

Australian Capital Territory

# **Territory Records (Records Disposal Schedule – Workplace and Safety Policy Records) Approval 2006 (No. 1)**

**Notifiable instrument NI2006—446**

made under the

**Territory Records Act 2002, s 19 (Approval of schedules for the disposal of records)**

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## **1. Name of Instrument**

This instrument is the Territory Records (Records Disposal Schedule – Workplace and Safety Policy Records) Approval 2006 (No 1)

## **2. Approval**

I approve the Records Disposal Schedule – Workplace and Safety Policy Records.

## **3. Commencement**

This instrument commences on the day after notification.

David Wardle  
Director of Territory Records  
11 December 2006



*Records Disposal Schedule  
Workplace & Safety Policy Records*

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## INTRODUCTION

The *Records Disposal Schedule – Workplace & Safety Policy Records* is the official authority for the disposal of records relating to Workplace & Safety Policy Records.

It is one of a series of Records Disposal Schedules authorised by the Director of Territory Records in accordance with the provisions of the *Territory Records Act 2002*. It is used in conjunction with the *Territory Administrative Records Disposal Schedule (TARDiS)*.

## PURPOSE

The purpose of this Records Disposal Schedule is to provide for the authorised disposal of Workplace & Safety Policy Records created or maintained by ACT Government agencies.

## SCOPE

This Records Disposal Schedule applies to records created or maintained by ACT Government Agencies. It applies to records in any format, including electronic records.

## AUTHORITY

The Director of Territory Records, in consultation with the Territory Records Advisory Council, has approved this Records Disposal Schedule for use. The schedule does not take effect until it has been incorporated into an agency's Records Management Program that has been replaced by the Principal Officer of the agency.

Even so, officers using this Records Disposal Schedule should apply it with caution. They should be aware that the authorisations for disposal are given in terms of the *Territory Records Act 2002* only. Officers must not dispose of records in contravention of this Records Disposal Schedule or other requirements.

This Records Disposal Schedule will remain in force until a new schedule supersedes it or the Director of Territory Records withdraws it from use.

## STRUCTURE AND RELATIONSHIP TO THE TERRITORY VERSION OF KEYWORD AAA

A Records Disposal Schedule generally specifies retention periods. That is, how long records are to be retained by the agency before being destroyed or retained as Territory Archives.

Retention periods set down in this schedule are minimum periods only and an agency may keep records for a longer period if considered necessary for business requirements. Reasons for longer retention could include legal requirements, administrative need or agency directives. **An agency must not dispose of any records where it is aware of possible legal action for which the records may be required as evidence.**

The *Records Disposal Schedule – Workplace & Safety Policy Records* has a hierarchical structure that reflects its arrangements according to functions and activities, rather than by subject, and this also reflects a close relationship to the Territory Version of Keyword AAA. The Records Disposal Schedule is designed to be applicable to all Workplace & Safety Policy Records

regardless of titling conventions used, so that records, which have not been titled using the terminology represented by this Records Disposal Schedule, may still be sentenced with relative ease.

### ***Territory Version of Keyword AAA***

The Territory Version of Keyword AAA is the general administrative thesaurus produced by the Territory Records Office. The structure and terms used in this Records Disposal Schedule are closely related to those used in the Territory Version of Keyword AAA, which is based on functional analysis of business activity. This methodology (i.e., the analysis of business activity) produces a hierarchical model of an organisation's business activity. The hierarchical model also represents a classification scheme for the records that document functions, activities and transactions.

The disposal actions listed in this Records Disposal Schedule were determined through the process of appraisal in accordance with *Territory Records Office Standard for Records Management No.2 – Appraisal*. Appraisal is based upon the same type of analysis of business activity employed in the classification scheme used in the Territory Version of Keyword AAA. Essentially, appraisal involves attaching record retention periods and disposal decisions (and even records creation requirements and rules) to the same classification scheme.

## **GUIDELINES FOR USE**

### ***Coverage of authority***

The Records Disposal Schedule – Workplace & Safety Policy Records:

- covers all Workplace & Safety Policy records;
- is intended to be used in conjunction with TARDiS;
- specifies the minimum period records should be kept (retention periods);
- specifies whether, upon the expiry of the retention periods, the records may be destroyed or are required as Territory Archives; and
- is applicable to records created and maintained in any format, including electronic or formats such as microfiche.

### *Layout of the schedule*

This Records Disposal Schedule begins with an introduction incorporating definitions and the business classification scheme. Then each of the functions and activity disposal sets or 'disposal classes' relating to the functions are described. These are followed by a composite list of classes designated 'Retain as Territory Archives'. The functions and activity disposal sets show the following details:

#### **Function.**

This is the broad level business function and is displayed in bold capital letters at the top of each page. It is the highest level in the business classification scheme. It is followed by the scope note, which provides definitions of the function and a collective view of the business activities that make that function unique.

#### **Activity.**

Activities are the processes or operations that make up the business function. They are set in bold and italics below the function statement. This is the second level of the business classification scheme. The scope of the activity encompasses all of the transactions that take place in relation to the activity. Activities can relate to many functions with the scope notes covering all of these relationships (e.g., the activity 'Policy' is linked to all of the functions). However, each function and activity set represents a unique unit.

#### **Entry No.**

This is the disposal class number allocated based on the function and activity set and the class number of the record. The barcode is the same as the Entry No. and may be used in an automated recordkeeping system.

#### **Description of Records.**

This is the description of the records documenting the business function, activity and transactions. The descriptions can relate to one record such as a register or a group of records documenting a particular set of transactions.

#### **Disposal Action.**

This is the minimum period a record must be kept for and is the trigger event from which the disposal date can be calculated.

## **FORMAT OF RECORD**

This Records Disposal Schedule is applicable to any record that performs the function prescribed, irrespective of format. Records may include:

- cards;
- registers;
- files;
- microfilm;
- microfiche;
- COM (computer output microfiche);
- electronic records, including various electronic media, and
- any other formats.

### *Electronic records*

Refers to records created, communicated and maintained by means of electronic equipment. Information could be maintained/stored in a number of ways – on the database (the main database, or a special archives database); on magnetic media; on optical disks; or on separate hardcopy (paper, COM).

Electronic records must be readily accessible for the length of the specified retention period. Routine treatment (such as wiping, updating, alterations or re-recording) does not constitute disposal.

## **DESTRUCTION OF RECORDS**

When the approved disposal date for the destruction of records has been reached, appropriate arrangements for their destruction should be made. It is the responsibility of each agency to ensure that its records are destroyed in a secure and appropriate manner as indicated in the agency Records Management Program.

## **UPDATING THE RECORDS DISPOSAL SCHEDULE**

Records Disposal Schedules are reviewed and updated from time to time. For suggested amendments or alterations to this schedule please contact the Director of Territory Records.

## **ASSISTANCE IN USING THE RECORDS DISPOSAL SCHEDULE**

Agencies requiring any assistance in the interpretation or implementation of any Records Disposal Schedule are encouraged to contact the Director of Territory Records.



## **RELATED LEGISLATION**

The following legislation is related to the records classes covered by this Records Disposal Schedule:

*Annual Leave Act, 1973*

*Dangerous Substances Act, 2004*

*Evidence Act, 1971*

*Financial Management Act, 1986*

*Freedom of Information Act, 1989*

*Gas Safety Act, 2000*

*Holidays Act, 1958*

*Long Service Leave Act, 1976*

*Long Service Leave (Contract Cleaning Industry), Act 1981*

*Long Service Leave (Building and Construction Industry) Act, 1981*

*Machinery Act, 1949*

*Occupational Health and Safety Act, 1989*

*Parental Leave (Private Sector Employees) Act, 1992*

*Privacy Act, 1988*

*Public Sector Management Act, 1994*

*Road Transport Reform (Dangerous Goods) Act, 1995 (Cwlth)*

*Scaffolding and Lifts Act, 1912*

*Standard Time and Summer Time Act, 1912*

*Territory Records Act, 2002*

*Utilities Act, 2000*

*Workers Compensation Act, 1951*

*and subordinate legislation.*

## **DEFINITIONS**

### ***Agency***

The Executive, an ACT Court, the Legislative Assembly Secretariat, an administrative unit, a Board of Inquiry, a Judicial or Royal Commission, any other prescribed authority, or an entity declared under the regulations of the *Territory Records Act 2002* to be an agency.

### ***Appraisal***

The process of evaluating business activities to:

- determine which records need to be captured;
- determine how long the records need to be kept to meet business needs; and
- meet the requirements of organisational accountability and community expectations.

### ***Business Classification Scheme***

A hierarchical scheme for identifying and defining the functions, activities and transactions an agency performs in the conduct of its business, and the relationships between them.

### ***Principal Officer***

The Chief Executive of an administrative unit, or its equivalent in other types of agencies.

### ***Records***

Information created, received, and maintained as evidence and information by an organisation or person, in pursuance of legal obligations or in the transition of business. This recorded information must be maintained or managed by the agency to provide evidence of their business activities. Records can be in written, electronic or any other form.

### ***Records of an Agency***

Records, in writing, electronic or any other form, under the control of an agency or to which it is entitled to control, kept as a record of its activities, whether it was created or received by the agency.

### ***Records Disposal Schedule***

A document approved by the Director of Territory Records, which sets out the types of records an agency must make and how long they must be kept.

### ***Records Management Program***

A document that complies with Section 16 of the *Territory Records Act 2002* by setting out the means by which an agency will manage its records, and is approved by the agency's Principal Officer.

### ***Recordkeeping Systems***

Information systems that capture, maintain and provide access to records over time. While the term is often associated with computer software, Recordkeeping Systems also encompass

policies, procedures, practices and resources that are applied within an agency to ensure that full and accurate records of business activity are made and kept.

***Scope Note***

An explanation of terms used in describing the records and the context in which they were made and used.

***Sentencing***

The process of applying appraisal decisions to individual records by determining the part of a Records Disposal Schedule that applies to the record and assigning a retention period consistent with that part.

***Territory Archives***

Records preserved for the benefit of present and future generations.

## **BUSINESS CLASSIFICATION SCHEME**

## ***WORKPLACE SAFETY POLICY***

The function of providing workplace and safety policy to the Territory Government and agencies and to private sector organisations. Includes the development and provision of policy and advice on private sector workplace relations issues, work safety, workers' compensation and labour policy. Also includes administering the statutory obligations of the Occupational Health and Safety Act 1989, including secretariat services for occupational health and safety and workplace safety committees and councils, such as preparing minutes of meeting, undertaking research, developing submissions and papers and activities associated with the nomination, appointment and resignation of council members.

Use OCCUPATIONAL HEALTH & SAFETY (OH&S) for programs that relate to the agency's workplace and employees.

Use PUBLIC SERVICE MANAGEMENT for the activities involved in workforce planning, service-wide industrial negotiations, government injury prevention and management strategies, and service-wide workplace agreement making.

Use WORKCOVER for records relating to occupational health and safety, workers compensation and the regulation of dangerous goods in the ACT.

### ***Advice***

The activities associated with offering opinions by or to the agency as to an action or judgement. NI2003-262 - TARDiS

### ***Agreements***

The processes associated with the establishment, maintenance, review and negotiation of agreements. NI2003-262 - TARDiS

### ***Analysing***

The activities associated with systematically applying statistical and logical techniques to describe, summarise and compare data and/or information collected. Includes the process of analysis. NI2006-138 - Treasury Management Records

### ***Authorisation***

The process of delegating power to authorise an action and the seeking and granting permission to undertake a requested action.

### ***Committees***

The activities associated with the managing of committees and task forces. Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes of meetings, reports, agenda etc. NI2003-262 - TARDiS

Use TARDiS STRATEGIC MANAGEMENT – *Committees* for audit committees.

***Meetings***

The activities associated with adhoc gatherings held to formulate, discuss, update or resolve issues and matters pertaining to managing the section, department, or agency as a whole. Includes arrangements, agenda, taking of minutes etc. Excludes committee meetings. NI2003-262 - TARDiS

***Planning***

The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs. NI2003-262 - TARDiS

***Policy***

The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making, as the basis from which the agency's operating procedures are determined. NI2003-262 - TARDiS

***Procedures***

Standard methods of operating laid down by an agency according to formulated policy. NI2003-262 - TARDiS

***Reporting***

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 the examination or investigation. Includes agenda, briefing, business, discussion papers, proposals, reports, reviews and returns. NI2003-262 - TARDiS

***Research***

The activities involved in investigating or enquiring into a subject or area of interest in order to discover facts, principles etc. Used to support development of projects, standards, guidelines etc and the business activities of the agency in general. Includes following up enquiries relating to agency programs, projects, working papers, literature searches etc. NI2003-262 - TARDiS

***Reviewing***

The activities involved in re-evaluating or re-examining products, processes, procedures, standards and systems. Includes recommendations and advice resulting from these activities. NI2003-262 - TARDiS

***Tendering***

The activities involved in receiving and assessing tenders, of making offers and finalizing contract arrangements for the supply, sale or purchase of goods and services. NI2003-262 - TARDiS

*Training approval*

The activities involved in approving training programs developed and implemented by external service providers. Includes assessing training content and material and maintaining a list of approved training providers. Use TARDiS STAFF DEVELOPMENT-Training for training courses available to agency staff.

## **RECORDS DISPOSAL SCHEDULE**



***WORKPLACE AND SAFETY POLICY***

The function of providing workplace and safety policy to the Territory Government and agencies and to private sector organisations. Includes the development and provision of policy and advice on private sector workplace relations issues, work safety, workers' compensation and labour policy. Also includes administering the statutory obligations of the Occupational Health and Safety Act 1989, including secretariat services for occupational health and safety and workplace safety committees and councils, such as preparing minutes of meeting, undertaking research, developing submissions and papers and activities associated with the nomination, appointment and resignation of council members.

Use OCCUPATIONAL HEALTH & SAFETY (OH&S) for programs that relate to the agency's workplace and employees.

Use PUBLIC SERVICE MANAGEMENT for the activities involved in workforce planning, service-wide industrial negotiations, government injury prevention and management strategies, and service-wide workplace agreement making.

Use WORKCOVER for records relating to occupational health and safety, workers compensation and the regulation of dangerous goods in the ACT.

***Advice***

The activities associated with offering opinions by or to the agency as to an action or judgement.  
NI2003-262 - TARDiS

<b><i>Entry</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
1.01.1 ■■■■■■■■■■■■■■■■■■■■	Records documenting the receipt and provision of advice that resulted in major changes to the organisation or management. Includes advice provided by consultants.	Retain as Territory Archives
1.01.2 ■■■■■■■■■■■■■■■■■■■■	Receipt and provision of all other advice on workplace and safety policy. Includes records documenting advice on interpretation of workplace and safety policies and/or contentious issues. Includes advice on topical issues such as changes to industrial manslaughter legislation.	Destroy 10 years after action completed
1.01.3 ■■■■■■■■■■■■■■■■■■■■	Working papers documenting the development of advice.	Destroy 2 years action completed





## ***WORKPLACE AND SAFETY POLICY***

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Use OCCUPATIONAL HEALTH & SAFETY (OH&S) for programs that relate to the agency's workplace and employees.

Use PUBLIC SERVICE MANAGEMENT for the activities involved in workforce planning, service-wide industrial negotiations, government injury prevention and management strategies, and service-wide workplace agreement making.

Use WORKCOVER for records relating to occupational health and safety, workers compensation and the regulation of dangerous goods in the ACT.

### ***Committees***

The activities associated with the managing of committees and task forces. Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes of meetings, reports, agenda etc. Use TARDiS STRATEGIC MANAGEMENT – *Committees* for audit committees. NI2003-262 - TARDiS

<b><i>Entry</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
1.05.1 ■■■■■■■■■■■■■■■■■■■■	External and internal committees formed to manage or advise. Includes: <ul style="list-style-type: none"><li>- Finals of documents</li><li>- Documents establishing the committee</li><li>- Final versions of minutes</li><li>- Reports</li><li>- Recommendations</li><li>- Supporting documents such as briefing papers and discussion papers</li><li>-</li></ul>	Retain as Territory Archives
1.05.2 ■■■ ■■■■■■■■■■■■■■■■■■■■	Records documenting remuneration to committee members.	Destroy 5 years after committee is defunct
1.05.3 ■■■■■■■■■■■■■■■■■■■■	Working papers documenting the conduct and administration of committees formed to manage or advise on matters relating to workplace and safety policy. Includes: <ul style="list-style-type: none"><li>- Agenda</li><li>- Notices of meetings</li><li>- Draft minutes</li></ul>	Destroy 6 months after last action

***WORKPLACE AND SAFETY POLICY***

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Use OCCUPATIONAL HEALTH & SAFETY (OH&S) for programs that relate to the agency's workplace and employees.

Use PUBLIC SERVICE MANAGEMENT for the activities involved in workforce planning, service-wide industrial negotiations, government injury prevention and management strategies, and service-wide workplace agreement making.

Use WORKCOVER for records relating to occupational health and safety, workers compensation and the regulation of dangerous goods in the ACT.

***Meetings***

The activities associated with maintaining regular general contact between the agency and professional associations, professionals in related fields, other private sector organisations and community groups. Includes sharing informal advice and discussions, membership of professional associations and collaborating on projects that are not joint ventures. NI2003-262 - TARDiS

<b><i>Entry</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
1.06.1 ■■■■■■■■■■■■■■■■■■■■	Final version of minutes and supporting documents tabled at meetings held to support the function. Includes meetings with external agencies.	Destroy 3 years after action completed
1.06.2 ■■■■■■■■■■■■■■■■■■■■	Working papers documenting the conduct and administration of meetings held to support the function. Includes agenda, notices of meetings and draft minutes.	Destroy 6 months after last action



## ***WORKPLACE AND SAFETY POLICY***

The function of providing workplace and safety policy to the Territory Government and agencies and to private sector organisations. Includes the development and provision of policy and advice on private sector workplace relations issues, work safety, workers' compensation and labour policy. Also includes administering the statutory obligations of the Occupational Health and Safety Act 1989, including secretariat services for occupational health and safety and workplace safety committees and councils, such as preparing minutes of meeting, undertaking research, developing submissions and papers and activities associated with the nomination, appointment and resignation of council members.




Use OCCUPATIONAL HEALTH & SAFETY (OH&S) for programs that relate to the agency's workplace and employees.

Use PUBLIC SERVICE MANAGEMENT for the activities involved in workforce planning, service-wide industrial negotiations, government injury prevention and management strategies, and service-wide workplace agreement making.

Use WORKCOVER for records relating to occupational health and safety, workers compensation and the regulation of dangerous goods in the ACT.

### ***Policy***

The activities associated with setting and review of license, lease, connection and other fees. Includes revenue forecasts, monitoring outcomes and statistical analysis of trends. NI2003-262 - TARDiS

<b><i>Entry</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
1.08.1 	Final version of policies	Retain as Territory Archives
1.08.2 	Development and establishment of agency's policies. Includes: <ul style="list-style-type: none"><li>- policy proposal</li><li>- research papers</li><li>- results of consultations</li><li>- comments received</li><li>- supporting reports</li><li>- major drafts</li></ul>	Destroy 5 years after policy is superseded
1.08.3 	Working papers documenting the development of policies.	Destroy 3 years after policy is superseded







***WORKPLACE AND SAFETY POLICY***

The function of providing workplace and safety policy to the Territory Government and agencies and to private sector organisations. Includes the development and provision of policy and advice on private sector workplace relations issues, work safety, workers' compensation and labour policy. Also includes administering the statutory obligations of the Occupational Health and Safety Act 1989, including secretariat services for occupational health and safety and workplace safety committees and councils, such as preparing minutes of meeting, undertaking research, developing submissions and papers and activities associated with the nomination, appointment and resignation of council members.

Use OCCUPATIONAL HEALTH & SAFETY (OH&S) for programs that relate to the agency's workplace and employees.

Use PUBLIC SERVICE MANAGEMENT for the activities involved in workforce planning, service-wide industrial negotiations, government injury prevention and management strategies, and service-wide workplace agreement making.

Use WORKCOVER for records relating to occupational health and safety, workers compensation and the regulation of dangerous goods in the ACT.

***Research***

The activities involved in investigating or enquiring into a subject or area of interest in order to discover facts, principles etc. Used to support development of projects, standards, guidelines etc and the business activities of the agency in general. Includes following up enquiries relating to agency programs, projects, working papers, literature searches etc. NI2003-262 - TARDiS

<b><i>Entry</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
1.11.1 	Detailed research.	Retain as Territory Archives
1.11.2 	Routine research.	Destroy 7 years after last action





## **WORKPLACE AND SAFETY POLICY**

The function of providing workplace and safety policy to the Territory Government and agencies and to private sector organisations. Includes the development and provision of policy and advice on private sector workplace relations issues, work safety, workers' compensation and labour policy. Also includes administering the statutory obligations of the Occupational Health and Safety Act 1989, including secretariat services for occupational health and safety and workplace safety committees and councils, such as preparing minutes of meeting, undertaking research, developing submissions and papers and activities associated with the nomination, appointment and resignation of council members.

Use OCCUPATIONAL HEALTH & SAFETY (OH&S) for programs that relate to the agency's workplace and employees.

Use PUBLIC SERVICE MANAGEMENT for the activities involved in workforce planning, service-wide industrial negotiations, government injury prevention and management strategies, and service-wide workplace agreement making.

Use WORKCOVER for records relating to occupational health and safety, workers compensation and the regulation of dangerous goods in the ACT.

### ***Tendering...continued***

The activities involved in receiving and assessing tenders, of making offers and finalizing contract arrangements for the supply, sale or purchase of goods and services. NI2003-262 - TARDiS

<b><i>Entry</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
1.13.6 ■■■■■■■■■■■■■■■■■■■■	Signed simple contracts and agreements resulting from tenders and supporting records.	Destroy 7 years after completion or other termination of contract
1.13.7 ■■■■■■■■■■■■■■■■■■■■	Contract register.	Destroy 7 years after last entry
1.13.8 ■■■■■■■■■■■■■■■■■■■■	Records of unsuccessful tenders or a tender process where there is no suitable bidder, or where the tender process has been discontinued. Includes submissions, notification of outcome and reports on debriefing sessions.	Destroy 3 years after tender process completed or decision made not to continue with the tender

***WORKPLACE AND SAFETY POLICY***

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Use OCCUPATIONAL HEALTH & SAFETY (OH&S) for programs that relate to the agency's workplace and employees.

Use PUBLIC SERVICE MANAGEMENT for the activities involved in workforce planning, service-wide industrial negotiations, government injury prevention and management strategies, and service-wide workplace agreement making.

Use WORKCOVER for records relating to occupational health and safety, workers compensation and the regulation of dangerous goods in the ACT.

***Training approval***

The activities involved in approving training programs developed and implemented by external service providers. Includes assessing training content and material and maintaining a list of approved training providers. Use TARDiS STAFF DEVELOPMENT-Training for training courses available to agency staff.

<b><i>Entry</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
1.14.1 	Records documenting the assessment of training programs developed and implemented by external service providers for workplace safety.	Destroy 10 years after action completed

## **CLASSES FOR RETENTION AS TERRITORY ARCHIVES**

## *Classes for retention as Territory Archives*

### **WORKPLACE AND SAFETY POLICY**

The function of providing workplace and safety policy to the Territory Government and agencies and to private sector organisations. Includes the development and provision of policy and advice on private sector workplace relations issues, work safety, workers' compensation and labour policy. Also includes administering the statutory obligations of the Occupational Health and Safety Act 1989, including secretariat services for occupational health and safety and workplace safety committees and councils, such as preparing minutes of meeting, undertaking research, developing submissions and papers and activities associated with the nomination, appointment and resignation of council members.

Use OCCUPATIONAL HEALTH & SAFETY (OH&S) for programs that relate to the agency's workplace and employees.

Use PUBLIC SERVICE MANAGEMENT for the activities involved in workforce planning, service-wide industrial negotiations, government injury prevention and management strategies, and service-wide workplace agreement making.

Use WORKCOVER for records relating to occupational health and safety, workers compensation and the regulation of dangerous goods in the ACT.

### *Advice*

The activities associated with offering opinions by or to the agency as to an action or judgement. NI2003-262 - TARDiS

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.01.1 ■■■■■■■■■■■■■■■■■■■■	Records documenting the receipt and provision of advice that resulted in major changes to the organisation or management. Includes advice provided by consultants.	Retain as Territory Archives

### *Agreements*

The processes associated with the establishment, maintenance, review and negotiation of agreements. NI2003-262 - TARDiS

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.02.1 ■■■■■■■■■■■■■■■■■■■■	Negotiations, establishment, maintenance and review of significant agreements.	Retain as Territory Archives



## *Classes for retention as Territory Archives*

### **WORKPLACE AND SAFETY POLICY**

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### *Committees*

The activities associated with the managing of committees and task forces. Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes of meetings, reports, agenda etc. Use TARDiS STRATEGIC MANAGEMENT – *Committees* for audit committees. NI2003-262 - TARDiS

<b><i>Entry</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
1.05.1 	External and internal committees formed to manage or advise. Includes: <ul style="list-style-type: none"><li>- Finals of documents</li><li>- Documents establishing the committee</li><li>- Final versions of minutes</li><li>- Reports</li><li>- Recommendations</li><li>- Supporting documents such as briefing papers and discussion papers</li></ul>	Retain as Territory Archives

***WORKPLACE AND SAFETY POLICY***

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***Planning***

The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs. NI2003-262 - TARDiS

<b><i>Entry</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
1.07.1 ■■■■■■■■■■■■■■■■■■■■	Final versions of plans for major projects.	Retain as Territory Archives

***Policy***

The activities associated with setting and review of license, lease, connection and other fees. Includes revenue forecasts, monitoring outcomes and statistical analysis of trends. NI2003-262 - TARDiS

<b><i>Entry</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
1.08.1 ■■■■■■■■■■■■■■■■■■■■	Final version of policies	Retain as Territory Archives



## ***WORKPLACE AND SAFETY POLICY***

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Use OCCUPATIONAL HEALTH & SAFETY (OH&S) for programs that relate to the agency's workplace and employees.

Use PUBLIC SERVICE MANAGEMENT for the activities involved in workforce planning, service-wide industrial negotiations, government injury prevention and management strategies, and service-wide workplace agreement making.

Use WORKCOVER for records relating to occupational health and safety, workers compensation and the regulation of dangerous goods in the ACT.


### ***Research***

The activities involved in investigating or enquiring into a subject or area of interest in order to discover facts, principles etc. Used to support development of projects, standards, guidelines etc and the business activities of the agency in general. Includes following up enquiries relating to agency programs, projects, working papers, literature searches etc. NI2003-262 - TARDiS

<b><i>Entry</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
1.11.1 	Detailed research.	Retain as Territory Archives

### ***Reviewing***

The activities involved in re-evaluating or re-examining products, processes, procedures, standards and systems. Includes recommendations and advice resulting from these activities. NI2003-262 - TARDiS

<b><i>Entry</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
1.12.1 	Final report of review of agency programs and operation.	Retain as Territory Archives