.

The custody of official records on networks or hard drives is also the responsibility of agencies. AAR needs to ensure that records in electronic format remain accessible to authorised users for the duration of the designated retention period. State Records is, however, currently examining options for the transfer of permanent value electronic records in digital form to its custody.

### **Notification of proposed destruction of records**

Agencies must keep their own record of all records destroyed under this RDS, noting the relevant disposal schedule entry and the authorisation for destruction. Temporary records should only be destroyed with the approval of the CE or delegate in accordance with the [Destruction of Official Records – Agency Approval Process](#) issued by State Records of South Australia.

### **Destruction of Temporary Records**

Temporary records can only be destroyed with the approval of the CE or delegate in accordance with the *Destruction of Official Records – Agency Approval Process* issued by State Records of South Australia. Failure to comply with this direction falls under Section 17 of the *State Records Act 1997*.



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Prior to destruction, the following General Disposal Schedules (GDS) need to be consulted:

- **GDS 16 Records of relevance in relation to Native Title**
- **GDS 47 Records of relevance to allegations of Child Abuse matters.**

AAR must ensure that all destruction is secure and confidential and that a certificate confirming destruction is provided by private contractors.

Standard methods for destruction of paper are shredding, pulping or other means that are environmentally friendly.

Records in electronic format must only be destroyed by reformatting or rewriting to ensure that the data and any “pointers” in the system are destroyed. “Delete” instructions do not offer adequate security as data may be restored or recovered.

AAR should keep their own record of all records destroyed, noting the relevant disposal authority. Proof of destruction may be required for legal purposes, or in response to FOI applications. When records are destroyed systems that control them should also be updated by inputting destruction dates and relevant disposal authorities.

## **Review**

State Records’ disposal schedules apply for a period of ten years. Either AAR or State Records may propose a review of the Schedule at an earlier time, in the event of changes to functions or procedures that affect the value of the records covered by the disposal authority. Reviews are especially necessary if there is vast administrative change that affects the currency and use of the records and/or the records are dispersed to other agencies.

The State Records Council needs to approve all amendments to the Schedule. Officers using the Schedule should advise State Records of any necessary changes.

## **Compliance with the Determination**

Failure to comply with this determination, or any directions in it, falls under Section 17 of the *State Records Act 1997*.



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## **Context Statement**

### **Context of the Agency Covered by the Schedule**

#### **AAR History and Background**

##### **Protection and assimilation, 1836 – 1961**

The administration of Aboriginal affairs was an original activity and has remained a core function of government in South Australia. Yet this has rarely been treated as a major function, as reflected in the waxing and waning of funding and changes in the responsible government agencies.<sup>1</sup>

The administrative history of Aboriginal affairs has always involved land management as well as the ‘protection’ or welfare of the Aboriginal people. ‘Protection’ and ‘assimilation’ dominated government policy and the administration of Aboriginal affairs from the 1830s until the 1950s.

In 1834, the United Kingdom Government passed a law providing for the establishment of a new British colony, the Province of South Australia. Authority in the province was divided between a governor answering to the Colonial Office, and a resident commissioner responsible to a board of Colonization Commissioners in the UK.<sup>2</sup> The *South Australia Act* of 1834 proclaimed the lands of South Australia to be ‘waste and unoccupied’, but the Crown issued Letters Patent creating the new colony on 19 February 1836 with a proviso that nothing in the Letters Patent ‘shall affect ... any Aboriginal Natives of the said Province to the actual occupation or enjoyment in their own persons or ... their Descendants of any Lands therein now actually occupied or enjoyed by such Natives’.<sup>3</sup>

Although the 1834 Act which declared the Province to be ‘waste and unoccupied’ had precedence over the Letters Patent, the British Government also appointed a ‘Protector of Aborigines’ in South Australia. The Colonization Commissioners issued instructions to their Resident Commissioner, who was responsible for the sale of Crown land in South Australia, as follows:

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<sup>1</sup> For a detailed administrative history and guide to records for this whole period 1836-1961 and beyond, see: Cameron Raynes, *A Little Flour and a Few Blankets: An Administrative History of Aboriginal Affairs in South Australia*, State Records of South Australia [SRSA], Adelaide, 2002; SRSA, *Guides to Aboriginal history*, viewed June 2015, [www.archives.sa.gov.au/content/aboriginal-services-guides](http://www.archives.sa.gov.au/content/aboriginal-services-guides); and, SRSA *Guide to records relating to Aboriginal people*, Adelaide 1988 & 1991.

<sup>2</sup> Brian Dickey & Peter Howell, *South Australia's foundation: Select documents*, Wakefield Press, Netley 1986, p 43.

<sup>3</sup> Raynes, p 7.



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*His Majesty's government having appointed an officer, whose especial duty it will be to protect the interests of the aborigines, the Commissioners consider it unnecessary to do more than give you a few general instructions ... [on] your own proceedings with regard to the native inhabitants ... You will see that no lands which the natives may possess in occupation or enjoyment, be offered for sale until previously ceded by the natives to yourself. You will furnish the protector of the aborigines with evidence of the faithful fulfilment of the bargains or treaties which you may effect with the aborigines for the cession of lands, and you will take care that the aborigines are not disturbed in the enjoyment of the lands over which they may possess proprietary rights... On the cession of lands you will make arrangements for supplying the aboriginal proprietors of such lands, not only with food, but with shelter, and with moral and religious instruction. With this view, you will cause weather proof sheds to be erected for their use, and you will direct that the aborigines be supplied with food and clothing in exchange for an equivalent in labour. The means for effecting these objects will be left for your arrangement with the protector of the aborigines; but you will bear in mind the necessity for a strict regard to economy...<sup>4</sup>*

Except for the supply of blankets and rations and the setting-aside of an 'Aboriginal Location' and some other small reserves, these instructions were not put into effect by the Resident Commissioner. As well, the official position of Protector of Aborigines was only interim and part-time from the first (George Stevenson, appointed in 1836, who assumed the role in 1837) until the appointment of Matthew Moorhouse in 1839.<sup>5</sup> When South Australia gained responsible government in 1856, Moorhouse resigned and South Australia's colonial government re-opened the Office of Protector of Aborigines only at intervals between the 1860s and the 1880s.

Effectively, the Office of Protector of Aborigines – and associated activities, such as mission stations, involving control as well as support – was maintained through and well beyond the South Australian Government's transition from British administration (1836) to colonial self-government (1856) to State government as part of the new Commonwealth of Australia

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<sup>4</sup> Second letter of Instructions by the Colonization Commissioners for South Australia, to ... Resident Commissioner in South Australia (London, 8 October 1836), *South Australian Gazette and Colonial Register*, 11 November 1837, p 4. See also: Robert Foster, 'The Aborigines' Location in Adelaide: South Australia's first "mission" to the Aborigines, *Journal of the Anthropological Society of South Australia*, 28, 1 & 2, December 1990, pp 38, 39; State Records of South Australia [SRSA], GRG 52 Aborigines Department 1927–1966 (<http://143.216.93.27/archivessrsa/t1tbmain.asp>); and Cameron Raynes, *A Little Flour and a Few Blankets: An Administrative History of Aboriginal Affairs in South Australia*, SRSA, Adelaide, 2002, passim & Table C, pp 157–161 (both are sources for administrative history of Aboriginal affairs 1836–2000).

<sup>5</sup> 'Moorhouse, Matthew (1813–1876)', Australian Dictionary of Biography [ADB], National Centre of Biography, Australian National University [ANU], <http://adb.anu.edu.au/biography/moorhouse-matthew-4239/text6843>, published first in hardcopy 1974, accessed online 12 May 2015.



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(1901). The Protector and his staff formed an 'Aborigines Office' between 1866 and 1911. The office (from 1912, 'Chief Protector') was then retained until 1940.<sup>6</sup>

The Aborigines Office (sometimes titled 'Aborigines Department') was moved from one ministerial department to another through that time, as has been the case with Aboriginal affairs ever since. The Aborigines Office came under the Minister for Crown Lands and Immigration until 1891. Between 1892 and 1901 the Minister of Agriculture and Education was the responsible minister; followed by the Treasurer and Commissioner for Crown Lands and Immigration (1902-03); Attorney-General and Minister of Education (1904-05); Commissioner of Public Works and Minister of Education (1906-08); Commissioner of Public Works (1909-44), and then the Minister of Works (1945-62).

By the early twentieth century, official policies leant to isolating Aboriginal people from mainstream European Australian life, placing them on reservations until they had died out. The *Aborigines Act 1911* was the first introduced by South Australia to deal broadly with their situation, and was to define their official treatment until the second half of the twentieth century. Effectively, this placed control of all Aboriginal children in the hands of government officials, and restricted adults to reserves.<sup>7</sup>

In 1912, following passage of the *Aborigines Act 1911*, the Aborigines Office became the Aborigines' Department. This Department was the longest-lasting of its kind in South Australia, and was in operation from 1912 until 1962. The position of Chief Protector of Aborigines was retained in the Department but an honorary Advisory Council of Aborigines (created under the 1911 Act) was also established in 1918, on the recommendation of a *Royal Commission on the Aborigines* (1913-16). The Royal Commission had described the existing staff of the Aborigines 'department' as inadequate and had recommended the establishment of an advisory board of six members rather than direct Government control of the existing mission stations (Point McLeay, Point Pearce, Killalpaninna and Koonibba).<sup>8</sup>

A new *Aborigines Act* was passed in 1934, and in 1940, legislation was passed abolishing both the office of Chief Protector of Aborigines and the Advisory Council, replacing them with an Aborigines Protection Board (APB) consisting of the Commissioner of Public Works, Prof. JB Cleland, Constance Mary Cooke, Alice Maude Johnston, Rev. Canon STC. Best, Dr Charles Duguid and Leonard John Cook, with WR (William) Penhall as Secretary. William Penhall was South Australia's last Chief Protector, head of the Aborigines Department 1939-

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<sup>6</sup> Raynes, pp 7-23; 'Stevenson, George (1799–1856)', ADB, ANU, <http://adb.anu.edu.au/biography/stevenson-george-2699/text3785>, published first in hardcopy 1967, accessed online May 2015; 'Moorhouse, Matthew (1813–1876)', ADB, ANU, <http://adb.anu.edu.au/biography/moorhouse-matthew-4239/text6843>, published first in hardcopy 1974, accessed online May 2015.

<sup>7</sup> AC Castles and MC Harris, *Lawmakers and wayward Whigs: Government and law in South Australia*, Wakefield Press, Adelaide, 1987, 836-1986, p 25.

<sup>8</sup> SRSA, GRG 52: Aborigines Department 1927-1966; Find & Connect, Karen George & Gary George, *Royal Commission on the Aborigines (1913 - 1916)*, viewed April 2015, <http://www.findandconnect.gov.au/ref/sa/biogs/SE00284b.htm>.



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53, and secretary of the APB, 1940-53. Penhall maintained a long-established policy of ‘assimilation’, driving ‘a system under which the APB, lacking legal power to remove Aboriginal children, simply removed children as the opportunity arose.’<sup>9</sup> This policy underlies the South Australian experience of the ‘stolen generation’.

Aboriginal adults as well as children were removed from their country, in preparation for open-air atomic bomb tests in the South Australian desert. Between 1952 and 1963 the British Government, with the support of the Australian Government, carried out nuclear tests at three sites in Australia – the Monte Bello Islands off the Western Australian coast, and at Emu Field and Maralinga in South Australia.<sup>10</sup> ‘In 1951 the Aboriginals living in the Maralinga area were prevented from entering their traditional lands to make way for the British nuclear test program. The majority of the people were relocated at Yalata’.<sup>11</sup>

Through the 1950s, a policy of ‘assimilation’ was also pursued at State and national level. The Commonwealth’s *Social Services Consolidation Act 1959* extended social services to Aboriginal people except those living a traditional lifestyle, and this encouraged many of them to move from missions and reserves into cities and towns.

**Aboriginal Affairs 1962 – 2015**

The administration of Aboriginal affairs in South Australia did not formally end the severe regulation of the people’s lives introduced under the *Aborigines Act 1911* (and maintained under the *Aborigines Act 1934*) until 1962. The *Aboriginal Affairs Act 1962* was introduced to abolish ‘all restrictions and restraints’ on Aboriginal people.<sup>12</sup> The Act repealed the *Aborigines Act 1934* (and amendments), and in 1963, replaced the Aborigines Protection Board with an Aboriginal Affairs Board, and a new Minister of Aboriginal Affairs.<sup>13</sup>

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<sup>9</sup> SRSA, GRG 52: Aborigines Department 1927-1966; Cameron Raynes, *The last Protector: the illegal removal of Aboriginal children from their parents in South Australia*, Wakefield Press, Kent Town, 2009, pp x (quotation), xiv.

<sup>10</sup> See R Cross, *Fallout, Hedley Marston and the British bomb tests in Australia*, Wakefield Press, Adelaide, 2001; National Archives of Australia [NAA], *British nuclear tests at Maralinga – Fact sheet 129*, viewed July 2015, [www.naa.gov.au/collection/fact-sheets/fs129.aspx](http://www.naa.gov.au/collection/fact-sheets/fs129.aspx); the NAA guide *Aboriginal and Torres Strait Islander People in Commonwealth records: A Guide to Records in the Australian Archives, ACT Regional Office* (by Ros Fraser, AGPS, Canberra, 1993) includes references to records within the series listed in the fact sheet which relate to Indigenous people of the Maralinga area and the effects of the testing on their lives.

<sup>11</sup> State Aboriginal Affairs, *Annual report 1990/91*, p 24.

<sup>12</sup> Kelly Wiltshire and Lynley Wallis, *A history of Aboriginal heritage protection legislation in South Australia*, Flinders University, 2008, p 99, viewed July 2015, [http://ehlt.flinders.edu.au/archaeology/departments/publications/wallis/j06\\_v025\\_EPLJ\\_pt02\\_wiltshire\\_&\\_wallis\\_offprints.pdf](http://ehlt.flinders.edu.au/archaeology/departments/publications/wallis/j06_v025_EPLJ_pt02_wiltshire_&_wallis_offprints.pdf).

<sup>13</sup> SA, *Aboriginal Affairs Act 1962*, viewed June 2015, [www.austlii.edu.au/au/legis/sa/num\\_act/aaa45o1962198/](http://www.austlii.edu.au/au/legis/sa/num_act/aaa45o1962198/); Find & Connect, *Department of Aboriginal Affairs*, viewed May 2015, <http://www.findandconnect.gov.au/ref/sa/biogs/SE00070b.htm#related>; SRSA, GA 2104 Minister of Aboriginal Affairs, viewed May 2015 <http://143.216.93.27/archivessrsa/t1tbmain.asp>.



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Under the new Act, the Aborigines Department was replaced in 1963 by the Department of Aboriginal Affairs (DAA), and this was upgraded to the administrative capacity of other State departments, with a Director. The new Aboriginal Affairs Board, set up in March 1964, consisted of Professor Andrew Abbie (Chairman), Jack Whitburn, Rev. Geoffrey Pope, Ian McTaggart, Prof JB Cleland, Florence Hunt-Cooke, and Reginald Barnes.<sup>14</sup> None was Aboriginal, and the Board was short-lived. After the passing of the *Aboriginal Affairs Act Amendment Act 1968*, the Board's role became advisory only, although Aboriginal members were included on it, such as Mrs Gladys Elphick (1966-71).<sup>15</sup> When the *Community Welfare Act* was passed in 1972 the *Aboriginal Affairs Act 1962 -1968* was repealed, and the Board was abolished, submitting its last Annual Report in 1971.<sup>16</sup>

### *Welfare*

From 1970 until the present (2015) most welfare services for Aboriginal people were provided by the State's social welfare department under various names and configurations. Some 'welfare' services for Aboriginal people were provided before that date by South Australia's Children's Welfare and Public Relief Board, that was replaced by a new Department of Social Welfare in 1965.<sup>17</sup>

The State's first Department of Aboriginal Affairs was short-lived (1963 – 70). On 1 July 1970, the Department of Aboriginal Affairs and the Department of Social Welfare were amalgamated to form the Department of Social Welfare and Aboriginal Affairs.<sup>18</sup> This Department was also short-lived, and existed only in 1970-72. An Aboriginal Resource Branch operated in the department in that time.<sup>19</sup>

In 1972, under the *Community Welfare Act*, the department was re-named as the Department for Community Welfare (DCW), with responsibility for Aboriginal affairs within the department being undertaken by the Aboriginal Resources Division. Aboriginal health services were administered by the Department of Social Welfare and Aboriginal Affairs (and then DCW) until 1972, when the Minister of Health announced that they would be integrated with mainstream services in South Australia with the Department of Health assuming all responsibility for the health of Aboriginal people in reserves and missions, excluding hospital

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<sup>13</sup> SRSA, GA 2104 Minister of Aboriginal Affairs, viewed May 2015  
<http://143.216.93.27/archivessrsa/t1tbmain.asp>.

<sup>14</sup> Find and Connect, 'Aborigines Department (1912-1962)', viewed June 2015,  
[www.findandconnect.gov.au/ref/sa/biogs/SE01103b.htm](http://www.findandconnect.gov.au/ref/sa/biogs/SE01103b.htm); Raynes, *A little flour and a few blankets*, pp 159-160; SRSA, GRG 52: Aborigines Department.

<sup>15</sup> EM Fisher, 'Elphick, Gladys (1904–1988)', ADB, ANU, <http://adb.anu.edu.au/biography/elphick-gladys-12460/text22411>, published first in hardcopy 2007, accessed online 30 July 2015.

<sup>16</sup> Karen George & Gary George, Aboriginal Affairs Board, Find & Connect, viewed April 2015,  
<http://www.findandconnect.gov.au/ref/sa/bib/SP0000103.htm>.

<sup>17</sup> Brian Dickey, *Rations, Residence, Resources: a history of social; welfare in South Australia since 1836*, Wakefield Press, Adelaide, 1986, pp 270-1.

<sup>18</sup> SRSA, GA 642: Department for Social Welfare and Aboriginal Affairs (1970 – 1972).

<sup>19</sup> SRSA, GA 642 Department for Social Welfare and Aboriginal Affairs, viewed May 2015,  
<http://143.216.93.27/archivessrsa/t1tbmain.asp>.



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and medical services.<sup>20</sup> Health services continued to be provided by that department, currently (2015) the Department for Health and Ageing (SA Health).<sup>21</sup>

An Aboriginal Coordinating Unit, and then Aboriginal Services, operated within the Department of Community Welfare.<sup>22</sup> The name DCW (1972-90) was replaced by the Department for Family and Community Services (1990-98), and this was subsumed within the Department of Human Services (1998-2004), then established as a separate Department for Families and Communities (2004-11), followed by the Department for Communities and Social Inclusion (2011- present).<sup>23</sup> Other social services including education were provided by the Department for Education and Child Development (2011- present).<sup>24</sup>

In the 1960s the Aboriginal Affairs Board, in an effort to improve housing as part of its assimilationist policy, began to transfer people from reserves and fringe camps to South Australian Housing Trust (SAHT) homes in country towns.<sup>25</sup> Between 1973 and 2000, the SAHT managed rental housing (public housing) for Aboriginal tenants, including on APY Lands.<sup>26</sup> An Aboriginal Housing Authority (AHA) was established in 1998, and SAHT dwellings and services for Aboriginal people were transferred to the AHA in 2000, although many Aboriginal people continued to rent other SAHT homes in metropolitan Adelaide and country towns.<sup>27</sup> In 2006, the AHA and the South Australian Community Housing Association were merged as one board (SAHT) within Housing SA, which provided and maintained Aboriginal housing, as a division within the Department for Communities and Social Inclusion.<sup>28</sup>

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<sup>20</sup> Press release from Minister of Health, Mr. Shard: Aboriginal health services (10 November 1972), Dunstan Collection, Flinders University Library. Identifier: DUN/Speeches/1944.

<sup>21</sup> Department for Health and Ageing, *Aboriginal Health Services*, viewed July 2015, <http://www.sahealth.sa.gov.au/wps/wcm/connect/public+content/sa+health+internet/health+services/a+aboriginal+health+services?>

<sup>22</sup> See SRSA, GRS/8719: Correspondence files, Department of Community Welfare and successors (1972-2001); and GRS/11251: Correspondence files – Aboriginal Services, Department for Community Welfare (1984-2001).

<sup>23</sup> DCSI, *Aboriginal and Torres Strait Islander People*, viewed July 2015, <http://dcsi.sa.gov.au/services/aboriginal-and-torres-strait-islander-people>.

<sup>24</sup> See also Find & Connect, viewed May 2015, timeline, <http://www.findandconnect.gov.au/ref/sa/biogs/SE00070b.htm>; also, SRSA, GA 642: Department for Social Welfare and Aboriginal Affairs (1970 – 1972), GA 1249: Aboriginal Services Division, Department for Family and Community Services (1978 – 1997), GA 1049: Aboriginal Services Division, Human Services Department (1997–2004);

<sup>25</sup> Christobel Mattingley and Ken Hampton, *Survival in our own land: 'Aboriginal' experiences in 'South Australia' since 1836*, Wakefield Press, Adelaide, 1988, p 269.

<sup>26</sup> Susan Marsden, *Business, charity and sentiment Part two: the South Australian Housing Trust, 1987-2011*, Wakefield Press, Adelaide 2011, p 35.

<sup>27</sup> Marsden, p 36, and *passim*.

<sup>28</sup> SAHT, *Annual Report 2011/12*, p 38; Marsden, *Business, charity and sentiment Part two*, p 213; DCSI, *Housing options for Aboriginal people*, viewed July 2015, <http://www.sa.gov.au/topics/housing-property-and-land/housing/housing-for-aboriginal-people/housing-options-for-aboriginal-people>.



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*Commonwealth-State Government co-ordination*

A Federal Council for Aboriginal Advancement was established at a meeting in Adelaide in 1958, that included Aboriginal members, and aimed to unite 'existing state bodies to press for greater Commonwealth involvement in Aboriginal affairs and to work for the removal of discriminatory State legislation'. The Federal Council's campaign to amend the Australian Constitution drew wide support and succeeded in the following decade.<sup>29</sup> State committees were set up and several members in South Australia were to take up official positions in administration, including in the Office of Aboriginal Affairs.<sup>30</sup>

Fundamental changes in the administration of Aboriginal affairs throughout Australia followed the successful 1967 referendum to amend the Australian Constitution 'to give the Commonwealth Parliament concurrent legislative power with the States concerning Aborigines. Before 1967 the States had exclusive power to make such laws but after 1967 both the Commonwealth and the States had the power. In the case of any inconsistency, Commonwealth power would prevail. 'The 1967 referendum therefore brought about a new distribution of legislative and policy-making power concerning Aborigines which continues to cause clashes between the Commonwealth and some States on issues which have been a traditional State concern – very recently land title and land management'.<sup>31</sup>

On 1 December 1973, the functions of the Aboriginal Resources Division of South Australia's Department of Community Welfare were transferred to the Commonwealth's Department of Aboriginal Affairs, although the State Government retained responsibility for the administration of reserves and for general welfare services.<sup>32</sup> From 1975, essential financial support to document and record significant Aboriginal heritage sites in South Australia was provided to the State Aboriginal Heritage Committee by the Commonwealth's Australian Heritage Commission, through the National Estate Grant Program.<sup>33</sup>

Several new Commonwealth agencies set up after 1967 had offices in Adelaide and in regional towns. They included the State Office of the Commonwealth's Department of Aboriginal Affairs (from 1973), Aboriginal Hostels Ltd (from 1975), and the Aboriginal and Torres Strait Islander Commission (from 1990).<sup>34</sup>

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<sup>29</sup> National Museum Australia, *Federal Council for the Advancement of Aborigines and Torres Strait Islanders (FCAATS)*, viewed June 2015, [http://indigenousrights.net.au/organisations/pagination/federal\\_council\\_for\\_the\\_advancement\\_of\\_aborigines\\_and\\_torres\\_strait\\_islanders\\_fcaatsi](http://indigenousrights.net.au/organisations/pagination/federal_council_for_the_advancement_of_aborigines_and_torres_strait_islanders_fcaatsi).

<sup>30</sup> See SRSA, GRS/1277: Correspondence files – Aboriginal Advancement Committee, later Office of Aboriginal Affairs and successors (1975-2003).

<sup>31</sup> Frank Brennan, *Securing a bountiful place for Aborigines and Torres Strait Islanders in a modern, free and tolerant Australia*, Options paper, Constitutional Centenary Foundation Inc, Carlton, 1994, pp 7 (1<sup>st</sup> quotation) and 8 (second quotation).

<sup>32</sup> SRSA, GRG 52: Aborigines Department 1927–1966.

<sup>33</sup> Department of State Aboriginal Affairs [DOSAA], *Annual Report 1994-95*, p 12.

<sup>34</sup> List of records of Commonwealth agencies, see NAA, *Commonwealth Government Records about South Australia, Appendix B: Commonwealth agencies arranged by administration – Aboriginal people*, viewed July 2015, <http://guides.naa.gov.au/records-about-south-australia/appendixes/2.aspx>.



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These Commonwealth agencies worked with and often co-funded State Government agencies and committees relating to Aboriginal people. For example, the operation of the South Australian Aboriginal Education and Training Committee (established in 1977 as the South Australian Aboriginal Education Consultative Committee) was by 2000 ‘jointly funded by the Commonwealth Department for Education, Training and Youth Affairs... and the South Australian Government through the Division of State Aboriginal Affairs’.

The primary policy service of South Australia’s Division of State Aboriginal Affairs was stated in 2000 as: ‘to provide policy advice and develop co-operation between agencies both State and Commonwealth in the delivery of programs and services to the Aboriginal community’.<sup>35</sup> Successor Aboriginal Affairs departments or divisions continued to act in co-operation with other Commonwealth and State agencies, for example, in Aboriginal health issues including action to deal with substance abuse, and in employment programs.

***Lands management***

South Australia was the first jurisdiction in Australia to formally address Aboriginal ownership of land. Three Aboriginal landholding authorities were established from 1966 – the Aboriginal Lands Trust, the Anangu Pitjantjatjara Yankunytjatjara (APY) Executive and the Maralinga Tjarutja Board.<sup>36</sup>

In 1966, the *Aboriginal Lands Trust Act* enabled the transfer of all Aboriginal Reserves in South Australia (some dating from the nineteenth century) to an all-Aboriginal Trust.

*This law marked the first major recognition of Aboriginal Land rights by an Australian government. The Act returned to the promises contained in the 1836 Letters Patent by establishing a Trust to hold the title and take over the administration of all the existing Aboriginal Reserves for the benefit of the Aboriginal people. The Governor of South Australia assented to the new law on 8 December 1966.*<sup>37</sup>

Eleven former Aboriginal reserves were transferred to the Trust and were perpetually leased back to incorporated Aboriginal Community Councils. State Aboriginal Affairs and its departmental/divisional successors represented the Minister on the Trust.<sup>38</sup> The reserves are:

- Yalata
- Point Pearce
- Point McLeay (now Raukkan)

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See also National Aboriginal Community Controlled Health Organisation, *History of Aboriginal Health from 1967*, viewed July 2015,

<sup>35</sup> AAR, Department of Premier and Cabinet, AAR-DSDAAR Annual reports 1990-2001: Division of State Aboriginal Affairs, Strategic Plan 2000/2001 (2000), np.

<sup>36</sup> DPC, *Annual Report 2013-2014*, p 29.

<sup>37</sup> Museum of Australian Democracy, Founding Documents: *Aboriginal Lands Trust Act 1966 (SA)*, viewed July 2015, [www.foundingdocs.gov.au/item-did-9-aid-6-pid-11.html](http://www.foundingdocs.gov.au/item-did-9-aid-6-pid-11.html).

<sup>38</sup> State Aboriginal Affairs, *Annual report 1990/91*, p 22.



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- Gerard
- Umoona
- Koonibba
- Davenport and Napabunna.

The other three Aboriginal communities, which are part of rural or regional towns now are:

- Dunjiba (Oodnadatta)
- Marree and
- Port Lincoln.

The 1966 Act paved the way for the granting of land rights to Anangu Pitjantjatjara Yankunytjatjara (APY) and Maralinga Tjarutja. The Pitjantjatjara Council was established in 1976.<sup>39</sup> The *Pitjantjatjara Land Rights Act* (subsequently known as the *Anangu Pitjantjatjara Yankunytjatjara Land Rights Act*) was passed in 1981.<sup>40</sup> The Executive was the governing body of APY under the *Act*.

*Anangu Pitjantjatjara Yankunytjatjara (APY) is incorporated by the 1981 Anangu Pitjantjatjara Yankunytjatjara Land Rights Act whereby the SA Parliament gave Aboriginal people title to more than 103,000 square kilometres of arid land in the far northwest of South Australia. All Pitjantjatjara, Yankunytjatjara and Ngaanyatjarra people who are traditional owners of any part of the Lands are members of Anangu Pitjantjatjara Yankunytjatjara.*<sup>41</sup>

The *Maralinga Tjarutja Land Rights Act 1984* provided for ‘the vesting of title to certain lands known as the Maralinga lands in the people who are acknowledged as the traditional owners’.<sup>42</sup> In 2006, Maralinga Tjarutja Council was constituted by the Aboriginal traditional owners to administer lands granted them under the 1984 *Act*.

The Minister for Aboriginal Affairs was responsible for the administration of these three Acts of Parliament, and the Department of State Aboriginal Affairs and its departmental and divisional successors (until 2013) administered the lands and provided the essential engineering services (water, power and sewer) as well as the construction and maintenance of the State-owned assets such as school buildings in these Aboriginal Communities. State

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<sup>39</sup> ATNS, Pitjantjatjara Council, viewed May 2015, <http://www.atns.net.au/agreement.asp?EntityID=725>.

<sup>40</sup> SA, *Anangu Pitjantjatjara Yankunytjatjara Land Rights Act 1981*, viewed June 2015, [www.legislation.sa.gov.au/LZ/C/A/Anangu%20Pitjantjatjara%20Yankunytjatjara%20Land%20Rights%20Act%201981.aspx](http://www.legislation.sa.gov.au/LZ/C/A/Anangu%20Pitjantjatjara%20Yankunytjatjara%20Land%20Rights%20Act%201981.aspx).

<sup>41</sup> Anangu Pitjantjatjara Yankunytjatjara, *About us*, viewed June 2015, [www.anangu.com.au/about-us.html](http://www.anangu.com.au/about-us.html).

<sup>42</sup> *Maralinga Tjarutja Land Rights Act 1984*, viewed June 2015, [www.legislation.sa.gov.au/LZ/C/A/MARALINGA%20TJARUTJA%20LAND%20RIGHTS%20ACT%201984/2009.11.25/1984.3.UN.PDF](http://www.legislation.sa.gov.au/LZ/C/A/MARALINGA%20TJARUTJA%20LAND%20RIGHTS%20ACT%201984/2009.11.25/1984.3.UN.PDF).



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Aboriginal Affairs also liaised with the Commonwealth Government on funding.<sup>43</sup>

An *Aboriginal Lands Parliamentary Standing Committee Act* was passed in 2003.<sup>44</sup> In March 2004 the APY Lands Strategic Future was transferred to the Premier's Office and was embodied in a Taskforce (APY Task Force) with an appointed coordinator on APY Lands issues. 'This was due to the critical findings of the coroners report and prompted the appointment of Bob Collins as coordinator on APY Lands issues'.<sup>45</sup>

On 20 November 2008, the Government launched the first comprehensive review of the *Aboriginal Lands Trust Act 1966*, to clarify the roles and responsibilities of the Lands Trust, the Minister, residential communities and Aboriginal South Australians 'to ensure modern land management, greater accountability, wider regional involvement and certainty of Aboriginal ownership of the Aboriginal Lands Trust estate'. The review would also examine 'how Aboriginal communities are governed'.<sup>46</sup>

The 1966 Act was repealed by the *Aboriginal Lands Trust Act 2013*, and a new Aboriginal Lands Trust was established, and managed all Aboriginal lands except APY and Maralinga.<sup>47</sup>

***Aboriginal heritage preservation***

Except for the work of the South Australian Museum which focused on collections, no government agency identified or protected Aboriginal cultural heritage in South Australia until the 1960s. In line with rising community interest generally in local history and heritage, as well as the growth of archaeology as a profession in Australia, an *Aboriginal and Historic Relics Preservation Act* was passed in South Australia in 1965, and proclaimed in 1967. The Act involved the State Government formally for the first time in preserving sites of significance both Aboriginal and non-Aboriginal ('Historic').<sup>48</sup>

The Act was administered by an honorary Aboriginal and Historic Relics Advisory Board established in 1967 that initially included no Aboriginal people. The Board was supervised by the secretary Robert Edwards, a Curator in Anthropology at the South Australian Museum. In 1974, the Board was replaced by an Aboriginal and Historic Relics Unit (AHRU) established at the Museum. AHRU was responsible for creating a *Register of Aboriginal Sites*, ensuring that significant sites were properly protected, and coordinating regional surveys of significant

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<sup>43</sup> State Aboriginal Affairs, *Annual report 1990/91*, pp 22, 23; DOSAA, *Annual report 1994-95*, p 15 (Essential Services team); and later annual reports.

<sup>44</sup> AAR, legislation, viewed May 2015 <http://www.statedevelopment.sa.gov.au/aboriginal-affairs/aboriginal-affairs-and-reconciliation>.

<sup>45</sup> Tim Costello & Lowitja O'Donoghue, *Anangu Pitjantjatjara & Yankunytjatjara Lands Report* (to SA Premier Mike Rann), 23 March 2005, pp 1, 3 (quotation), PDF, viewed May 2015.

<sup>46</sup> The Anangu Lands Paper Tracker, *Aboriginal Lands Trust: Review of Act*, 28 March 2008, viewed June 2015, [www.papertracker.com.au/archived/aboriginal-lands-trust-review-of-act/](http://www.papertracker.com.au/archived/aboriginal-lands-trust-review-of-act/)

<sup>47</sup> Information provided by Sheryl Bartlett, AAR, 10 April 2015.

<sup>48</sup> Wiltshire and Wallis, p 100.



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sites.<sup>49</sup> This work on creating and maintaining an archive, inventorying the *Register of Aboriginal Sites and Objects* has continued.<sup>50</sup>

Responsibility for administering the 1965 Act was transferred by 1971 to a new portfolio, the Minister for Environment and Conservation. Aboriginal and 'Historic' heritage were treated in separate legislation with passage of the *South Australian Heritage Act 1978*, followed by the *Aboriginal Heritage Act 1979*, which replaced the 1965 *Relics Act*. The AHRU was transferred from the SA Museum to the Department of Environment in 1977, and following the 1978 Act, was split into the Aboriginal Heritage Branch and the State Heritage Branch. The Aboriginal and Historic Relics Advisory Board held its last meeting in 1979, and a new Aboriginal Heritage Committee was created under the 1979 Act.<sup>51</sup>

The *Aboriginal Heritage Act 1979* was replaced by the *Aboriginal Heritage Act 1988*.<sup>52</sup> In 1993 the Aboriginal Heritage Branch, as well as the State Aboriginal Heritage Committee were transferred to the new Department of State Aboriginal Affairs.<sup>53</sup> The Act was formally committed to the Minister for Aboriginal Affairs from the Minister of Environment and Natural Resources on 14 April 1994.<sup>54</sup>

The State Aboriginal Heritage Committee (SAHC) was established under Section 7 of the *Aboriginal Heritage Act 1988*, which also states that 'The Committee consists of Aboriginal persons appointed, as far as is practicable, from all parts of the State by the Minister to represent the interests of Aboriginal people throughout the State in the protection and preservation of the Aboriginal heritage'.<sup>55</sup> The SAHC was commonly referred to as the *State Aboriginal Heritage Committee (SA)* to indicate its formal status as a principal body distinct from local Aboriginal heritage committees.

The functions of the SAHC were set out in section 8 of the *Act*.

*Functions include providing clear advice and guidance to the Minister for Aboriginal Affairs and Reconciliation and the South Australian Government on all matters*

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<sup>49</sup> Wiltshire and Wallis, pp 101- 102; South Australian Museum, *Aboriginal and Historic Relics Unit*, viewed May 2015, [www.samuseum.sa.gov.au/collections/information-resources/archives/aboriginal-and-historic-relics-unit-aa-861](http://www.samuseum.sa.gov.au/collections/information-resources/archives/aboriginal-and-historic-relics-unit-aa-861).

<sup>50</sup> *Aboriginal Heritage Act 1988*; Legal Services Commission of SA, *Register of Aboriginal Sites and Objects* (2013), viewed July 2015, [www.lawhandbook.sa.gov.au/ch19s05s11.php](http://www.lawhandbook.sa.gov.au/ch19s05s11.php).

<sup>51</sup> Wiltshire and Wallis, pp 104-106.

<sup>52</sup> *Aboriginal Heritage Act 1988*, viewed July 2015, [www.legislation.sa.gov.au/LZ/C/A/ABORIGINAL%20HERITAGE%20ACT%201988/CURRENT/1988.12.UN.PDF](http://www.legislation.sa.gov.au/LZ/C/A/ABORIGINAL%20HERITAGE%20ACT%201988/CURRENT/1988.12.UN.PDF).

<sup>53</sup> SA Museum, *Aboriginal and Historic Relics Unit*, viewed May 2015, <http://www.samuseum.sa.gov.au/collections/information-resources/archives/aboriginal-and-historic-relics-unit-aa-861>.

<sup>54</sup> Wiltshire and Wallis, p 110.

<sup>55</sup> DSD, *State Aboriginal Heritage Committee (SA) - Information Sheet*, viewed May 2015, <http://www.statedevelopment.sa.gov.au/upload/aard/SAHC%20Information%20Sheet.pdf?t=1432714671044>.



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*related to Aboriginal heritage for the protection and preservation of Aboriginal sites, objects and remains that are significant to Aboriginal archaeology, anthropology or history; or of significance according to Aboriginal tradition.*<sup>56</sup>

These heritage functions have been retained by Aboriginal Affairs and Reconciliation (2015).

In October 1979, following the establishment of a discrete Ministerial portfolio in Aboriginal Affairs, the South Australian Government created a State Office of Aboriginal Affairs as a policy unit (from 1989, named State Aboriginal Affairs).<sup>57</sup> The Office was responsible for the co-ordination and development of Aboriginal administration within the Government. Within that Office, the South Australian Aboriginal Education Consultative Committee (formed in 1977) was reformed in 1989 as the South Australian Aboriginal Education and Training Committee.<sup>58</sup>

In 1989 the Minister invited Aboriginal South Australian David Rathman to review the function and operation of the Office of Aboriginal Affairs. Rathman was later appointed to the position of Director, Office of Aboriginal Affairs, and then as the Chief Executive of the Department of State Aboriginal Affairs which replaced the Office.<sup>59</sup> This Department was established in October 1992 under the Minister for Aboriginal Affairs. The new department was created by amalgamating three main functions from other departments: the Aboriginal Works Division (from the Department of Housing and Construction), the Aboriginal Heritage Branch (from the Department for the Environment), and the Office of State Aboriginal Affairs.<sup>60</sup>

In 1997 the department became the Division of State Aboriginal Affairs (DOSAA), within the Department of Environment, Heritage and Aboriginal Affairs.<sup>61</sup> DOSAA provided ‘a wide range of services to address the social disadvantage experienced by Aboriginal people’, including ‘identifying and preserving Aboriginal heritage, advancing Aboriginal enterprises, the supply and maintenance of essential services in remote communities and the provision of policy advice’.<sup>62</sup>

***Essential Services***

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<sup>56</sup> DSD, *State Aboriginal Heritage Committee (SA) - Information Sheet*.

<sup>57</sup> State Aboriginal Affairs, *Annual Report 1990/91*, p 4.

<sup>58</sup> State Aboriginal Affairs, *Annual Report 1990/91*, pp 4, 16.

<sup>59</sup> Government of SA, *Better together: 2014 showcase* (biographies of speakers), viewed July 2015, [http://yoursay.sa.gov.au/media/W1siZiIsIjIwMTQvMDUvMDUvMDVfMTFfMTBfMjc0X0ZpbmFsX0JldHRlc9Ub2dldGhlcl9TaG93Y2FzZV8yX01heV9Cb29rbGV0LnBkZiJdXQ/Final\\_Better%20Together%20Showcase%20%20May%20Booklet.pdf](http://yoursay.sa.gov.au/media/W1siZiIsIjIwMTQvMDUvMDUvMDVfMTFfMTBfMjc0X0ZpbmFsX0JldHRlc9Ub2dldGhlcl9TaG93Y2FzZV8yX01heV9Cb29rbGV0LnBkZiJdXQ/Final_Better%20Together%20Showcase%20%20May%20Booklet.pdf); State Aboriginal Affairs, *Annual Report 1990/91*.

<sup>60</sup> DOSAA, *Annual report 1993-94*, p 1; DOSAA, *Departmental Organisational Review*, prepared by A Maroulis, Adelaide, June 1993, p 1; Raynes, *A little flour*, p 161.

<sup>61</sup> Raynes, *A little flour*, p 161.

<sup>62</sup> Department of Environment, Heritage and Aboriginal Affairs, *Corporate overview 2000*, p 3. See also SRSA, GA 886: Department of Environment Heritage and Aboriginal Affairs (1998 – 2000).



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While the scope of activities in most of these areas is generally well understood and has remained reasonably consistent during the subsequent iterations of the Aboriginal Affairs agency, further clarification on the essential services function is required. At this time, and until June 2011, DOSAA (and its successors) operated as an essential service provider for Aboriginal communities in South Australia. This role was officially recognised by the Essential Services Commission of South Australia and included direct responsibility for the supply of electricity, water and wastewater on Aboriginal land.

The Essential Services Team operated across the State Government agencies and directly coordinated the supply of services such as water, sewerage, roads and power. Its goals<sup>63</sup> were to:

- provide a reliable and cost effective Asset Management Service for government buildings in Aboriginal communities in SA
- enhance project management for building services to clients
- provide an Asset Management Strategy for the Lands Trust assets including womens shelters
- strengthen and consolidate engineering services and engineering services capital works to clients
- administer the essential services for Aboriginal communities, for ATSIC-funded capital works programs.

In February 2000, DOSAA was transferred to the Department of Transport, Urban Planning and the Arts, and on 5 September 2000 was re-named the Department of State Aboriginal Affairs (also abbreviated as DOSAA) still within the Transport Department.<sup>64</sup> DOSAA was described then as ‘a relatively small self-contained department with a staff of 51’, with ‘an extremely broad range of activities’ which covered the development of economic enterprises, policy and advice including education, and Aboriginal heritage administration. To carry out those activities, DOSAA was structured under areas of policy, economic development, heritage, essential services (water, power and sewerage systems in 18 Aboriginal communities), South Australian Aboriginal Education and Training Advisory Committee (SAAETAC) and State Aboriginal Heritage Committee (SAHC).<sup>65</sup> All of those policy roles and services were retained in DOSAA and successor agencies until 2013 with the exception of SAAETAC, which was transferred to DECS in 2004.

In 2002, the Minister for Aboriginal Affairs and Reconciliation replaced the portfolio of Minister for Aboriginal Affairs.<sup>66</sup> In May 2003, DOSAA became the Department for

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<sup>63</sup> DOSAA file 95/6096 “Department of State Aboriginal Affairs – Quarterly Reports”

<sup>64</sup> Raynes, *A little flour*, p 161; Department of Transport, Urban Planning & the Arts, *Annual Report 2000-01*, p 18.

<sup>65</sup> Department of Transport, Urban Planning and the Arts, *Annual Report 2000-01*, pp 18 (quotation), 19-20. See also SRSA, GA 406: Office of Aboriginal Affairs (1979 – 1992) and GA 822: Department of State Aboriginal Affairs DOSSA (1992 – 2003).

<sup>66</sup> SRSA, GA 405 Minister for Aboriginal Affairs and Reconciliation, viewed May 2015, <http://143.216.93.27/archivessrsa/t1tbmain.asp>.



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Aboriginal Affairs and Reconciliation.<sup>67</sup> An Indigenous Affairs and Special Projects Unit also operated within the Department of Premier and Cabinet (DPC) 2004- 2006.

In May 2006, following a review of operations, the Indigenous Affairs and Special Projects Division and the Department for Aboriginal Affairs and Reconciliation were re-named the Aboriginal Affairs and Reconciliation Division within DPC (DPC-AARD). The division consisted of the Aboriginal Culture and Heritage Unit, the Community Development Unit, and the Strategic Policy Unit.<sup>68</sup> The Minister remained the Minister for Aboriginal Affairs and Reconciliation. In 2008, AARD was restructured into three branches: Policy and Strategy; Operations; and Remote Communities.<sup>69</sup>

In 2013, in a major reform, DPC-AARD was reconstituted as a policy unit and no longer also as a service provider. Machinery of Government changes fully implemented from 1 July 2013 redirected service delivery including water supply carried out on APY Lands by the Infrastructure Group within AARD and associated staff from AARD to other departments. These changes were designed to streamline the management of Aboriginal Affairs by AARD and other State agencies, and to provide a more direct approach to service delivery. AARD's focus was on whole-of-government policy coordination with an emphasis on building the capacity of Aboriginal communities through the APY Regional Partnership Agreement (RPA), which was signed in July and August 2013 by the APY Executive and the South Australian and Commonwealth Governments.<sup>70</sup>

In May 2014 the Premier announced that several agencies including Aboriginal Affairs would be moved to the new Department of State Development.<sup>71</sup> The transfer proceeded in 2015, and Aboriginal Affairs and Reconciliation (AAR) was established in the Department of State Development (DSD). AAR continues to be the Government's 'lead agency on Aboriginal affairs matters', and remains in the Aboriginal Affairs and Reconciliation portfolio.<sup>72</sup> In February 2015, The Honourable Kyam Maher MLC, a South Australian of Aboriginal descent, became Minister for Aboriginal Affairs and Reconciliation.<sup>73</sup>

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<sup>67</sup> AAR, file: DPC- Aboriginal Affairs Annual reports 1990-2001: DAARE Charter, 2003; SRSA, GA 1661: Department of Aboriginal Affairs and Reconciliation DAARE (2003 – 2006); and GA 1847: Aboriginal Affairs and Reconciliation Division (2006 – 2015).

<sup>68</sup> SRSA, GA 1847 Aboriginal Affairs and Reconciliation Division, viewed May 2015, <http://143.216.93.27/archivessrsa/t1tbmain.asp>.

<sup>69</sup> State Records of SA, GA 1847 Aboriginal Affairs and Reconciliation Division, viewed May 2015, <http://143.216.93.27/archivessrsa/t1tbmain.asp>.

<sup>70</sup> DPC-AARD, *Progress on the Anangu Pitjantjatjara Yankunytjatjara (APY) Lands* 4<sup>th</sup> ed., December 2013, PDF, viewed May 2015, p 2; information provided by Sheryl Bartlett, AAR, 10 April 2015.

<sup>71</sup> ABC News, *Premier and Cabinet department faces changes in public sector shake-up*, 13 May 2014, viewed July 2015, [www.abc.net.au/news/2014-05-13/premier-and-cabinet-department-faces-changes-public-sector-shak/5449254](http://www.abc.net.au/news/2014-05-13/premier-and-cabinet-department-faces-changes-public-sector-shak/5449254)

<sup>72</sup> DSD, AAR, viewed May 2015, <http://www.statedevelopment.sa.gov.au/aboriginal-affairs/aboriginal-affairs-and-reconciliation>.

<sup>73</sup> ABC News, *SA ministry reshuffle*, 3 February 2015, viewed July 2015, [www.abc.net.au/news/2015-02-03/maher-joins-sa-cabinet-rau-gets-child-protection/6064820](http://www.abc.net.au/news/2015-02-03/maher-joins-sa-cabinet-rau-gets-child-protection/6064820).



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*Council and Commissioner*

The South Australian Aboriginal Advisory Council was established in 2005 to provide ‘high-level confidential advice to government ministers and senior public servants across all areas of government.’ The Council could have up to 10 members, each of them appointed for a two-year term by the Minister for Aboriginal Affairs and Reconciliation.<sup>74</sup>

On 3 December 2007, the State Government established the Office of the Commissioner for Aboriginal Engagement by decision of State Cabinet. The first Commissioner, Klynton Wanganeen, commenced in the role to serve as a voice for the Aboriginal community in South Australia on 24 January 2008.<sup>75</sup>

The Commissioner and two support staff focus on publicly advocating engagement between Aboriginal people and the broader community, identifying systematic barriers to Aboriginal people's access to government, non-government and private services, mentoring Aboriginal leaders, consulting with non-government organisations and peak Aboriginal bodies, and representing their views to government. Current Commissioner Khatija Thomas has focused on delivery of legal representation and advocacy for Aboriginal women. She has travelled to rural and remote communities in the north of South Australia where she has provided advice, advocacy and community legal education to Aboriginal women regarding domestic violence and community safety<sup>76</sup>.

**AAR Role and Function**

Aboriginal Affairs and Reconciliation (AAR) provides leadership in Aboriginal policy and program development, drives coordination and implementation of policies for Aboriginal affairs across government, and develops strategies to improve service outcomes for Aboriginal people in urban, regional and remote areas of South Australia. AAR also facilitates the protection and preservation of Aboriginal heritage and culture and supports the State's Aboriginal land holding authorities<sup>77</sup>.

AAR partners with other agencies to deliver essential infrastructure, eg. with the Department for Planning Transport and Infrastructure, on the APY Lands Roads Project. The agency continues to lead a whole-of-government process, initiated in 2014, to ensure that all South Australian government agencies complete a new Reconciliation Action Plan. Improved

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<sup>74</sup> *Anangu Lands Paper Tracker*, ‘Aboriginal Advisory Council: SA Government calls for nominations’, 28 March 2013, viewed May 2015, <http://www.papertracker.com.au/2013/03/aboriginal-advisory-council-sa-government-calls-for-nominations/>.

<sup>75</sup> Information from Tess Mitsoulis (DSD-AAR), email 4 May 2015 (sourced from *Government Gazette*).

<sup>76</sup> <http://www.statedevelopment.sa.gov.au/about-us/our-partners/commissioner-for-aboriginal-engagement>

<sup>77</sup> Department of Premier and Cabinet Annual Report 2013-2014, p.28



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access to interpreters and translators, particularly in remote communities is also the result of across government policy of AAR.

The agency also conducts series of consultations to assist government to develop an Aboriginal Regional Authority policy, to support Aboriginal regional governance. Its work with the Davenport Community assists the provision of municipal and essential services.

Support is provided to the three Aboriginal land holding authorities – Aboriginal Lands Trust, the APY Executive and the Maralinga Tjarutja Board<sup>78</sup>. It also provides executive support to the South Australian Aboriginal Advisory Council – which identifies and advises the government on emerging issues – and to the State Aboriginal Heritage Committee.

AAR supports the preservation of Aboriginal cultural heritage in accordance with the Aboriginal Heritage Act, by holding custody of the *Central Archive* in trust for traditional landowners. The Central Archive is a collection of Aboriginal objects from, and records and information of, sites of significance. The Central Archive is referenced in the *Register of Aboriginal Sites and Objects*. The Register is a sub-set of the Central Archive, but is not an index to it. The Register itself includes geographical coordinates to sites, and determinations made by the Minister that these sites are significant. The Central Archive and the Register are not covered by the State Records Act 1997, and hence have no coverage in this RDS<sup>79</sup>.

Current initiatives include the reviews of the *Anangu Pitjantjatjara Yankunytjatjara Land Rights Act 1981*, the *Aboriginal Lands Trust Act 2013* and the *Aboriginal Heritage Act 1988*<sup>80</sup>. Significant efforts are devoted to Constitutional Recognition.

AAR manages a list of providers of Aboriginal cultural awareness from within the Public Sector. The Register informs agencies of available suppliers of training programs and promotes their engagement.

***Commissioner for Aboriginal Engagement***

On 3 December 2007, the State Government established the Office of the Commissioner for Aboriginal Engagement by decision of State Cabinet. The first Commissioner, Klynton Wanganeen, commenced in the role to serve as a voice for the Aboriginal community in South Australia on 24 January 2008.<sup>81</sup>

Commissioners are appointed by the Governor under section 68 of the *Constitution Act 1934*. Although the Office of the Commissioner for Aboriginal Engagement is administratively

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<sup>78</sup> Ibid, p.29

<sup>79</sup> Greg Parker, Deputy Crown Solicitor: Legal advice 20 April, 2007: “*If the collection....can be deemed to fall under the Aboriginal Heritage Act 1988, then the collection is subject to the protections of that Act and falls outside of the State Records Act.*”

<sup>80</sup> [www.statedevelopment.sa.gov.au/aboriginal-affairs/](http://www.statedevelopment.sa.gov.au/aboriginal-affairs/)

<sup>81</sup> Information from Tess Mitsoulis (DSD-AAR), email 4 May 2015 (sourced from *Government Gazette*).



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(budget management, administrative systems and records management) part of DSD-AAR, the Commissioner operates with the autonomy necessary to investigate complaints relating to State Government service delivery and other areas where Aboriginal people have identified difficulties in interacting with the Government. The Commissioner's role extends across all State Government agencies and entities, and is one focused on advocacy for Aboriginal people living in South Australia.

The Commissioner advises the Minister for Aboriginal Affairs and Reconciliation on Aboriginal matters, focussing upon:

- publicly advocating engagement between Aboriginal people and the broader community
- identifying systematic barriers to Aboriginal people's access to government, non-government and private services
- mentoring Aboriginal leaders
- consulting with non-government organisations and peak Aboriginal bodies, and representing their views to government.

**AAR Structure Description**

AAR is structured functionally across five teams, headed by an Executive Director<sup>82</sup>. The Executive Director directly manages two teams:

- Strategy and Support: this team comprises a Manager and five personnel, predominantly responsible for the administration of governance, finance, human resources, strategic projects, records and information management and business support
- Aboriginal Heritage: this team comprises a Manager and twelve personnel in three groups: the *Heritage Information group* manages the records and data pertaining to the Central Archive. The *Heritage Conservation group* includes archaeologists and conducts site visits, manages site recordings, oral records and photographic records. The *Industry Relations group* processes applications and enquiries under the *Aboriginal Heritage Act 1988*. There also exists the Manager, Aboriginal Heritage Coordination who works with the Manager of Aboriginal Heritage.

The Director of Strategic Policy and Coordination directly manages the remaining three teams:

- Policy and Statewide: this team comprises a Manager and ten project officers whose work focuses upon the development of policy, managing strategic alliances, and COAG bilateral matters under the National reform agreement

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<sup>82</sup> Refer to Appendix 1: "AAR Organisational Chart" June 2015.



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- APY and West Coast: this team comprises a Manager and four project officers. The work of this team is focussed on the administration of the *APY Land Rights Act 1981* and the *Maralinga Tjarutja Land Rights Act 1984*, the supporting of the land holding authorities, and leading support projects
- Legislative Review: this team comprises a Manager and three personnel and is primarily responsible for the review of the primary legislation for which AAR has responsibility.

The Office of the Commissioner for Aboriginal Engagement employs the Commissioner and two full-time personnel, and liaises with the Executive Director, AAR.

One regional office remains operational – the Northern Regional Office at Port Augusta. Other regional offices, which existed at Coober Pedy, Roxby Downs, Oodnadatta, Whyalla and Port Pirie were closed in 2003 and records from those offices were transferred to Adelaide.

**Predecessor Agencies**

- Aborigines Office (1866 – 1912)
- Aborigines Department (1912 – 1962)
- Department of Aboriginal Affairs (1963 – 1970)
- GA 642: Department for Social Welfare and Aboriginal Affairs (1970 – 1972)
- GA 1249: Aboriginal Services Division, Department for Family and Community Services (1978 – 1997)
- GA 406: Office of Aboriginal Affairs (1979 – 1992)
- GA 822: Department of State Aboriginal Affairs (DOSSA) (1992 – 2003)
- GA 1049: Aboriginal Services Division, Human Services Department (1997 – 2004)
- GA 886: Department of Environment Heritage and Aboriginal Affairs (1998 – 2000)
- GA 1661: Department for Aboriginal Affairs and Reconciliation (DAARE) (2003 – 2006)
- GA 1847: Aboriginal Affairs and Reconciliation Division (AARD) (2006 – 2014)

**Successor Agencies**

There are no successor agencies.

**Legislation**

Legislation administered by the agency:

- *Aboriginal Heritage Act 1988*
- *Anangu Pitjantjatjara Yankunytjatjara Land Rights Act 1981*
- *Maralinga Tjarutja Land Rights Act 1984*
- *Aboriginal Lands Trust Act 1966 (in part)*



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- *Aboriginal Lands Trust Act 2013*
- *Aboriginal Lands Parliamentary Standing Committee Act 2003*

Legislation not administered by the agency but affecting its operations:

- *Development Act 1993*
- *Land Acquisition Act 1969*
- *Land and Business Sale and Conveyancing Act 1994*
- *National Parks and Wildlife Act 1972*
- *Native Title (South Australia) Act 1994*
- *Real Property Act 1886*.

## **Context of the Records Covered by the Schedule**

### **Coverage of RDS 2015/10**

This RDS covers closed and ongoing records of Aboriginal Affairs and Reconciliation (AAR) within the Department of State Development, its predecessors and the Commissioner for Aboriginal Engagement. It includes records transferred to the agency from the Aboriginal Works Unit of the Public Buildings Department (later SACON).

The RDS is intended to provide comprehensive coverage for operational records of the agency, including paper-based files created through many predecessor agencies, and digital records on shared drives. AAR has offices on the 7<sup>th</sup> floor of 11 Waymouth Street, which provide for all administrative and managerial tasks. One external regional office remains in Port Augusta, where outposted staff share office space with several other agencies, including Housing SA.

RDS 2015/10 also provides coverage for the Office of the Commissioner for Aboriginal Engagement, which also has offices at 11 Waymouth Street, Adelaide. The Commissioner, whilst a separate agency for the purposes of the State Records Act, has been included in the development of this RDS for administrative purposes. While the Office of the Commissioner for Aboriginal Engagement is administratively supported by DSD-AAR, and therefore covered by this RDS, the Commissioner operates with autonomy in the discharge of his or her responsibilities. These responsibilities focus on the investigation of systemic barriers faced by Aboriginal people when engaging with State Government agencies, services or programs. The Commissioner has authority to investigate complaints and to make recommendations to Government agencies to improve their service delivery, decision-making and program/service management as this relates to Aboriginal South Australians. DSD-AAR does not interfere with this role or the documents produced by the Commissioner's Office. It does, however, maintain the Office's administrative records, such as those relating to travel arrangements, human resources and creation of Objective files, in accordance with GDS 30 v2 (as amended). Additionally, while the Commissioner's Office maintains its own financial



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records (payment of invoices), financial authority for all expenditure, as well as overall budget management is provided by DSD-AAR.

In 2005, in response to competing government agency requirements for access to records relating to Correspondence of the Aborigines Office and successor agencies 1949-1969, maintained as part of Government Record Group (GRG) 52, State Records undertook a significant project to create access copies for these records.<sup>83</sup> RDS 2015/10, however, does not cover records already in the custody of State Records as part of GRG 52. These records have been deemed permanent in accordance with a disposal determination made for all GRGs by the Manager of State Records and approved by the State Records Council on 9 November 1999. The access copies created by State Records are also excluded from coverage by this RDS.

Correspondence files of predecessor agencies in consignments in State Records custody are also not covered by this RDS.

The originals of copies of records covered by items 1.1.5 and 1.1.6 are not official records and are therefore excluded from the coverage of the RDS.

This RDS is cognisant of the need to retain permanently, records which identify Aboriginal people, families and communities, in accordance with Recommendation 21 of the “Bringing them Home” report<sup>84</sup>. Most disposal classes in this RDS have been appraised as having continuing value.

The function *ABORIGINAL HERITAGE PRESERVATION* documents a vital collection of records which preserve cultural connections through archaeological and anthropological activities conducted by the Heritage Team. This function also captures information about Aboriginal objects, sites, relics and traditions known as the Central Archive as prescribed by the legislation<sup>85</sup>. The Central Archive comprises (a) protected reported sites, where the Minister has not made a determination, and (b) protected registered sites – the “Register” – where the Minister has made determinations.

Whilst the administrative records of the Heritage Team are covered by this RDS, the information comprising the Central Archive - documents, photographs, references to, and location details of Aboriginal relics, places and objects - is held under restricted access in the offices at 11 Waymouth Street, in trust for the traditional landowners. As the records in the Central Archive are deemed to be **not covered** by the *State Records Act 1997*<sup>86</sup>, this RDS does **not provide coverage** to these records.

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<sup>83</sup> Department of Administrative & Information Services: Annual Report 2004-2005 p.45

<sup>84</sup> Bringing them Home: Report of the National Inquiry into the Separation of Aboriginal and Torres Strait Islander Children from Their Families, April 1997

<sup>85</sup> Aboriginal Heritage Act SA 1988

<sup>86</sup> Greg Parker, Deputy Crown Solicitor: Legal advice 20 April, 2007: “If the collection....can be deemed to fall under the Aboriginal Heritage Act 1988, then the collection is subject to the protections of that Act and falls outside of the State Records Act.”



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Records relating to Aboriginal relics, places and objects which do not divulge locations or geographic coordinates are covered in this RDS, whilst records which do divulge locations are kept in the Central Archive and are excluded from coverage by this RDS.

The photograph collection covered by RDS 2007/13 Version 1 for photographic records of Aboriginal Affairs and Reconciliation Division, Department of the Premier and Cabinet (and predecessor agencies) (19 February 2008 – 30 June 2018) is distinct from the Central Archive and is also excluded from coverage of this RDS.

Activities associated with the function *ESSENTIAL AND MUNICIPAL SERVICES* have changed in recent years due to the shifting focus of the agency. Prior to 2011, AAR was responsible for the funding, management, delivery (including contracting) and assessment of essential and municipal services and the associated infrastructure of the State's major Aboriginal communities.

In 2011, these functions were transferred to agencies with equivalent responsibilities for the wider population, including SA Water and the Department of Transport, Energy and Infrastructure. An administrative arrangement at the time determined that AARD would retain pre-2011 records and that the new service providers would only take records relating to current or ongoing works as part of the transition.

The roads and infrastructure management responsibilities are now managed by the Department for Planning Transport and Infrastructure (DPTI), and the electrical and power infrastructure by the Department of State Development (Resources and Energy).

AAR maintains a policy and strategic coordination role with respect to the provision of these services to Aboriginal communities. This new role – documented in the function *ACROSS GOVERNMENT COORDINATION* - focuses on high-level intergovernmental policy and funding discussions with the Commonwealth and Local Government, as well as community planning activities. This includes activities such as securing funding for APY community store generators and municipal service planning for Davenport community. AAR also enters into financial arrangements with the Commonwealth Government for high priority essential and municipal service activities.

Record series in the custody of State Records that are included in this RDS are as follows:

- GRS/959: Survey of Aboriginal Opinion [SAOP] – Department of Aboriginal Affairs (1969-1970) – 6 volumes of interview records
- GRS/11948: Report on Enquiry (sic) at Davenport Reserve (and supporting documents) (1970) 2 volumes.

The following record series in the custody of State Records that require further arrangement and description are not covered by this RDS:



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- GRS/1277: Correspondence files, two-tiered later three-tiered numerical series – Aboriginal Advancement Committee, later Office of Aboriginal Affairs and successors (1975-2003)
- GRS/7716: Numerical register of files – Department of State Aboriginal Affairs (1995). The register records the file number and file subject
- GRS/7726: Correspondence files, annual single number series – Department of State Aboriginal Affairs (1995)
- GRS/8718: Correspondence files, three-tiered numeric series – Aboriginal Services Division, Human Services Department and predecessors (c1986-c2003)
- GRS/8719: Correspondence files, three-tiered numeric series – Aboriginal Coordinating Unit, Department of Community Welfare and successors (1972-2001)
- GRS/11251: Correspondence files, alphabetical series – Aboriginal Services, Department for Community Welfare (1984-2001)
- GRS/11912: Correspondence files, annual single number series with ‘AA’ prefix – Department for Aboriginal Affairs and Reconciliation (2003-2004)
- GRS/13498: ‘RecFind’ corporate files, single number series with ‘ASD’ prefix – Aboriginal Services Division, Department of Human Services (1996-2008)

Records held by an off-site storage provider and which have coverage in this RDS include records of property leases in remote homelands, communities and metropolitan Adelaide.

**Related Series Affected by RDS 2015/10**

There are no related series affected by this RDS. RDS 2001/22 v1: Department for Aboriginal Affairs and Reconciliation (and predecessor agencies), 1969 - . (26 August 2003 – 30 June 2014) has expired.

**Complementary Schedules to RDS 2015/10**

- RDS 2007/13 v1: Photographic records of Aboriginal Affairs and Reconciliation Division, Department of the Premier and Cabinet (and predecessor agencies) (19 February 2008 – 30 June 2018)

**Existing Disposal Schedules Superseded by RDS 2015/10**

There are no existing Disposal Schedules superseded by RDS 2015/10.

**Records Structure within AAR**

AAR has one member of staff within the Strategy and Support Team, who manages FOI and Records Management. The FOI and RM Officer is responsible for creating, searching,



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retrieving and archiving official paper based files. Officers requiring new files request them through the FOI and RM Officer, who registers official files in the DSD recordkeeping system. Previously, these official files were registered in the DPC EDRMS. This arrangement is relevant to approximately 80% of the paper based files in the AAR office. The remaining 20% of paper-based files are ad-hoc or highly sensitive records created and kept by the other teams. These records are kept in folders and other containers including lever arch files and folders.

Digital records are stored on the shared T:/ drive in team and issue-based subject folders. Each team has stored records on the T:/drive, many of which are non-current records. They also store records attached to emails in MS:Outlook. The methods of describing, naming and protecting digital records on the shared drive differs from team to team and this disparity will be addressed as AAR completes the transition to DSD. Whilst there are no proprietary or commercial databases storing records, many records – some prior to 1965 – are stored at an ASP off-site.

To this end, AAR has developed a Records Management Plan<sup>87</sup> which details business priorities and actions for 2014-2015, with significant progress to date. This includes an audit of record custody, securing physical record storage, management of machinery of government change, Ministerial correspondence management and staff training in recordkeeping. It is also planned for AAR to base the naming of folders and files on RDS and GDS function-activity headings.

DSD utilises several recordkeeping systems inherited from agencies through machinery of government change. These systems include the EDRMSs *TRIM* and *Objective*. AAR records in *Objective*, from its previous parent agency the Department of Premier and Cabinet, have a specific database and are locked down. In the near future, DSD will be deciding which EDRMS will proceed as the agency recordkeeping system, and AAR will be proceeding with the chosen EDRMS accordingly.

**Broad Description and Purpose of the Records**

As the history and background notation indicates, the agency has passed through a large number of parent agencies, and has suffered frequent name changes since the middle of the twentieth century. This constant movement and change has deposited records of evidence and broken narrative along the path to AAR in 2015. Connecting these threads will now be more possible and in so doing, will more completely build the story of the South Australian Government's involvement with the Aboriginal communities since earliest days.

The records of the AAR Teams reflect the past activities of providing essential services and infrastructure to Aboriginal communities, and the current activities of coordinating policy and service provision across South Australia. These activities are documented in hard copy

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<sup>87</sup> DSD-AAR Records Management Plan 2014-2015



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corporate files and working files reflecting common administrative records as per GDS 30 v2 (as amended), and operational records.

In 2011, as previously noted, these functions were transferred to agencies with equivalent responsibilities for the wider population, including SA Water and the Department of Transport, Energy and Infrastructure. An administrative arrangement at the time determined that AARD would retain pre-2011 records and that the new service providers would only take records relating to current or ongoing works as part of the transition.

Although the EDRMS of their former parent agency (the Department of Premier and Cabinet) kept records of hard copy files of AAR, no other digital database or system has been in use by the agency. Records in digital formats are kept on the shared T:\ drive.

In the future, it is planned for AAR to move to an EDRMS along with other agencies within the parent agency Department of State Development.

**Functions and Activities Documented by the Records**

The functions and activities of AAR were derived primarily from researching Annual Reports of predecessor parent agencies. Other documentation which assisted this process, particularly with the earlier nature of indigenous policy included the publication “*A Little Flour and a few Blankets*”.<sup>88</sup> The South Australian Government Update paper “Progress on the Anangu Pitjantjatjara Yankunytjatjara (APY) Lands” which discusses service delivery and development was also instrumental in the development of the business classification scheme for AAR.

The functions and activities provide coverage for the records created in the past eg. the majority of *Essential and Municipal Services*, for records reflecting current approaches eg. *Across Government Coordination*, and activities comprising a continuous thread of activity, notably *Aboriginal Heritage Preservation*. The General Disposal Schedules 15 for common administrative records of the SA government, and 35 for Boards and Committees of the SA Government provide disposal coverage for high-level government relations, Boards and Committees, Financial and Human Resource Management.

The specific functions and component activities of AAR which form the structure of this RDS are as follows:

**Aboriginal Heritage Preservation**

- Agreements
- Heritage Registration and Protection
- Meetings and Liaison
- Policy Development

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<sup>88</sup> Cameron Raynes: *A Little Flour and a Few Blankets*: an administrative history of Aboriginal affairs in South Australia, State Records South Australia, 2002.



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- Training and Community Participation

**Across Government Coordination**

- Across Government Projects
- Agreements
- Planning
- Policy Development
- Remote Area Services
- Reporting

**Commissioner Relations**

- Advocacy and Coordination

**Community Relations and Support**

- Advocacy and Coordination
- Agreements
- Governance
- Planning
- Policy Development
- Program Development
- Reconciliation and Recognition
- Reporting
- Service Provision

**Essential and Municipal Services**

- Agreements
- Construction and Maintenance
- Planning and Implementation
- Policy Development
- Reporting
- Service Provision

**Financial Management (AAR)**

- Funding

**Property Management (AAR)**

- Acquisition and Disposal.

**Arrangement of the Records**

Hardcopy files managed by the computerised indexing system RecFind (2003 – 2005) were arranged alpha-numerically by prefix, year of creation and file number, where the prefix represents the agency, the middle number represents the year of creation and the third



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component, the sequential number was a single numbering arrangement within that year eg. AA/05/0001.

Whilst part of the Department of Premier and Cabinet, AAR hardcopy files were arranged numerically in this same format, with the prefix DPC. Currently, within the Department of State Development, hardcopy files continue in this arrangement with the prefix DSD.

Digital records are arranged on the T:/drive, by both file number as indicated above, and by physical identification number. These numbers were generated by the Department of Premier and Cabinet EDRMS and each physical identification number is unique. As currently, the first number is determined by year of creation, followed by a sequential number generated by the EDRMS, eg. DPC15D0001.

**Agency Creating the Records**

AAR that administers the records covered by this RDS also created them.

**Agency Owning or Controlling the Records**

AAR that administers the records covered by this RDS also controls or owns them.

**Date Range of the Records**

Records Date Range: c1953 to **Ongoing**

**Volume of the Records**

The estimated volume of records affected by this RDS is as follows:

- State Records repository – approximately 200 linear metres
- Commercial off-site storage – 324 cartons = 108 linear metres
- AAR offices – 80 linear metres.

The annual accumulation rate for ongoing paper-based records is approximately 300 files, equating to 6 linear metres. These records have equal coverage in the GDS 30 v2 (as amended) and RDS 2015/10.

**Special Custody Requirements**

There are no special custody requirements.

**Special Storage Requirements**

There are no special storage requirements.



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**Issues Not Mentioned Previously**

There are no issues that have not already been mentioned.

**Comments Regarding Disposal Recommendations**

**Permanent Records Rationale**

Records deemed to be permanent are those which have a continuing value to the State or are of national significance. The *Appraisal Standard* identifies records of permanent value relevant to the records covered by this Schedule:

1. Records deemed permanent under **appraisal theme 1, Records that support Aboriginal people and tradition**, include:

**Aboriginal heritage sites and objects** as evidenced by:

- Determinations that a site or object is not an Aboriginal site or object (1.2.6)
- Determining if a sacred site is within the land to which an application for mining tenements has been received (1.2.1)
- Conditions prohibiting or restricting disclosure of information provided as to a sacred site and its location (1.2.3)
- Funding for research into Aboriginal Heritage (6.1.1)

**Aboriginal people as original inhabitants with native title** as evidenced by:

- Compulsory acquisition of property with cultural or heritage significance to Aboriginal persons (1.2.2)
- Programs to facilitate reconciliation (4.7.1)

**Challenges of Aboriginal people accessing standard government services** as evidenced by:

- Records relating to educational issues impacting particularly on Aboriginal people (4.1.9),
- Coordination and cooperation efforts with education agencies (4.1.10)
- Liaison, concern and resolution with the Commissioner for Human Rights (3.1.2)
- Advocacy for Aboriginal persons and interagency communications on their behalf (4.1.8)
- Advocacy with agencies on behalf of Aboriginal communities (3.1.1),
- Family and kinship support activities (4.6.2)
- Reports of advocacy and cooperative events (4.1.7)
- Community development governance and action plans (4.3.10)
- Cooperation with other agencies regarding Aboriginal health issues (4.6.3)



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**Efforts to address the gap between non-Aboriginal and Aboriginal people** as evidenced by:

- Urban and Regional Strategy initiatives which contribute to Closing the Gap targets (4.1.3)
- Initiatives which encourage agencies to deliver improved outcomes to Aboriginal people (2.1.2)
- Commissioner providing assistance to agencies with Aboriginal engagement (3.1.4)
- Contract management and sponsorship for non-financial support arrangements for Aboriginal participation (4.2.2)

**Specific programs aimed at supporting Aboriginal people in remote communities** as evidenced by:

- Strategies and regional employment projects for Aboriginal employment initiatives (4.6.5)
- Delivery of essential and municipal services and out-posted resources to communities and remote areas (5.6.1)
- Support by Regional offices (4.9.1)
- Reports concerning requirements of regional communities (2.6.1)
- Maintenance of essential services for communities (5.2.2)
- Reports regarding requirements of regional communities (5.5.1)

2. Records deemed permanent under **appraisal theme 2 Records supporting rights and entitlements** include:

**Registration of persons that establish rights and entitlements** as evidenced by:

- Work with higher education sector to rebuild Aboriginal governance and leadership (4.2.6)

**Registration of organisations that establish rights and entitlements** as evidenced by:

- Aboriginal land holding authorities ability to grant permissions for mining operations (4.3.5)
- Maralinga nuclear test site management (1.1.2)

**Current and past ownership of, or rights to, land, property and waters (since colonisation)** as evidenced by:

- Advice regarding proposed development projects, including checking the Heritage Register (1.2.4)
- Audit reports from Aboriginal land holding authorities funding by the agency (4.3.9)
- Maralinga nuclear test handback (1.1.1)
- Comments on development applications and conduct of Aboriginal heritage searches (1.2.5)

3. Records deemed permanent under **appraisal theme 3 Records that document impact on people** include:



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**People receiving a service or participating in a program which provides summary information useful for research or provide information establishing relationships of people and places as evidenced by:**

- Reports from external providers regarding delivery and use of services in regional communities (5.5.2)
- Community profiles and statistics collected to support community needs and foster regional activities (4.6.4)
- Surveys of assessments of government service provision (5.6.2)

**Government intervention in peoples lives which show the initial impact of a new government program or service as evidenced by:**

- Reports from community groups delivering Urban and Regional Strategy initiatives (4.1.4)
- Policies and procedures relating to community relations and support to enable Aboriginal Communities to form into peak representative bodies (4.5.1)
- Commissioner responses to government and private initiatives, including consultation with Aboriginal communities (3.1.3)
- Maralinga proposed rehabilitation and remediation (1.1.3)
- Reports of progress of agency activity on homelands and in communities (4.8.1)

4. Records deemed permanent under **appraisal theme 4 Records that document impact on place** include:

**Key aspects of the project management, design, construction and maintenance of State assets and infrastructure, including assets not owned by the government as evidenced by:**

- Construction and maintenance of essential infrastructure for communities (5.2.1)
- Specifications and drawings for construction and maintenance services (5.2.4)
- Works under the (former) ATSIC-State infrastructure agreement (5.2.3)
- Digital recordings of essential infrastructure implemented in communities (5.2.5)
- Funding for essential infrastructure for communities (5.1.1)
- Planning for infrastructure and essential services (5.3.1)

5. Records deemed permanent under **appraisal theme 5 Records of events and changes in society** include:

**Changes in government programs and services that demonstrate a new approach or direction as evidenced by:**

- Training courses under the Aboriginal Heritage Act (1.5.1)
- Registers of properties acquired or disposed by AAR (7.1.1)
- Advisory Panel for amending the SA Constitution to give formal recognition to Aboriginal peoples as the first people of SA (4.7.2)
- Submissions regarding amending the SA Constitution (4.7.3)
- Meetings regarding proposed wording for amending the SA Constitution (4.7.4)
- Projects and strategies supporting Aboriginal people and communities (4.6.1)
- Policies and procedures relating to essential services (5.4.1)



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**Identification, development and management of sites of conservation, cultural or heritage significance as evidenced by:**

- Consultation with Native Title prescribed bodies (4.1.2)
- Policies and procedures relating to Aboriginal heritage preservation (1.4.1)

6. Records deemed permanent under **appraisal theme 6 Records documenting public policy** include:

**Development and review of legislation in support of public policy** as evidenced by:

- Administration of the Lands Trust and Lands Rights Act (4.3.1)

7. Records deemed permanent under **appraisal theme 7 Records of governance and accountability** include:

**Formal governance and management by authorised bodies including resolutions and decision** as evidenced by:

- Court processes relating to grievances of traditional owners about a decision of an Aboriginal land holding authority (4.3.6)
- Appointment of a tribal assessor approved by Maralinga Tjarutja (4.1.5)
- Intervention directions to Aboriginal land holding authorities (4.3.3)
- Notifications from Aboriginal land holding authorities regarding by-laws (4.3.2)
- Proceedings of the Aboriginal Heritage Committee (1.3.1)
- Agency participation on groups such as the Port Augusta Alcohol Management Group (4.1.5)

**Complaints that have been progressed to an investigation, potentially showing issues with decision-making or processes** as evidenced by:

- Ministerial suspension of the Executive of an Aboriginal land holding authority (4.3.4)
- Enquiries about potential offences against the National Parks and Wildlife Act or Aboriginal Heritage Act (1.2.8)

**Accounting for public expenditure at the end of the financial year** as evidenced by:

- Funding and acquittals for program and service delivery by AAR under the Regional Partnership Agreements (2.2.3)
- Funding and subsidies relating to services delivery to produce improved coordination and effectiveness of services (2.5.1)
- Funding support to the land holding authorities (4.2.1)
- Registers of funding received or disbursed by AAR (6.1.3)
- Management of funding allocations from the South Australian Aboriginal Heritage Fund (1.1.4)
- Minerals royalties part-paid to the agency for health, welfare and advancement of Aboriginal communities (6.1.2)



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8. Records deemed permanent under **appraisal theme 8 Records documenting government authority** include:

**Delegation of authority to appointed officials at points in time, documenting the right to perform duties and functions of the State** as evidenced by:

- Appointment of inspectors and certificate of appointment (1.2.7)
- Administration of the Lands Trust and Lands Rights Act (4.3.1)

**Agreements between governments including defining how the tiers of government will work together** evidenced by:

- Project planning that seeks to improve outcomes for Aboriginal people through better coordination of the government, non government, private and community sectors (2.3.1)
- Bilateral communications on national issues (4.1.1)
- Partnership agreements for activities on the homelands (4.2.3)
- Across government policy coordination involved in building the capacity of Aboriginal communities through Regional Partnership Agreements (2.2.1)
- Contracts with other agencies to manage programs (2.2.4)
- Policies and procedures relating to across government coordination (2.4.1)
- Across government coordination and delivery of essential and municipal services and out-posted resources to communities and remote areas (2.1.1)

**Aboriginal and Torres Strait Islander records**

Recommendation 21 of *Bringing Them Home: Report of the National Inquiry into the Separation of Aboriginal and Torres Strait Islander (ATSI) Children from their Families* states “that no records relating to indigenous individuals, families or communities or to any children, indigenous or otherwise, removed from their families for any reason, whether held by government or non-government agencies, be destroyed”.

A significant number of the disposal classes in this RDS are affected by Recommendation 21 and have thus been recommended for permanent retention.

**Temporary Records Rationale**

Temporary records are those considered not to have continuing value to AAR, the State Government nor to society. Records documenting core business activities in this Schedule that are considered of temporary value, have short or less-than-permanent terms before expiry. These include:

- records documenting operational procedures and facilitative records of agency policies (Items 1.4.2, 2.4.2, 4.5.2)
- facilitative records associated with employment projects, including working papers, drafts and funding proposals. (Item 4.6.7)



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and activities where the retention decision was guided by the complementary temporary disposal actions in the GDS 30 v2 (as amended).

**Other Disposal Considerations**

There are no other considerations for or against the retention or destruction of records affected by this RDS.

**Disposal Recommendation Effect on Related Records**

There are no related records affected by the disposal recommendations in this RDS.

**Alternative Record Formats**

There are no alternative record formats.

**Impact on Native Title Claims**

There is no discernible relevance to Native Title Claims. Native Title informs AAR with which traditional groups the Heritage Team liaises.

**Aboriginal Considerations**

The determinations within RDS 2015/10 are consistent with Recommendation 21 of the *National Inquiry into the Separation of Aboriginal and Torres Strait Islander Children from Their Families*.

The principles outlined in *GDS 16*, relating to Native Title claims, have also been considered in the development of this Schedule.

RDS 2015/10 meets all cultural, historical, legal and administrative requirements.

All documents considered relevant to native title in South Australia must be checked for actual relevance with the Native Title Section of the Crown Solicitor's Office before being disposed of.



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## **Scope Note**

### **Records Covered by this Schedule**

This RDS 2015/10 applies to the active and inactive records of AAR. For further details refer to the Coverage section, pages 27-30.

### **How to Apply this Schedule**

#### **Use in conjunction with GDS**

This Schedule should be used in conjunction with *GDS 30 v2*, as amended, or its successor. Cross-references to the *GDS 30 v2* are included in this Schedule where appropriate.

To identify records that may be subject to a disposal freeze refer to [General Disposal Schedules | State Records of South Australia](#)

#### **Use in conjunction with, or complementary to, other RDS**

- RDS 2007/13 v1: Photographic records of Aboriginal Affairs and Reconciliation Division, Department of the Premier and Cabinet (and predecessor agencies) (19 February 2008 – 30 June 2018)

#### **Re-sentencing of records where schedules are superseded or particular entries within a schedule are superseded**

AAR will review and re-sentence the records whose retention periods have altered.



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**Records excluded from RDS 2015/10**

No other records have been excluded from this RDS. Exclusions have been covered under the Coverage section, pages 27-30.

**Application to records in all formats**

RDS 2015/10 applies to records in all formats, including databases and other electronic records. AAR is required to ensure that records remain accessible for the duration of designated retention periods.

**Interpretation of the Schedule**

**Minimum retention periods**

Retention periods for temporary records shown in RDS 2015/10 are minimum retention periods for which records need to be retained. It is at the discretion of AAR as to whether records are kept for longer than the minimum period.

**Acronyms**

- AAR - Aboriginal Affairs and Reconciliation (DSD-AAR)
- AARD - Aboriginal Affairs and Reconciliation Division (DPC-AARD)
- ACEG – Aboriginal Community Engagement Group
- ADB, ANU – Australian Dictionary of Biography, Australian National University
- AHA – Aboriginal Housing Authority
- AHRU – Aboriginal and Historic Relics Unit
- ALT – Aboriginal Lands Trust
- APB – Aborigine’s Protection Board
- APY - Anangu Pitjantjatjara Yankunytjatjara
- ATLA - Adnyamathanha Traditional Lands Association
- ATNS - Agreements, Treaties and Negotiated Settlements database
- ATSI – Aboriginal & Torres Strait Islander
- ATSIC - Aboriginal & Torres Strait Islander Commission
- COAG – Council of Australian Governments
- DAA – Department of Aboriginal Affairs (SA)
- DAARE - Department for Aboriginal Affairs and Reconciliation
- DCW - Department of Community Welfare
- DOSAA - Department of State Aboriginal Affairs
- DPC - Department of the Premier and Cabinet
- DSD - Department of State Development



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- EDRMS – Electronic Document and Records Management System
- IASP - Indigenous Affairs and Special Projects Unit
- MLC – Member of the Legislative Council
- NAIDOC - National Aboriginal and Islander Day Observance Committee
- PAAMG – Port Augusta Alcohol Management Group
- RASAC - Regional Anangu Services Aboriginal Corporation
- ROC - Regional Operations Centre
- RPA – Regional Partnership Agreement
- SAAETAC - South Australian Aboriginal Education and Training Advisory Committee
- SACON – South Australian Department of Housing and Construction
- SAHC - State Aboriginal Heritage Committee (SA)
- SAHT - South Australian Housing Trust
- SRSA – State Records of South Australia
- URS – Urban and Regional Strategy

**Definitions of terms specific to RDS 2015/10**

- **Aboriginal heritage** - cultural representations of the relationship Aboriginal people have with the land, the environment, people, family, kin, history and community, including religious and spiritual places, objects, stories and cultural identity
- **Aboriginal heritage agreements** – a variation of a traditional agreement, where the landowner agrees to ensure protection of heritage on the land and his/her signature is added to the Certificate of Title for that land
- **Acquittals** – the discharge or settlement of a loan, debt or grant
- **Central Archive and Register** – the Central Archive includes Aboriginal objects, sites, relics and traditions as prescribed by the legislation<sup>89</sup>. The Central Archive comprises (a) protected reported sites, where the Minister has not made a determination, and (b) protected registered sites – the “Register” – where the Minister has made determinations.
- **Communities** - a significant residential location on Aboriginal owned or controlled land that has defined physical and / or cadastral boundaries, and is inhabited or intended to be inhabited by predominantly Aboriginal people, with housing or infrastructure that is either owned or managed on a community basis
- **Essential Services** - those services whose absence or interruption would pose a significant risk to community safety, specifically services and infrastructure related to the supply and / or management of power, water, waste water, transport and telecommunications

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<sup>89</sup> *Aboriginal Heritage Act SA 1988*



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- **Homelands** - a small residential location on Aboriginal owned or controlled land that is usually a satellite of a larger Aboriginal community and is often a small family grouping
- **Land holding authorities** – APY Executive Board, Maralinga Tjarutja Council and the Aboriginal Lands Trust
- **Municipal Services** – those services usually provided by local government, including animal management, environmental health activities, landscaping and dust control, waste management, maintenance of footpaths and street lighting
- **Royalties** - monies paid to Aboriginal land holding authorities for the temporary use of Aboriginal land and the permanent removal of commodities from within this land, particularly as this relates to mining activities
- **Tims** The code name for one set of early minor British nuclear trials (the others being Kittens, Rats and Vixen). 321 Tims tests were conducted of individual components or sub-assemblies of the nuclear weapon. The areas in which they were carried out were prefixed eg. TM100 and TM101
- **Traditional owner** - an Aboriginal person who, in accordance with Aboriginal tradition, has social, economic or spiritual affiliations with, and responsibilities for, aspects of Aboriginal heritage, particularly Aboriginal heritage sites or objects, but also certain areas of Aboriginal country

## Legal Deposit

Legal deposit refers to statutory provisions that oblige publishers to deposit copies of their publications in libraries in the country in which they are published. Under the Commonwealth *Copyright Act 1968* and various Australian State Acts, a copy of any work published in Australia must be deposited with (a) the National Library of Australia and (b) the appropriate State Library. Legal deposit extends not only to commercial publishers but also to private individuals, clubs, churches, societies and organisations.

In South Australia, one copy of publications produced for external use should be deposited with the State Library and the Parliamentary Library (section 35, *Libraries Act 1982*).

Publications include books, newspapers, magazines, journals, pamphlets, maps, plans, charts, printed music, records, cassettes, films, video or audio tapes, computer software CD-ROMS, compact discs and other items made available to the public.

## Records and Litigation

Where AAR is aware that records may be required for use in litigation, for use in a government enquiry or the consideration of the Ombudsman, the records must not be destroyed. In such circumstances the records must be retained until two years after all cases and enquiries are complete (including appeals) and then have the original retention period applied to the records.



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**Pre-1901 Records**

All pre-1901 records are required to be **retained permanently** in accordance with a motion approved by the State Records Council on 19 February 2008.

In this instance, this RDS does **NOT** apply to pre-1901 records.



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Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
<b>1 ABORIGINAL HERITAGE PRESERVATION</b>			
<b>1</b>	<b>ABORIGINAL HERITAGE PRESERVATION</b>	<b>The function of preserving historical cultural connections through capturing information about Aboriginal objects, sites, relics and traditions as required by the <i>Aboriginal Heritage Act (as amended)</i> and conserving items for preservation and protection. Includes archaeological activities and providing custody of items in trust for traditional landowners.</b>	
<b>1.1</b>	<b>Agreements</b>	<i>The processes associated with the establishment, maintenance, review and negotiation of agreements (KWAAA).</i>	
1.1.1	Agreements	Certified copy of the Maralinga nuclear test site handback deed and annexed management plan.	<b>PERMANENT</b>
1.1.2	Agreements	Reviews of the Maralinga nuclear test site management plan including submissions from Maralinga Tjarutja and relevant industry, environment and community organisations.	<b>PERMANENT</b>
1.1.3	Agreements	Records relating to Maralinga proposed rehabilitation and remediation negotiations, feasibility studies for the Maralinga Village, stewardship and environmental management plans. Includes consultative team meetings and decisions.	<b>PERMANENT</b>
1.1.4	Agreements	Management of funding allocations from the South Australian Aboriginal Heritage Fund. Includes expenditure in the acquisition of land or Aboriginal objects, and payments under an Aboriginal Heritage agreement.	<b>PERMANENT</b> If digital, actively manage and maintain to ensure ongoing accessibility for evidentiary and/or historical purposes



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Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
<b>1 ABORIGINAL HERITAGE PRESERVATION</b>			
1.1.5	Agreements	<p>Copies of records 1954 - 1985 relating to the Royal Commission into the British Atomic Tests in Australia and guided missile tests in SA and WA. Includes:</p> <ul style="list-style-type: none"> <li>the reply of Australian Veterans Association of NSW</li> <li>Maralinga site assessments 1954</li> <li>Maralinga Range Standing Orders 1955</li> <li>Welfare of Aboriginal people, Rawlinson Ranges, missile tests 1956</li> <li>Control of Aboriginal people, Operation Buffalo – first British testing of a nuclear weapon from an aircraft, 1956</li> <li>Conditions of entry, Giles Meteorological Station 1958</li> <li>Operation TIMS operational activity – uranium and plutonium tests 1963.</li> </ul>	<b>TEMPORARY</b> Retain in AAR for research and reference purposes
1.1.6	Agreements	Copies of Maralinga nuclear test site guidelines delineating the site, and explaining the nature and extent of any known contamination, submitted by Maralinga Tjarutja. Includes variations or substitutions.	<b>TEMPORARY</b> Retain in AAR for research and reference purposes
1.2	<b>Heritage Registration and Protection</b>	<i>The activities involved in administering the Aboriginal Heritage Act 1988 (as amended), and preserving cultural connections. Includes inspectorial activities, field work, liaison with landowners, and the management of access to, and activity on, any land of significance to Aboriginal persons. Also includes acquisition of land and objects. (Note: refer also to Coverage section which states the Central Archive and Register are not covered by this RDS.)</i>	



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Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
<b>1 ABORIGINAL HERITAGE PRESERVATION</b>			
1.2.1	Heritage Registration and Protection	Records documenting liaison between Ministers for the purposes of determining whether a sacred site, or part of a sacred site, is within the land to which an application for mining tenements has been received.	<b>PERMANENT</b> If digital, actively manage and maintain to ensure ongoing accessibility for evidentiary and/or historical purposes
1.2.2	Heritage Registration and Protection	Records of compulsory acquisition and ownership of property with cultural or heritage significance to Aboriginal persons, eg Youngusband Peninsula. Includes land and buildings where the geographic coordinates are <u>not</u> revealed. <i>(Note: where geographic coordinates are revealed, these records remain in the Central Archive).</i>	<b>PERMANENT</b>
1.2.3	Heritage Registration and Protection	Records of conditions prohibiting or restricting disclosure of information provided as to a sacred site and its location.	<b>PERMANENT</b> If digital, actively manage and maintain to ensure ongoing accessibility for evidentiary and/or historical purposes
1.2.4	Heritage Registration and Protection	Liaison with agencies and Councils regarding advice and requests pertaining to proposed development projects, extensions of existing physical infrastructure or land excavation arrangements. Includes requests to check the Heritage register for applications for exploration licences, in cases where site coordinates and identification is <i>not</i> revealed. <i>(Note: where geographic coordinates are revealed, these records remain in the Central Archive).</i>	<b>PERMANENT</b> If digital, actively manage and maintain to ensure ongoing accessibility for evidentiary and/or historical purposes



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Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
<b>1 ABORIGINAL HERITAGE PRESERVATION</b>			
1.2.5	Heritage Registration and Protection	Comments on development applications processed through the agency to satisfy legislative and policy requirements to conduct Aboriginal heritage searches. Includes search applications and agency responses where <i>no site</i> was found in the search area.	<b>PERMANENT</b> If digital, actively manage and maintain to ensure ongoing accessibility for evidentiary and/or historical purposes
1.2.6	Heritage Registration and Protection	Applications to the Minister, and determinations that a site or object is <u>not</u> an Aboriginal site or object.	<b>PERMANENT</b> If digital, actively manage and maintain to ensure ongoing accessibility for evidentiary and/or historical purposes
1.2.7	Heritage Registration and Protection	Appointment of inspectors and certificate of appointment, including map showing limitations of authority, restrictions and authorisations. Also includes applications for appointment and objections.	<b>PERMANENT</b> If digital, actively manage and maintain to ensure ongoing accessibility for evidentiary and/or historical purposes
1.2.8	Heritage Registration and Protection	Enquiries about potential offences against the <i>National Parks and Wildlife Act</i> or <i>Aboriginal Heritage Act</i> (as amended). Includes documents such as warden and inspector notebooks and follow up reports relating to issues of compliance with the legislation.	<b>PERMANENT</b> If digital, actively manage and maintain to ensure ongoing accessibility for evidentiary and/or historical purposes
1.2.9	Heritage Registration and Protection	Follow up reports relating to issues of compliance that <u>do not result</u> in further action.	<b>TEMPORARY</b> Destroy 10 years after action completed



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Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
<b>1 ABORIGINAL HERITAGE PRESERVATION</b>			
<b>1.3</b>	<b>Meetings and Liaison</b>	<i>The activities associated with gatherings held to formulate, discuss, update or resolve issues and matters pertaining to the management of Aboriginal heritage. Includes arrangements, agenda and proceedings of meetings.</i>	
1.3.1	Meetings and Liaison	Records documenting proceedings of the Aboriginal Heritage Committee, including agenda, reports and minutes.	<b>PERMANENT</b> If digital, actively manage and maintain to ensure ongoing accessibility for evidentiary and/or historical purposes
1.3.2	Meetings and Liaison	Facilitative records of meetings, including the Aboriginal Heritage Committee. Includes venue, catering and travel arrangements.	<b>TEMPORARY</b> Destroy 5 years after action completed.
<b>1.4</b>	<b>Policy Development</b>	<i>The activities involved with developing and establishing decisions and precedents that direct the determination of operating procedures.</i>	
1.4.1	Policy Development	Master copy of agency policies and procedures relating to Aboriginal heritage preservation.	<b>PERMANENT</b> If digital, actively manage and maintain to ensure ongoing accessibility for evidentiary and/or historical purposes
1.4.2	Policy Development	Records documenting operational procedures and facilitative records of agency policies relating to Aboriginal heritage preservation.	<b>TEMPORARY</b> Destroy 5 years after action completed.  If digital, maintain and reformat as required for administrative purposes.



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Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
<b>1 ABORIGINAL HERITAGE PRESERVATION</b>			
<b>1.5</b>	<b>Training and Community Participation</b>	<i>The activity of ensuring that all parties are aware of their obligations under the Aboriginal Heritage Act 1988 (as amended). Includes delivering cultural awareness and heritage-related training for Aboriginal and non-Aboriginal people through workshops, documentary packages and online methods.</i>	
1.5.1	Training and Community Participation	Master copy of training course development, content and packages provided to Councils, Aboriginal groups and the public.	<b>PERMANENT</b> If digital, actively manage and maintain to ensure ongoing accessibility for evidentiary and/or historical purposes
1.5.2	Training and Community Participation	Records documenting the training of inspectors conducted by wardens or authorised officers under the National Parks and Wildlife Act, including cross-authorisation by agencies, conflict management and safe operating.	<b>TEMPORARY</b> Destroy 10 years after action completed. If digital, maintain and reformat as required for administrative purposes.
1.5.3	Training and Community Participation	Facilitative records of the training course development, content and packages and arrangements to deliver training, including travel and accommodation, venue bookings, equipment and catering and attendants.	<b>TEMPORARY</b> Destroy 5 years after action completed.



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Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
<b>2 ACROSS GOVERNMENT COORDINATION</b>			
<b>2</b>	<b>ACROSS GOVERNMENT COORDINATION</b>	<b>The function of coordinating and monitoring activity within government to prioritise Aboriginal affairs and to maximise access, equity and independence for Aboriginal people.</b>	
<b>2.1</b>	<b>Across Government Projects</b>	<i>Activities supporting the coordinating work of the agency in specific projects for Aboriginal people and communities.</i>	
2.1.1	Across Government Projects	Records documenting across government coordination and delivery of essential and municipal services and out-posted resources to communities and remote areas. Includes requirements, needs and assessments, intergovernmental liaison, coordinating committee activities and advice.	<b>PERMANENT</b> If digital, actively manage and maintain to ensure ongoing accessibility for evidentiary and/or historical purposes
2.1.2	Across Government Projects	Records of initiatives which encourage agencies to deliver improved outcomes to Aboriginal people, eg using Aboriginal interpreters with their clients, and utilising Aboriginal businesses resident in the communities when procuring services.	<b>PERMANENT</b> If digital, actively manage and maintain to ensure ongoing accessibility for evidentiary and/or historical purposes
2.1.3	Across Government Projects	Facilitative records of across-government coordination and service delivery, including committee and venue arrangements, travel and logistics.	<b>TEMPORARY</b> Destroy 5 years after action completed.
<b>2.2</b>	<b>Agreements</b>	<i>The processes associated with the establishment, maintenance, review and negotiation of agreements (KWAAA).</i>	



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Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
<b>2 ACROSS GOVERNMENT COORDINATION</b>			
2.2.1	Agreements	Records documenting across-government policy coordination involved in building the capacity of Aboriginal communities through Regional Partnership Agreements. Includes actual agreements and coordination activities on behalf of the Minister, contributions to meetings and related activities.	<b>PERMANENT</b> If digital, actively manage and maintain to ensure ongoing accessibility for evidentiary and/or historical purposes
2.2.2	Agreements	Facilitative records documenting across-government policy coordination involved in building the capacity of Aboriginal communities through Regional Partnership Agreements. Includes coordination activities contributions to meetings and related activities.	<b>TEMPORARY</b> Destroy 5 years after action completed.
2.2.3	Agreements	Commonwealth and State funding and acquittals for program and service delivery by AAR under the Regional Partnership Agreements eg Family Wellbeing and swimming pools.	<b>PERMANENT</b> If digital, actively manage and maintain to ensure ongoing accessibility for evidentiary and/or historical purposes
2.2.4	Agreements	Contracts with other agencies to manage programs, eg with SA Health to manage the Family Wellbeing Centres, and under arrangement with the Department for Communities and Social Inclusion for youth programs.	<b>PERMANENT</b> If digital, actively manage and maintain to ensure ongoing accessibility for evidentiary and/or historical purposes



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Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
<b>2 ACROSS GOVERNMENT COORDINATION</b>			
2.2.5	Agreements	Speciality and simple contracts with providers of services to the homelands, communities and land holding authorities, eg Regional Anangu Services Aboriginal Corporation (RASAC) for the provision of municipal services and community council support officers.	<b>TEMPORARY</b> Destroy 20 years after action completed. If digital, maintain and reformat as required for administrative purposes.
2.2.6	Agreements	Contracts and commitments with other agencies to build, repair and maintain facilities and buildings eg annual agreements for the maintenance of the swimming pools.	<b>TEMPORARY</b> Destroy 20 years after action completed. If digital, maintain and reformat as required for administrative purposes.
<b>2.3</b>	<b>Planning</b>	<i>The activity of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs, eg. action planning, employment planning. (KAAA)</i>	
2.3.1	Planning	Records documenting project planning, including project plans that seek to improve outcomes for Aboriginal people through better coordination of the government, non-government, private and community sectors.	<b>PERMANENT</b> If digital, actively manage and maintain to ensure ongoing accessibility for evidentiary and/or historical purposes
<b>2.4</b>	<b>Policy Development</b>	<i>The activities involved with developing and establishing decisions and precedents that direct the determination of operating procedures.</i>	



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Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
<b>2 ACROSS GOVERNMENT COORDINATION</b>			
2.4.1	Policy Development	Master copy of agency policies and procedures relating to across government coordination.	<b>PERMANENT</b> If digital, actively manage and maintain to ensure ongoing accessibility for evidentiary and/or historical purposes
2.4.2	Policy Development	Records documenting operational procedures and facilitative records of agency policies relating to across government coordination.	<b>TEMPORARY</b> Destroy 5 years after action completed. If digital, maintain and reformat as required for administrative purposes.
<b>2.5</b>	<b>Remote Area Services</b>	<i>The activity of coordinating service delivery and improvements in accessibility for Aboriginal people and communities in remote areas, in partnership with community organisations, non-government organisations and all tiers of government.</i>	
2.5.1	Remote Area Services	Records documenting funding and subsidies related to services delivery, the provision of resources and activity to produce improved coordination and effectiveness of services.	<b>PERMANENT</b> If digital, actively manage and maintain to ensure ongoing accessibility for evidentiary and/or historical purposes
<b>2.6</b>	<b>Reporting</b>	<i>The processes associated with initiating or providing a formal response to a situation or request (either internal, external, or as a requirement of corporate policies) and to provide formal statements or findings of the results of their examination or investigation. Includes agenda, briefing, business, discussion papers, proposals, reports, reviews and returns (KWAAA).</i>	



Attorney-General's Department – Aboriginal Affairs and Reconciliation (AAR)  
(and predecessor agencies) (and also including the Commissioner for Aboriginal Engagement)

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
<b>2 ACROSS GOVERNMENT COORDINATION</b>			
2.6.1	Reporting	Reports from urban planning groups, Commonwealth and State agencies and municipal authorities concerning requirements of regional communities, eg. Davenport, in facilities provision, upgrading and maintenance.	<b>PERMANENT</b> If digital, actively manage and maintain to ensure ongoing accessibility for evidentiary and/or historical purposes



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Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
<b>3 COMMISSIONER RELATIONS</b>			
<b>3</b>	<b>COMMISSIONER RELATIONS</b>	<b>The function specifically of the Commissioner publicly advocating between Aboriginal people and the broader community, identifying systematic barriers to accessing services, mentoring leaders and representing a range of views to government.</b>	
<b>3.1</b>	<b>Advocacy and Coordination</b>	<i>The activity of integrating responsibility and support, and empowering active involvement in supporting Aboriginal peoples' needs and wishes and to ensure their rights are upheld. Includes supporting research into language education.</i>	
3.1.1	Advocacy and Coordination	Records documenting advocacy conducted on behalf of Aboriginal communities with agencies eg Housing SA. Includes enquiries and complaints, liaison and response.	<b>PERMANENT</b> If digital, actively manage and maintain to ensure ongoing accessibility for evidentiary and/or historical purposes
3.1.2	Advocacy and Coordination	Records of liaison, concern and resolution with the Commissioner for Human Rights.	<b>PERMANENT</b> If digital, actively manage and maintain to ensure ongoing accessibility for evidentiary and/or historical purposes
3.1.3	Advocacy and Coordination	Commissioner responses, feedback and submissions to government and private initiatives eg the Forrest Review of Aboriginal training and employment. Includes Commissioner consultation with Aboriginal communities, recommendations and discussions with the Premier and consultation with AAR.	<b>PERMANENT</b> If digital, actively manage and maintain to ensure ongoing accessibility for evidentiary and/or historical purposes



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Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
<b>3 COMMISSIONER RELATIONS</b>			
3.1.4	Advocacy and Coordination	Records of assistance in Aboriginal engagement provided from the Commissioner to agencies, including assistance with external agencies developing policy and strategy. Includes files of communications with each agency.	<b>PERMANENT</b> If digital, actively manage and maintain to ensure ongoing accessibility for evidentiary and/or historical purposes
3.1.5	Advocacy and Coordination	Commissioner facilitation of State events and organisations such as Aboriginal Sports Carnival, Reconciliation SA Veterans Service, designed to foster values of a collective voice, open dialogue and ideas. Includes the "Dry Communities" summit in Port Augusta 2015, attended by Aboriginal communities, traditional land holding groups, government services and non-government organisations.	<b>TEMPORARY</b> Destroy 5 years after action completed. If digital, maintain and reformat as required for administrative purposes.
3.1.6	Advocacy and Coordination	Facilitative records documenting assistance and arrangements provided to once-off events and organisations funded by the agency.	<b>TEMPORARY</b> Destroy 5 years after action completed. If digital, maintain and reformat as required for administrative purposes.
3.1.7	Advocacy and Coordination	Records of external representation and participation by the Commissioner, eg the Gladys Elphick Award Committee and the Aboriginal Employment Cluster Group.	<b>TEMPORARY</b> Destroy 5 years after action completed. If digital, maintain and reformat as required for administrative purposes.



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Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
<b>3 COMMISSIONER RELATIONS</b>			
3.1.8	Advocacy and Coordination	Records of Commissioner involvement with committees, eg Reconciliation SA and the SA Aboriginal Consultative Training Board. Includes discussion papers, proceedings of and contributions to meetings, and outcome reports.	<b>TEMPORARY</b> Destroy 5 years after action completed. If digital, maintain and reformat as required for administrative purposes.



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Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
<b>4 COMMUNITY RELATIONS AND SUPPORT</b>			
<b>4</b>	<b>COMMUNITY RELATIONS AND SUPPORT</b>	The function of supporting Aboriginal people and communities through implementing policy and programs, promoting reconciliation, and facilitating access to government services. Includes community capacity building through governance, economic development, and training and employment strategies for Aboriginal organisations, community councils and land holding authorities.	
<b>4.1</b>	<b>Advocacy and Coordination</b>	<i>The activity of integrating responsibility and support and empowering active involvement in supporting Aboriginal peoples' needs and wishes, and to ensure their rights are upheld. Includes supporting research into language education.</i>	
4.1.1	Advocacy and Coordination	Agency submissions, comments and reviews through bilateral communications on national issues, eg the Forrest Review.	<b>PERMANENT</b> If digital, actively manage and maintain to ensure ongoing accessibility for evidentiary and/or historical purposes
4.1.2	Advocacy and Coordination	Consultation with Native Title prescribed bodies eg Adnyamathanha Traditional Lands Association (ATLA) and claimant groups on matters concerning traditional owners, cultural or heritage protection and preservation.	<b>PERMANENT</b> If digital, actively manage and maintain to ensure ongoing accessibility for evidentiary and/or historical purposes



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Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
<b>4 COMMUNITY RELATIONS AND SUPPORT</b>			
4.1.3	Advocacy and Coordination	Records documenting Urban and Regional Strategy (URS) initiatives which contribute to the <i>COAG Closing the Gap</i> targets. Includes local action agreements and partnerships between the agency, local community groups and all tiers of government to align local resources and networks to deliver effective services eg Healthy Homes, Governance and Leadership, Safe Communities.	<b>PERMANENT</b> If digital, actively manage and maintain to ensure ongoing accessibility for evidentiary and/or historical purposes
4.1.4	Advocacy and Coordination	Reports received by AAR from community groups delivering URS initiatives, including the Aboriginal Community Engagement Group (ACEG) in Port Augusta.	<b>PERMANENT</b> If digital, actively manage and maintain to ensure ongoing accessibility for evidentiary and/or historical purposes
4.1.5	Advocacy and Coordination	Records documenting agency participation on groups such as the Port Augusta Alcohol Management Group (PAAMG), including correspondence, membership records and attendance at meetings.	<b>PERMANENT</b> If digital, actively manage and maintain to ensure ongoing accessibility for evidentiary and/or historical purposes
4.1.6	Advocacy and Coordination	Records documenting the appointment of a tribal assessor approved by Maralinga Tjarutja and directions given by the assessor in relation to grievances of any traditional owner about a decision or action of the Maralinga Tjarutja. Includes consultation with the Commissioner for Public Employment, appeals, hearings and proceedings.	<b>PERMANENT</b> If digital, actively manage and maintain to ensure ongoing accessibility for evidentiary and/or historical purposes



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Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
<b>4 COMMUNITY RELATIONS AND SUPPORT</b>			
4.1.7	Advocacy and Coordination	Reports of advocacy and cooperative events to the agency Director eg 2003 Alcohol Summit conducted in conjunction with the Port Augusta Council.	<b>PERMANENT</b> If digital, actively manage and maintain to ensure ongoing accessibility for evidentiary and/or historical purposes
4.1.8	Advocacy and Coordination	Records documenting advocacy for Aboriginal persons and interagency communications including submissions on their behalf, eg to agencies providing housing, education, policing and family support. Note: Issues-based files, not case files.	<b>PERMANENT</b> If digital, actively manage and maintain to ensure ongoing accessibility for evidentiary and/or historical purposes
4.1.9	Advocacy and Coordination	Records relating to monitoring and advice in relation to educational issues impacting particularly on Aboriginal people, eg isolation, access and correctional services issues.	<b>PERMANENT</b> If digital, actively manage and maintain to ensure ongoing accessibility for evidentiary and/or historical purposes
4.1.10	Advocacy and Coordination	Records relating to coordination and cooperation with education agencies including universities, schools, TAFE and the Department of Education and Child Development.	<b>PERMANENT</b> If digital, actively manage and maintain to ensure ongoing accessibility for evidentiary and/or historical purposes
<b>4.2</b>	<b>Agreements</b>	<i>The processes associated with the establishment, maintenance, review and negotiation of agreements (KWAAA).</i>	



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Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
<b>4 COMMUNITY RELATIONS AND SUPPORT</b>			
4.2.1	Agreements	Records of agreements for funding support from the agency to the land holding authorities. Includes agreements for capital projects, cultural activities and strategic planning support.	<b>PERMANENT</b> If digital, actively manage and maintain to ensure ongoing accessibility for evidentiary and/or historical purposes
4.2.2	Agreements	Contract management and sponsorship for non-financial support arrangements provided to organisations and initiatives for Aboriginal participation, eg Urban & Regional Services Delivery Strategy (URSDS) Port Augusta Aboriginal Community Engagement Group (ACEG). Includes community consultations and reports.	<b>PERMANENT</b> If digital, actively manage and maintain to ensure ongoing accessibility for evidentiary and/or historical purposes
4.2.3	Agreements	Partnership agreements for activities on the homelands, eg completion of the Family Wellbeing Centres, continuing activity at the Umuwa Trade Training Centre and land management.	<b>PERMANENT</b> If digital, actively manage and maintain to ensure ongoing accessibility for evidentiary and/or historical purposes
4.2.4	Agreements	Contractual arrangements with the Aboriginal Lands Trust for the agency funding of administrative functions including human resources management.	<b>TEMPORARY</b> Destroy 20 years after action completed. If digital, maintain and reformat as required for administrative purposes.



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Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
<b>4 COMMUNITY RELATIONS AND SUPPORT</b>			
4.2.5	Agreements	Contractual arrangements with service providers including interpreter services provided to the Northern Territory and the communities in the homelands.	<b>TEMPORARY</b> Destroy 10 years after action completed.  If digital, maintain and reformat as required for administrative purposes.
4.2.6	Reconciliation and Recognition	Records of agency commitment to work with the higher education sector eg agreements with Flinders University to rebuild Aboriginal governance and leadership through curriculum tailored towards reconciliation.	<b>PERMANENT</b> If digital, actively manage and maintain to ensure ongoing accessibility for evidentiary and/or historical purposes
<b>4.3</b>	<b>Governance</b>	<i>The activities involved in providing strategic direction, policy development, organisational and risk management strategies in order to support, strengthen and develop community and statutory governance arrangements for land holding authorities (Aboriginal Lands Trust, Maralinga Tjarutja, and Anangu Pitjantjatjara Yankunytjatjara).</i>	
4.3.1	Governance	Records documenting the administration of the <i>Lands Trust and Land Rights Acts (as amended)</i> including provision of administrative funding and advice, budgeting and stewardship plans to assist the Minister and the Aboriginal land holding authorities discharge their legislative responsibilities.	<b>PERMANENT</b> If digital, actively manage and maintain to ensure ongoing accessibility for evidentiary and/or historical purposes



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Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
<b>4 COMMUNITY RELATIONS AND SUPPORT</b>			
4.3.2	Governance	Notifications from Aboriginal land holding authorities to the Minister regarding proposals to make, alter or repeal a by-law and referred to AAR for action.	<b>PERMANENT</b> If digital, actively manage and maintain to ensure ongoing accessibility for evidentiary and/or historical purposes
4.3.3	Governance	Intervention directions from the agency on behalf of the Minister, to Aboriginal land holding authorities to take specific action where any authority has refused or failed to discharge a power, function or duty that will result in a detriment to the communities.	<b>PERMANENT</b> If digital, actively manage and maintain to ensure ongoing accessibility for evidentiary and/or historical purposes
4.3.4	Governance	Records documenting any Ministerial suspension of the Executive of an Aboriginal land holding authority, including the appointment of an Administrator during the period of suspension and operational reports to Parliament.	<b>PERMANENT</b> If digital, actively manage and maintain to ensure ongoing accessibility for evidentiary and/or historical purposes
4.3.5	Governance	Records documenting liaison between Ministers for the purpose of resolving by conciliation, refusals by Aboriginal land holding authorities to grant permission to carry out mining operations on the lands.	<b>PERMANENT</b> If digital, actively manage and maintain to ensure ongoing accessibility for evidentiary and/or historical purposes



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Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
<b>4 COMMUNITY RELATIONS AND SUPPORT</b>			
4.3.6	Governance	Court applications and orders, proceedings conducted, and directions given by the conciliator in relation to grievances of any traditional owner about a decision or action of an Aboriginal land holding authority.	<b>PERMANENT</b> If digital, actively manage and maintain to ensure ongoing accessibility for evidentiary and/or historical purposes
4.3.7	Governance	Records of the appointment of conciliator approved by Aboriginal land holding authorities for resolving disputes. Includes terms and conditions of office.	<b>TEMPORARY</b> Destroy 10 years after action completed. If digital, maintain and reformat as required for administrative purposes.
4.3.8	Governance	Submissions to the appointed arbitrator in relation to failed conciliation attempts relating to Aboriginal land holding authorities granting permission to carry out mining operations on the lands.	<b>TEMPORARY</b> Destroy 10 years after action completed. If digital, maintain and reformat as required for administrative purposes.
4.3.9	Governance	Master copies of audit reports from Aboriginal land holding authorities funding by the agency, including the Aboriginal Lands Trust, and audited financial reports from APY and Maralinga Tjarutja.	<b>PERMANENT</b> If digital, actively manage and maintain to ensure ongoing accessibility for evidentiary and/or historical purposes



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Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
<b>4 COMMUNITY RELATIONS AND SUPPORT</b>			
4.3.10	Governance	Community development governance and action plans, developed by AAR in conjunction with community Councils and other stakeholders.	<b>PERMANENT</b> If digital, actively manage and maintain to ensure ongoing accessibility for evidentiary and/or historical purposes
<b>4.4</b>	<b>Planning</b>	<i>The activity of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs, eg action planning, employment planning. (KAAA)</i>	
4.4.1	Planning	Records documenting community plans to which the agency has significantly contributed through funding, information or commitment to actions, eg development of an oyster farm with the Point Pearce Council.	<b>TEMPORARY</b> Destroy 10 years after action completed. If digital, maintain and reformat as required for administrative purposes.
<b>4.5</b>	<b>Policy Development</b>	<i>The activities involved with developing and establishing decisions and precedents that direct the determination of operating procedures.</i>	
4.5.1	Policy Development	Master copy of agency policies and procedures relating to community relations and support, eg statewide Aboriginal Regional Authority Policy which enables Aboriginal Communities to form into peak representative bodies. Includes any statewide consultation, consulting reports background research and inputs.	<b>PERMANENT</b> If digital, actively manage and maintain to ensure ongoing accessibility for evidentiary and/or historical purposes



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Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
<b>4 COMMUNITY RELATIONS AND SUPPORT</b>			
4.5.2	Policy Development	Records documenting operational procedures and facilitative records of agency policies relating to community relations and support.	<b>TEMPORARY</b> Destroy 5 years after action completed.  If digital, maintain and reformat as required for administrative purposes.
<b>4.6</b>	<b>Program Development</b>	<i>The activity of supporting Aboriginal people and their communities through structured systematic approaches. Includes determining needs, developing solutions, implementing and evaluating the program eg the establishment of regional authorities, family support programs and the food security program.</i>	
4.6.1	Program Development	Records documenting projects and strategies eg Food Security Strategic Plan, Interpreting, and the Red Cross Project. Project-based files include evaluation reports, funding, photographs and implementation and stakeholder feedback.	<b>PERMANENT</b> If digital, actively manage and maintain to ensure ongoing accessibility for evidentiary and/or historical purposes
4.6.2	Program Development	Records documenting family and kinship support activities, particularly those which impact women, youth and the elderly. Includes projects concerning social justice, dry areas and separation of children.	<b>PERMANENT</b> If digital, actively manage and maintain to ensure ongoing accessibility for evidentiary and/or historical purposes



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Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
<b>4 COMMUNITY RELATIONS AND SUPPORT</b>			
4.6.3	Program Development	Records documenting cooperation with Commonwealth and State agencies regarding Aboriginal health issues including substance abuse.	<b>PERMANENT</b> If digital, actively manage and maintain to ensure ongoing accessibility for evidentiary and/or historical purposes
4.6.4	Program Development	Community profiles and statistics, including contact information of Aboriginal business data and survey results, collected for the purposes of supporting community needs and fostering regional activities. Includes summary reports for the Minister.	<b>PERMANENT</b> If digital, actively manage and maintain to ensure ongoing accessibility for evidentiary and/or historical purposes
4.6.5	Program Development	Records documenting strategies and regional employment projects for Aboriginal employment initiatives in collaboration with other State and Commonwealth Government agencies. Includes those in natural and cultural resource management, eg Australian National Parks and Wildlife Service. Includes project proposals, final reports and assessments.	<b>PERMANENT</b> If digital, actively manage and maintain to ensure ongoing accessibility for evidentiary and/or historical purposes
4.6.6	Program Development	Facilitative records associated with employment projects, including working papers, drafts, funding proposals, travel, bookings, catering, venue and equipment hire.	<b>TEMPORARY</b> Destroy 5 years after action completed.
<b>4.7</b>	<b>Reconciliation and Recognition</b>	<i>The activities involved in the formal recognition of Aboriginal people in the South Australian Constitution and their contributions to society. Includes Reconciliation Action Plans.</i>	



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Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
<b>4 COMMUNITY RELATIONS AND SUPPORT</b>			
4.7.1	Reconciliation and Recognition	Records documenting research, advice and development of programs to facilitate reconciliation (Corporate files).	<b>PERMANENT</b> If digital, actively manage and maintain to ensure ongoing accessibility for evidentiary and/or historical purposes
4.7.2	Reconciliation and Recognition	Records of the proceedings of the Advisory Panel for amending the South Australian Constitution, to give formal recognition to Aboriginal peoples as the first people of South Australia.	<b>PERMANENT</b> If digital, actively manage and maintain to ensure ongoing accessibility for evidentiary and/or historical purposes
4.7.3	Reconciliation and Recognition	Agency discussion papers and submissions from the public to the Advisory Panel for amending the State Constitution to give formal recognition to Aboriginal peoples as the first people of South Australia and registered to the "Time for Respect" website.	<b>PERMANENT</b> If digital, actively manage and maintain to ensure ongoing accessibility for evidentiary and/or historical purposes
4.7.4	Reconciliation and Recognition	Records documenting public meetings, including metropolitan and regional consultations on proposed wordings for amending the South Australian Constitution.	<b>PERMANENT</b> If digital, actively manage and maintain to ensure ongoing accessibility for evidentiary and/or historical purposes



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Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
<b>4 COMMUNITY RELATIONS AND SUPPORT</b>			
4.7.5	Reconciliation and Recognition	Facilitative records including arrangements for the conduct of public meetings and regional consultations on the amending of the South Australian Constitution. Includes travel arrangements, venue and equipment hire and catering.	<b>TEMPORARY</b> Destroy 5 years after action completed.
4.8	<b>Reporting</b>	<i>The processes associated with initiating or providing a formal response to a situation or request (either internal, external, or as a requirement of corporate policies) and to provide formal statements or findings of the results of their examination or investigation. Includes agenda, briefing, business, discussion papers, proposals, reports, reviews and returns (KWAAA).</i>	
4.8.1	Reporting	Annual, biannual and quarterly progress reports to the Minister, of agency activity on homelands and in communities.	<b>PERMANENT</b> If digital, actively manage and maintain to ensure ongoing accessibility for evidentiary and/or historical purposes
4.9	<b>Service Provision</b>	<i>The activities associated with improving service delivery through the implementation of local or regional plans and agreements. Includes condition assessments and brokering solutions, interpreter services, the work of coordinating committees and service improvement proposals.</i>	
4.9.1	Service Provision	Records of community development, liaison and support to the Regional Offices including Port Augusta. Includes various working groups and local committees.	<b>PERMANENT</b> If digital, actively manage and maintain to ensure ongoing accessibility for evidentiary and/or historical purposes



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Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
<b>4 COMMUNITY RELATIONS AND SUPPORT</b>			
4.9.2	Service Provision	Facilitative records documenting liaison and support to the Regional Offices including Port Augusta. Includes logistic support, draft reports, working papers, arrangements and support.	<b>TEMPORARY</b> Destroy 5 years after action completed.



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Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
<b>5 ESSENTIAL AND MUNICIPAL SERVICES PROVISION</b>			
<b>5</b>	<b>ESSENTIAL AND MUNICIPAL SERVICES</b>	<b>The function of directly overseeing, providing, coordinating and maintaining essential services and infrastructure - including water, wastewater, power, sewerage and generators - and municipal services such as mail, landscaping, dog control, rubbish collection and road maintenance, to rural and remote Aboriginal communities.</b>	
<b>5.1</b>	<b>Agreements</b>	<i>The processes associated with the establishment, maintenance, review and negotiation of agreements (KWAAA).</i>	
5.1.1	Agreements	Commonwealth and State funding for, and acquittals of, essential infrastructure for communities. Includes police stations, power, water and generators.	<b>PERMANENT</b> If digital, actively manage and maintain to ensure ongoing accessibility for evidentiary and/or historical purposes
<b>5.2</b>	<b>Construction and Maintenance</b>	<i>The activities involved in constructing and maintaining the physical environment, including roads, buildings, drains and utilities.</i>	
5.2.1	Construction and Maintenance	Records documenting the construction and maintenance of essential infrastructure for communities, eg bridges, roads, fences, flood mitigation assets, aerodromes and police stations. Records include specifications and contract documentation.	<b>PERMANENT</b> If digital, actively manage and maintain to ensure ongoing accessibility for evidentiary and/or historical purposes
5.2.2	Construction and Maintenance	Records documenting the maintenance of essential services such as water and power generation, and transmission assets managed by the Infrastructure team. Records include specifications and contract documentation.	<b>PERMANENT</b> If digital, actively manage and maintain to ensure ongoing accessibility for evidentiary and/or historical purposes



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Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
<b>5 ESSENTIAL AND MUNICIPAL SERVICES PROVISION</b>			
5.2.3	Construction and Maintenance	Documentation of the management, monitoring or works undertaken on a range of project works arranged under the auspice of the (former) ATSIC-State infrastructure agreement.	<b>PERMANENT</b> If digital, actively manage and maintain to ensure ongoing accessibility for evidentiary and/or historical purposes
5.2.4	Construction and Maintenance	Master copy of specifications and associated drawings for all construction and maintenance services.	<b>PERMANENT</b> If digital, actively manage and maintain to ensure ongoing accessibility for evidentiary and/or historical purposes
5.2.5	Construction and Maintenance	Photographs and digital images on various digital recording formats of essential infrastructure implemented by the agency in communities. Includes location maps.	<b>PERMANENT</b> If digital, actively manage and maintain to ensure ongoing accessibility for evidentiary and/or historical purposes
<b>5.3</b>	<b>Planning and Implementation</b>	<i>The activity of formulating ways in which essential services objectives can be achieved. Includes determination of services, needs and solutions, eg infrastructure planning and coordination.</i>	
5.3.1	Planning and Implementation	Records of planning for infrastructure and essential services.	<b>PERMANENT</b> If digital, actively manage and maintain to ensure ongoing accessibility for evidentiary and/or historical purposes



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Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
<b>5 ESSENTIAL AND MUNICIPAL SERVICES PROVISION</b>			
5.3.2	Planning and Implementation	Records documenting systems research, feasibility and access planning for services and utilities including sewerage, power, water, bore connectors, fibre optic cable, desalination plants, electrical and water meters.	<b>TEMPORARY</b> Destroy 10 years after action completed. If digital, maintain and reformat as required for administrative purposes.
<b>5.4</b>	<b>Policy Development</b>	<i>The activities involved with developing and establishing decisions and precedents that direct the determination of operating procedures.</i>	
5.4.1	Policy Development	Master copy of agency policies and procedures relating to essential services, eg policy advice to land holding bodies in relation to water and energy including appropriate access and conservation.	<b>PERMANENT</b> If digital, actively manage and maintain to ensure ongoing accessibility for evidentiary and/or historical purposes
5.4.2	Policy Development	Records documenting operational procedures and facilitative records of agency policies relating to the provision of essential services.	<b>TEMPORARY</b> Destroy 5 years after action completed. If digital, maintain and reformat as required for administrative purposes.
<b>5.5</b>	<b>Reporting</b>	<i>The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies) and to provide formal statements or findings of the results of their examination or investigation. Includes agenda, briefing, business, discussion papers, proposals, reports, reviews and returns (KWAAA).</i>	



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Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
<b>5 ESSENTIAL AND MUNICIPAL SERVICES PROVISION</b>			
5.5.1	Reporting	Master copies of reports from planning groups, Commonwealth and State agencies and municipal authorities concerning requirements of regional communities eg facilities provision, upgrading and maintenance.	<b>PERMANENT</b> If digital, actively manage and maintain to ensure ongoing accessibility for evidentiary and/or historical purposes
5.5.2	Reporting	Master copies of reports from external providers concerning the delivery and use of services, and proposals for continuation of services.	<b>PERMANENT</b> If digital, actively manage and maintain to ensure ongoing accessibility for evidentiary and/or historical purposes
<b>5.6</b>	<b>Service Provision</b>	<i>The activities associated with improving service delivery through the implementation of local or regional plans and agreements. Includes condition assessments and brokering solutions, interpreter services, the work of coordinating committees and service improvement proposals.</i>	
5.6.1	Service Provision	Records documenting the delivery of essential and municipal services and out-posted resources to communities and remote areas. Includes power, sewerage, water and fuel for communities.	<b>PERMANENT</b> If digital, actively manage and maintain to ensure ongoing accessibility for evidentiary and/or historical purposes



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Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
<b>5 ESSENTIAL AND MUNICIPAL SERVICES PROVISION</b>			
5.6.2	Service Provision	Records relating to surveys of assessments of government service provision. Includes assessments by Aboriginal people, departmental assessments and consultative meetings.	<b>PERMANENT</b> If digital, actively manage and maintain to ensure ongoing accessibility for evidentiary and/or historical purposes
5.6.3	Service Provision	Facilitative records relating to surveys of assessments of government service provision. Includes interviewer timesheets, data sheets, interview records, planning documents and forms.	<b>TEMPORARY</b> Destroy 10 years after action completed. If digital, maintain and reformat as required for administrative purposes.
5.6.4	Service Provision	Facilitative records documenting arrangements and logistics to transport supplies to homelands and communities. Includes food, provisions and medical supplies.	<b>TEMPORARY</b> Destroy 10 years after action completed. If digital, maintain and reformat as required for administrative purposes.



**Attorney-General's Department – Aboriginal Affairs and Reconciliation (AAR)  
 (and predecessor agencies) (and also including the Commissioner for Aboriginal Engagement)**

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
<b>6 FINANCIAL MANAGEMENT (AAR)</b>			
<b>6</b>	<b>FINANCIAL MANAGEMENT (AAR)</b>	The function of managing the organisation's financial resources. Includes establishing, operating, and maintaining accounting systems controls and procedures, financial planning, framing budgets and budget submissions, obtaining grants, managing funds in the form of allocations from the Consolidated Fund and revenue from charging, trading and investments. Also includes the monitoring and analysis of assets to assist the delivery of economic and social services to government, industry and the community.	
<b>6.1</b>	<b>Funding</b>	<i>The activities associated with the receipt and management of funding from royalties, and the disbursement of funds and grants to other organisations.</i>	
6.1.1	Funding	Records of funding allocations from the Minister and administered by AAR for research into Aboriginal Heritage. Includes expenditure in the acquisition of land or Aboriginal objects.	<b>PERMANENT</b> If digital, actively manage and maintain to ensure ongoing accessibility for evidentiary and/or historical purposes
6.1.2	Funding	Records of royalties part-paid to the agency in respect of minerals recovered from the lands, for the purposes of health, welfare and advancement of Aboriginal communities.	<b>PERMANENT</b> If digital, actively manage and maintain to ensure ongoing accessibility for evidentiary and/or historical purposes



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Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
<b>6 FINANCIAL MANAGEMENT (AAR)</b>			
6.1.3	Funding	Summaries or registers of funding received by AAR or disbursed to other organisations.	<b>PERMANENT</b> If digital, actively manage and maintain to ensure ongoing accessibility for evidentiary and/or historical purposes
6.1.4	Funding	Records documenting the evaluation, determination, management and distribution of grant funding and sponsor programs to organisations and events, eg Croc Eisteddford Festival, Visitor program, NAIDOC, Reconciliation SA and Link Up.	<b>TEMPORARY</b> Destroy 10 years after action completed. If digital, maintain and reformat as required for administrative purposes.
6.1.5	Funding	Records documenting the management of APY Task Force funding. Includes proposals and reports from various agencies.	<b>TEMPORARY</b> Destroy 10 years after action completed. If digital, maintain and reformat as required for administrative purposes.



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Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
<b>7 PROPERTY MANAGEMENT (AAR)</b>			
<b>7</b>	<b>PROPERTY MANAGEMENT (AAR)</b>	<b>The function of managing land, and working, storage or living space within premises, and of acquiring, constructing, fitting-out, managing, maintaining, protecting and disposing of property. Includes buildings and land allotments owned, rented or leased by the organisation, such as office blocks, repositories and workshops. Also includes the removal of pollutants and waste. (KWAAA)</b>	
<b>7.1</b>	<b>Acquisition and Disposal</b>	<i>The activities involved in gaining ownership or use of property through purchase or lease, and disposing of property by sale, transfer, termination of lease, auction or destruction.</i>	
7.1.1	Acquisition and Disposal	Summaries or registers of properties acquired or disposed by AAR.	<b>PERMANENT</b> If digital, actively manage and maintain to ensure ongoing accessibility for evidentiary and/or historical purposes
7.1.2	Acquisition and Disposal	Records of property lease arrangements, renewals and terminations in community lands and metropolitan areas. Includes leases for housing, offices and places for community centres.	<b>TEMPORARY</b> Destroy 50 years after expiry or termination of lease. If digital, maintain and reformat as required for administrative purposes.



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