

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)**

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## **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*

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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**

***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.

***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]

### ***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.

### ***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]



### ***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.

### ***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]

### ***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]

### ***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.

## ***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.

### ***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]

#### ***WATER DISTRIBUTION MANAGEMENT 164***

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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]

### ***WATER DISTRIBUTION MANAGEMENT 164***

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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]

## ***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]

### ***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]

## ***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]

### ***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.

### ***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.

### ***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]



## ***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.

### ***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]

## ***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.

### ***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]

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### ***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.

***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.

***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]

### ***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.

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### ***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]

### ***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.

### ***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]

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### ***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]

***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]

***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.



## **RECORDS DISPOSAL SCHEDULE**

### ***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.

#### ***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]

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
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).  [See Tendering for the acquisition of water catchment systems through a tender process.]	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]

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
163.005.001 ■■■■■■■■■■■■■■■■■■■■	Receipt of advice that resulted in major changes. Includes advice provided by consultants.	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

***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.

***Agreements 006***

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

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
163.006.001 ■■■■■■■■■■■■■■■■■■■■	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	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












































<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
	<ul style="list-style-type: none"> <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> <p>[See Construction for building from the design.]</p> <p>[See Contracting-out for copies of contractors permits, licences, certificates and accreditations.]</p> <p>[See Submissions for successful funding submissions.]</p>	
163.360.002 	<p>Records relating to the design of routine water catchment systems.</p> <ul style="list-style-type: none"> <li>- records of conversation</li> <li>- specifications</li> <li>- scope of works</li> <li>- feasibility studies</li> <li>- environmental impact statements</li> <li>- proposals</li> <li>- reports</li> <li>- works as executed plans</li> <li>- drawings</li> <li>- building plans</li> <li>- project management records</li> <li>- development applications</li> <li>- master plans</li> <li>- concept plans</li> <li>- certificates</li> </ul> <p>[See Construction for building from the design.]</p> <p>[See Contracting-out for copies of contractors permits, licences, certificates and accreditations.]</p> <p>[See Submissions for successful funding submissions.]</p>	<p>Destroy 7 years after lifetime of the structure of the system is replaced</p>

































































- 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 years after lifetime of the structure or 7 years after the system is replaced
- 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 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.

### ***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]

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
165.070.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting the marketing activities of the agency's water reclamation management function. Includes: <ul style="list-style-type: none"><li>- market research</li><li>- advertising</li><li>- media releases</li><li>- promotional material</li></ul>	Destroy 3 years after action completed

### ***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]

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
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
165.072.002 ■■■■■■■■■■■■■■■■■■■■	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



















## ***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.

### ***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]

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
165.104.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting the development and issue of tender documentation. Includes: <ul style="list-style-type: none"><li>- statement of requirements</li><li>- requests for proposals</li><li>- expression of interest</li><li>- request for tender</li><li>- draft contract</li></ul>	Destroy 7 years after tender process completed
165.104.002 ■■■■■■■■■■■■■■■■■■■■	Assessment of tenders received against selection criteria. Includes: <ul style="list-style-type: none"><li>- arrangements for carrying out the assessment process</li><li>- assessment report</li><li>- recommendations</li><li>- final reports</li><li>- public notices</li></ul>	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

*Records Disposal Schedule – Water Management Records July 07*

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
165.104.007 ██████████████████████████	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


***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.

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
165.360.001 	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: <ul style="list-style-type: none"> <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> <p>Works include:</p> <ul style="list-style-type: none"> <li>- augmentation</li> <li>- bores</li> <li>- filtration plants</li> <li>- hydrants</li> <li>- pipelines</li> <li>- pumping stations</li> <li>- water supply pipelines</li> <li>- water mains extensions</li> <li>- water supply schemes</li> <li>- water augmentation schemes</li> <li>- water towers</li> </ul> <p>Records include:</p> <ul style="list-style-type: none"> <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> </ul>	Retain as Territory Archives

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
	<ul style="list-style-type: none"> <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> <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> <p>[See Construction for building from the design.]</p> <p>[See Contracting-out for copies of contractors permits, licences, certificates and accreditations.]</p> <p>[See Submissions for successful funding submissions.]</p>	
165.360.002 	<p>Records relating to the design of all other cases.</p> <ul style="list-style-type: none"> <li>- records of conversation</li> <li>- specifications</li> <li>- scope of works</li> <li>- feasibility studies</li> <li>- environmental impact statements</li> <li>- proposals</li> <li>- reports</li> <li>- works as executed plans</li> <li>- drawings</li> <li>- building plans</li> <li>- project management records</li> <li>- development applications</li> <li>- master plans</li> <li>- concept plans</li> <li>- certificates</li> </ul> <p>[See Construction for building from the design.]</p> <p>[See Contracting-out for copies of contractors permits, licences, certificates and accreditations.]</p> <p>[See Submissions for successful funding submissions.]</p>	<p>Destroy 7 years after lifetime of the structure or the system is replaced</p>

































*Records Disposal Schedule – Water Management Records July 07*

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
	[See Contracting-out for copies of contractors permits, licences, certificates and accreditations.]	













































**RETAIN AS TERRITORY ARCHIVES**







*Records Disposal Schedule – Water Management Records July 07*

*Records for retention as Territory Archives*

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
	<p>- 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.]</p>	











*Records Disposal Schedule – Water Management Records July 07*

*Records for retention as Territory Archives*

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
	<ul style="list-style-type: none"><li>- records of conversation</li><li>- project management records</li></ul>	
	[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 Disposal Schedule – Water Management Records July 07*

*Records for retention as Territory Archives*

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
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- 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*

- 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.]



*Records Disposal Schedule – Water Management Records July 07*

*Records for retention as Territory Archives*

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
	<ul style="list-style-type: none"><li>- records of conversation</li><li>- project management records</li></ul>	
	[See Designing for design concepts etc.]	
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*Records Disposal Schedule – Water Management Records July 07*

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<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
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*Records Disposal Schedule – Water Management Records July 07*

*Records for retention as Territory Archives*

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
	<ul style="list-style-type: none"><li>- inspection reports</li><li>- conservation management plan</li><li>- photographs</li><li>- records of conversation</li><li>- project management records</li></ul>	
	[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 Disposal Schedule – Water Management Records July 07*

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<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
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	<p>[See Construction for building from the design.]</p>	
	<p>[See Contracting-out for copies of contractors permits, licences, certificates and accreditations.]</p>	
	<p>[See Submissions for successful funding submissions.]</p>	