# 1.0 BORDER FENCE MANAGEMENT

The function of managing the dog proof fence to exclude wild dogs from grazing lands of the Western Division of NSW.

Includes taking action against landholders and other offenders not complying with regulations.

See Functional Retention and Disposal Authority *Local land Services* for records relating to the management of wild dog control programs.

See Functional Retention and Disposal Authority *National parks and wildlife* **AUTHORISATION** 1.2.3 for records relating to permits to keep dingos

See General Retention and Disposal Authority *Administrative Records* **CONTRACTING-OUT** for records relating to the contracting-out or outsourcing of construction work including contracts.

See General Retention and Disposal Authority *Administrative records* **GOVERNMENT RELATIONS - Agreements** for records relating to agreement with other governments in relation to the construction and maintenance of the dog proof fence.

See General Retention and Disposal Authority *Administrative records* **LEGAL SERVICES - Litigation** for records relating to managing lawsuits or legal proceedings between the organisation and other parties in a court or other tribunal.

See General Retention and Disposal Authority *Administrative records* **OCCUPATIONAL HEALTH & SAFETY - Compliance** for records relating to poisons used to control weeds.

See General Retention and Disposal Authority *Administrative Records* **PROPERTY MANAGEMENT** for records relating to the erection, management and leasing-out of the boundary rider cottages.

See General Retention and Disposal Authority *Administrative Records* **PROPERTY MANAGEMENT - Conservation** for records relating to the remediation of contaminated land and the conservation of Aboriginal sites.

See General Retention and Disposal Authority *Administrative Records* **PROPERTY MANAGEMENT - Construction** for records relating to minor works, project management of construction works and the identification and management of hazardous materials (such as asbestos) used or encountered in construction work.

See General Retention and Disposal Authority *Administrative records* **PROPERTY MANAGEMENT - Maintenance** for records relating to routine maintenance such as painting, cleaning, maintenance etc

See General Retention and Disposal Authority *Administrative Records* **PROPERTY MANAGEMENT - Planning** for records relating to the planning of construction programs.

See General Retention and Disposal Authority *Administrative Records* **TENDERING** for records relating to receiving and assessing tenders for construction work.

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| 1.1  BORDER FENCE MANAGEMENT | Key records relating to the design, construction, major renovation or restoration of the dog proof fence, e.g. building and development applications and supporting documents, plans/designs, specifications, photographs, drawings etc. | Required as State archives |
| **Basis for decision**  **Building the archives policy:** Objective 4. Records relate to places of significance to the broader community and the State of NSW.  **Precedent:** Confirms Board decision of 2008.  **Benchmark:** Consistent with General retention and disposal authority: administrative records (GA28) for design and construction records of landmark structures.  **Justifications/Remarks:** No change. | | |
| 1.2  BORDER FENCE MANAGEMENT | Records relating to the granting of easements to the organisation by third parties for the purpose of maintaining the dog proof fence. | Retain minimum of 10 years after cancellation or termination of easement, then destroy |
| **Basis for decision**  **Precedent:** Confirms Board decision of 2008.  **Benchmark:** Granting of easements retained for 7 years after extinguishment in the General retention and disposal authority: local government records, and for 20 years after extinguishment in the National Parks & Wildlife disposal authority.  **Justification/Remarks:** No change. Records are required for a certain period of time after easement is cancelled or terminated as evidence the Board had rights to access property. | | |
| 1.3  BORDER FENCE MANAGEMENT | Records relating to operational management of the dog proof fence. Includes:   * consultation and communication with landholders, including informal advice and discussions, notifications of maintenance works along the dog proof fence * measures for the control of weeds and wild dogs along the dog proof fence, including measures taken in conjunction with other authorities such as the National Parks and Wildlife Service, e.g. documentation of method of control, dates control undertaken, records of effectiveness of control and neighbour notification notices. * control and use of vehicle access ways along the dog proof fence, e.g. requests for permission to travel along the dog proof fence and responses to those requests * minor construction works * brochures, posters, training materials etc. * detailed advice provided to the public * issuing of notices for breaches of legislation, e.g. investigations, copies of notices, copies of fines issued, correspondence, etc.   **Note:** this entry covers the use of non-residual chemicals. If chemicals are used where there is a risk to employees use *General retention and disposal authority: administrative records:* OCCUPATIONAL HEALTH & SAFETY – Risk management. | Retain minimum of 7 years after action completed, then destroy |
| **Basis for decision**  **Precedent:** Consistent with the General retention and disposal authority: local government records for issue of notices, minor construction works and advice. Consistent with Local Land Services for liaison and advice. Control of weeds and pests are retained for 2 years in the General retention and disposal authority: administrative records (GA28).  **Benchmark:**   * Consistent with Tasmania. * South Australia retains for between 6 and 10 years after action completed. * Northern Territory retains for 4 years after action completed for advice and discussion regarding land management issues. * Queensland retains for 10 years after business completed. Consistent with Queensland relating to destruction orders.   **Justifications/Remarks:** Previously these records were retained for between 6 and 7 years, or 10 years for vehicle access. To streamline the authority a 7-year retention period has been adopted. This retention period meets the Board's requirements to retain these records as potential evidence relating to dealings or agreements with landholders.  The monitoring of wild dog control by landowners and the payment of bounties for wild dog scalps are no longer functions undertaken by the Board as they were removed from the Act in 2017. Some legacy records may still exist. The Board’s latest annual reports notes that there were very few sightings of wild dogs along the fence, but baits are laid along the fence to control them. | | |

# 2.0 RATES

The function of regulating the rates payable by landholders in the Western Division to the organisation.

See General Retention and Disposal Authority *Administrative records* **FINANCIAL MANAGEMENT - Accounting** for records relating to the organisation’s financial transactions.

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| 2.1  RATES | Records relating to the setting and amendment of rates. This includes the general waiving of rates, for example during periods of drought. Records include investigations and policy determinations, draft rate schedules, and government and community consultation undertaken as part of the process. | Required as State archives |
| **Basis for decision**  **Building the archives:** Objective 3. Records are essential for the evidence of fundamental rights and entitlements of individuals within the community regarding the setting of rates.  **Precedent:** Confirms Board decision of 2008  **Benchmark:** Consistent with the setting of local government rates by IPART.  **Justification/Remarks:** No change. These records document issues affecting landholders of the Western Division.  Only land in the Western Division where the aggregation of the holding exceeds 1000 hectares is subject to payment of dog rates. The Board sets the annual dog rate having regard to the annual budgeted cost of maintaining the fence, less any contribution from the State Government. For example, in 2021 the NSW Government paid an amount of $429,170.00 to the Border Fence Maintenance Board and landholder rates were set at 5.5 cents per hectare for the 2022 year. | | |
| 2.2  RATES | Records relating to objections to rates or applications for hardship relief, whether successful or unsuccessful. Records include applications and objections, records of internal advice associated with the matter, correspondence with applicants, determinations, and terms of repayment. | Retain minimum of 7 years after action completed, then destroy |
| **Basis for decision**  **Precedent:** Confirms Board decision of 2008. Consistent with similar records managed by NSW local government for objections to Council rates.  **Benchmark:** Tasmania retains for 7 years after action completed for successful applications and 2 years for unsuccessful.  **Justification/Remarks:** No change. Crown Lands NSW issues the rate notices and undertakes debt recovery on behalf of the Board. These records are covered by the General retention and disposal authority: administrative records and are retained for 7 years. | | |
| 2.3  RATES | Records relating to the implementation of rates schedules. Includes records of procedures for the calculation, determination and levying of rates and the issuing of schedules, and reports received from other government agencies on the collection of rates. | Retain until superseded, then destroy |
| **Basis for decision**  **Precedent:** Confirms Board decision of 2008.  **Benchmark:** Nil.  **Justification/Remarks:** No change. | | |