Australian Capital Territory

# Territory Records (Records Disposal Schedule – Water Management Records) Approval 2007 (No 1)

# Notifiable instrument NI2007-281

made under the

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

# 1. Name of Instrument

This instrument is the Territory Records (Records Disposal Schedule – Water Management Records) Approval 2007 (No 1)

# 2. Approval

I approve the Records Disposal Schedule – Water Management Records.

# 3. Commencement

This instrument commences on the day after notification.

David Wardle Director of Territory Records 11 September 2007 Records Disposal Schedule - Water Management Records July 07



# Records Disposal Schedule Water Management Records

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# **INTRODUCTION**

The *Records Disposal Schedule - Water Management Records* is the official authority for the disposal of records relating to Water Management 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 Water Management 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 stakeholders and 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 signed off 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 - Water Management 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 Water Management 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 - Water Management Records:

- covers all Water Management 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;
- 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:

ACTEW/AGL Partnership Facilitation Act 2000 ACT Self Government Act 1988 Canberra Water Supply (Googong Dam) Act 1974 Corporations Act 2001 (Commonwealth) **Emergency Management Act 1999 Environment Protection Act 1997** Evidence Act 1971 Executive Document Release Act 2001 Financial Management Act 1996 Freedom of Information Act 1989 Land (Planning and Environment) Act 1991 Occupational Health and Safety Act 1989 Privacy Act 1998 (Commonwealth) Public Health Act 1997 Public Interest Disclosure Act 1994 Public Sector Management Act 1994 Seat of Government Acceptance Act 1909 (Commonwealth) Territory Owned Corporations Act 1990 Territory Records Act 2002 Trade Practices Act 1974 (Commonwealth) Utilities Act 2000 Water and Sewerage Act 2000 Water Resources Act

# **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**

The function of operating a range of water catchment systems to collect the region's water supply.

Includes designing, constructing and maintaining catchment and storage infrastructure, compliance with legislating requirements, and the preparation of management plans. Also includes conducting research, issuing and assessing tenders and managing the performance of consultants and contractors.

#### Acquisition 003

The process of gaining ownership or use of property and other items or the provision of services required in the conduct of business through purchase or requisitions. [TARDiS]

#### Advice 005

The activities associated with offering opinions by or to the agency as to an action or judgement. Includes the process of advising. [TARDiS]

#### Agreements 006

The processes associated with the establishment, maintenance, review and negotiation of agreements. [TARDiS]

#### Committees 020

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. [TARDiS]

# Compliance 021

The activities associated with complying with mandatory or optional accountability, fiscal, legal, regulatory or quality standards or requirements to which the agency is subject. Includes compliance with legislation and with national and international standards, such as the ISO 9000 series. [TARDiS]

#### **Construction 024**

The process of making or building something. [TARDiS]

# Enquiries 040

The activities associated with handling requests for information about the agency and its services by the general public, agency employees or another agency. [TARDiS]

The function of operating a range of water catchment systems to collect the region's water supply.

Includes designing, constructing and maintaining catchment and storage infrastructure, compliance with legislating requirements, and the preparation of management plans. Also includes conducting research, issuing and assessing tenders and managing the performance of consultants and contractors.

#### **Evaluation 042**

The process of determining the suitability of potential or existing programs, items of equipment, systems or services in relation to meeting the needs of the given situation. Includes systems analysis and ongoing monitoring. [TARDiS]

#### **Implementation 053**

The activities associated with carrying out or putting into action, plans, policies, procedures or instructions, all of which could be internally or externally driven. Includes manual or automated databases, applications or systems, but excludes installation of equipment. Also includes monitoring to ensure the implementation goes according to schedule and that standards are met. [TARDiS]

#### **Inspections 057**

The process of official examinations of facilities, equipment and items, to ensure compliance with agreed standards and objectives. [TARDiS]

#### **Installation 058**

Activities involved in placing equipment in position and connecting and adjusting it for use. [TARDiS]

# Liaison 067

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. [TARDiS]

#### Maintenance 069

The activities associated with the upkeep, repair, servicing, modification and preservation of internal/external conditions of premises, equipment, vehicles etc. [TARDiS]

The function of operating a range of water catchment systems to collect the region's water supply.

Includes designing, constructing and maintaining catchment and storage infrastructure, compliance with legislating requirements, and the preparation of management plans. Also includes conducting research, issuing and assessing tenders and managing the performance of consultants and contractors.

#### Meetings 072

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. [TARDiS]

#### Planning 079

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

#### Policy 080

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. [TARDiS]

### Procedures 082

Standard methods of operating laid down by the agency according to formulated policy. [TARDiS]

#### **Program development 253**

The activities associated with developing programs to meet individual, group and community needs. Includes updating or making amendments to existing programs.

#### **Reporting 088**

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. [TARDiS]

The function of operating a range of water catchment systems to collect the region's water supply.

Includes designing, constructing and maintaining catchment and storage infrastructure, compliance with legislating requirements, and the preparation of management plans. Also includes conducting research, issuing and assessing tenders and managing the performance of consultants and contractors.

#### Research 091

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 organisational programs, projects, working papers, literature searches etc. [TARDiS]

#### **Reviewing 093**

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

#### Submissions 102

The preparation and submission of a formal statement (e.g. report, statistics, etc) supporting a case or opinion held by the agency which is submitted to another agency, or within the agency, for the purpose of either gain or support. [TARDiS]

# **Tendering 104**

The activities involved in receiving and assessing tenders, of making offers and finalising contract arrangements for the supply, sale or purchase of goods and services. [TARDiS]

#### Water infrastructure design 360

The activities associated with designing water infrastructure.

The function of managing the distribution of water from treatment plants to service reservoirs, reticulated networks and other ancillary parts of the water distribution infrastructure.

Includes the development planning of networks, compliance with legislation and codes of practice, implementing water-quality management and monitoring programs, inspecting facilities, equipment etc, maintenance of reservoirs, water mains, pipelines, etc., and rectifying water quality issues. Also includes the development of policies and procedures, establishing agreements and providing advice.

#### Acquisition 003

The process of gaining ownership or use of property and other items or the provision of services required in the conduct of business through purchase or requisitions. [TARDiS]

#### Advice 005

The activities associated with offering opinions by or to the agency as to an action or judgement. Includes the process of advising. [TARDiS]

#### Agreements 006

The processes associated with the establishment, maintenance, review and negotiation of agreements. [TARDiS]

#### Committees 020

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. [TARDiS]

#### Compliance 021

The activities associated with complying with mandatory or optional accountability, fiscal, legal, regulatory or quality standards or requirements to which the agency is subject. Includes compliance with legislation and with national and international standards, such as the ISO 9000 series. [TARDiS]

# **Construction 024**

The process of making or building something. [TARDiS]

The function of managing the distribution of water from treatment plants to service reservoirs, reticulated networks and other ancillary parts of the water distribution infrastructure.

Includes the development planning of networks, compliance with legislation and codes of practice, implementing water-quality management and monitoring programs, inspecting facilities, equipment etc, maintenance of reservoirs, water mains, pipelines, etc., and rectifying water quality issues. Also includes the development of policies and procedures, establishing agreements and providing advice.

#### **Contracting out 025**

The activities involved in managing the performance of work or the provision of goods and services by an external contractor, vendor or consultant, or by using external bureau services. Includes outsourcing. [TARDiS]

#### Customer service 030

The activities associated with the planning, monitoring and evaluation of services provided to customers by the agency. [TARDiS]

#### **Evaluation 042**

The process of determining the suitability of potential or existing programs, items of equipment, systems or services in relation to meeting the needs of the given situation. Includes systems analysis and ongoing monitoring. [TARDiS]

#### **Implementation 053**

The activities associated with carrying out or putting into action, plans, policies, procedures or instructions, all of which could be internally or externally driven. Includes manual or automated databases, applications or systems, but excludes installation of equipment. Also includes monitoring to ensure the implementation goes according to schedule and that standards are met. [TARDiS]

#### **Inspections 057**

The process of official examinations of facilities, equipment and items, to ensure compliance with agreed standards and objectives. [TARDiS]

#### **Installation 058**

Activities involved in placing equipment in position and connecting and adjusting it for use. [TARDiS]

The function of managing the distribution of water from treatment plants to service reservoirs, reticulated networks and other ancillary parts of the water distribution infrastructure.

Includes the development planning of networks, compliance with legislation and codes of practice, implementing water-quality management and monitoring programs, inspecting facilities, equipment etc, maintenance of reservoirs, water mains, pipelines, etc., and rectifying water quality issues. Also includes the development of policies and procedures, establishing agreements and providing advice.

#### Leasing-out 064

The activities involved in leasing-out items, equipment, accommodation, premises or real estate to another agency or person for a specified period and agreed price. Includes the formal documentation setting out conditions, rights, responsibilities etc of both parties. Also includes subleasing. [TARDiS]

### Liaison 067

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. [TARDiS]

#### Maintenance 069

The activities associated with the upkeep, repair, servicing, modification and preservation of internal/external conditions of premises, equipment, vehicles etc. [TARDiS]

#### Meetings 072

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. [TARDiS]

#### Planning 079

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

The function of managing the distribution of water from treatment plants to service reservoirs, reticulated networks and other ancillary parts of the water distribution infrastructure.

Includes the development planning of networks, compliance with legislation and codes of practice, implementing water-quality management and monitoring programs, inspecting facilities, equipment etc, maintenance of reservoirs, water mains, pipelines, etc., and rectifying water quality issues. Also includes the development of policies and procedures, establishing agreements and providing advice.

### Policy 080

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. [TARDiS]

#### **Procedures 082**

Standard methods of operating laid down by the agency according to formulated policy. [TARDiS]

#### **Program development 253**

The activities associated with developing programs to meet individual, group and community needs. Includes updating or making amendments to existing programs.

#### **Reporting 088**

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. [TARDiS]

#### Research 091

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 organisational programs, projects, working papers, literature searches etc. [TARDiS]

#### **Reviewing 093**

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

The function of managing the distribution of water from treatment plants to service reservoirs, reticulated networks and other ancillary parts of the water distribution infrastructure.

Includes the development planning of networks, compliance with legislation and codes of practice, implementing water-quality management and monitoring programs, inspecting facilities, equipment etc, maintenance of reservoirs, water mains, pipelines, etc., and rectifying water quality issues. Also includes the development of policies and procedures, establishing agreements and providing advice.

#### Standards 100

The process of implementing industry or agency specific benchmarks for services and processes to enhance the quality and efficiency of the agency. [TARDiS]

# Submissions 102

The preparation and submission of a formal statement (e.g. report, statistics, etc) supporting a case or opinion held by the agency which is submitted to another agency, or within the agency, for the purpose of either gain or support. [TARDiS]

#### **Tendering 104**

The activities involved in receiving and assessing tenders, of making offers and finalising contract arrangements for the supply, sale or purchase of goods and services. [TARDiS]

#### Treated water sampling 358

The activities associated with collecting samples of treated water and effluent for monitoring to ensure that it meets health standards. Includes sample analysis data.

#### Water infrastructure design 360

The activities associated with designing water infrastructure.

The function of managing the operations of the region's water reuse treatment and reticulation network to deliver treated effluent to water reuse customers.

Includes marketing water reclamation schemes, establishing contracts with water reuse customers, inspection and maintenance activities of the network infrastructure to meet relevant legislative and industry standards, and handling enquiries from the public.

#### Acquisition 003

The process of gaining ownership or use of property and other items or the provision of services required in the conduct of business through purchase or requisitions. [TARDiS]

#### Advice 005

The activities associated with offering opinions by or to the agency as to an action or judgement. Includes the process of advising. [TARDiS]

#### Agreements 006

The processes associated with the establishment, maintenance, review and negotiation of agreements. [TARDiS]

#### Committees 020

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. [TARDiS]

#### Compliance 021

The activities associated with complying with mandatory or optional accountability, fiscal, legal, regulatory or quality standards or requirements to which the agency is subject. Includes compliance with legislation and with national and international standards, such as the ISO 9000 series. [TARDiS]

#### **Construction 024**

The process of making or building something. [TARDiS]

#### **Contracting out 025**

The activities involved in managing the performance of work or the provision of goods and services by an external contractor, vendor or consultant, or by using external bureau services. Includes outsourcing. [TARDiS]

The function of managing the operations of the region's water reuse treatment and reticulation network to deliver treated effluent to water reuse customers.

Includes marketing water reclamation schemes, establishing contracts with water reuse customers, inspection and maintenance activities of the network infrastructure to meet relevant legislative and industry standards, and handling enquiries from the public.

#### Disposal 034

The process of disposing of property no longer required by the agency, by sale, transfer, termination of lease, auction, donation or destruction. Includes destruction or transfer, and the program of activities to facilitate the orderly transfer of semi-active and inactive records from current office space into storage. [TARDiS]

#### Enquiries 040

The activities associated with handling requests for information about the agency and its services by the general public, agency employees or another agency. [TARDiS]

#### **Evaluation 042**

The process of determining the suitability of potential or existing programs, items of equipment, systems or services in relation to meeting the needs of the given situation. Includes systems analysis and ongoing monitoring. [TARDiS]

#### **Inspections 057**

The process of official examinations of facilities, equipment and items, to ensure compliance with agreed standards and objectives. [TARDiS]

#### Liaison 067

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. [TARDiS]

#### Maintenance 069

The activities associated with the upkeep, repair, servicing, modification and preservation of internal/external conditions of premises, equipment, vehicles etc. [TARDiS]

The function of managing the operations of the region's water reuse treatment and reticulation network to deliver treated effluent to water reuse customers.

Includes marketing water reclamation schemes, establishing contracts with water reuse customers, inspection and maintenance activities of the network infrastructure to meet relevant legislative and industry standards, and handling enquiries from the public.

#### Marketing 070

The process of analysing, creating and selling products and services. Includes market research, sales forecasting, advertising, media releases, promotion, pricing and product evaluation. [TARDiS]

#### Meetings 072

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. [TARDiS]

#### Planning 079

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

#### Policy 080

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. [TARDiS]

#### **Procedures 082**

Standard methods of operating laid down by the agency according to formulated policy. [TARDiS]

#### **Reporting 088**

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. [TARDiS]

The function of managing the operations of the region's water reuse treatment and reticulation network to deliver treated effluent to water reuse customers.

Includes marketing water reclamation schemes, establishing contracts with water reuse customers, inspection and maintenance activities of the network infrastructure to meet relevant legislative and industry standards, and handling enquiries from the public.

#### Research 091

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 organisational programs, projects, working papers, literature searches etc. [TARDiS]

#### Standards 100

The process of implementing industry or agency specific benchmarks for services and processes to enhance the quality and efficiency of the agency. [TARDiS]

#### Submissions 102

The preparation and submission of a formal statement (e.g. report, statistics, etc) supporting a case or opinion held by the agency which is submitted to another agency, or within the agency, for the purpose of either gain or support. [TARDiS]

# **Tendering 104**

The activities involved in receiving and assessing tenders, of making offers and finalising contract arrangements for the supply, sale or purchase of goods and services. [TARDiS]

### Water infrastructure design 360

The activities associated with designing water infrastructure.

The function of operating the region's water treatment facilities to meet the requirements of health and environmental legislation, service reliability and industry standards for the supply of water to the community.

Includes developing water quality programs, sampling, treating and monitoring the quality of water, complying with quality standards, preparing reports, implementing security measures to protect people, premises and equipment from damage or from unauthorised access. Also includes reviewing processes and systems, developing policy, providing technical advice and conducting plant inspections.

#### Acquisition 003

The process of gaining ownership or use of property and other items or the provision of services required in the conduct of business through purchase or requisitions. [TARDiS]

#### Advice 005

The activities associated with offering opinions by or to the agency as to an action or judgement. Includes the process of advising. [TARDiS]

#### **Agreements 006**

The processes associated with the establishment, maintenance, review and negotiation of agreements. [TARDiS]

#### Committees 020

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. [TARDiS]

#### Compliance 021

The activities associated with complying with mandatory or optional accountability, fiscal, legal, regulatory or quality standards or requirements to which the agency is subject. Includes compliance with legislation and with national and international standards, such as the ISO 9000 series. [TARDiS]

# **Construction 024**

The process of making or building something. [TARDiS]

The function of operating the region's water treatment facilities to meet the requirements of health and environmental legislation, service reliability and industry standards for the supply of water to the community.

Includes developing water quality programs, sampling, treating and monitoring the quality of water, complying with quality standards, preparing reports, implementing security measures to protect people, premises and equipment from damage or from unauthorised access. Also includes reviewing processes and systems, developing policy, providing technical advice and conducting plant inspections.

#### **Contracting out 025**

The activities involved in managing the performance of work or the provision of goods and services by an external contractor, vendor or consultant, or by using external bureau services. Includes outsourcing. [TARDiS]

# Disposal 034

The process of disposing of property no longer required by the agency, by sale, transfer, termination of lease, auction, donation or destruction. Includes destruction or transfer, and the program of activities to facilitate the orderly transfer of semi-active and inactive records from current office space into storage. [TARDiS]

#### Enquiries 040

The activities associated with handling requests for information about the agency and its services by the general public, agency employees or another agency. [TARDiS]

#### **Evaluation 042**

The process of determining the suitability of potential or existing programs, items of equipment, systems or services in relation to meeting the needs of the given situation. Includes systems analysis and ongoing monitoring. [TARDiS]

#### **Inspections 057**

The process of official examinations of facilities, equipment and items, to ensure compliance with agreed standards and objectives. [TARDiS]

#### **Installation 058**

Activities involved in placing equipment in position and connecting and adjusting it for use. [TARDiS]

The function of operating the region's water treatment facilities to meet the requirements of health and environmental legislation, service reliability and industry standards for the supply of water to the community.

Includes developing water quality programs, sampling, treating and monitoring the quality of water, complying with quality standards, preparing reports, implementing security measures to protect people, premises and equipment from damage or from unauthorised access. Also includes reviewing processes and systems, developing policy, providing technical advice and conducting plant inspections.

# Liaison 067

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. [TARDiS]

#### Maintenance 069

The activities associated with the upkeep, repair, servicing, modification and preservation of internal/external conditions of premises, equipment, vehicles etc. [TARDiS]

# Meetings 072

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. [TARDiS]

# Planning 079

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

#### Policy 080

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. [TARDiS]

#### **Procedures 082**

Standard methods of operating laid down by the agency according to formulated policy. [TARDiS]

The function of operating the region's water treatment facilities to meet the requirements of health and environmental legislation, service reliability and industry standards for the supply of water to the community.

Includes developing water quality programs, sampling, treating and monitoring the quality of water, complying with quality standards, preparing reports, implementing security measures to protect people, premises and equipment from damage or from unauthorised access. Also includes reviewing processes and systems, developing policy, providing technical advice and conducting plant inspections.

#### **Program development 253**

The activities associated with developing programs to meet individual, group and community needs. Includes updating or making amendments to existing programs.

# **Reporting 088**

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. [TARDiS]

# Research 091

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 organisational programs, projects, working papers, literature searches etc. [TARDiS]

#### **Reviewing 093**

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

#### Security 097

The activities associated with measures taken to protect people, premises, equipment or information from accidental or intentional damage or from unauthorised access. Includes the security classification of personnel and criminal record checks. [TARDiS]

#### Standards 100

The process of implementing industry or agency specific benchmarks for services and processes to enhance the quality and efficiency of the agency. [TARDiS]

The function of operating the region's water treatment facilities to meet the requirements of health and environmental legislation, service reliability and industry standards for the supply of water to the community.

Includes developing water quality programs, sampling, treating and monitoring the quality of water, complying with quality standards, preparing reports, implementing security measures to protect people, premises and equipment from damage or from unauthorised access. Also includes reviewing processes and systems, developing policy, providing technical advice and conducting plant inspections.

#### Submissions 102

The preparation and submission of a formal statement (e.g. report, statistics, etc) supporting a case or opinion held by the agency which is submitted to another agency, or within the agency, for the purpose of either gain or support. [TARDiS]

# **Tendering 104**

The activities involved in receiving and assessing tenders, of making offers and finalising contract arrangements for the supply, sale or purchase of goods and services. [TARDiS]

# Treated water sampling 358

The activities associated with collecting samples of treated water and effluent for monitoring to ensure that it meets health standards. Includes sample analysis data.

# Water infrastructure design 360

The activities associated with designing water infrastructure.

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# **RECORDS DISPOSAL SCHEDULE**

The function of operating a range of water catchment systems to collect the region's water supply.

Includes designing, constructing and maintaining catchment and storage infrastructure, compliance with legislating requirements, and the preparation of management plans. Also includes conducting research, issuing and assessing tenders and managing the performance of consultants and contractors.

#### Acquisition 003

The process of gaining ownership or use of property and other items or the provision of services required in the conduct of business through purchase or requisitions. [TARDiS]

Entry No.	Description of Records	Disposal Action
163.003.001	Records documenting the acquisition of goods and services required for water catchment systems where there is no tender or contracting-out process (i.e. where the cost of the acquisition is below the threshold for tendering or where a purchase is made against a period contract).	action completed
	[See Tendering for the acquisition of water	

catchment systems through a tender process.]

# Advice 005

The activities associated with offering opinions by or to the agency as to an action or judgement. Includes the process of advising. [TARDiS]

<i>Entry No.</i> 163.005.001	<i>Description of Records</i> Receipt of advice that resulted in major changes. Includes advice provided by consultants.	<i>Disposal Action</i> Retain as Territory Archives
163.005.002	Receipt and provision of all other advice.	Destroy 10 years after action completed
163.005.003	Working papers documenting the development of advice.	Destroy 2 years after action completed

The function of operating a range of water catchment systems to collect the region's water supply.

Includes designing, constructing and maintaining catchment and storage infrastructure, compliance with legislating requirements, and the preparation of management plans. Also includes conducting research, issuing and assessing tenders and managing the performance of consultants and contractors.

#### Agreements 006

The processes associated with the establishment, maintenance, review and negotiation of agreements. [TARDiS]

<i>Entry No.</i> 163.006.001	Description of Records Final versions of agreements made to support the water catchment operations function. Includes: - deeds of agreements - funding agreements - service level contracts - alliance agreements - non-standard customer agreements	<i>Disposal Action</i> Retain as Territory Archives
163.006.002	Records documenting negotiations, establishment, maintenance and review of agreements.	Destroy 7 years after expiry or other termination of agreement

The function of operating a range of water catchment systems to collect the region's water supply.

Includes designing, constructing and maintaining catchment and storage infrastructure, compliance with legislating requirements, and the preparation of management plans. Also includes conducting research, issuing and assessing tenders and managing the performance of consultants and contractors.

# Committees 020

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. [TARDiS]

Entry No.	Description of Records	Disposal Action
163.020.001	<ul> <li>Records of internal committees formed to consider specific matters in support of the water catchment operations management function. Includes:</li> <li>documents establishing the committee</li> <li>final version of minutes</li> <li>reports</li> <li>supporting documents such as briefing papers and discussion papers.</li> </ul>	Destroy 10 years after action completed
163.020.002	Records of external or inter-agency committees formed to consider water catchment operations management matters where the agency is a member. Includes: - documents establishing the committee - appointment of members - minutes - supporting documents such as briefing papers and discussion papers	Destroy 5 years after action completed
163.020.003	Working papers documenting the conduct and administration of all committees that consider matters relating to the water catchment operations management function. Includes: - agenda - notices of minutes - draft minutes	-

## WATER CATCHMENT OPERATIONS 163

The function of operating a range of water catchment systems to collect the region's water supply.

Includes designing, constructing and maintaining catchment and storage infrastructure, compliance with legislating requirements, and the preparation of management plans. Also includes conducting research, issuing and assessing tenders and managing the performance of consultants and contractors.

## Compliance 021

The activities associated with complying with mandatory or optional accountability, fiscal, legal, regulatory or quality standards or requirements to which the agency is subject. Includes compliance with legislation and with national and international standards, such as the ISO 9000 series. [TARDiS]

*Entry No.* 163.021.001

#### **Description of Records**

Records documenting compliance with mandatory standards, specifications and statutory requirements relating to the operations of water catchment systems.

[See Contracting-out for monitoring compliance with contractual arrangements.]

#### **Disposal** Action

Retain as Territory Archives

## WATER CATCHMENT OPERATIONS 163

The function of operating a range of water catchment systems to collect the region's water supply.

Includes designing, constructing and maintaining catchment and storage infrastructure, compliance with legislating requirements, and the preparation of management plans. Also includes conducting research, issuing and assessing tenders and managing the performance of consultants and contractors.

## **Construction 024**

The process of making or building something. [TARDiS]

<i>Entry No.</i> 163.024.001	Description of Records Records relating to the construction of historical and significant water catchment systems and structures including the determination of specifications and conditions, that are considered to be: - of local, state or national significance, including registration by the National Trust of Australia - which are considered unique, examples of design styles or have won design awards. Works include: - augmentation - bores - dams - filtration plants - pipelines - pumping stations - reservoirs - water supply pipelines - water supply pipelines - water supply schemes and augmentation schemes - water towers Records includes: - specifications - plans and drawings, maps - building approvals	Disposal Action Retain as Territory Archives
	±	

Entry No.	Description of Records [See Designing for design concepts etc.] [See Contracting-out for copies of contractors permits, licences, certificates and accreditations.] [See Submissions for successful funding submissions.]	Disposal Action
	Records relating to the construction of all other structures: - certified plans and maps, surveys - engineer's drawings - specifications - pipe layouts - records of conversation - specifications - system design - processing plan design diagrams - connection plans - successful tenders - engineers' drawings of fittings, valves, boosters, hydrants etc. - work authorities - works as executed plans - building plans - project management records - development applications - master plans - concept plans [See Designing for design concepts etc.] [See Contracting-out for copies of contractors permits, licences, certificates and accreditations.] [See Submissions for successful funding submissions.]	Destroy 7 years after lifetime of the structure of the system is replaced
163.024.003	Records documenting construction activities not proceeded with.	Destroy 7 years after decision to suspend construction activities
163.024.004	Working papers and drawings.	Destroy 6 months after reference ceases

The function of operating a range of water catchment systems to collect the region's water supply.

Includes designing, constructing and maintaining catchment and storage infrastructure, compliance with legislating requirements, and the preparation of management plans. Also includes conducting research, issuing and assessing tenders and managing the performance of consultants and contractors.

#### Enquiries 040

The activities associated with handling requests for information about the agency and its services by the general public, agency employees or another agency. [TARDiS]

Entry No.	Description of Records	Disposal Action
163.040.001	Records documenting the handling of public enquiries about the agency and its programs, products and services in relation to the water catchment operations function.	Destroy 2 years after action completed

## **Evaluation 042**

The process of determining the suitability of potential or existing programs, items of equipment, systems or services in relation to meeting the needs of the given situation. Includes systems analysis and ongoing monitoring. [TARDiS]

Entry No.	Description of Records	Disposal Action
163.042.001	Records documenting the evaluation systems and services relating to operation of water catchment systems.	Destroy 7 years after action completed
163.042.002	Records documenting systems analysis and ongoing monitoring.	Destroy 5 years after action completed

## WATER CATCHMENT OPERATIONS 163

The function of operating a range of water catchment systems to collect the region's water supply.

Includes designing, constructing and maintaining catchment and storage infrastructure, compliance with legislating requirements, and the preparation of management plans. Also includes conducting research, issuing and assessing tenders and managing the performance of consultants and contractors.

## **Implementation 053**

The activities associated with carrying out or putting into action, plans, policies, procedures or instructions, all of which could be internally or externally driven. Includes manual or automated databases, applications or systems, but excludes installation of equipment. Also includes monitoring to ensure the implementation goes according to schedule and that standards are met. [TARDiS]

Entry No.	Description of Records	Disposal Action
163.053.001	Records documenting the implementation of government responses, frameworks, policies, plans and strategies.	Destroy 10 years after action completed
163.053.002	Records documenting the implementation of agency plans, policies, programs, procedures and systems.	Destroy 6 years after action completed

#### **Inspections 057**

The process of official examinations of facilities, equipment and items, to ensure compliance with agreed standards and objectives. [TARDiS]

Entry No.	Description of Records	Disposal Action
163.057.001	Records relating to programmed structural	Destroy 10 years
	inspections including inspections of dams and	after lifetime of the
	surrounds. Includes:	structure
	- notification of inspection	
	- inspection reports	
	- proposals	

- proposals

# $41 \\ \text{Authorised by the ACT Parliamentary Counsel-also accessible at www.legislation.act.gov.au} \\$

## WATER CATCHMENT OPERATIONS 163

The function of operating a range of water catchment systems to collect the region's water supply.

Includes designing, constructing and maintaining catchment and storage infrastructure, compliance with legislating requirements, and the preparation of management plans. Also includes conducting research, issuing and assessing tenders and managing the performance of consultants and contractors.

## **Installation 058**

Activities involved in placing equipment in position and connecting and adjusting it for use. [TARDiS]

Entry No.	Description of Records	Disposal Action
163.058.001	Records documenting installation and configuration equipment and devices such as pumps, pipes, backflow prevention devices, valves, anemometers, centrifuges etc.	Destroy 7 years after action completed

#### Liaison 067

163.067.001

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. [TARDiS]

Entry No. Description of Records

Records of participation in industry groups relevant to the operation of water catchment systems. Includes collaboration on projects and exchange of information. **Disposal Action** 

Destroy 6 years after action completed

[See INFORMATION MANAGEMENT -Acquisitions for subscriptions to publications of professional bodies where the subscriber does not have to be a member of an organisation.]

[See GOVERNMENT RELATIONS for liaison activities between governments].

## WATER CATCHMENT OPERATIONS 163

The function of operating a range of water catchment systems to collect the region's water supply.

Includes designing, constructing and maintaining catchment and storage infrastructure, compliance with legislating requirements, and the preparation of management plans. Also includes conducting research, issuing and assessing tenders and managing the performance of consultants and contractors.

#### Maintenance 069

The activities associated with the upkeep, repair, servicing, modification and preservation of internal/external conditions of premises, equipment, vehicles etc. [TARDiS]

Entry No.Description of Records163.069.001Records relating to planned major<br/>maintenance projects. Including major<br/>structural repairs and renovations to:

- dams
- pumping stations
- water supply pipelines
- water mains extensions
- water supply schemes
- water augmentation schemes
- water supply systems

[See Contracting-out for copies of contractors permits, licences, certificates and accreditations.]

163.069.002 Records documenting reactive maintenance activities made to water catchment systems. Includes:

- records of conversation
- scope of work
- drawings
- proposals
- reports
- job work packs
- capital works approvals

[See Contracting-out for copies of contractors permits, licences, certificates and accreditations.]

#### **Disposal** Action

Destroy 10 years after the lifetime of the structure or until plant ceases operation

Destroy 7 years after the lifetime of the structure or until plant ceases operation

*Entry No.* 163.069.003

#### **Description of Records**

Records of routine upkeep, repair and maintenance activities of water catchment systems (e.g. cleaning, painting, pest control etc.)

[See OCCUPATIONAL HEALTH & SAFETY - Health promotion for material safety data sheets.]

#### **Disposal** Action

Destroy 2 years after action completed

The function of operating a range of water catchment systems to collect the region's water supply.

Includes designing, constructing and maintaining catchment and storage infrastructure, compliance with legislating requirements, and the preparation of management plans. Also includes conducting research, issuing and assessing tenders and managing the performance of consultants and contractors.

## Meetings 072

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. [TARDiS]

Entry No.	Description of Records	Disposal Action
163.072.001	Final versions of minutes and supporting documents tabled at meetings held in support of the water catchment operations function.	Destroy 7 years after action completed
163.072.002	Working papers documenting the conduct and administration of all meetings held in support of the water catchment operations function.	•

## Planning 079

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

<i>Entry No.</i> 163.079.001	<i>Description of Records</i> Final version of plans to support the management of water catchment systems. Includes:	<i>Disposal Action</i> Retain as Territory Archives
	<ul> <li>counter disaster plans</li> <li>annual maintenance plans</li> <li>acquisition and disposal plans</li> </ul>	
163.079.002	Working papers used in developing all water catchment system plans. Includes: - draft plans - report analysing issues - comments from stakeholders	Destroy 1 year after adoption of the final plan

The function of operating a range of water catchment systems to collect the region's water supply.

Includes designing, constructing and maintaining catchment and storage infrastructure, compliance with legislating requirements, and the preparation of management plans. Also includes conducting research, issuing and assessing tenders and managing the performance of consultants and contractors.

#### Policy 080

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. [TARDiS]

Entry No.	Description of Records	Disposal Action
163.080.001	Records relating to policy on design and construction of water catchment systems such as dams, reservoirs etc. Includes:	Retain as Territory Archives
	<ul> <li>policy proposals</li> <li>research papers</li> <li>results of consultations</li> <li>supporting reports</li> <li>major drafts</li> <li>final policy statements</li> </ul>	
163.080.002	Records documenting comments made on the development of government-wide water catchment operations policies.	Destroy 2 years after promulgation of new policy
163.080.003	Working papers documenting the development of all water catchment operations policies.	t Destroy 2 years after promulgation of new policy
163.080.004	Copies of policy documents and supporting papers.	Destroy 6 months after reference ceases

## WATER CATCHMENT OPERATIONS 163

The function of operating a range of water catchment systems to collect the region's water supply.

Includes designing, constructing and maintaining catchment and storage infrastructure, compliance with legislating requirements, and the preparation of management plans. Also includes conducting research, issuing and assessing tenders and managing the performance of consultants and contractors.

## Procedures 082

Standard methods of operating laid down by the agency according to formulated policy. [TARDiS]

<i>Entry No.</i> 163.082.001	<i>Description of Records</i> Master set of agency manuals, handbooks, directives, etc detailing procedures supporting the water catchment operations function. Includes emergency procedures.	<i>Disposal Action</i> Retain as Territory Archives
163.082.002	Records documenting the development of agency procedures supporting the water catchment operations functions.	Destroy 1 year after production of procedures
163.082.003	Copies of manuals, handbooks, directives, etc.	Destroy 6 months after reference ceases

#### **Program development 253**

The activities associated with developing programs to meet individual, group and community needs. Includes updating or making amendments to existing programs.

Entry No.	Description of Records	Disposal Action
163.253.001	Records documenting the development of programs for the management of water catchment operations.	Destroy 6 years after action completed

The function of operating a range of water catchment systems to collect the region's water supply.

Includes designing, constructing and maintaining catchment and storage infrastructure, compliance with legislating requirements, and the preparation of management plans. Also includes conducting research, issuing and assessing tenders and managing the performance of consultants and contractors.

#### **Reporting 088**

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. [TARDiS]

Entry No.	Description of Records	Disposal Action
163.088.001	Master copies of final versions of internal formal reports and reports made to external agencies relating to the water catchment operations. Includes:	Retain as Territory Archives
	<ul> <li>technical reports</li> <li>interim study findings</li> <li>preliminary design reports</li> <li>final reports</li> <li>pilot studies</li> <li>engineering reports</li> </ul>	
163.088.002	Final version of internal formal reports and reports made to external agencies relating to the water catchment operations. Includes:	Destroy 5 years after action completed
	<ul> <li>technical reports</li> <li>interim study findings</li> <li>preliminary design reports</li> <li>final reports</li> <li>pilot studies</li> <li>engineering reports</li> </ul>	
163.088.003	Final version of periodic internal reports on general administrative matters used to monitor and document recurring activities to support the water catchment operations function. Includes statistical reports.	Destroy 3 years after action completed

*Entry No.* 163.088.004

## **Description of Records**

Working papers documenting the developmentDestroy 6 monthsof all reports. Includes drafts, commentsafter referencereceived, raw statistical data.ceases

**Disposal** Action

The function of operating a range of water catchment systems to collect the region's water supply.

Includes designing, constructing and maintaining catchment and storage infrastructure, compliance with legislating requirements, and the preparation of management plans. Also includes conducting research, issuing and assessing tenders and managing the performance of consultants and contractors.

#### Research 091

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 organisational programs, projects, working papers, literature searches etc. [TARDiS]

Entry No.	Description of Records	Disposal Action
163.091.001	Records documenting detailed research carried out to support the water catchment operations function	•
163.091.002	Records documenting routine research carried out to support the water catchment operations function	

## **Reviewing 093**

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

Entry No.	Description of Records	Disposal Action
163.093.001	Records documenting reviews of agency processes, products and programs relating to the water catchment operations function. Includes documents establishing the review, final and action plan.	Destroy 10 years after action completed
163.093.002	Working papers developed in support of reviews of agency processes, products and programs relating to the water catchment operations function.	Destroy 3 years after action completed

The function of operating a range of water catchment systems to collect the region's water supply.

Includes designing, constructing and maintaining catchment and storage infrastructure, compliance with legislating requirements, and the preparation of management plans. Also includes conducting research, issuing and assessing tenders and managing the performance of consultants and contractors.

#### Submissions 102

The preparation and submission of a formal statement (e.g. report, statistics, etc) supporting a case or opinion held by the agency which is submitted to another agency, or within the agency, for the purpose of either gain or support. [TARDiS]

<i>Entry No.</i> 163.102.001	<i>Description of Records</i> Final version of successful agency submissions made to the Chief Minister, Minister and government bodies for construction of water catchment systems	<i>Disposal Action</i> Retain as Territory Archives
163.102.002	Working papers documenting the development of successful agency submissions made to the Chief Minister, Minister and government bodies for construction of water catchment systems.	
163.102.003	Final version of unsuccessful agency submissions made to the Chief Minister, Minister and government bodies for construction of water catchment systems.	Destroy 7 years after action completed
163.102.004	Final version of internal submissions and submissions made to external agencies relating to water catchment operations. Includes drafts and comments received.	Destroy 7 years after action completed
163.102.005	Working papers documenting the development of unsuccessful agency submissions made to the Chief Minister, Minister and government bodies for construction of water catchment systems.	Destroy 3 years after action completed
163.102.006	Final version of submissions made to external agencies relating to non-water catchment operations. Includes drafts and comments received.	Destroy 3 years after action completed

## WATER CATCHMENT OPERATIONS 163

The function of operating a range of water catchment systems to collect the region's water supply.

Includes designing, constructing and maintaining catchment and storage infrastructure, compliance with legislating requirements, and the preparation of management plans. Also includes conducting research, issuing and assessing tenders and managing the performance of consultants and contractors.

## **Tendering 104**

The activities involved in receiving and assessing tenders, of making offers and finalising contract arrangements for the supply, sale or purchase of goods and services. [TARDiS]

Entry No.	Description of Records	Disposal Action
163.104.001	Records documenting the development and issue of tender documentation. Includes: - statement of requirements - requests for proposals - expression of interest - request for tender - draft contract	Destroy 7 years after action completed
163.104.002	Assessment of tenders received against selection criteria. Includes: - arrangements for carrying out the assessment process - assessment report - recommendations - final reports - public notices	Destroy 7 years after tender process completed
163.104.003	Records documenting post offer negotiations and due diligence checks.	Destroy 7 years after tender process completed
163.104.004	Records of unsuccessful tenders or a tender process where there has been no suitable bidder or where the tender process has been discontinued. Includes: - submissions - notification of outcome - reports of debriefing sessions	Destroy 2 years after tender process completed or decision made not to continue with the tender
163.104.005	Tender register	Destroy 7 years after last entry

Entry No.	Description of Records	Disposal Action
163.104.006	Signed simple contracts and agreements resulting from tenders and supporting records.	Destroy 7 years after completion or other termination of agreement or contract
163.104.007	Contract register.	Destroy 7 years after last entry

The function of operating a range of water catchment systems to collect the region's water supply.

Includes designing, constructing and maintaining catchment and storage infrastructure, compliance with legislating requirements, and the preparation of management plans. Also includes conducting research, issuing and assessing tenders and managing the performance of consultants and contractors.

## Water infrastructure design 360

The activities associated with designing water infrastructure.

<i>Entry No.</i> 163.360.001	<ul> <li>Description of Records</li> <li>Records relating to the design of historical and significant water catchment systems including the determination of specifications and conditions, that are considered to be: <ul> <li>of local, state or national significance, including registration by the National Trust of Australia; or</li> <li>which are considered unique, examples of design styles or have won design awards.</li> </ul> </li> <li>Works include: <ul> <li>pipelines</li> <li>pumping stations</li> <li>sewerage systems</li> </ul> </li> </ul>	<i>Disposal Action</i> Retain as Territory Archives
	<ul> <li>drainage systems</li> <li>Records include: <ul> <li>feasibility studies</li> <li>environmental impact statements</li> <li>certified plans and maps, surveys</li> <li>specifications</li> <li>photographs</li> <li>engineer's drawings</li> <li>pipe layouts</li> <li>system design</li> <li>processing plans locations and design diagrams</li> <li>connection plans</li> <li>successful tenders</li> <li>engineers' drawings of fittings, valves, boosters, hydrants etc</li> <li>works as executed plans</li> <li>building plans</li> </ul> </li> </ul>	

Entry No.	<ul> <li>Description of Records</li> <li>master plans</li> <li>concepts plans</li> <li>certificates</li> <li>records of conversation</li> <li>project management records</li> <li>development applications</li> </ul> [See Construction for building from the design.] [See Contracting-out for copies of contractors permits, licences, certificates and accreditations.]	Disposal Action
	[See Submissions for successful funding submissions.]	
	Records relating to the design of routine water catchment systems. - records of conversation - specifications - scope of works - feasibility studies - environmental impact statements - proposals - reports - works as executed plans - drawings - building plans - project management records - development applications - master plans - concept plans - certificates	Destroy 7 years after lifetime of the structure of the system is replaced
	[See Construction for building from the design.]	
	[See Contracting-out for copies of contractors permits, licences, certificates and accreditations.]	

[See Submissions for successful funding submissions.]

Entry No. 163.360.003

## **Description of Records**

Records documenting design activities not Destroy 7 years after proceeded with.

#### **Disposal** Action

decision to suspend construction activities

163.360.004 

Working papers and drawings.

Destroy 6 months after reference ceases

The function of managing the distribution of water from treatment plants to service reservoirs, reticulated networks and other ancillary parts of the water distribution infrastructure.

Includes the development planning of networks, compliance with legislation and codes of practice, implementing water-quality management and monitoring programs, inspecting facilities, equipment etc, maintenance of reservoirs, water mains, pipelines, etc., and rectifying water quality issues. Also includes the development of policies and procedures, establishing agreements and providing advice.

## Acquisition 003

The process of gaining ownership or use of property and other items or the provision of services required in the conduct of business through purchase or requisitions. [TARDiS]

Entry No.	Description of Records	Disposal Action
164.003.001	Records documenting the acquisition of goods and services required for water distribution management where there is no tender or contracting-out process (i.e. where the cost of the acquisition is below the threshold for tendering or where a purchase is made against a period contract).	Destroy 7 years after action completed

#### Advice 005

The activities associated with offering opinions by or to the agency as to an action or judgement. Includes the process of advising. [TARDiS]

<i>Entry No.</i> 164.005.001	<ul> <li>Description of Records</li> <li>Records documenting the receipt and provision of advice on the management of water distribution management. Includes:</li> <li>advice to other agencies</li> <li>minutes providing advice to the Minister</li> <li>ministerial statement</li> </ul>	<i>Disposal Actio</i> Destroy 7 year action comple
	[See LEGAL SERVICES - Advice for legal advice on the operations of water distribution management.]	

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The function of managing the distribution of water from treatment plants to service reservoirs, reticulated networks and other ancillary parts of the water distribution infrastructure.

Includes the development planning of networks, compliance with legislation and codes of practice, implementing water-quality management and monitoring programs, inspecting facilities, equipment etc, maintenance of reservoirs, water mains, pipelines, etc., and rectifying water quality issues. Also includes the development of policies and procedures, establishing agreements and providing advice.

#### Agreements 006

The processes associated with the establishment, maintenance, review and negotiation of agreements. [TARDiS]

Entry No.	Description of Records	Disposal Action
164.006.001	<ul> <li>Final versions of agreements made to support the water catchment operations function.</li> <li>Includes: <ul> <li>deeds of agreements</li> <li>funding agreements</li> <li>service level contracts</li> <li>alliance agreements</li> <li>non-standard customer agreements</li> </ul> </li> </ul>	Destroy 10 years after expiry of the agreement
164.006.002	Records documenting negotiations, establishment, maintenance and review of agreements.	Destroy 7 years after expiry or other termination of agreement
164.006.003	Records documenting negotiations, establishment, maintenance and review of agreements.	Destroy 7 years after expiry or other termination of agreement
164.006.004	Records relating to water supply meter agreements.	Destroy 2 years after expiry of agreement

The function of managing the distribution of water from treatment plants to service reservoirs, reticulated networks and other ancillary parts of the water distribution infrastructure.

Includes the development planning of networks, compliance with legislation and codes of practice, implementing water-quality management and monitoring programs, inspecting facilities, equipment etc, maintenance of reservoirs, water mains, pipelines, etc., and rectifying water quality issues. Also includes the development of policies and procedures, establishing agreements and providing advice.

#### Committees 020

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. [TARDiS]

Entry No.	Description of Records	Disposal Action
164.020.001	Records of internal committees formed to consider specific matters in support of the water catchment operations management function. Includes: - documents establishing the committee - final version of minutes - reports - supporting documents such as briefing papers and discussion papers.	Destroy 10 years after action completed
164.020.002	Records of external or inter-agency committees formed to consider water catchment operations management matters where the agency is a member. Includes: - documents establishing the committee - appointment of members - minutes - supporting documents such as briefing papers and discussion papers	Destroy 5 years after action completed
164.020.003	Working papers documenting the conduct and administration of all committees that consider matters relating to the water catchment operations management function. Includes: - agenda - notices of minutes - draft minutes	

The function of managing the distribution of water from treatment plants to service reservoirs, reticulated networks and other ancillary parts of the water distribution infrastructure.

Includes the development planning of networks, compliance with legislation and codes of practice, implementing water-quality management and monitoring programs, inspecting facilities, equipment etc, maintenance of reservoirs, water mains, pipelines, etc., and rectifying water quality issues. Also includes the development of policies and procedures, establishing agreements and providing advice.

## Compliance 021

The activities associated with complying with mandatory or optional accountability, fiscal, legal, regulatory or quality standards or requirements to which the agency is subject. Includes compliance with legislation and with national and international standards, such as the ISO 9000 series. [TARDiS]

*Entry No.* 164.021.001

#### **Description of Records**

Records documenting compliance with mandatory standards, specifications and statutory requirements relating to water distribution management.

[see Contracting-out for monitoring compliance with contractual arrangements.]

## **Disposal** Action

Destroy 7 years after action completed

The function of managing the distribution of water from treatment plants to service reservoirs, reticulated networks and other ancillary parts of the water distribution infrastructure.

Includes the development planning of networks, compliance with legislation and codes of practice, implementing water-quality management and monitoring programs, inspecting facilities, equipment etc, maintenance of reservoirs, water mains, pipelines, etc., and rectifying water quality issues. Also includes the development of policies and procedures, establishing agreements and providing advice.

#### **Construction 024**

The process of making or building something. [TARDiS]

Entry No. **Description of Records Disposal** Action 164.024.001 Records relating to the construction of Retain as Territory historical and significant water Archives distribution management and structures including the determination of specifications and conditions, that are considered to be: - of local, state or national significance, including registration by the National Trust of Australia: or - which are considered unique, examples of design styles or have won design awards. Works include: - augmentation - bores - dams - filtration plants - pipelines - pumping stations - reservoirs - water supply pipelines - water mains extensions - water supply schemes and augmentation schemes - water towers **Records includes:** - specifications - plans and drawings, maps - building approvals - inspection reports - conservation management plan

Entry No.	<ul> <li>Description of Records</li> <li>photographs</li> <li>records of conversation</li> <li>project management records</li> <li>[See Designing for design concepts etc.]</li> <li>[See Contracting-out for copies of contractors permits, licences, certificates and accreditations.]</li> <li>[See Submissions for successful funding submissions.]</li> </ul>	Disposal Action
164.024.002	Records relating to the construction of all other structures. - certified plans and maps, surveys - engineer's drawings - specifications - pipe layouts - records of conversation - specifications - system design - processing plan design diagrams - connection plans - successful tenders - engineers' drawings of fittings, valves, boosters, hydrants etc. - work authorities - works as executed plans - building plans - project management records - development applications - master plans - concept plans	Destroy 7 years after decision to suspend construction activities
164.024.003	Records documenting construction activities not proceeded with.	Destroy 7 years after decision to suspend construction activities
164.024.004	Working papers and drawings.	Destroy 6 months after reference ceases

The function of managing the distribution of water from treatment plants to service reservoirs, reticulated networks and other ancillary parts of the water distribution infrastructure.

Includes the development planning of networks, compliance with legislation and codes of practice, implementing water-quality management and monitoring programs, inspecting facilities, equipment etc, maintenance of reservoirs, water mains, pipelines, etc., and rectifying water quality issues. Also includes the development of policies and procedures, establishing agreements and providing advice.

#### **Contracting out 025**

The activities involved in managing the performance of work or the provision of goods and services by an external contractor, vendor or consultant, or by using external bureau services. Includes outsourcing. [TARDiS]

Description of Records	Disposal Action
Records on the management of major contracts for water distribution management. Includes:	Retain as Territory Archives
<ul> <li>minutes of meetings with main stakeholders</li> <li>performance and evaluation reports</li> <li>records of conversation</li> <li>photographs</li> <li>variations, amendments to contracts</li> <li>copies of permits, licences, tickets</li> <li>copies of certification and accreditations</li> </ul>	
Records on the management of minor contracts for water distribution management. Includes:	Destroy 7 years after completion or other termination of agreement or
<ul> <li>minutes of meetings with main stakeholders</li> <li>performance and evaluation reports</li> <li>records of conversations</li> <li>photographs</li> <li>variations, amendments to contracts</li> <li>copies of permits, licences, tickets</li> <li>copies of certification and accreditations</li> </ul>	contract
	<ul> <li>Records on the management of major contracts for water distribution management. Includes:</li> <li>minutes of meetings with main stakeholders</li> <li>performance and evaluation reports</li> <li>records of conversation</li> <li>photographs</li> <li>variations, amendments to contracts</li> <li>copies of permits, licences, tickets</li> <li>copies of certification and accreditations</li> </ul> Records on the management of minor contracts for water distribution management. Includes: <ul> <li>minutes of meetings with main stakeholders</li> <li>performance and evaluation reports</li> <li>records of conversations</li> <li>photographs</li> <li>variations, amendments to contracts</li> <li>copies of conversations</li> <li>performance and evaluation reports</li> <li>records of conversations</li> <li>photographs</li> <li>variations, amendments to contracts</li> <li>copies of permits, licences, tickets</li> </ul>

The function of managing the distribution of water from treatment plants to service reservoirs, reticulated networks and other ancillary parts of the water distribution infrastructure.

Includes the development planning of networks, compliance with legislation and codes of practice, implementing water-quality management and monitoring programs, inspecting facilities, equipment etc, maintenance of reservoirs, water mains, pipelines, etc., and rectifying water quality issues. Also includes the development of policies and procedures, establishing agreements and providing advice.

#### Customer service 030

The activities associated with the planning, monitoring and evaluation of services provided to customers by the agency. [TARDiS]

<i>Entry No.</i> 164.030.001	<i>Description of Records</i> Records documenting the planning, monitoring and evaluation of customer services.	<i>Disposal Action</i> Destroy 3 years after action completed
164.030.002	Records documenting the management of specific customer services provided to the public e.g. managing an enquiry desk, or telephone information service. Includes planning, monitoring and evaluation of services e.g. carrying out customer surveys. [See Public reaction for responding to customer complaints.]	Destroy 3 years after action completed

## **Evaluation 042**

The process of determining the suitability of potential or existing programs, items of equipment, systems or services in relation to meeting the needs of the given situation. Includes systems analysis and ongoing monitoring. [TARDiS]

Entry No.	Description of Records	Disposal Action
164.042.001	Records documenting the evaluation of systems and services relating to water distribution management.	Destroy 7 years after action completed
164.042.002	Records documenting systems analysis and ongoing monitoring.	Destroy 5 years after action completed

## WATER DISTRIBUTION MANAGEMENT 164

The function of managing the distribution of water from treatment plants to service reservoirs, reticulated networks and other ancillary parts of the water distribution infrastructure.

Includes the development planning of networks, compliance with legislation and codes of practice, implementing water-quality management and monitoring programs, inspecting facilities, equipment etc, maintenance of reservoirs, water mains, pipelines, etc., and rectifying water quality issues. Also includes the development of policies and procedures, establishing agreements and providing advice.

## **Implementation 053**

The activities associated with carrying out or putting into action, plans, policies, procedures or instructions, all of which could be internally or externally driven. Includes manual or automated databases, applications or systems, but excludes installation of equipment. Also includes monitoring to ensure the implementation goes according to schedule and that standards are met. [TARDiS]

Entry No.	Description of Records	Disposal Action
164.053.001	Records documenting the implementation of government responses, frameworks, policies, plans and strategies.	Destroy 10 years after action completed
164.053.002	Records documenting the implementation of agency plans, policies, programs, procedures and systems.	Destroy 6 years after action completed

The function of managing the distribution of water from treatment plants to service reservoirs, reticulated networks and other ancillary parts of the water distribution infrastructure.

Includes the development planning of networks, compliance with legislation and codes of practice, implementing water-quality management and monitoring programs, inspecting facilities, equipment etc, maintenance of reservoirs, water mains, pipelines, etc., and rectifying water quality issues. Also includes the development of policies and procedures, establishing agreements and providing advice.

## **Inspections 057**

The process of official examinations of facilities, equipment and items, to ensure compliance with agreed standards and objectives. [TARDiS]

<i>Entry No.</i> 164.057.001	<i>Description of Records</i> Records relating to programmed structural inspections - notifications of inspection - inspection reports - proposals	<i>Disposal Action</i> Destroy 10 years after lifetime of the structure
164.057.002	Records documenting routine and reactive inspections of water distribution infrastructure. Includes: - notification of inspection - inspection reports - proposals [See OCCUPATIONAL HEALTH & SAFETY (OH&S) - Inspections relating to	Destroy 7 years after lifetime of the structure

occupational health and safety inspections.]

The function of managing the distribution of water from treatment plants to service reservoirs, reticulated networks and other ancillary parts of the water distribution infrastructure.

Includes the development planning of networks, compliance with legislation and codes of practice, implementing water-quality management and monitoring programs, inspecting facilities, equipment etc, maintenance of reservoirs, water mains, pipelines, etc., and rectifying water quality issues. Also includes the development of policies and procedures, establishing agreements and providing advice.

#### **Installation 058**

Activities involved in placing equipment in position and connecting and adjusting it for use. [TARDiS]

Entry No.	Description of Records	Dis
164.058.001	Records documenting installation and	Des
	configuration equipment and devices such as	acti
	pumps, pipes, backflow prevention devices,	
	valves, anemometers, centrifuges etc.	

#### **Disposal** Action

Destroy 7 years after action completed

## Leasing-out 064

The activities involved in leasing-out items, equipment, accommodation, premises or real estate to another agency or person for a specified period and agreed price. Includes the formal documentation setting out conditions, rights, responsibilities etc of both parties. Also includes subleasing. [TARDiS]

*Entry No.* 164.064.001

#### **Description of Records**

Records documenting arrangement for leasing-out equipment such as fire hydrants. Includes negotiations.

#### **Disposal Action**

Destroy 7 years after lease expires or is terminated

The function of managing the distribution of water from treatment plants to service reservoirs, reticulated networks and other ancillary parts of the water distribution infrastructure.

Includes the development planning of networks, compliance with legislation and codes of practice, implementing water-quality management and monitoring programs, inspecting facilities, equipment etc, maintenance of reservoirs, water mains, pipelines, etc., and rectifying water quality issues. Also includes the development of policies and procedures, establishing agreements and providing advice.

## Liaison 067

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. [TARDiS]

Entry No.	Description of Records	Disposal Action
164.067.001	Records of participation in industry groups relevant to the operation of water distribution management. Includes collaboration on projects and exchange of information.	Destroy 6 years after action completed
	[See INFORMATION MANAGEMENT - Acquisitions for subscriptions to publications of professional bodies where the subscriber does not have to be a member of an organisation.]	

[See GOVERNMENT RELATIONS for liaison activities between governments].

The function of managing the distribution of water from treatment plants to service reservoirs, reticulated networks and other ancillary parts of the water distribution infrastructure.

Includes the development planning of networks, compliance with legislation and codes of practice, implementing water-quality management and monitoring programs, inspecting facilities, equipment etc, maintenance of reservoirs, water mains, pipelines, etc., and rectifying water quality issues. Also includes the development of policies and procedures, establishing agreements and providing advice.

#### Maintenance 069

The activities associated with the upkeep, repair, servicing, modification and preservation of internal/external conditions of premises, equipment, vehicles etc. [TARDiS]

Entry No.	Description of Records	Disposal Action
164.069.001	Records relating to planned major maintenance projects. Including major structural repairs and renovations to: - pumping stations - water supply pipelines - water mains extensions - water supply schemes - water augmentation schemes	Destroy 10 years after lifetime of the structure or until plant ceases operation
	<ul> <li>water supply systems</li> <li>[See Contracting-out for copies of contractors permits, licences, certificates and accreditations.]</li> </ul>	
164.069.002 Records activities managem - records - scope of - drawing - proposa - reports - job wor	Records documenting reactive maintenance activities made to water distribution management. Includes:	Destroy 7 years after lifetime of the structure or until plant ceases
	<ul> <li>records of conversation</li> <li>scope of work</li> <li>drawings</li> <li>proposals</li> <li>reports</li> <li>job work packs</li> <li>capital works approvals</li> </ul>	operation
	[See Contracting-out for copies of contractors permits, licences, certificates and accreditations.]	

The function of managing the distribution of water from treatment plants to service reservoirs, reticulated networks and other ancillary parts of the water distribution infrastructure.

Includes the development planning of networks, compliance with legislation and codes of practice, implementing water-quality management and monitoring programs, inspecting facilities, equipment etc, maintenance of reservoirs, water mains, pipelines, etc., and rectifying water quality issues. Also includes the development of policies and procedures, establishing agreements and providing advice.

## Meetings 072

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. [TARDiS]

Entry No.	Description of Records	Disposal Action
164.072.001	Final versions of minutes and supporting documents tabled at meetings held in support of the water distribution management function.	Destroy 7 years after action completed
164.072.002	Working papers documenting the conduct and administration of all meetings held in support of the water distribution management function.	5

The function of managing the distribution of water from treatment plants to service reservoirs, reticulated networks and other ancillary parts of the water distribution infrastructure.

Includes the development planning of networks, compliance with legislation and codes of practice, implementing water-quality management and monitoring programs, inspecting facilities, equipment etc, maintenance of reservoirs, water mains, pipelines, etc., and rectifying water quality issues. Also includes the development of policies and procedures, establishing agreements and providing advice.

## Planning 079

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

Entry No.	Description of Records	Disposal Action
164.079.001	Final version of plans to support the management of water distribution management. Includes:	Retain as Territory Archives
	<ul> <li>counter disaster plans</li> <li>annual maintenance plans</li> <li>acquisition and disposal plans</li> </ul>	
164.079.002	Working papers used in developing all water catchment system plans. Includes: - draft plans	Destroy 6 months after reference ceases
	<ul><li>report analysing issues</li><li>comments from stakeholders</li></ul>	

The function of managing the distribution of water from treatment plants to service reservoirs, reticulated networks and other ancillary parts of the water distribution infrastructure.

Includes the development planning of networks, compliance with legislation and codes of practice, implementing water-quality management and monitoring programs, inspecting facilities, equipment etc, maintenance of reservoirs, water mains, pipelines, etc., and rectifying water quality issues. Also includes the development of policies and procedures, establishing agreements and providing advice.

## Policy 080

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. [TARDiS]

Entry No.	Description of Records	Disposal Action
164.080.001	Records relating to policy on design and construction of water distribution management such as dams, reservoirs etc. Includes:	Retain as Territory Archives
	<ul> <li>policy proposals</li> <li>research papers</li> <li>results of consultations</li> <li>supporting reports</li> <li>major drafts</li> <li>final policy statements</li> </ul>	
164.080.002	Records documenting comments made on the development of government-wide water distribution management policies.	Destroy 2 years after promulgation of new policy
164.080.003	Working papers documenting the development of all water distribution management policies.	• •

## WATER DISTRIBUTION MANAGEMENT 164

The function of managing the distribution of water from treatment plants to service reservoirs, reticulated networks and other ancillary parts of the water distribution infrastructure.

Includes the development planning of networks, compliance with legislation and codes of practice, implementing water-quality management and monitoring programs, inspecting facilities, equipment etc, maintenance of reservoirs, water mains, pipelines, etc., and rectifying water quality issues. Also includes the development of policies and procedures, establishing agreements and providing advice.

#### Procedures 082

Standard methods of operating laid down by the agency according to formulated policy. [TARDiS]

Entry No.	Description of Records	Disposal Action
164.082.001	Master set of agency manuals, handbooks, directives, etc detailing procedures supporting the water distribution management function. Includes emergency procedures.	Retain as Territory Archives
164.082.002	Records documenting the development of agency procedures supporting the water distribution management functions.	Destroy 1 year after production of procedures

#### **Program development 253**

The activities associated with developing programs to meet individual, group and community needs. Includes updating or making amendments to existing programs.

Description of Records	Disposal Action
Records documenting the development of programs for the operation of water	Destroy 6 years after action completed
ŀ	Records documenting the development of

## WATER DISTRIBUTION MANAGEMENT 164

The function of managing the distribution of water from treatment plants to service reservoirs, reticulated networks and other ancillary parts of the water distribution infrastructure.

Includes the development planning of networks, compliance with legislation and codes of practice, implementing water-quality management and monitoring programs, inspecting facilities, equipment etc, maintenance of reservoirs, water mains, pipelines, etc., and rectifying water quality issues. Also includes the development of policies and procedures, establishing agreements and providing advice.

## **Reporting 088**

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. [TARDiS]

<i>Entry No.</i> 164.088.001	<i>Description of Records</i> Master copies of final versions of internal formal reports and reports made to external agencies relating to the water distribution management. Includes:	<i>Disposal Action</i> Retain as Territory Archives
	<ul> <li>technical reports</li> <li>interim study findings</li> <li>preliminary design reports</li> <li>final reports</li> <li>pilot studies</li> <li>engineering reports</li> </ul>	
164.088.002	Final version of internal formal reports and reports made to external agencies relating to the water distribution management. Includes: - technical reports - interim study findings - preliminary design reports - final reports - pilot studies - engineering reports	Destroy 5 years after action completed
164.088.003	Final version of periodic internal reports on general administrative matters used to monitor and document recurring activities to support the water distribution management function. Includes statistical reports.	Destroy 3 years after action completed

*Entry No.* 164.088.004

## **Description of Records**

Working papers documenting the developmentDestroy 6 monthsof all reports. Includes drafts, commentsafter referencereceived, raw statistical data.ceases

# Disposal Action

## WATER DISTRIBUTION MANAGEMENT 164

The function of managing the distribution of water from treatment plants to service reservoirs, reticulated networks and other ancillary parts of the water distribution infrastructure.

Includes the development planning of networks, compliance with legislation and codes of practice, implementing water-quality management and monitoring programs, inspecting facilities, equipment etc, maintenance of reservoirs, water mains, pipelines, etc., and rectifying water quality issues. Also includes the development of policies and procedures, establishing agreements and providing advice.

## Research 091

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 organisational programs, projects, working papers, literature searches etc. [TARDiS]

Entry No.	Description of Records	Disposal Action
164.091.001	Records documenting detailed research carried out to support the water distribution management function	l Retain as Territory Archives
164.091.002	Records documenting routine research carried out to support the water distribution management function	Destroy 6 months after reference ceases

## **Reviewing 093**

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

<i>Entry No.</i> 164.093.001	<i>Description of Records</i> Records documenting reviews of agency processes, products and programs relating to the water distribution management function. Includes documents establishing the review, final and action plan.	<i>Disposal Action</i> Destroy 10 years after action completed
164.093.002	Working papers developed in support of reviews of agency processes, products and programs relating to the water distribution management function.	Destroy 3 years after action completed

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#### WATER DISTRIBUTION MANAGEMENT 164

The function of managing the distribution of water from treatment plants to service reservoirs, reticulated networks and other ancillary parts of the water distribution infrastructure.

Includes the development planning of networks, compliance with legislation and codes of practice, implementing water-quality management and monitoring programs, inspecting facilities, equipment etc, maintenance of reservoirs, water mains, pipelines, etc., and rectifying water quality issues. Also includes the development of policies and procedures, establishing agreements and providing advice.

#### Standards 100

The process of implementing industry or agency specific benchmarks for services and processes to enhance the quality and efficiency of the agency. [TARDiS]

Entry No.

#### **Description of Records**

164.100.001

Records documenting the implementation of industry and agency standards to support the operation of water distribution systems. **Disposal** Action

Destroy 7 years after standard is implemented

## WATER DISTRIBUTION MANAGEMENT 164

The function of managing the distribution of water from treatment plants to service reservoirs, reticulated networks and other ancillary parts of the water distribution infrastructure.

Includes the development planning of networks, compliance with legislation and codes of practice, implementing water-quality management and monitoring programs, inspecting facilities, equipment etc, maintenance of reservoirs, water mains, pipelines, etc., and rectifying water quality issues. Also includes the development of policies and procedures, establishing agreements and providing advice.

## Submissions 102

The preparation and submission of a formal statement (e.g. report, statistics, etc) supporting a case or opinion held by the agency which is submitted to another agency, or within the agency, for the purpose of either gain or support. [TARDiS]

Entry No.	Description of Records	Disposal Action
164.102.001	Final version of successful agency submissions made to the Chief Minister, Minister and government bodies for construction of water distribution management	Retain as Territory Archives
164.102.002	Working papers documenting the development of successful agency submissions made to the Chief Minister, Minister and government bodies for construction of water distribution management.	
164.102.003	Final version of unsuccessful agency submissions made to the Chief Minister, Minister and government bodies for construction of water distribution management	Destroy 7 years after action completed
164.102.004	Final version of internal submissions and submissions made to external agencies relating to water distribution management. Includes drafts and comments received.	Destroy 7 years after action completed
164.102.005	Working papers documenting the development of unsuccessful agency submissions made to the Chief Minister, Minister and government bodies for construction of water distribution management.	Destroy 3 years after action completed

Entry No. 164.102.006 

## **Description of Records**

Final version of submissions made to external Destroy 3 years after agencies relating to non-water distribution management. Includes drafts and comments received.

## **Disposal** Action

action completed

## WATER DISTRIBUTION MANAGEMENT 164

The function of managing the distribution of water from treatment plants to service reservoirs, reticulated networks and other ancillary parts of the water distribution infrastructure.

Includes the development planning of networks, compliance with legislation and codes of practice, implementing water-quality management and monitoring programs, inspecting facilities, equipment etc, maintenance of reservoirs, water mains, pipelines, etc., and rectifying water quality issues. Also includes the development of policies and procedures, establishing agreements and providing advice.

## **Tendering** 104

The activities involved in receiving and assessing tenders, of making offers and finalising contract arrangements for the supply, sale or purchase of goods and services. [TARDiS]

Entry No.	Description of Records	Disposal Action
164.104.001	Records documenting the development and issue of tender documentation. Includes: - statement of requirements - requests for proposals - expression of interest - request for tender - draft contract	Destroy 7 years after tender process completed
164.104.002	Assessment of tenders received against selection criteria. Includes: - arrangements for carrying out the assessment process - assessment report - recommendations - final reports - public notices	Destroy 7 years after tender process completed
164.104.003	Records documenting post offer negotiations and due diligence checks.	Destroy 7 years after tender process completed
164.104.004	Tender register	Destroy 7 years after last entry
164.104.005	Signed simple contracts and agreements resulting from tenders and supporting records.	Destroy 7 years after completion or other termination of agreement or contract

164.104.006	Contract register.	Destroy 7 years after last entry
164.104.007	Records of unsuccessful tenders or a tender process where there has been no suitable bidder or where the tender process has been discontinued. Includes: - submissions - notification of outcome - reports of debriefing session	Destroy 2 years after tender process completed or decision made not to continue with the tender

#### Records Disposal Schedule – Water Management Records July 07

#### WATER DISTRIBUTION MANAGEMENT 164

The function of managing the distribution of water from treatment plants to service reservoirs, reticulated networks and other ancillary parts of the water distribution infrastructure.

Includes the development planning of networks, compliance with legislation and codes of practice, implementing water-quality management and monitoring programs, inspecting facilities, equipment etc, maintenance of reservoirs, water mains, pipelines, etc., and rectifying water quality issues. Also includes the development of policies and procedures, establishing agreements and providing advice.

#### **Treated water sampling 358**

The activities associated with collecting samples of treated water and effluent for monitoring to ensure that it meets health standards. Includes sample analysis data.

Entry No.

**Description of Records** 

**Disposal Action** 

164.358.001

Records relating to the administration of water Destroy 5 years after and effluent sampling and analysis. Includes action completed sample analysis data.

## WATER DISTRIBUTION MANAGEMENT 164

The function of managing the distribution of water from treatment plants to service reservoirs, reticulated networks and other ancillary parts of the water distribution infrastructure.

Includes the development planning of networks, compliance with legislation and codes of practice, implementing water-quality management and monitoring programs, inspecting facilities, equipment etc, maintenance of reservoirs, water mains, pipelines, etc., and rectifying water quality issues. Also includes the development of policies and procedures, establishing agreements and providing advice.

#### Water infrastructure design 360

The activities associated with designing water infrastructure.

Entry No. **Description of Records Disposal** Action 164.360.001 Records relating to the design of historical **Retain as Territory** and significant water distribution Archives management including the determination of specifications and conditions, that are considered to be: - of local, state or national significance, including registration by the National Trust of Australia; or - which are considered unique, examples of design styles or have won design awards. Works include: - augmentation - bores - filtration plants - hydrants - pipelines - pumping stations - water supply pipelines - water mains extensions - water supply schemes - water augmentation schemes - water towers Records include: - feasibility studies - environmental impact statements - certified plans and maps, surveys - specifications - photographs - engineer's drawings - pipe layouts - system design

- processing plans locations and design diagrams

- connection plans
- successful tenders
- engineers' drawings of fittings, valves,
- boosters, hydrants etc
- works as executed plans
- building plans master plans
- concepts plans
- certificates
- records of conversation
- project management records
- development applications

[See Construction for building from the design.] [See Contracting-out for copies of contractors permits, licences, certificates and accreditations.] [See Submissions for successful funding submissions.]

164.360.002	Records relating to the design of all other cases:	Destroy 7 year
	- records of conversation	after lifetime o
	- specifications	structure or 7 y

- scope of works
- feasibility studies
- environmental impact statements
- proposals
- reports
- works as executed plans
- drawings
- building plans
- project management records
- development applications
- master plans
- concept plans
- certificates

[See Construction for building from the design.]

[See Contracting-out for copies of contractors permits, licences, certificates and accreditations.]

[See Submissions for successful funding submissions.]

Destroy 7 years after lifetime of the structure or 7 years after the system is replaced

# Records Disposal Schedule – Water Management Records July 07

164.360.003	Records documenting design activities not proceeded with.	Destroy 7 years after decision to suspend design activities
164.360.004	Working papers and drawings.	Destroy 6 months after reference ceases

The function of managing the operations of the region's water reuse treatment and reticulation network to deliver treated effluent to water reuse customers.

Includes marketing water reclamation schemes, establishing contracts with water reuse customers, inspection and maintenance activities of the network infrastructure to meet relevant legislative and industry standards, and handling enquiries from the public.

#### Acquisition 003

The process of gaining ownership or use of property and other items or the provision of services required in the conduct of business through purchase or requisitions. [TARDiS]

Entry No.	Description of Records	Disposal Action
165.003.001	Records documenting the acquisition of goods and services required for water reclamation management where there is no tender or contracting-out process (i.e. where the cost of the acquisition is below the threshold for tendering or where a purchase is made against a period contract).	Destroy 7 years after action completed
	[See Tendering for the acquisition of water reclamation networks through a tender process.]	

#### Advice 005

The activities associated with offering opinions by or to the agency as to an action or judgement. Includes the process of advising. [TARDiS]

Entry No.	Description of Records	Disposal Action
165.005.001	Records documenting the receipt and provision of advice on the management of water reclamation networks. Includes: - advice to other agencies - minutes providing advice to the Minister - ministerial statements	Destroy 7 years after action completed
	[See Contracting-out for monitoring	

compliance with contractual arrangements.]

The function of managing the operations of the region's water reuse treatment and reticulation network to deliver treated effluent to water reuse customers.

Includes marketing water reclamation schemes, establishing contracts with water reuse customers, inspection and maintenance activities of the network infrastructure to meet relevant legislative and industry standards, and handling enquiries from the public.

## **Agreements 006**

The processes associated with the establishment, maintenance, review and negotiation of agreements. [TARDiS]

Entry No.	Description of Records	Disposal Action
165.006.001	<ul> <li>Final versions of agreements made to support the water reclamation management function.</li> <li>Includes: <ul> <li>deeds of agreements</li> <li>funding agreements</li> <li>service level contracts</li> <li>alliance agreements</li> <li>non-standard customer agreements</li> </ul> </li> </ul>	Destroy 7 years after expiry or other termination of agreement
165.006.002	Records documenting negotiations, establishment, maintenance and review of agreements.	Destroy 7 years after expiry or other termination of agreement

The function of managing the operations of the region's water reuse treatment and reticulation network to deliver treated effluent to water reuse customers.

Includes marketing water reclamation schemes, establishing contracts with water reuse customers, inspection and maintenance activities of the network infrastructure to meet relevant legislative and industry standards, and handling enquiries from the public.

## Committees 020

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. [TARDiS]

Entry No.	Description of Records	Disposal Action
165.020.001	<ul> <li>Records of internal committees formed to consider specific matters in support of the water reclamation management function.</li> <li>Includes: <ul> <li>documents establishing the committee</li> <li>final version of minutes</li> <li>reports</li> <li>supporting documents such as briefing papers and discussion papers.</li> </ul> </li> </ul>	Destroy 10 years after action completed
165.020.002	Records of external or inter-agency committees formed to consider water catchment operations management matters where the agency is a member. Includes: - documents establishing the committee - appointment of members - minutes - supporting documents such as briefing papers and discussion papers	Destroy 5 years after action completed
165.020.003	Working papers documenting the conduct and administration of all committees that consider matters relating to the water reclamation management function. Includes: - agenda - notices of minutes - draft minutes	•

The function of managing the operations of the region's water reuse treatment and reticulation network to deliver treated effluent to water reuse customers.

Includes marketing water reclamation schemes, establishing contracts with water reuse customers, inspection and maintenance activities of the network infrastructure to meet relevant legislative and industry standards, and handling enquiries from the public.

#### **Compliance 021**

The activities associated with complying with mandatory or optional accountability, fiscal, legal, regulatory or quality standards or requirements to which the agency is subject. Includes compliance with legislation and with national and international standards, such as the ISO 9000 series. [TARDiS]

*Entry No.* 165.021.001

#### **Description of Records**

Records documenting compliance with mandatory standards, specifications and statutory requirements relating to water reclamation management.

[see Contracting-out for monitoring compliance with contractual arrangements.]

**Disposal** Action

Destroy 7 years after action completed

The function of managing the operations of the region's water reuse treatment and reticulation network to deliver treated effluent to water reuse customers.

Includes marketing water reclamation schemes, establishing contracts with water reuse customers, inspection and maintenance activities of the network infrastructure to meet relevant legislative and industry standards, and handling enquiries from the public.

## **Construction 024**

The process of making or building something. [TARDiS]

Entry No.	Description of Records	Disposal Action
165.024.001	Records relating to the construction of historical and significant water reclamation management and structures including the determination of specifications and conditions, that are considered to be: - of local, state or national significance, including registration by the National Trust of Australia - which are considered unique, examples of design styles or have won design awards.	Retain as Territory Archives
	Works include:	
	- augmentation	
	- bores - dams	
	- filtration plants	
	- pipelines	
	- pumping stations	
	- reservoirs	
	- water supply pipelines	
	<ul><li>water mains extensions</li><li>water supply schemes and augmentation</li></ul>	
	schemes	
	- water towers	
	Records includes: - specifications - plans and drawings, maps - building approvals - inspection reports - conservation management plan - photographs - records of conversation - project management records	

# Records Disposal Schedule – Water Management Records July 07

	[See Designing for design concepts etc.]	
	[See Contracting-out for copies of contrac permits, licences, certificates and accreditations.]	tors
	[See Submissions for successful funding submissions.]	
165.024.002	Records relating to the construction of al other structures. - certified plans and maps, surveys - engineer's drawings - specifications - pipe layouts	Destroy 7 years after lifetime of the structure or 7 years after the system is replaced
	<ul> <li>records of conversation</li> <li>specifications</li> <li>system design</li> <li>processing plan design diagrams</li> <li>connection plans</li> <li>successful tenders</li> <li>engineers' drawings of fittings, valves, boosters, hydrants etc.</li> <li>work authorities</li> <li>works as executed plans</li> <li>building plans</li> <li>project management records</li> <li>development applications</li> <li>master plans</li> <li>concept plans</li> </ul>	
	[See Designing for design concepts etc.]	
	[See Contracting-out for copies of contra permits, licences, certificates and accreditations.]	ictors
	[See Submissions for successful funding submissions.]	
165.024.003	Records documenting construction activities not proceeded with.	Destroy 7 years after decision to suspend construction activities
165.024.004	Working papers and drawings.	Destroy 6 months after reference ceases

The function of managing the operations of the region's water reuse treatment and reticulation network to deliver treated effluent to water reuse customers.

Includes marketing water reclamation schemes, establishing contracts with water reuse customers, inspection and maintenance activities of the network infrastructure to meet relevant legislative and industry standards, and handling enquiries from the public.

#### Contracting out 025

The activities involved in managing the performance of work or the provision of goods and services by an external contractor, vendor or consultant, or by using external bureau services. Includes outsourcing. [TARDiS]

Entry No.	Description of Records	Disposal Action
165.025.001	Records on the management of major contracts for water reticulation networks. Includes:	Retain as Territory Archives
	<ul> <li>minutes of meetings with main stakeholders</li> <li>performance and evaluation reports</li> <li>records of conversation</li> <li>photographs</li> <li>variations, amendments to contracts</li> <li>copies of permits, licences, tickets</li> <li>copies of certification and accreditations</li> </ul> [See Tendering for Contract Register]	
165.025.002	Records on the management of minor contracts for water reticulation networks. Includes: - minutes of meetings with main stakeholders - performance and evaluation reports - records of conversations - photographs - variations, amendments to contracts - copies of permits, licences, tickets - copies of certification and accreditations	Destroy 7 years after completion or other termination of agreement or contract

The function of managing the operations of the region's water reuse treatment and reticulation network to deliver treated effluent to water reuse customers.

Includes marketing water reclamation schemes, establishing contracts with water reuse customers, inspection and maintenance activities of the network infrastructure to meet relevant legislative and industry standards, and handling enquiries from the public.

#### Disposal 034

The process of disposing of property no longer required by the agency, by sale, transfer, termination of lease, auction, donation or destruction. Includes destruction or transfer, and the program of activities to facilitate the orderly transfer of semi-active and inactive records from current office space into storage. [TARDiS]

<i>Entry No.</i> 165.034.001	<i>Description of Records</i> Records documenting the disposal of government-owned water reclamation	<i>Disposal Action</i> Destroy 7 years after disposal
	networks. Includes: - assessments and investigations - independent valuation certificates - details of preparation undertaken before disposal ('making good').	I
165.034.002	Signed contracts under seal resulting from tenders and related records for the disposal of government owned water reclamation networks etc where there is no tender process.	Destroy 12 years after completion or other termination of agreement or contract

#### Enquiries 040

The activities associated with handling requests for information about the agency and its services by the general public, agency employees or another agency. [TARDiS]

*Entry No.* 165.040.001

#### **Description of Records**

Records documenting the handling of public enquiries about the agency and its programs, products and services in relation to the water reclamation management function

#### **Disposal** Action

Destroy 2 years after action completed

The function of managing the operations of the region's water reuse treatment and reticulation network to deliver treated effluent to water reuse customers.

Includes marketing water reclamation schemes, establishing contracts with water reuse customers, inspection and maintenance activities of the network infrastructure to meet relevant legislative and industry standards, and handling enquiries from the public.

## **Evaluation 042**

The process of determining the suitability of potential or existing programs, items of equipment, systems or services in relation to meeting the needs of the given situation. Includes systems analysis and ongoing monitoring. [TARDiS]

Entry No.	Description of Records	Disposal Action
165.042.001	Records documenting the evaluation of systems and services relating to water reclamation networks.	Destroy 7 years after action completed
165.042.002	Records documenting systems analysis and ongoing monitoring.	Destroy 5 years after action completed

#### **Inspections 057**

The process of official examinations of facilities, equipment and items, to ensure compliance with agreed standards and objectives. [TARDiS]

Entry No.	Description of Records	Disposal Action
165.057.001	Records relating to programmed structural inspections of water reticulation networks. Includes - notifications of inspection - inspection reports - proposals	Destroy 10 years
165.057.002	Records documenting routine and reactive inspections of water reticulation networks. Includes: - notification of inspection - inspection reports - proposals [See OCCUPATIONAL HEALTH & SAFETY (OH & S) Inspections relating to	Destroy 7 years after action completed
	SAFETY (OH&S) - Inspections relating to occupational health and safety inspections.]	

The function of managing the operations of the region's water reuse treatment and reticulation network to deliver treated effluent to water reuse customers.

Includes marketing water reclamation schemes, establishing contracts with water reuse customers, inspection and maintenance activities of the network infrastructure to meet relevant legislative and industry standards, and handling enquiries from the public.

#### Liaison 067

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. [TARDiS]

*Entry No.* 165.067.001

#### **Description of Records**

Records of participation in industry groups relevant to the operation of water reclamation management. Includes collaboration on projects and exchange of information.

**Disposal** Action

Destroy 6 years after action completed

[See INFORMATION MANAGEMENT -Acquisitions for subscriptions to publications of professional bodies where the subscriber does not have to be a member of an organisation.]

[See GOVERNMENT RELATIONS for liaison activities between governments].

The function of managing the operations of the region's water reuse treatment and reticulation network to deliver treated effluent to water reuse customers.

Includes marketing water reclamation schemes, establishing contracts with water reuse customers, inspection and maintenance activities of the network infrastructure to meet relevant legislative and industry standards, and handling enquiries from the public.

#### Maintenance 069

The activities associated with the upkeep, repair, servicing, modification and preservation of internal/external conditions of premises, equipment, vehicles etc. [TARDiS]

Entry No.	Description of Records	Disposal Action
165.069.001	Records relating to planned major maintenance projects. Including major structural repairs and renovations to:	Destroy 10 years after lifetime of the structure or until plant ceases
	<ul> <li>pumping stations</li> <li>irrigation schemes</li> <li>water supply schemes</li> <li>water augmentation schemes</li> <li>filtration plants</li> <li>augmentation</li> </ul>	operation
	[See Contracting-out for copies of contractors permits, licences, certificates and accreditations.]	
165.069.002	Records documenting reactive maintenance activities made to water reticulation networks. Includes:	Destroy 7 years after lifetime of the structure or until plant ceases operation
	<ul> <li>records of conversation</li> <li>scope of work</li> <li>drawings</li> <li>proposals</li> <li>reports</li> <li>job work packs</li> <li>capital works approvals</li> </ul>	
	[See Contracting-out for copies of contractors permits, licences, certificates and accreditations.]	

## Records Disposal Schedule – Water Management Records July 07

*Entry No.* 165.069.003

#### **Description of Records**

Records of routine upkeep, repair and maintenance activities of water reclamation networks (e.g. cleaning, painting, pest control etc.)

[See OCCUPATIONAL HEALTH & SAFETY - Health promotion for material safety data sheets.]

#### **Disposal** Action

Destroy 2 years after action completed

The function of managing the operations of the region's water reuse treatment and reticulation network to deliver treated effluent to water reuse customers.

Includes marketing water reclamation schemes, establishing contracts with water reuse customers, inspection and maintenance activities of the network infrastructure to meet relevant legislative and industry standards, and handling enquiries from the public.

#### Marketing 070

The process of analysing, creating and selling products and services. Includes market research, sales forecasting, advertising, media releases, promotion, pricing and product evaluation. [TARDiS]

*Entry No.* 165.070.001

**Description of Records** 

#### **Disposal** Action

Records documenting the marketing activities Destroy 3 years after of the agency's water reclamation management action completed function. Includes:

- market research
- advertising
- media releases
- promotional material

## Meetings 072

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. [TARDiS]

Entry No.	Description of Records	Disposal Action
165.072.001	Final versions of minutes and supporting documents tabled at meetings held in support of the water reclamation management function.	Destroy 7 years after action completed
	Working papers documenting the conduct and administration of all meetings held in support of the water reclamation management function.	Destroy 6 months after minutes finalised

The function of managing the operations of the region's water reuse treatment and reticulation network to deliver treated effluent to water reuse customers.

Includes marketing water reclamation schemes, establishing contracts with water reuse customers, inspection and maintenance activities of the network infrastructure to meet relevant legislative and industry standards, and handling enquiries from the public.

## Planning 079

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

<i>Entry No.</i> 165.079.001	<i>Description of Records</i> Final version of plans to support the management of water reclamation management. Includes:	<i>Disposal Action</i> Retain as Territory Archives
	<ul> <li>counter disaster plans</li> <li>annual maintenance plans</li> <li>acquisition and disposal plans</li> </ul>	
165.079.002	Working papers used in developing all water catchment system plans. Includes: - draft plans	Destroy 6 months after reference ceases
	<ul> <li>report analysing issues</li> <li>comments from stakeholders</li> </ul>	

The function of managing the operations of the region's water reuse treatment and reticulation network to deliver treated effluent to water reuse customers.

Includes marketing water reclamation schemes, establishing contracts with water reuse customers, inspection and maintenance activities of the network infrastructure to meet relevant legislative and industry standards, and handling enquiries from the public.

## Policy 080

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. [TARDiS]

<i>Entry No.</i> 165.080.001	<i>Description of Records</i> Final version of policies.	<i>Disposal Action</i> Retain as Territory Archives
165.080.002	Development and establishment of agency's policies. Includes: - policy proposals - research papers - results of consultations - supporting reports - major drafts	Destroy 5 years after policy is superseded
165.080.003	Comments made on the development of policies	Destroy 3 years after promulgation of new policy

The function of managing the operations of the region's water reuse treatment and reticulation network to deliver treated effluent to water reuse customers.

Includes marketing water reclamation schemes, establishing contracts with water reuse customers, inspection and maintenance activities of the network infrastructure to meet relevant legislative and industry standards, and handling enquiries from the public.

## Procedures 082

Standard methods of operating laid down by the agency according to formulated policy. [TARDiS]

<i>Entry No.</i> 165.082.001	<i>Description of Records</i> Master set of agency manuals, handbooks, directives, etc detailing procedures supporting the water reclamation management function. Includes emergency procedures.	<i>Disposal Action</i> Retain as Territory Archives
165.082.002	Records documenting the development of agency procedures supporting the water reclamation management functions.	Destroy 1 year after production of procedures

The function of managing the operations of the region's water reuse treatment and reticulation network to deliver treated effluent to water reuse customers.

Includes marketing water reclamation schemes, establishing contracts with water reuse customers, inspection and maintenance activities of the network infrastructure to meet relevant legislative and industry standards, and handling enquiries from the public.

#### **Reporting 088**

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. [TARDiS]

Entry No.	Description of Records	Disposal Action
165.088.001	Master copies of final versions of internal formal reports and reports made to external agencies relating to the water reclamation management. Includes: - technical reports - interim study findings - preliminary design reports - final reports - pilot studies - engineering reports	Retain as Territory Archives
165.088.002	<ul> <li>Final version of internal formal reports and reports made to external agencies relating to the water reclamation management. Includes:</li> <li>technical reports</li> <li>interim study findings</li> <li>preliminary design reports</li> <li>final reports</li> <li>pilot studies</li> <li>engineering reports</li> </ul>	Destroy 5 years after action completed
165.088.003	<ul> <li>Final version of periodic internal reports on general administrative matters used to monitor and document recurring activities to support the water reclamation management function.</li> <li>Includes:</li> <li>technical reports</li> <li>interim study findings</li> <li>preliminary design reports</li> </ul>	Destroy 3 years after action completed

Entry No.	Description of Records	Disposal Action
	<ul><li> final reports</li><li> pilot studies</li><li> engineering reports</li></ul>	
165.088.004	Working papers documenting the developmer of all reports. Includes drafts, comments received, raw statistical data.	after reference ceases

The function of managing the operations of the region's water reuse treatment and reticulation network to deliver treated effluent to water reuse customers.

Includes marketing water reclamation schemes, establishing contracts with water reuse customers, inspection and maintenance activities of the network infrastructure to meet relevant legislative and industry standards, and handling enquiries from the public.

#### Research 091

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 organisational programs, projects, working papers, literature searches etc. [TARDiS]

Entry No.	Description of Records	Disposal Action
165.091.001	Records documenting detailed research carried out to support the water reclamation management function	l Retain as Territory Archives
165.091.002	Records documenting routine research carried out to support the water reclamation management function	Destroy 6 months after reference ceases

#### Standards 100

The process of implementing industry or agency specific benchmarks for services and processes to enhance the quality and efficiency of the agency. [TARDiS]

Entry No.	Description of Records	Disposal Action
165.100.001	Records documenting the implementation of	Destroy 7 years after
	industry and agency standards to support the	standard is
	operation of water reclamation networks.	implemented

The function of managing the operations of the region's water reuse treatment and reticulation network to deliver treated effluent to water reuse customers.

Includes marketing water reclamation schemes, establishing contracts with water reuse customers, inspection and maintenance activities of the network infrastructure to meet relevant legislative and industry standards, and handling enquiries from the public.

## Submissions 102

The preparation and submission of a formal statement (e.g. report, statistics, etc) supporting a case or opinion held by the agency which is submitted to another agency, or within the agency, for the purpose of either gain or support. [TARDiS]

Entry No.	Description of Records	Disposal Action
165.102.001	Final version of successful agency submissions made to the Chief Minister, Minister and government bodies for construction of water reclamation management	Retain as Territory Archives
165.102.002	Working papers documenting the development of successful agency submissions made to the Chief Minister, Minister and government bodies for construction of water reclamation management.	
165.102.003	Final version of unsuccessful agency submissions made to the Chief Minister, Minister and government bodies for construction of water reclamation management	Destroy 7 years after action completed
165.102.004	Final version of internal submissions and submissions made to external agencies relating to water reclamation management. Includes drafts and comments received.	Destroy 7 years after action completed
165.102.005	Final version of submissions made to external agencies relating to non-water reclamation management. Includes drafts and comments received.	Destroy 3 years after action completed

Entry No. 165.102.006 

#### **Description of Records**

Working papers documenting the development Destroy 3 years after of unsuccessful agency submissions made to the Chief Minister, Minister and government bodies for construction of water reclamation networks.

## **Disposal** Action

action completed

The function of managing the operations of the region's water reuse treatment and reticulation network to deliver treated effluent to water reuse customers.

Includes marketing water reclamation schemes, establishing contracts with water reuse customers, inspection and maintenance activities of the network infrastructure to meet relevant legislative and industry standards, and handling enquiries from the public.

## **Tendering 104**

The activities involved in receiving and assessing tenders, of making offers and finalising contract arrangements for the supply, sale or purchase of goods and services. [TARDiS]

Entry No.	Description of Records	Disposal Action
165.104.001	Records documenting the development and issue of tender documentation. Includes: - statement of requirements - requests for proposals - expression of interest - request for tender - draft contract	Destroy 7 years after tender process completed
165.104.002	Assessment of tenders received against selection criteria. Includes: - arrangements for carrying out the assessment process - assessment report - recommendations - final reports - public notices	Destroy 7 years after tender process completed
165.104.003	Records documenting post offer negotiations and due diligence checks.	Destroy 7 years after tender process completed
165.104.004	Tender register	Destroy 7 years after last entry
165.104.005	Signed simple contracts and agreements resulting from tenders and supporting records.	Destroy 7 years after completion or other termination of agreement or contract
165.104.006	Contract register	Destroy 7 years after last entry

Entry No.

165.104.007

## **Description of Records**

Records of unsuccessful tenders or a tender process where there has been no suitable bidder or where the tender process has been discontinued. Includes:

- submissions
- notification of outcome
- reports of debriefing session

#### **Disposal** Action

Destroy 2 years after tender process completed or decision made not to continue with the tender

#### Records Disposal Schedule – Water Management Records July 07

### WATER RECLAMATION MANAGEMENT 165

The function of managing the operations of the region's water reuse treatment and reticulation network to deliver treated effluent to water reuse customers.

Includes marketing water reclamation schemes, establishing contracts with water reuse customers, inspection and maintenance activities of the network infrastructure to meet relevant legislative and industry standards, and handling enquiries from the public.

### Water infrastructure design 360

The activities associated with designing water infrastructure.

Entry No. 165.360.001 

#### **Description of Records**

and significant water reuse treatment and

- which are considered unique, examples of design styles or have won design awards.

reticulation networks including the determination of specifications and conditions, that are considered to be: - of local, state or national significance, including registration by the National Trust

#### **Disposal** Action

Records relating to the design of historical Retain as Territory Archives

Works include:

of Australia

- augmentation
- bores
- filtration plants
- hydrants
- pipelines
- pumping stations
- water supply pipelines
- water mains extensions
- water supply schemes
- water augmentation schemes
- water towers

#### Records include:

- feasibility studies
- environmental impact statements
- certified plans and maps, surveys
- specifications
- photographs
- engineer's drawings
- pipe layouts

Entry No.	<i>Description of Records</i> - system design - processing plans locations and design diagrams - connection plans	Disposal Action
	<ul> <li>successful tenders</li> <li>engineers' drawings of fittings, valves, boosters, hydrants etc</li> <li>works as executed plans</li> <li>building plans</li> <li>master plans</li> <li>concepts plans</li> <li>certificates</li> <li>records of conversation</li> <li>project management records</li> <li>development applications</li> </ul>	
	[See Construction for building from the design.] [See Contracting-out for copies of contractors permits, licences, certificates and accreditations.] [See Submissions for successful funding submissions.]	
165.360.002	Records relating to the design of all other cases. - records of conversation - specifications - scope of works - feasibility studies - environmental impact statements - proposals - reports - works as executed plans - drawings - building plans - project management records	Destroy 7 years after lifetime of the structure or the system is replaced
	<ul> <li>development applications</li> <li>master plans</li> <li>concept plans</li> <li>certificates</li> <li>[See Construction for building from the design.]</li> <li>[See Contracting-out for copies of contractors permits, licences, certificates and accreditations.]</li> <li>[See Submissions for successful funding submissions.]</li> </ul>	

# Records Disposal Schedule – Water Management Records July 07

Entry No.	Description of Records	Disposal Action
165.360.003	Records documenting design activities	Destroy 7 years after
	not proceeded with.	decision to suspend design activities
165.360.004	Working papers and drawings.	Destroy 6 months after reference ceases
		after reference ceases

The function of operating the region's water treatment facilities to meet the requirements of health and environmental legislation, service reliability and industry standards for the supply of water to the community.

Includes developing water quality programs, sampling, treating and monitoring the quality of water, complying with quality standards, preparing reports, implementing security measures to protect people, premises and equipment from damage or from unauthorised access. Also includes reviewing processes and systems, developing policy, providing technical advice and conducting plant inspections.

### Acquisition 003

The process of gaining ownership or use of property and other items or the provision of services required in the conduct of business through purchase or requisitions. [TARDiS]

Entry No.	Description of Records	Disposal Action
166.003.001	Records documenting the acquisition of goods and services required for water treatment operations where there is no tender or contracting-out process (i.e. where the cost of the acquisition is below the threshold for tendering or where a purchase is made against a period contract).	Destroy 7 years after action completed

[See Tendering for the acquisition of water treatment infrastructure through a tender process.]

The function of operating the region's water treatment facilities to meet the requirements of health and environmental legislation, service reliability and industry standards for the supply of water to the community.

Includes developing water quality programs, sampling, treating and monitoring the quality of water, complying with quality standards, preparing reports, implementing security measures to protect people, premises and equipment from damage or from unauthorised access. Also includes reviewing processes and systems, developing policy, providing technical advice and conducting plant inspections.

### Advice 005

The activities associated with offering opinions by or to the agency as to an action or judgement. Includes the process of advising. [TARDiS]

*Entry No.* 166.005.001

#### **Description of Records**

Records documenting the receipt and provision of advice on the operation of water treatment facilities. Includes: - advice to other agencies

- minutes providing advice to the Minister
- ministerial statement

[See LEGAL SERVICES - Advice for legal advice on the operations of water treatment operations.]

### **Disposal** Action

Destroy 7 years after action completed

The function of operating the region's water treatment facilities to meet the requirements of health and environmental legislation, service reliability and industry standards for the supply of water to the community.

Includes developing water quality programs, sampling, treating and monitoring the quality of water, complying with quality standards, preparing reports, implementing security measures to protect people, premises and equipment from damage or from unauthorised access. Also includes reviewing processes and systems, developing policy, providing technical advice and conducting plant inspections.

### Agreements 006

The processes associated with the establishment, maintenance, review and negotiation of agreements. [TARDiS]

Entry No.	Description of Records	Disposal Action
	<ul> <li>Final versions of agreements made to support the water treatment operations function.</li> <li>Includes: <ul> <li>deeds of agreements</li> <li>funding agreements</li> <li>service level contracts</li> <li>alliance agreements</li> <li>non-standard customer agreements</li> </ul> </li> </ul>	Destroy 7 years after expiry or other termination of agreement
166.006.002	Records documenting negotiations, establishment, maintenance and review of agreements.	Destroy 7 years after expiry or other termination of agreement

The function of operating the region's water treatment facilities to meet the requirements of health and environmental legislation, service reliability and industry standards for the supply of water to the community.

Includes developing water quality programs, sampling, treating and monitoring the quality of water, complying with quality standards, preparing reports, implementing security measures to protect people, premises and equipment from damage or from unauthorised access. Also includes reviewing processes and systems, developing policy, providing technical advice and conducting plant inspections.

### Committees 020

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. [TARDiS]

<i>Entry No.</i> 166.020.001	<ul> <li>Description of Records</li> <li>Records of internal committees formed to consider specific matters in support of the water treatment operations function. Includes:</li> <li>documents establishing the committee</li> <li>final version of minutes</li> <li>reports</li> <li>supporting documents such as briefing papers and discussion papers.</li> </ul>	<i>Disposal Action</i> Destroy 10 years after action completed
	Records of external or inter-agency committees formed to consider water catchment operations management matters where the agency is a member. Includes: - documents establishing the committee - appointment of members - minutes - supporting documents such as briefing papers and discussion papers	Destroy 5 years after action completed
166.020.003	Working papers documenting the conduct and administration of all committees that consider matters relating to the water treatment operations management function. Includes: - agenda - notices of minutes - draft minutes	

The function of operating the region's water treatment facilities to meet the requirements of health and environmental legislation, service reliability and industry standards for the supply of water to the community.

Includes developing water quality programs, sampling, treating and monitoring the quality of water, complying with quality standards, preparing reports, implementing security measures to protect people, premises and equipment from damage or from unauthorised access. Also includes reviewing processes and systems, developing policy, providing technical advice and conducting plant inspections.

### Compliance 021

The activities associated with complying with mandatory or optional accountability, fiscal, legal, regulatory or quality standards or requirements to which the agency is subject. Includes compliance with legislation and with national and international standards, such as the ISO 9000 series. [TARDiS]

Entry No.	Description of Records	
166.021.001	Records documenting compliance with	
	mandatory standards, specifications and	
	statutory requirements relating to the operation	ı
	of water treatment facilities.	

### **Disposal** Action

Destroy 7 years after action completed

[see Contracting-out for monitoring compliance with contractual arrangements.]

The function of operating the region's water treatment facilities to meet the requirements of health and environmental legislation, service reliability and industry standards for the supply of water to the community.

Includes developing water quality programs, sampling, treating and monitoring the quality of water, complying with quality standards, preparing reports, implementing security measures to protect people, premises and equipment from damage or from unauthorised access. Also includes reviewing processes and systems, developing policy, providing technical advice and conducting plant inspections.

### **Construction 024**

The process of making or building something. [TARDiS]

Entry No. **Description of Records Disposal** Action 166.024.001 Records relating to the construction of **Retain as Territory** historical and significant water treatment Archives facilities including the determination of specifications and conditions, that are considered to be: - of local, state or national significance, including registration by the National Trust of Australia - which are considered unique, examples of design styles or have won design awards. Works include: - augmentation - bores - dams - filtration plants - pipelines - pumping stations - reservoirs - water supply pipelines - water mains extensions - water supply schemes and augmentation schemes - water towers **Records includes:** - specifications - plans and drawings, maps - building approvals - inspection reports - conservation management plan - photographs - records of conversation

Entry No.	<i>Description of Records</i> - project management records	Disposal Action
	[See Designing for design concepts etc.] [See Contracting-out for copies of contractors permits, licences, certificates and accreditations.] [See Submissions for successful funding submissions.]	
	Records relating to the construction of all other structures. - certified plans and maps, surveys - engineer's drawings - specifications - pipe layouts - records of conversation - specifications - system design - processing plan design diagrams - connection plans - successful tenders - engineers' drawings of fittings, valves, boosters, hydrants etc. - work authorities - works as executed plans - building plans - project management records - development applications - master plans - concept plans [See Designing for design concepts etc.] [See Contracting-out for copies of contractors permits, licences, certificates and accreditations.] [See Submissions for successful funding submissions.]	• Destroy 7 years after lifetime of the structure or 7 years after the system is replaced
166.024.003	Records documenting construction activities not proceeded with.	Destroy 7 years after decision to suspend construction activities
166.024.004	Working papers and drawings.	Destroy 6 months after reference ceases

The function of operating the region's water treatment facilities to meet the requirements of health and environmental legislation, service reliability and industry standards for the supply of water to the community.

Includes developing water quality programs, sampling, treating and monitoring the quality of water, complying with quality standards, preparing reports, implementing security measures to protect people, premises and equipment from damage or from unauthorised access. Also includes reviewing processes and systems, developing policy, providing technical advice and conducting plant inspections.

### **Contracting out 025**

The activities involved in managing the performance of work or the provision of goods and services by an external contractor, vendor or consultant, or by using external bureau services. Includes outsourcing. [TARDiS]

Entry No.	Description of Records	Disposal Action
166.025.001	Records on the management of major contracts for the operation of water treatment facilities. Includes:	Retain as Territory Archives
	<ul> <li>minutes of meetings with main stakeholders</li> <li>performance and evaluation reports</li> <li>records of conversation</li> <li>photographs</li> <li>variations, amendments to contracts</li> <li>copies of permits, licences, tickets</li> <li>copies of certification and accreditations</li> </ul> [See Tendering for Contract Register]	
166.025.002	Records on the management of minor contracts for the operation of water treatment facilities. Includes: - minutes of meetings with main stakeholders - performance and evaluation reports - records of conversations - photographs - variations, amendments to contracts - copies of permits, licences, tickets - copies of certification and accreditations	Destroy 7 years after completion or other termination of agreement or contract

The function of operating the region's water treatment facilities to meet the requirements of health and environmental legislation, service reliability and industry standards for the supply of water to the community.

Includes developing water quality programs, sampling, treating and monitoring the quality of water, complying with quality standards, preparing reports, implementing security measures to protect people, premises and equipment from damage or from unauthorised access. Also includes reviewing processes and systems, developing policy, providing technical advice and conducting plant inspections.

### Disposal 034

The process of disposing of property no longer required by the agency, by sale, transfer, termination of lease, auction, donation or destruction. Includes destruction or transfer, and the program of activities to facilitate the orderly transfer of semi-active and inactive records from current office space into storage. [TARDiS]

<i>Entry No.</i> 166.034.001	<i>Description of Records</i> Records documenting the disposal of government-owned water reclamation networks. Includes:	<i>Disposal Action</i> Destroy 7 years after disposal
	<ul> <li>assessments and investigations</li> <li>independent valuation certificates</li> <li>details of preparation undertaken before disposal ('making good').</li> </ul>	
166.034.002	Signed contracts under seal resulting from tenders and related records for the disposal of government owned water reclamation networks etc where there is no tender process.	Destroy 12 years after completion or other termination of agreement or contract

### Enquiries 040

The activities associated with handling requests for information about the agency and its services by the general public, agency employees or another agency. [TARDiS]

Entry No.	Description of Records	Disposal Action
166.040.001	Records documenting the handling of public	Destroy 2 years after
	enquiries about the agency and its programs,	action completed
	products and services in relation to the water	
	treatment operations function	

The function of operating the region's water treatment facilities to meet the requirements of health and environmental legislation, service reliability and industry standards for the supply of water to the community.

Includes developing water quality programs, sampling, treating and monitoring the quality of water, complying with quality standards, preparing reports, implementing security measures to protect people, premises and equipment from damage or from unauthorised access. Also includes reviewing processes and systems, developing policy, providing technical advice and conducting plant inspections.

### **Evaluation 042**

The process of determining the suitability of potential or existing programs, items of equipment, systems or services in relation to meeting the needs of the given situation. Includes systems analysis and ongoing monitoring. [TARDiS]

Entry No.	Description of Records	Disposal Action
166.042.001	Records documenting the evaluation of systems and services relating to water treatment operations.	Destroy 7 years after action completed
166.042.002	Records documenting systems analysis and ongoing monitoring	Destroy 5 years after action completed

The function of operating the region's water treatment facilities to meet the requirements of health and environmental legislation, service reliability and industry standards for the supply of water to the community.

Includes developing water quality programs, sampling, treating and monitoring the quality of water, complying with quality standards, preparing reports, implementing security measures to protect people, premises and equipment from damage or from unauthorised access. Also includes reviewing processes and systems, developing policy, providing technical advice and conducting plant inspections.

### **Inspections 057**

The process of official examinations of facilities, equipment and items, to ensure compliance with agreed standards and objectives. [TARDiS]

<i>Entry No.</i> 166.057.001	Description of Records Records relating to programmed structural inspections of water reticulation networks. Includes - notifications of inspection - inspection reports - proposals	<i>Disposal Action</i> Destroy 10 years after lifetime of the structure
166.057.002	Records documenting routine and reactive inspections of water reticulation networks. Includes: - notification of inspection - inspection reports - proposals	Destroy 7 years after action completed
	[See OCCUPATIONAL HEALTH & SAFETY (OH&S) - Inspections relating to occupational health and safety inspections.]	

The function of operating the region's water treatment facilities to meet the requirements of health and environmental legislation, service reliability and industry standards for the supply of water to the community.

Includes developing water quality programs, sampling, treating and monitoring the quality of water, complying with quality standards, preparing reports, implementing security measures to protect people, premises and equipment from damage or from unauthorised access. Also includes reviewing processes and systems, developing policy, providing technical advice and conducting plant inspections.

### **Installation 058**

Activities involved in placing equipment in position and connecting and adjusting it for use. [TARDiS]

Entry No.	Description of Records	Disposal Action
166.058.001	Records documenting installation and configuration equipment and devices such as pumps, pipes, backflow prevention devices, valves, anemometers, centrifuges etc.	Destroy 7 years af action completed

### Liaison 067

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. [TARDiS]

Entry No.Description of RecordsDispose166.067.001Records of participation in industry groups<br/>relevant to the operation of water treatment<br/>facilities. Includes collaboration on projects<br/>and exchange of information.Destroy<br/>action action[See INFORMATION MANAGEMENT -<br/>Acquisitions for subscriptions to publications<br/>of professional bodies where the subscriber<br/>does not have to be a member of an<br/>organisation.][See GOVERNMENT RELATIONS for

liaison activities between governments].

### **Disposal Action**

Destroy 6 years after action completed

after

The function of operating the region's water treatment facilities to meet the requirements of health and environmental legislation, service reliability and industry standards for the supply of water to the community.

Includes developing water quality programs, sampling, treating and monitoring the quality of water, complying with quality standards, preparing reports, implementing security measures to protect people, premises and equipment from damage or from unauthorised access. Also includes reviewing processes and systems, developing policy, providing technical advice and conducting plant inspections.

### Maintenance 069

The activities associated with the upkeep, repair, servicing, modification and preservation of internal/external conditions of premises, equipment, vehicles etc. [TARDiS]

<i>Entry No.</i> 166.069.001	<ul> <li>Description of Records</li> <li>Records relating to planned major maintenance projects. Including major structural repairs and renovations to:</li> <li>pumping stations <ul> <li>water supply schemes</li> <li>water augmentation schemes</li> <li>water augmentation schemes</li> <li>filtration plants</li> <li>augmentation</li> </ul> </li> <li>[See Contracting-out for copies of contractors permits, licences, certificates and accreditations.]</li> </ul>	<i>Disposal Action</i> Destroy 10 years after the lifetime of the structure or until plant ceases operation
166.069.002	Records documenting reactive maintenance activities made to water treatment operations. Includes: - maintenance requests - work orders - records of conversation - scope of work - drawings - proposals - reports - job work packs - capital works approvals	Destroy 7 years after the lifetime of the structure or until plant ceases operation

Entry No.

## **Description of Records**

**Disposal** Action

[See Contracting-out for copies of contractors permits, licences, certificates and accreditations.]

The function of operating the region's water treatment facilities to meet the requirements of health and environmental legislation, service reliability and industry standards for the supply of water to the community.

Includes developing water quality programs, sampling, treating and monitoring the quality of water, complying with quality standards, preparing reports, implementing security measures to protect people, premises and equipment from damage or from unauthorised access. Also includes reviewing processes and systems, developing policy, providing technical advice and conducting plant inspections.

### Maintenance 069

The activities associated with the upkeep, repair, servicing, modification and preservation of internal/external conditions of premises, equipment, vehicles etc. [TARDiS]

Entry No.	Description of Records	Disposal Action
166.069.003	Records of routine upkeep, repair and maintenance activities of water treatment facilities (e.g. cleaning, painting, pest control etc.)	Destroy 2 years after action completed

[See OCCUPATIONAL HEALTH & SAFETY - Health promotion for material safety data sheets.]

## Meetings 072

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. [TARDiS]

Entry No.	Description of Records	Disposal Action
166.072.001	Final versions of minutes and supporting documents tabled at meetings held in support of the water treatment operations function.	Destroy 7 years after action completed
166.072.002	Working papers documenting the conduct and administration of all meetings held in support of the water treatment operations function.	-

The function of operating the region's water treatment facilities to meet the requirements of health and environmental legislation, service reliability and industry standards for the supply of water to the community.

Includes developing water quality programs, sampling, treating and monitoring the quality of water, complying with quality standards, preparing reports, implementing security measures to protect people, premises and equipment from damage or from unauthorised access. Also includes reviewing processes and systems, developing policy, providing technical advice and conducting plant inspections.

### Planning 079

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

Entry No.	Description of Records	Disposal Action
166.079.001	Final version of plans to support the operation of water treatment facilities. Includes:	Retain as Territory Archives
	<ul> <li>counter disaster plans</li> <li>annual maintenance plans</li> <li>acquisition and disposal plans</li> </ul>	
166.079.002	Working papers used in developing all water catchment system plans. Includes:	Destroy 6 months after reference ceases
	- draft plans	
	- report analysing issues	
	- comments from stakeholders	

The function of operating the region's water treatment facilities to meet the requirements of health and environmental legislation, service reliability and industry standards for the supply of water to the community.

Includes developing water quality programs, sampling, treating and monitoring the quality of water, complying with quality standards, preparing reports, implementing security measures to protect people, premises and equipment from damage or from unauthorised access. Also includes reviewing processes and systems, developing policy, providing technical advice and conducting plant inspections.

### Policy 080

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. [TARDiS]

Entry No.	Description of Records	Disposal Action
166.080.001	Records relating to policy on design and construction of water treatment operations such as dams, reservoirs etc. Includes:	Retain as Territory Archives
	<ul> <li>policy proposals</li> <li>research papers</li> <li>results of consultations</li> <li>supporting reports</li> <li>major drafts</li> <li>final policy statements</li> </ul>	
166.080.002	Records documenting comments made on the development of government-wide water treatment operations policies.	Destroy 2 years after promulgation of new policy
166.080.003	Working papers documenting the development of all water treatment operations policies.	t Destroy 2 years after promulgation of new policy

The function of operating the region's water treatment facilities to meet the requirements of health and environmental legislation, service reliability and industry standards for the supply of water to the community.

Includes developing water quality programs, sampling, treating and monitoring the quality of water, complying with quality standards, preparing reports, implementing security measures to protect people, premises and equipment from damage or from unauthorised access. Also includes reviewing processes and systems, developing policy, providing technical advice and conducting plant inspections.

### Procedures 082

Standard methods of operating laid down by the agency according to formulated policy. [TARDiS]

Entry No.	Description of Records	Disposal Action
166.082.001	Master set of agency manuals, handbooks, directives, etc detailing procedures supporting the water treatment operations function. Includes emergency procedures.	Retain as Territory Archives
166.082.002	Records documenting the development of agency procedures supporting the water treatment operations functions.	Destroy 1 year after production of procedures

#### **Program development 253**

The activities associated with developing programs to meet individual, group and community needs. Includes updating or making amendments to existing programs.

Entry No.	Description of Records	Disposal Action
166.253.001	Records documenting the development of programs for the operation of water treatment infrastructure.	Destroy 6 years after action completed

The function of operating the region's water treatment facilities to meet the requirements of health and environmental legislation, service reliability and industry standards for the supply of water to the community.

Includes developing water quality programs, sampling, treating and monitoring the quality of water, complying with quality standards, preparing reports, implementing security measures to protect people, premises and equipment from damage or from unauthorised access. Also includes reviewing processes and systems, developing policy, providing technical advice and conducting plant inspections.

### **Reporting 088**

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. [TARDiS]

<i>Entry No.</i> 166.088.001	<i>Description of Records</i> Master copies of final versions of internal formal reports and reports made to external agencies relating to the water treatment operations. Includes:	<i>Disposal Action</i> Retain as Territory Archives
	<ul> <li>technical reports</li> <li>interim study findings</li> <li>preliminary design reports</li> <li>final reports</li> <li>pilot studies</li> <li>engineering reports</li> </ul>	
166.088.002	Final version of internal formal reports and reports made to external agencies relating to the water treatment operations. Includes:	Destroy 5 years after action completed
	<ul> <li>technical reports</li> <li>interim study findings</li> <li>preliminary design reports</li> <li>final reports</li> <li>pilot studies</li> <li>engineering reports</li> </ul>	
166.088.003	Final version of periodic internal reports on general administrative matters used to monitor and document recurring activities to support the water treatment operations function. Includes statistical reports.	Destroy 3 years after action completed

*Entry No.* 166.088.004

### **Description of Records**

Working papers documenting the developmentDestroy 6 monthsof all reports. Includes drafts, commentsafter referencereceived, raw statistical data.ceases

**Disposal** Action

The function of operating the region's water treatment facilities to meet the requirements of health and environmental legislation, service reliability and industry standards for the supply of water to the community.

Includes developing water quality programs, sampling, treating and monitoring the quality of water, complying with quality standards, preparing reports, implementing security measures to protect people, premises and equipment from damage or from unauthorised access. Also includes reviewing processes and systems, developing policy, providing technical advice and conducting plant inspections.

### Research 091

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 organisational programs, projects, working papers, literature searches etc. [TARDiS]

Entry No.	Description of Records	Disposal Action
166.091.001	Records documenting detailed research carried out to support the water treatment operations function	•
166.091.002	Records documenting routine research carried out to support the water treatment operations function	Destroy 6 months after reference ceases

### **Reviewing 093**

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

<i>Entry No.</i> 166.093.001	<i>Description of Records</i> Records documenting reviews of agency processes, products and programs relating to the water treatment operations function. Includes documents establishing the review, final and action plan.	<i>Disposal Action</i> Destroy 10 years after action completed
166.093.002	Working papers developed in support of reviews of agency processes, products and programs relating to the water treatment operations function.	Destroy 3 years after action completed

The function of operating the region's water treatment facilities to meet the requirements of health and environmental legislation, service reliability and industry standards for the supply of water to the community.

Includes developing water quality programs, sampling, treating and monitoring the quality of water, complying with quality standards, preparing reports, implementing security measures to protect people, premises and equipment from damage or from unauthorised access. Also includes reviewing processes and systems, developing policy, providing technical advice and conducting plant inspections.

### Security 097

The activities associated with measures taken to protect people, premises, equipment or information from accidental or intentional damage or from unauthorised access. Includes the security classification of personnel and criminal record checks. [TARDiS]

Entry No.	Description of Records	Disposal Action
	Records documenting major security breaches or incidents (e.g. which result in the laying of charges, or where sabotage is strongly suspected). Includes: - break-ins - unauthorised access or entry/trespass - intrusions into restricted areas - terrorism - intentional damage - bomb threats - fires - records of investigation - liaison with law-enforcement agencies [See PERSONNEL - Security for disciplinary action resulting from a breach involving ACTPS employees. See INFORMATION MANAGEMENT - Security for breaches involving information. See EQUIPMENT & STORES - Security for breaches involving equipment See TECHNOLOGY & TELECOMMUNICATIONS - Security for breaches involving technology.]	Retain as Territory

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Entry No. 166.097.002 

#### **Description of Records**

Records documenting minor security breaches or incidents (e.g. which do not result in the laying of charges, or where sabotage is not suspected.)

[See PERSONNEL - Security for disciplinary action resulting from a breach involving ACTPS employees.

See INFORMATION MANAGEMENT -Security for breaches involving information.

See EQUIPMENT & STORES - Security for breaches involving equipment.

See TECHNOLOGY & **TELECOMMUNICATIONS - Security for** breaches involving technology.

166.097.003 Records documenting property guarding, Destroy 2 years after surveillance and patrol operations. Includes action completed rosters and security reports.

> [See WATER TREATMENT **OPERATIONS** - Tendering for the provision of security services.

See WATER TREATMENT OPERATIONS - Contracting-out for managing the performance of contracted-out security activities].

166.097.004	Records documenting property access	Destroy 3 year
	controls to secure areas. Includes:	after action
	- access registers (e.g. visitor books)	completed

- keys register
- security of data logs
- issue of security passes to visitors
- reports on responses to alarm warnings

[See WATER TREATMENT **OPERATIONS** - Maintenance for the monitoring of water treatment facilities management systems (including security systems).

See PERSONNEL - Security for the issue of passes and identity cards to staff.]

rs completed

**Disposal** Action

Destroy 5 years after

incident

Entry No.	Description of Records	Disposal Action
166.097.005	Records of combinations of building locks.	Destroy 6 months after combination changes
166.097.006	Surveillance camera tapes.	Destroy 6 months after reference

ceases

The function of operating the region's water treatment facilities to meet the requirements of health and environmental legislation, service reliability and industry standards for the supply of water to the community.

Includes developing water quality programs, sampling, treating and monitoring the quality of water, complying with quality standards, preparing reports, implementing security measures to protect people, premises and equipment from damage or from unauthorised access. Also includes reviewing processes and systems, developing policy, providing technical advice and conducting plant inspections.

### Standards 100

The process of implementing industry or agency specific benchmarks for services and processes to enhance the quality and efficiency of the agency. [TARDiS]

Entry No.

### **Description of Records**

166.100.001

Records documenting the implementation of industry and agency standards to support the operation of water treatment systems.

**Disposal** Action

Destroy 7 years after standards are superseded

The function of operating the region's water treatment facilities to meet the requirements of health and environmental legislation, service reliability and industry standards for the supply of water to the community.

Includes developing water quality programs, sampling, treating and monitoring the quality of water, complying with quality standards, preparing reports, implementing security measures to protect people, premises and equipment from damage or from unauthorised access. Also includes reviewing processes and systems, developing policy, providing technical advice and conducting plant inspections.

### Submissions 102

The preparation and submission of a formal statement (e.g. report, statistics, etc) supporting a case or opinion held by the agency which is submitted to another agency, or within the agency, for the purpose of either gain or support. [TARDiS]

Entry No.	Description of Records	Disposal Action
166.102.001	Final version of successful agency submissions made to the Chief Minister, Minister and government bodies for construction of water treatment facilities	Retain as Territory Archives
166.102.002	Working papers documenting the development of successful agency submissions made to the Chief Minister, Minister and government bodies for construction of water treatment infrastructure.	
166.102.003	Final version of unsuccessful agency submissions made to the Chief Minister, Minister and government bodies for construction of water treatment facilities	Destroy 7 years after action completed
166.102.004	Final version of internal submissions and submissions made to external agencies relating to water treatment facilities. Includes drafts and comments received.	Destroy 7 years after action completed
166.102.005	Final version of submissions made to external agencies relating to non-water treatment facilities. Includes drafts and comments received.	Destroy 3 years after action completed

*Entry No.* 166.102.006

#### **Description of Records**

Working papers documenting the development Destroy 3 years after of unsuccessful agency submissions made to action completed the Chief Minister, Minister and government bodies for construction of water treatment infrastructure.

**Disposal** Action

The function of operating the region's water treatment facilities to meet the requirements of health and environmental legislation, service reliability and industry standards for the supply of water to the community.

Includes developing water quality programs, sampling, treating and monitoring the quality of water, complying with quality standards, preparing reports, implementing security measures to protect people, premises and equipment from damage or from unauthorised access. Also includes reviewing processes and systems, developing policy, providing technical advice and conducting plant inspections.

## **Tendering** 104

The activities involved in receiving and assessing tenders, of making offers and finalising contract arrangements for the supply, sale or purchase of goods and services. [TARDiS]

Entry No.	Description of Records	Disposal Action
166.104.001	Records documenting the development and issue of tender documentation. Includes: - statement of requirements - requests for proposals - expression of interest - request for tender - draft contract	Destroy 7 years after tender process completed
166.104.002	Assessment of tenders received against selection criteria. Includes: - arrangements for carrying out the assessment process - assessment report - recommendations - final reports - public notices	Destroy 7 years after tender process completed
166.104.003	Records documenting post offer negotiations and due diligence checks.	Destroy 7 years after tender process completed
166.104.004	Tender register	Destroy 7 years after last entry
166.104.005	Signed simple contracts and agreements resulting from tenders and supporting records.	Destroy 7 years after completion or other termination of agreement or contract

*Entry No.* 166.104.006

**Description of Records** 

Contract register.

166.104.007

Records of unsuccessful tenders or a tender process where there has been no suitable bidder or where the tender process has been discontinued. Includes:

- submissions
- notification of outcome
- reports of debriefing session

#### **Disposal** Action

Destroy 7 years after last entry

Destroy 2 years after tender process completed or decision made not to continue with the tender

The function of operating the region's water treatment facilities to meet the requirements of health and environmental legislation, service reliability and industry standards for the supply of water to the community.

Includes developing water quality programs, sampling, treating and monitoring the quality of water, complying with quality standards, preparing reports, implementing security measures to protect people, premises and equipment from damage or from unauthorised access. Also includes reviewing processes and systems, developing policy, providing technical advice and conducting plant inspections.

#### Treated water sampling 358

The activities associated with collecting samples of treated water and effluent for monitoring to ensure that it meets health standards. Includes sample analysis data.

*Entry No.* 166.358.001

### **Description of Records**

**Disposal** Action

Records relating to the administration of water Destroy 5 years after and effluent sampling and analysis. Includes action completed sample analysis data.

[See OCCUPATIONAL HEALTH & SAFETY - Compliance for hazardous registers.

See OCCUPATIONAL HEALTH & SAFETY - Risk Management for monitoring and risk assessment.

See WATER TREATMENT OPERATIONS - Maintenance for the removal of hazardous substances.

See OCCUPATIONAL HEALTH & SAFETY - Health promotion for material safety data sheets.

See WATER TREATMENT OPERATIONS -Reporting for preparing reports on the quality of water and sewerage.]

The function of operating the region's water treatment facilities to meet the requirements of health and environmental legislation, service reliability and industry standards for the supply of water to the community.

Includes developing water quality programs, sampling, treating and monitoring the quality of water, complying with quality standards, preparing reports, implementing security measures to protect people, premises and equipment from damage or from unauthorised access. Also includes reviewing processes and systems, developing policy, providing technical advice and conducting plant inspections.

#### Water infrastructure design 360

The activities associated with designing water infrastructure.

Entry No.	Description of Records	Disposal Action
	Records relating to the design of historical and significant water treatment operations including the determination of specifications and conditions, that are considered to be: - of local, state or national significance, including registration by the National Trust of Australia - which are considered unique, examples of design styles or have won design awards.	•
	Works include:	
	- augmentation	
	- bores	
	- filtration plants	
	- hydrants	
	- pipelines	
	- pumping stations	
	- water supply pipelines	
	- water mains extensions	
	- water supply schemes	
	- water augmentation schemes	
	- water towers	
	Records include:	
	- feasibility studies	
	- environmental impact statements	
	- certified plans and maps, surveys	
	- specifications	
	- photographs	
	- engineer's drawings	
	- pipe lavouts	

- pipe layouts

Entry	N	о.
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#### **Description of Records**

#### **Disposal** Action

system is replaced

- system design
- processing plans locations and design diagrams
- connection plans
- successful tenders
- engineers' drawings of fittings, valves,

boosters, hydrants etc

- works as executed plans
- building plans
- master plans
- concepts plans
- certificates
- records of conversation
- project management records
- development applications

[See Construction for building from the design.] [See Contracting-out for copies of contractors permits, licences, certificates and accreditations.] [See Submissions for successful funding submissions.]

166.360.002Records relating to the design of all other<br/>cases.Destroy 7 years after<br/>lifetime of the structure<br/>or 7 years after the

- records of conversation
- specifications
- scope of works
- feasibility studies
- environmental impact statements
- proposals
- reports
- works as executed plans
- drawings
- building plans
- project management records
- development applications
- master plans
- concept plans
- certificates

[See Construction for building from the design.]

[See Contracting-out for copies of

 $143 \\ \label{eq:2.1} Authorised by the ACT Parliamentary Counsel—also accessible at www.legislation.act.gov.au$ 

# Records Disposal Schedule – Water Management Records July 07

Entry No.	<i>Description of Records</i> contractors permits, licences, certificates and accreditations.]	Disposal Action
	[See Submissions for successful funding submissions.]	
166.360.003	Records documenting design activities not proceeded with.	t Destroy 7 years after decision to suspend design activities
166.360.004	Working papers and drawings.	Destroy 6 months after reference ceases

Records for retention as Territory Archives

# **RETAIN AS TERRITORY ARCHIVES**

## Records for retention as Territory Archives

## WATER CATCHMENT OPERATIONS 163

The function of operating a range of water catchment systems to collect the region's water supply.

Includes designing, constructing and maintaining catchment and storage infrastructure, compliance with legislating requirements, and the preparation of management plans. Also includes conducting research, issuing and assessing tenders and managing the performance of consultants and contractors.

## Advice 005

The activities associated with offering opinions by or to the agency as to an action or judgement. Includes the process of advising. [TARDiS]

Entry No.	Description of Records	Disposal Action
163.005.001	Receipt of advice that resulted in major changes. Includes advice provided by consultants.	Retain as Territory Archives

#### **Agreements 006**

The processes associated with the establishment, maintenance, review and negotiation of agreements. [TARDiS]

Entry No. **Description of Records Disposal** Action Final versions of agreements made to support Retain as Territory 163.006.001 the water catchment operations function. Archives Includes: - deeds of agreements

- funding agreements
- service level contracts
- alliance agreements
- non-standard customer agreements

## Records for retention as Territory Archives

## WATER CATCHMENT OPERATIONS 163

The function of operating a range of water catchment systems to collect the region's water supply.

Includes designing, constructing and maintaining catchment and storage infrastructure, compliance with legislating requirements, and the preparation of management plans. Also includes conducting research, issuing and assessing tenders and managing the performance of consultants and contractors.

## Compliance 021

The activities associated with complying with mandatory or optional accountability, fiscal, legal, regulatory or quality standards or requirements to which the agency is subject. Includes compliance with legislation and with national and international standards, such as the ISO 9000 series. [TARDiS]

 Entry No.
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#### **Description of Records**

Records documenting compliance with mandatory standards, specifications and statutory requirements relating to the operations of water catchment systems.

[See Contracting-out for monitoring compliance with contractual arrangements.]

#### **Disposal** Action

## Records for retention as Territory Archives

## WATER CATCHMENT OPERATIONS 163

The function of operating a range of water catchment systems to collect the region's water supply.

Includes designing, constructing and maintaining catchment and storage infrastructure, compliance with legislating requirements, and the preparation of management plans. Also includes conducting research, issuing and assessing tenders and managing the performance of consultants and contractors.

## **Construction 024**

The process of making or building something. [TARDiS]

<i>Entry No.</i> 163.024.001	Description of Records Records relating to the construction of historical and significant water catchment systems and structures including the determination of specifications and conditions, that are considered to be: - of local, state or national significance, including registration by the National Trust of Australia - which are considered unique, examples of design styles or have won design awards. Works include: - augmentation - bores - dams - filtration plants - pipelines - pumping stations - reservoirs - water supply pipelines - water mains extensions - water supply schemes and augmentation schemes - water towers Records includes: - specifications - building approvals - inspection reports - conservation management plan - photographs - reservation - potographs - reservation - plans and drawings, maps - building approvals - conservation management plan - photographs - reservation - plans and setures and point - plans - plans and previous - supply seture - supply seture - augment plan - photographs - reservation - plans	Disposal Action Retain as Territory Archives

Entry No.Description of RecordsDisposal Action- project management records<br/>[See Designing for design concepts etc.]<br/>[See Contracting-out for copies of<br/>contractors permits, licences, certificates and<br/>accreditations.]<br/>[See Submissions for successful funding<br/>submissions.]Disposal Action

## Records for retention as Territory Archives

## WATER CATCHMENT OPERATIONS 163

The function of operating a range of water catchment systems to collect the region's water supply.

Includes designing, constructing and maintaining catchment and storage infrastructure, compliance with legislating requirements, and the preparation of management plans. Also includes conducting research, issuing and assessing tenders and managing the performance of consultants and contractors.

#### Planning 079

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

Entry No.	Description of Records	Disposal Action
163.079.001	Final version of plans to support the management of water catchment systems. Includes:	Retain as Territory Archives
	- counter disaster plans	

- annual maintenance plans - acquisition and disposal plans

## Policy 080

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. [TARDiS]

Entry No. 163.080.001 

#### **Description of Records**

Records relating to policy on design and construction of water catchment systems such Archives as dams, reservoirs etc. Includes:

## **Disposal** Action

Retain as Territory

- policy proposals
- research papers
- results of consultations
- supporting reports
- major drafts
- final policy statements

#### Records for retention as Territory Archives

## WATER CATCHMENT OPERATIONS 163

The function of operating a range of water catchment systems to collect the region's water supply.

Includes designing, constructing and maintaining catchment and storage infrastructure, compliance with legislating requirements, and the preparation of management plans. Also includes conducting research, issuing and assessing tenders and managing the performance of consultants and contractors.

#### Procedures 082

Standard methods of operating laid down by the agency according to formulated policy. [TARDiS]

Entry No.	Description of Records	Disposal Action
163.082.001	Master set of agency manuals, handbooks, directives, etc. detailing procedures supporting the water catchment operations function. Includes emergency procedures.	Retain as Territory Archives

#### **Reporting 088**

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. [TARDiS]

*Entry No.* 163.088.001

#### **Description of Records**

Master copies of final versions of internal formal reports and reports made to external agencies relating to the water catchment operations. Includes:

- technical reportsinterim study findings
- preliminary design reports
- final reports
- pilot studies
- engineering reports

#### **Disposal** Action

## Records for retention as Territory Archives

## WATER CATCHMENT OPERATIONS 163

The function of operating a range of water catchment systems to collect the region's water supply.

Includes designing, constructing and maintaining catchment and storage infrastructure, compliance with legislating requirements, and the preparation of management plans. Also includes conducting research, issuing and assessing tenders and managing the performance of consultants and contractors.

## Research 091

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 organisational programs, projects, working papers, literature searches etc. [TARDiS]

Entry No.	Description of Records	Disposal Action
163.091.001	Records documenting detailed research carried out to support the water catchment operations function	•

## Submissions 102

The preparation and submission of a formal statement (e.g. report, statistics, etc) supporting a case or opinion held by the agency which is submitted to another agency, or within the agency, for the purpose of either gain or support. [TARDiS]

*Entry No.* 163.102.001

## **Description of Records**

Final version of successful agency submissions made to the Chief Minister, Minister and government bodies for construction of water catchment systems

#### **Disposal** Action

## Records for retention as Territory Archives

## WATER CATCHMENT OPERATIONS 163

The function of operating a range of water catchment systems to collect the region's water supply.

Includes designing, constructing and maintaining catchment and storage infrastructure, compliance with legislating requirements, and the preparation of management plans. Also includes conducting research, issuing and assessing tenders and managing the performance of consultants and contractors.

#### Water infrastructure design 360

The activities associated with designing water infrastructure.

*Entry No.* 163.360.001

**Description of Records** 

## **Disposal** Action

Records relating to the design of historical and Retain as Territory significant water catchment systems including Archives the determination of specifications and conditions, that are considered to be:
 of local, state or national significance, including registration by the National Trust of Australia; or
 which are considered unique, examples of design styles or have won design awards.

Works include:

- augmentation
- bores
- dams
- filtration plants
- pipelines
- pumping stations
- reservoirs
- water supply pipelines
- water mains extensions
- water supply schemes and
- augmentation schemes
- water towers

Records include:

- specifications
- plans and drawings
- building approvals
- inspection reports
- conservation management plan
- photographs

## Records for retention as Territory Archives

*Entry No. Description of Records* - records of conversation - project management records

[See Designing for design concepts etc.]

[See Contracting-out for copies of contractors permits, licences, certificates and accreditations.]

**Disposal** Action

[See Submissions for successful funding submissions.]

## WATER DISTRIBUTION MANAGEMENT 164

The function of managing the distribution of water from treatment plants to service reservoirs, reticulated networks and other ancillary parts of the water distribution infrastructure.

Includes the development planning of networks, compliance with legislation and codes of practice, implementing water-quality management and monitoring programs, inspecting facilities, equipment etc, maintenance of reservoirs, water mains, pipelines, etc., and rectifying water quality issues. Also includes the development of policies and procedures, establishing agreements and providing advice.

#### **Construction 024**

The process of making or building something. [TARDiS]

Entry No. 164.024.001

#### **Description of Records**

Records relating to the construction of historical and significant water distribution management and structures including the determination of specifications and conditions, that are considered to be: - of local, state or national significance, including registration by the National Trust of Australia; or - which are considered unique, examples of design styles or have won design awards.

## **Disposal** Action

**Retain as Territory** Archives

Works include:

- augmentation
- bores
- dams
- filtration plants
- pipelines
- pumping stations
- reservoirs
- water supply pipelines
- water mains extensions
- water supply schemes and augmentation
- schemes
- water towers

Records includes:

- specifications
- plans and drawings, maps
- building approvals

#### Records for retention as Territory Archives

Entry I	No.
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# Description of Records

## **Disposal** Action

- inspection reports
- conservation management plan
- photographs
- records of conversation
- project management records

[See Designing for design concepts etc.]

[See Contracting-out for copies of contractors permits, licences, certificates and accreditations.]

[See Submissions for successful funding submissions.]

#### Records for retention as Territory Archives

## WATER DISTRIBUTION MANAGEMENT 164

The function of managing the distribution of water from treatment plants to service reservoirs, reticulated networks and other ancillary parts of the water distribution infrastructure.

Includes the development planning of networks, compliance with legislation and codes of practice, implementing water-quality management and monitoring programs, inspecting facilities, equipment etc, maintenance of reservoirs, water mains, pipelines, etc., and rectifying water quality issues. Also includes the development of policies and procedures, establishing agreements and providing advice.

#### **Contracting out 025**

The activities involved in managing the performance of work or the provision of goods and services by an external contractor, vendor or consultant, or by using external bureau services. Includes outsourcing. [TARDiS]

<i>Entry No.</i> 164.025.001	<i>Description of Records</i> Records on the management of major contracts for water distribution management. Includes:	<i>Disposal Action</i> Retain as Territory Archives
	<ul> <li>minutes of meetings with main stakeholders</li> <li>performance and evaluation reports</li> <li>records of conversation</li> <li>photographs</li> <li>variations, amendments to contracts</li> <li>copies of permits, licences, tickets</li> <li>copies of certification and accreditations</li> </ul>	

## Planning 079

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

*Entry No.* 164.079.001

#### **Description of Records**

Final version of plans to support the management of water distribution management. Includes:

- counter disaster plans
- annual maintenance plans
- acquisition and disposal plans

## **Disposal Action**

## WATER DISTRIBUTION MANAGEMENT 164

The function of managing the distribution of water from treatment plants to service reservoirs, reticulated networks and other ancillary parts of the water distribution infrastructure.

Includes the development planning of networks, compliance with legislation and codes of practice, implementing water-quality management and monitoring programs, inspecting facilities, equipment etc, maintenance of reservoirs, water mains, pipelines, etc., and rectifying water quality issues. Also includes the development of policies and procedures, establishing agreements and providing advice.

## Policy 080

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. [TARDiS]

<i>Entry No.</i> 164.080.001	<i>Description of Records</i> Records relating to policy on design and construction of water distribution management such as dams, reservoirs etc. Includes:	<i>Disposal Action</i> Retain as Territory Archives
	<ul> <li>policy proposals</li> <li>research papers</li> <li>results of consultations</li> <li>supporting reports</li> <li>major drafts</li> <li>final policy statements</li> </ul>	

## Procedures 082

Standard methods of operating laid down by the agency according to formulated policy. [TARDiS]

Entry No.	Description of Records	Disposal Action
164.082.001	Master set of agency manuals, handbooks, directives, etc detailing procedures supporting the water distribution management function. Includes emergency procedures.	Retain as Territory Archives

## WATER DISTRIBUTION MANAGEMENT 164

The function of managing the distribution of water from treatment plants to service reservoirs, reticulated networks and other ancillary parts of the water distribution infrastructure.

Includes the development planning of networks, compliance with legislation and codes of practice, implementing water-quality management and monitoring programs, inspecting facilities, equipment etc, maintenance of reservoirs, water mains, pipelines, etc., and rectifying water quality issues. Also includes the development of policies and procedures, establishing agreements and providing advice.

## **Reporting 088**

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. [TARDiS]

## Entry No. Description of Records

164.088.001

## Master copies of final versions of internal formal reports and reports made to external agencies relating to the water distribution management. Includes:

#### **Disposal** Action

Retain as Territory Archives

- technical reports
- interim study findings
- preliminary design reports
- final reports
- pilot studies
- engineering reports

## Research 091

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 organisational programs, projects, working papers, literature searches etc. [TARDiS]

Entry No.	Description of Records	Disposal Action
164.091.001	Records documenting detailed research carried	Retain as Territory
	out to support the water distribution	Archives
	management function	

#### Records for retention as Territory Archives

## WATER DISTRIBUTION MANAGEMENT 164

The function of managing the distribution of water from treatment plants to service reservoirs, reticulated networks and other ancillary parts of the water distribution infrastructure.

Includes the development planning of networks, compliance with legislation and codes of practice, implementing water-quality management and monitoring programs, inspecting facilities, equipment etc, maintenance of reservoirs, water mains, pipelines, etc., and rectifying water quality issues. Also includes the development of policies and procedures, establishing agreements and providing advice.

#### Submissions 102

The preparation and submission of a formal statement (e.g. report, statistics, etc) supporting a case or opinion held by the agency which is submitted to another agency, or within the agency, for the purpose of either gain or support. [TARDiS]

Entry No.	Description of Records	Disposal Action
164.102.001	Final version of successful agency	Retain as Territory
	submissions made to the Chief Minister,	Archives
	Minister and government bodies for	
	construction of water distribution management	

#### 160 Authorised by the ACT Parliamentary Counsel—also accessible at www.legislation.act.gov.au

## WATER DISTRIBUTION MANAGEMENT 164

The function of managing the distribution of water from treatment plants to service reservoirs, reticulated networks and other ancillary parts of the water distribution infrastructure.

Includes the development planning of networks, compliance with legislation and codes of practice, implementing water-quality management and monitoring programs, inspecting facilities, equipment etc, maintenance of reservoirs, water mains, pipelines, etc., and rectifying water quality issues. Also includes the development of policies and procedures, establishing agreements and providing advice.

#### Water infrastructure design 360

The activities associated with designing water infrastructure.

*Entry No.* 164.360.001

## **Description of Records**

Records relating to the design of historical and significant water distribution management including the determination of specifications and conditions, that are considered to be: - of local, state or national significance, including registration by the National Trust of Australia; or - which are considered unique, examples of design styles or have won design awards.

Works include:

- augmentation

- bores
- filtration plants
- hydrants
- pipelines
- pumping stations
- water supply pipelines
- water mains extensions
- water supply schemes
- water augmentation schemes
- water towers

Records include:

- feasibility studies
- environmental impact statements
- certified plans and maps, surveys
- specifications
- photographs
- engineer's drawings

# **Disposal** Action

- pipe layouts
- system design
- processing plans locations and design
- diagrams
- connection plans
- successful tenders
- engineers' drawings of fittings, valves,
- boosters, hydrants etc
- works as executed plans
- building plans master plans
- concepts plans
- certificates
- records of conversation
- project management records
- development applications

[See Construction for building from the design.] [See Contracting-out for copies of contractors permits, licences, certificates and accreditations.] [See Submissions for successful funding submissions.]

## WATER RECLAMATION MANAGEMENT 165

The function of managing the operations of the region's water reuse treatment and reticulation network to deliver treated effluent to water reuse customers.

Includes marketing water reclamation schemes, establishing contracts with water reuse customers, inspection and maintenance activities of the network infrastructure to meet relevant legislative and industry standards, and handling enquiries from the public.

## **Construction 024**

The process of making or building something. [TARDiS]

<i>Entry No.</i> 165.024.001	Description of Records Records relating to the construction of historical and significant water reclamation management and structures including the determination of specifications and conditions that are considered to be: - of local, state or national significance, including registration by the National Trust of Australia - which are considered unique, examples of design styles or have won design awards. Works include: - augmentation - bores - dams - filtration plants - pipelines - pumping stations - reservoirs - water supply pipelines - water mains extensions - water supply schemes and augmentation schemes	
	<ul> <li>schemes</li> <li>water towers</li> <li>Records includes:</li> <li>specifications</li> </ul>	
	<ul> <li>plans and drawings, maps</li> <li>building approvals</li> <li>inspection reports</li> <li>conservation management plan</li> <li>photographs</li> </ul>	

#### Records for retention as Territory Archives

Entry No.Description of Records- records of conversation- project management records

[See Designing for design concepts etc.]

[See Contracting-out for copies of contractors permits, licences, certificates and accreditations.]

**Disposal** Action

[See Submissions for successful funding submissions.]

## WATER RECLAMATION MANAGEMENT 165

The function of managing the operations of the region's water reuse treatment and reticulation network to deliver treated effluent to water reuse customers.

Includes marketing water reclamation schemes, establishing contracts with water reuse customers, inspection and maintenance activities of the network infrastructure to meet relevant legislative and industry standards, and handling enquiries from the public.

#### Contracting out 025

Entry No.

165.025.001

The activities involved in managing the performance of work or the provision of goods and services by an external contractor, vendor or consultant, or by using external bureau services. Includes outsourcing. [TARDiS]

Description of Records Records on the management of major contracts for water reticulation networks. Includes: **Disposal** Action

Retain as Territory Archives

- minutes of meetings with main stakeholders
- performance and evaluation reports
- records of conversation
- photographs
- variations, amendments to contracts
- copies of permits, licences, tickets
- copies of certification and accreditations

[See Tendering for Contract Register]

## Planning 079

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

*Entry No.* 165.079.001

## **Description of Records**

Final version of plans to support the management of water reclamation management. Includes:

- counter disaster plans
- annual maintenance plans
- acquisition and disposal plans

## **Disposal Action**

## WATER RECLAMATION MANAGEMENT 165

The function of managing the operations of the region's water reuse treatment and reticulation network to deliver treated effluent to water reuse customers.

Includes marketing water reclamation schemes, establishing contracts with water reuse customers, inspection and maintenance activities of the network infrastructure to meet relevant legislative and industry standards, and handling enquiries from the public.

## Policy 080

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. [TARDiS]

Entry No.	Description of Records	Disposal Action
165.080.001	Final version of policies.	Retain as Territory
		Archives

## Procedures 082

Standard methods of operating laid down by the agency according to formulated policy. [TARDiS]

Entry No.Description of RecordsDisposal Action165.082.001Master set of agency manuals, handbooks,<br/>directives, etc detailing procedures supporting<br/>the water reclamation management function.<br/>Includes emergency procedures.Retain as Territory<br/>Archives

## WATER RECLAMATION MANAGEMENT 165

The function of managing the operations of the region's water reuse treatment and reticulation network to deliver treated effluent to water reuse customers.

Includes marketing water reclamation schemes, establishing contracts with water reuse customers, inspection and maintenance activities of the network infrastructure to meet relevant legislative and industry standards, and handling enquiries from the public.

## **Reporting 088**

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. [TARDiS]

<i>Entry No.</i> 165.088.001	<i>Description of Records</i> Master copies of final versions of internal formal reports and reports made to external agencies relating to the water reclamation management. Includes:	<i>Disposal Action</i> Retain as Territory Archives
	<ul> <li>technical reports</li> <li>interim study findings</li> <li>preliminary design reports</li> <li>final reports</li> <li>pilot studies</li> <li>engineering reports</li> </ul>	

## Research 091

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 organisational programs, projects, working papers, literature searches etc. [TARDiS]

Entry No.Description of RecordsDisposal Action165.091.001Records documenting detailed research carried Retain as Territory<br/>out to support the water reclamation<br/>management functionArchives

#### Records for retention as Territory Archives

## WATER RECLAMATION MANAGEMENT 165

The function of managing the operations of the region's water reuse treatment and reticulation network to deliver treated effluent to water reuse customers.

Includes marketing water reclamation schemes, establishing contracts with water reuse customers, inspection and maintenance activities of the network infrastructure to meet relevant legislative and industry standards, and handling enquiries from the public.

## Submissions 102

The preparation and submission of a formal statement (e.g. report, statistics, etc) supporting a case or opinion held by the agency which is submitted to another agency, or within the agency, for the purpose of either gain or support. [TARDiS]

*Entry No.* 165.102.001

#### **Description of Records**

Final version of successful agency submissions made to the Chief Minister, Minister and government bodies for construction of water reclamation management

#### **Disposal** Action

## WATER RECLAMATION MANAGEMENT 165

The function of managing the operations of the region's water reuse treatment and reticulation network to deliver treated effluent to water reuse customers.

Includes marketing water reclamation schemes, establishing contracts with water reuse customers, inspection and maintenance activities of the network infrastructure to meet relevant legislative and industry standards, and handling enquiries from the public.

## Water infrastructure design 360

The activities associated with designing water infrastructure.

<i>Entry No.</i> 165.360.001	<ul> <li>Description of Records</li> <li>Records relating to the design of historical and significant water reuse treatment and reticulation networks including the determination of specifications and conditions, that are considered to be:</li> <li>of local, state or national significance, including registration by the National Trust of Australia</li> <li>which are considered unique, examples of design styles or have won design awards.</li> </ul>	Archives
	Works include: - augmentation - bores - filtration plants - hydrants - pipelines - pumping stations - water supply pipelines - water mains extensions - water supply schemes - water augmentation schemes - water towers	
	Records include: - feasibility studies - environmental impact statements - certified plans and maps, surveys - specifications - photographs - engineer's drawings - pipe layouts	

#### Records for retention as Territory Archives

Entry No.

## **Description of Records**

**Disposal** Action

- system design
- processing plans locations and design
- diagrams
- connection plans
- successful tenders
- engineers' drawings of fittings, valves,
- boosters, hydrants etc
- works as executed plans
- building plans
- master plans
- concepts plans
- certificates
- records of conversation
- project management records
- development applications

[See Construction for building from the design.] [See Contracting-out for copies of contractors permits, licences, certificates and accreditations.] [See Submissions for successful funding submissions.]

#### Records for retention as Territory Archives

#### WATER TREATMENT OPERATIONS 166

The function of operating the region's water treatment facilities to meet the requirements of health and environmental legislation, service reliability and industry standards for the supply of water to the community.

Includes developing water quality programs, sampling, treating and monitoring the quality of water, complying with quality standards, preparing reports, implementing security measures to protect people, premises and equipment from damage or from unauthorised access. Also includes reviewing processes and systems, developing policy, providing technical advice and conducting plant inspections.

#### **Construction 024**

The process of making or building something. [TARDiS]

*Entry No.* 166.024.001

#### **Description of Records**

Records relating to the construction of historical and significant water treatment facilities including the determination of specifications and conditions, that are considered to be: - of local, state or national significance, including registration by the National Trust of Australia - which are considered unique, examples of

design styles or have won design awards.

Works include:

- augmentation
- bores
- dams
- filtration plants
- pipelines
- pumping stations
- reservoirs
- water supply pipelines
- water mains extensions
- water supply schemes and augmentation
- schemes
- water towers

Records includes:

- specifications
- plans and drawings, maps
- building approvals

## **Disposal Action**

#### Records for retention as Territory Archives

## Entry No.

## **Description of Records**

**Disposal** Action

- inspection reports
- conservation management plan
- photographs
- records of conversation
- project management records

[See Designing for design concepts etc.]

[See Contracting-out for copies of contractors permits, licences, certificates and accreditations.]

[See Submissions for successful funding submissions.]

## WATER TREATMENT OPERATIONS 166

The function of operating the region's water treatment facilities to meet the requirements of health and environmental legislation, service reliability and industry standards for the supply of water to the community.

Includes developing water quality programs, sampling, treating and monitoring the quality of water, complying with quality standards, preparing reports, implementing security measures to protect people, premises and equipment from damage or from unauthorised access. Also includes reviewing processes and systems, developing policy, providing technical advice and conducting plant inspections.

#### **Contracting out 025**

The activities involved in managing the performance of work or the provision of goods and services by an external contractor, vendor or consultant, or by using external bureau services. Includes outsourcing. [TARDiS]

Entry No.	Description of Records	Disposal Action
166.025.001	Records on the management of major contracts for the operation of water treatment facilities. Includes: - minutes of meetings with main stakeholders - performance and evaluation reports - records of conversation - photographs - variations, amendments to contracts - copies of permits, licences, tickets - copies of certification and accreditations	Retain as Territory Archives
	[See Tendering for Contract Register]	

## Planning 079

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

<i>Entry No.</i> 166.079.001	<i>Description of Records</i> Final version of plans to support the operation of water treatment facilities. Includes:	<i>Disposal Action</i> Retain as Territory Archives
	<ul><li> counter disaster plans</li><li> annual maintenance plans</li></ul>	

- acquisition and disposal plans

## WATER TREATMENT OPERATIONS 166

The function of operating the region's water treatment facilities to meet the requirements of health and environmental legislation, service reliability and industry standards for the supply of water to the community.

Includes developing water quality programs, sampling, treating and monitoring the quality of water, complying with quality standards, preparing reports, implementing security measures to protect people, premises and equipment from damage or from unauthorised access. Also includes reviewing processes and systems, developing policy, providing technical advice and conducting plant inspections.

## Policy 080

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. [TARDiS]

<i>Entry No.</i> 166.080.001	<i>Description of Records</i> Records relating to policy on design and construction of water treatment operations such as dams, reservoirs etc. Includes:	<i>Disposal Action</i> Retain as Territory Archives
	<ul> <li>policy proposals</li> <li>research papers</li> <li>results of consultations</li> <li>supporting reports</li> <li>major drafts</li> </ul>	

- final policy statements

## Procedures 082

Standard methods of operating laid down by the agency according to formulated policy. [TARDiS]

Entry No.	Description of Records	Disposal Action
166.082.001	Master set of agency manuals, handbooks, directives, etc detailing procedures supporting the water treatment operations function. Includes emergency procedures.	Retain as Territory Archives

## WATER TREATMENT OPERATIONS 166

The function of operating the region's water treatment facilities to meet the requirements of health and environmental legislation, service reliability and industry standards for the supply of water to the community.

Includes developing water quality programs, sampling, treating and monitoring the quality of water, complying with quality standards, preparing reports, implementing security measures to protect people, premises and equipment from damage or from unauthorised access. Also includes reviewing processes and systems, developing policy, providing technical advice and conducting plant inspections.

## **Reporting 088**

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. [TARDiS]

## Entry No. Description of Records

166.088.001

Master copies of final versions of internal formal reports and reports made to external agencies relating to the water treatment operations. Includes: **Disposal Action** 

Retain as Territory Archives

- technical reports
- interim study findings
- preliminary design reports
- final reports
- pilot studies
- engineering reports

## Research 091

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 organisational programs, projects, working papers, literature searches etc. [TARDiS]

Entry No.	Description of Records	Disposal Action
166.091.001	Records documenting detailed research carried out to support the water treatment operations function	•

## WATER TREATMENT OPERATIONS 166

The function of operating the region's water treatment facilities to meet the requirements of health and environmental legislation, service reliability and industry standards for the supply of water to the community.

Includes developing water quality programs, sampling, treating and monitoring the quality of water, complying with quality standards, preparing reports, implementing security measures to protect people, premises and equipment from damage or from unauthorised access. Also includes reviewing processes and systems, developing policy, providing technical advice and conducting plant inspections.

## Security 097

The activities associated with measures taken to protect people, premises, equipment or information from accidental or intentional damage or from unauthorised access. Includes the security classification of personnel and criminal record checks. [TARDiS]

Entry No.	Description of Records	Disposal Action
Entry No. 166.097.001	Description of Records Records documenting major security breaches or incidents (e.g. which result in the laying of charges, or where sabotage is strongly suspected). Includes: - break-ins - unauthorised access or entry/trespass - intrusions into restricted areas - terrorism - intentional damage - bomb threats - fires - records of investigation - liaison with law-enforcement agencies [See PERSONNEL - Security for disciplinary action resulting from a breach involving ACTPS employees. See INFORMATION MANAGEMENT - Security for breaches involving information. See EQUIPMENT & STORES - Security for breaches involving equipment See TECHNOLOGY & TELECOMMUNICATIONS - Security for breaches involving technology.]	Retain as Territory

#### Records for retention as Territory Archives

## WATER TREATMENT OPERATIONS 166

The function of operating the region's water treatment facilities to meet the requirements of health and environmental legislation, service reliability and industry standards for the supply of water to the community.

Includes developing water quality programs, sampling, treating and monitoring the quality of water, complying with quality standards, preparing reports, implementing security measures to protect people, premises and equipment from damage or from unauthorised access. Also includes reviewing processes and systems, developing policy, providing technical advice and conducting plant inspections.

#### Submissions 102

The preparation and submission of a formal statement (e.g. report, statistics, etc) supporting a case or opinion held by the agency which is submitted to another agency, or within the agency, for the purpose of either gain or support. [TARDiS]

Entry No.Description166.102.001Final versionsubmissionSubmission

#### **Description of Records**

Final version of successful agency submissions made to the Chief Minister, Minister and government bodies for construction of water treatment facilities

#### **Disposal** Action

## WATER TREATMENT OPERATIONS 166

The function of operating the region's water treatment facilities to meet the requirements of health and environmental legislation, service reliability and industry standards for the supply of water to the community.

Includes developing water quality programs, sampling, treating and monitoring the quality of water, complying with quality standards, preparing reports, implementing security measures to protect people, premises and equipment from damage or from unauthorised access. Also includes reviewing processes and systems, developing policy, providing technical advice and conducting plant inspections.

#### Water infrastructure design 360

The activities associated with designing water infrastructure.

Entry No. 166.360.001

#### **Description of Records**

Records relating to the design of historical and Retain as Territory significant water treatment operations including the determination of specifications and conditions, that are considered to be: - of local, state or national significance, including registration by the National Trust of Australia

- which are considered unique, examples of design styles or have won design awards.

Works include:

- augmentation
- bores
- filtration plants
- hydrants
- pipelines
- pumping stations
- water supply pipelines
- water mains extensions
- water supply schemes
- water augmentation schemes
- water towers

### Records include:

- feasibility studies
- environmental impact statements
- certified plans and maps, surveys
- specifications
- photographs
- engineer's drawings
- pipe layouts

# **Disposal** Action

Archives

Entry No.

## **Description of Records**

**Disposal** Action

- system design
- processing plans locations and design

diagrams

- connection plans
- successful tenders
- engineers' drawings of fittings, valves,

boosters, hydrants etc

- works as executed plans
- building plans
- master plans
- concepts plans
- certificates
- records of conversation
- project management records
- development applications

[See Construction for building from the design.] [See Contracting-out for copies of contractors permits, licences, certificates and accreditations.] [See Submissions for successful funding submissions.]