

Australian Capital Territory

Territory Records (Records Disposal Schedule – Water Management Records) Approval 2011 (No 1)

Notifiable instrument NI2011—85

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 2011 (No 1)

2. Approval

I approve the Records Disposal Schedule – Water Management Records.

3. Commencement

This instrument commences on the day after notification.

4. Revocation

I revoke Notifiable Instrument NI2007-281 notified 13 September 2007.

David Wardle
Director of Territory Records
28 February 2011



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 Schedules (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 or if there is a current records disposal freeze in effect.

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.

Whole-of-Government Thesaurus

The Whole-of-Government Thesaurus is a controlled vocabulary of terms designed for use in the classifying, titling and indexing of records on creation.

The Whole-of-Government Thesaurus has been developed on the basis of the Territory Version of Keyword AAA (TVKAAA) (2010), a thesaurus incorporating 16 common Functions. All other Functions within the Whole-of-Government Thesaurus are considered Functions performed by the ACT Government and have been included following consultation with agencies and after consideration by the Territory Records Office (TRO) via a formal approval process.

The Whole-of-Government Thesaurus is mandated by the TRO for use by all ACT Government agencies as part of their classifying and titling of paper and electronic records. See also *Records Advice No.28 Functional directories on shared drives*.

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

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

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.

Advice

The activities associated with offering opinions as to an action or judgement. Includes the process of advising.

Agreements

The processes associated with the establishment, maintenance, review and negotiation of agreements. Includes records associated with preparing agreements/contracts and settling those agreements/contracts. Includes contracts, memoranda of understanding (MOU), deeds, leases, licences and mortgages.

Committees

The activities associated with the establishment, appointment of members, terms of reference, proceedings, minutes of meetings, reports, agendas, etc. of committees and task forces.

Compliance

The activities associated with complying with mandatory or optional accountability, fiscal, legal, regulatory or quality standards or requirements. Includes compliance with legislation and with national and international standards, such as the ISO 9000 series.

Construction

The process of making or building something.

Enquiries

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

Evaluation

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.

Implementation

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.

Inspections

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

Installation

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

Liaison

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.

Maintenance

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

Meetings

The activities associated with regular or ad hoc gatherings held to formulate, discuss, update or resolve issues and matters pertaining to the function. Includes staff meetings, arrangements, agenda, taking of minutes, etc. Excludes committee meetings.

Planning

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

Policy

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

Procedures

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

Program development

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

Reporting

The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies, regulation, or legislation, e.g. Annual Report). Includes statistics and returns.

Note: Reports resulting from a routine activity, e.g. inspection reports, form part of that activity, i.e. reports resulting from an inspection are part of the inspection and not the activity of Reporting. Reports of these types should be classified as part of the greater activity generating the report.

Research

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

Reviewing

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

Submissions

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.

Tendering

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.

Water infrastructure design

The activities associated with designing water infrastructure.

WATER DISTRIBUTION MANAGEMENT

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

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.

Advice

The activities associated with offering opinions as to an action or judgement. Includes the process of advising.

Agreements

The processes associated with the establishment, maintenance, review and negotiation of agreements. Includes records associated with preparing agreements/contracts and settling those agreements/contracts. Includes contracts, memoranda of understanding (MOU), deeds, leases, licences and mortgages.

Committees

The activities associated with the establishment, appointment of members, terms of reference, proceedings, minutes of meetings, reports, agendas, etc. of committees and task forces.

Compliance

The activities associated with complying with mandatory or optional accountability, fiscal, legal, regulatory or quality standards or requirements. Includes compliance with legislation and with national and international standards, such as the ISO 9000 series.

Construction

The process of making or building something.

Contracting out

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.

Customer service

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

Evaluation

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.

Implementation

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.

Inspections

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

Installation

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

Leasing-out

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.

Liaison

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.

Maintenance

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

Meetings

The activities associated with regular or ad hoc gatherings held to formulate, discuss, update or resolve issues and matters pertaining to the function. Includes staff meetings, arrangements, agenda, taking of minutes, etc. Excludes committee meetings.

Planning

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

Policy

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

Procedures

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

Program development

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

Reporting

The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies, regulation, or legislation, e.g. Annual Report). Includes statistics and returns.

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Research

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

Reviewing

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

Standards

The process of implementing industry or agency specific benchmarks for services and processes to enhance quality and efficiency of an organisation.

Submissions

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.

Tendering

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.

Treated water sampling

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

The activities associated with designing water infrastructure.

WATER RECLAMATION MANAGEMENT

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

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.

Advice

The activities associated with offering opinions as to an action or judgement. Includes the process of advising.

Agreements

The processes associated with the establishment, maintenance, review and negotiation of agreements. Includes records associated with preparing agreements/contracts and settling those agreements/contracts. Includes contracts, memoranda of understanding (MOU), deeds, leases, licences and mortgages.

Committees

The activities associated with the establishment, appointment of members, terms of reference, proceedings, minutes of meetings, reports, agendas, etc. of committees and task forces.

Compliance

The activities associated with complying with mandatory or optional accountability, fiscal, legal, regulatory or quality standards or requirements. Includes compliance with legislation and with national and international standards, such as the ISO 9000 series.

Construction

The process of making or building something.

Contracting out

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.

Disposal

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.

Enquiries

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

Evaluation

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.

Inspections

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

Liaison

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.

Maintenance

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

Marketing

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

Meetings

The activities associated with regular or ad hoc gatherings held to formulate, discuss, update or resolve issues and matters pertaining to the function. Includes staff meetings, arrangements, agenda, taking of minutes, etc. Excludes committee meetings.

Planning

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

Policy

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

Procedures

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

Reporting

The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies, regulation, or legislation, e.g. Annual Report). Includes statistics and returns.

Note: Reports resulting from a routine activity, e.g. inspection reports, form part of that activity, i.e. reports resulting from an inspection are part of the inspection and not the activity of Reporting. Reports of these types should be classified as part of the greater activity generating the report.

Research

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

Standards

The process of implementing industry or agency specific benchmarks for services and processes to enhance quality and efficiency of an organisation.

Submissions

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.

Tendering

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.

Water infrastructure design

The activities associated with designing water infrastructure

WATER TREATMENT OPERATIONS

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

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.

Advice

The activities associated with offering opinions as to an action or judgement. Includes the process of advising.

Agreements

The processes associated with the establishment, maintenance, review and negotiation of agreements. Includes records associated with preparing agreements/contracts and settling those agreements/contracts. Includes contracts, memoranda of understanding (MOU), deeds, leases, licences and mortgages.

Committees

The activities associated with the establishment, appointment of members, terms of reference, proceedings, minutes of meetings, reports, agendas, etc. of committees and task forces.

Compliance

The activities associated with complying with mandatory or optional accountability, fiscal, legal, regulatory or quality standards or requirements. Includes compliance with legislation and with national and international standards, such as the ISO 9000 series.

Construction

The process of making or building something.

Contracting out

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.

Disposal

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.

Enquiries

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

Evaluation

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.

Inspections

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

Installation

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

Liaison

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.

Maintenance

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

Meetings

The activities associated with regular or ad hoc gatherings held to formulate, discuss, update or resolve issues and matters pertaining to the function. Includes staff meetings, arrangements, agenda, taking of minutes, etc. Excludes committee meetings.

Planning

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

Policy

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

Procedures

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

Program development

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

Reporting

The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies, regulation, or legislation, e.g. Annual Report). Includes statistics and returns.

Note: Reports resulting from a routine activity, e.g. inspection reports, form part of that activity, i.e. reports resulting from an inspection are part of the inspection and not the activity of Reporting. Reports of these types should be classified as part of the greater activity generating the report.

Research

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

Reviewing

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

Security

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.

Standards

The process of implementing industry or agency specific benchmarks for services and processes to enhance quality and efficiency of an organisation.

Submissions

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.

Tendering

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.

Treated water sampling

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

The activities associated with designing water infrastructure.

RECORDS DISPOSAL SCHEDULE

Agreements

The processes associated with the establishment, maintenance, review and negotiation of agreements. Includes records associated with preparing agreements/contracts and settling those agreements/contracts. Includes contracts, memoranda of understanding (MOU), deeds, leases, licences and mortgages.

[For agreements with other governments, including international governments, use GOVERNMENT RELATIONS - Agreements.]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
163.006.001 ■■■■■■■■■■■■■■■■■■■■	Final versions of agreements made to support the water catchment operations function. Includes: <ul style="list-style-type: none"> ● 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
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Committees

The activities associated with the establishment, appointment of members, terms of reference, proceedings, minutes of meetings, reports, agendas, etc. of committees and task forces.

[For audit committees, use STRATEGIC MANAGEMENT - Committees.]

[For the establishment of advisory councils or governing boards with decision making responsibility for agency policy and/or planning, use STRATEGIC MANAGEMENT - Committees.]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
163.020.001 ■■■■■■■■■■■■■■■■■■■■	Records of internal committees formed to consider specific matters in support of the water catchment operations management function. Includes: <ul style="list-style-type: none"> ● documents establishing the committee; ● final version of minutes; ● reports; ● supporting documents such as briefing papers and discussion papers. 	Destroy 10 years after action completed

Committees (Continued)

The activities associated with the establishment, appointment of members, terms of reference, proceedings, minutes of meetings, reports, agendas, etc. of committees and task forces.

[For audit committees, use STRATEGIC MANAGEMENT - Committees.

For the establishment of advisory councils or governing boards with decision making responsibility for agency policy and/or planning, use STRATEGIC MANAGEMENT - Committees.]

Entry No.	Description of Records	Disposal Action
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: <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • agenda; • notices of minutes; • draft minutes. 	Destroy 6 months after action completed

Compliance

The activities associated with complying with mandatory or optional accountability, fiscal, legal, regulatory or quality standards or requirements. Includes compliance with legislation and with national and international standards, such as the ISO 9000 series.

Entry No.	Description of Records	Disposal Action
163.021.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting compliance with mandatory standards, specifications and statutory requirements relating to the operations of water catchment systems. <i>[See Contracting-out for monitoring compliance with contractual arrangements.]</i>	Retain as Territory Archives

Construction (Continued)

The process of making or building something.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
163.024.002 ■■■■■■■■■■■■■■■■■■■■	Records relating to the construction of all other structures: <ul style="list-style-type: none"> ● 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. <p data-bbox="478 1254 989 1288"><i>[See Designing for design concepts etc.</i></p> <p data-bbox="478 1321 1021 1433"><i>See Contracting-out for copies of contractors permits, licences, certificates and accreditations.</i></p> <p data-bbox="478 1467 1005 1545"><i>[See Submissions for successful funding submissions.]</i></p>	Destroy 7 years after lifetime of the structure or 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

Enquiries

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

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

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.

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

Implementation

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.

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

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

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
163.057.001 ■■■■■■■■■■■■■■■■■■■■	Records relating to programmed structural inspections including inspections of dams and surrounds. Includes: <ul style="list-style-type: none">• notification of inspection;• inspection reports;• proposals.	Destroy 10 years after lifetime of the structure

Installation

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

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

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.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
163.067.001 ■■■■■■■■■■■■■■■■■■■■	Records of participation in industry groups relevant to the operation of water catchment systems. 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].

Policy

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

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
163.080.001 ■■■■■■■■■■■■■■■■■■■■	Records relating to policy on design and construction of water catchment systems such as dams, reservoirs etc. Includes: <ul style="list-style-type: none">• policy proposals;• research papers;• results of consultations;• supporting reports;• major drafts;• final policy statements.	Retain as Territory Archives
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.	Destroy 2 years after promulgation of new policy
163.080.004 ■■■■■■■■■■■■■■■■■■■■	Copies of policy documents and supporting papers.	Destroy 6 months after reference ceases

Procedures

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

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
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
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 action completed

Reporting (Continued)

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, regulation, or legislation, e.g. Annual Report). Includes statistics and returns.

Note: Reports resulting from a routine activity, e.g. inspection reports, form part of that activity, i.e. reports resulting from an inspection are part of the inspection and not the activity of Reporting. Reports of these types should be classified as part of the greater activity generating the report.

[For the Annual Report drafting process, use *PUBLICATIONS - Drafting*.

For submissions of annual reports to the Portfolio Minister, use *GOVERNMENT RELATIONS - Compliance*.]

Entry No.	Description of Records	Disposal Action
163.088.002 ■■■■■■■■■■■■■■■■■■■■	Final version of internal formal reports and reports made to external agencies relating to the water catchment operations. Includes: <ul style="list-style-type: none">• technical reports;• interim study findings;• preliminary design reports;• final reports;• pilot studies;• engineering reports.	Destroy 5 years after action completed
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
163.088.004 ■■■■■■■■■■■■■■■■■■■■	Working papers documenting the development of all reports. Includes drafts, comments received, raw statistical data.	Destroy 6 months after reference ceases

Research

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

Entry No.	Description of Records	Disposal Action
163.091.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting detailed research carried out to support the water catchment operations function	Retain as Territory Archives
163.091.002 ■■■■■■■■■■■■■■■■■■■■	Records documenting routine research carried out to support the water catchment operations function	Destroy 2 years after action completed

Reviewing

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

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

Submissions

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.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
163.102.001 ■■■■■■■■■■■■■■■■■■■■	Final version of successful agency submissions made to the Chief Minister, Minister and government bodies for construction of water catchment systems	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.	Destroy 10 years after action completed
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 DISTRIBUTION MANAGEMENT

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

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.

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

The activities associated with offering opinions as to an action or judgement. Includes the process of advising.

[For the provision of advice to the Minister or Chief Minister, use GOVERNMENT RELATIONS - Advice.

For legal advice, use LEGAL SERVICES - Advice.

For the development of submissions in relation to advice, use INDUSTRY DEVELOPMENT - Submissions.]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
164.005.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting the receipt and provision of advice on the management of water distribution management. Includes: <ul style="list-style-type: none"> ● advice to other agencies; ● minutes providing advice to the Minister; ● ministerial statement. 	Destroy 7 years after action completed

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

Committees (Continued)

The activities associated with the establishment, appointment of members, terms of reference, proceedings, minutes of meetings, reports, agendas, etc. of committees and task forces.

[For audit committees, use STRATEGIC MANAGEMENT - Committees.

For the establishment of advisory councils or governing boards with decision making responsibility for agency policy and/or planning, use STRATEGIC MANAGEMENT - Committees.]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
164.020.002 ■■■■■■■■■■■■■■■■■■■■	<p>Records of external or inter-agency committees formed to consider water catchment operations management matters where the agency is a member. Includes:</p> <ul style="list-style-type: none"> • 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 ■■■■■■■■■■■■■■■■■■■■	<p>Working papers documenting the conduct and administration of all committees that consider matters relating to the water catchment operations management function. Includes:</p> <ul style="list-style-type: none"> • agenda; • notices of minutes; • draft minutes. 	Destroy after action completed

Compliance

The activities associated with complying with mandatory or optional accountability, fiscal, legal, regulatory or quality standards or requirements. Includes compliance with legislation and with national and international standards, such as the ISO 9000 series.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
164.021.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting compliance with mandatory standards, specifications and statutory requirements relating to water distribution management. <i>[see Contracting-out for monitoring compliance with contractual arrangements.]</i>	Destroy 7 years after action completed

Construction

The process of making or building something.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
164.024.001 ■■■■■■■■■■■■■■■■■■■■	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: <ul style="list-style-type: none"> • 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. <p>Works include:</p> <ul style="list-style-type: none"> • augmentation; • bores; • dams; • filtration plants; • pipelines; • pumping stations; • reservoirs; • water supply pipelines; • water mains extensions; • water supply schemes and augmentation schemes; • water towers. 	Retain as Territory Archives

Continued next page.

Construction (Continued)

The process of making or building something.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
	Records includes: <ul style="list-style-type: none">• specifications;• plans and drawings, maps;• building approvals;• inspection reports;• conservation management plan;• photographs;• records of conversation;• project management records. <p><i>[See Designing for design concepts etc.</i></p> <p><i>See Contracting-out for copies of contractors permits, licences, certificates and accreditations.</i></p> <p><i>See Submissions for successful funding submissions.]</i></p>	
164.024.002 	Records relating to the construction of all other structures. <ul style="list-style-type: none">• 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

Construction (Continued)

The process of making or building something.

Entry No.	Description of Records	Disposal Action
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 action completed

Contracting out

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.

Entry No.	Description of Records	Disposal Action
164.025.001 ■■■■■■■■■■■■■■■■■■■■	Records on the management of major contracts for water distribution management. Includes: <ul style="list-style-type: none">• 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
164.025.002 ■■■■■■■■■■■■■■■■■■■■	Records on the management of minor contracts for water distribution management. Includes: <ul style="list-style-type: none">• 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

Customer service

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

Entry No.	Description of Records	Disposal Action
164.030.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting the planning, monitoring and evaluation of customer services.	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. <i>[See Public reaction for responding to customer complaints.]</i>	Destroy 3 years after action completed

Evaluation

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.

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

Implementation

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.

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

Meetings

The activities associated with regular or ad hoc gatherings held to formulate, discuss, update or resolve issues and matters pertaining to the function. Includes staff meetings, arrangements, agenda, taking of minutes, etc. Excludes committee meetings.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
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.	Destroy 6 months after reference ceases

Planning

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

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
164.079.001 ■■■■■■■■■■■■■■■■■■■■	Final version of plans to support the management of water distribution management. Includes: <ul style="list-style-type: none"> • counter disaster plans; • annual maintenance plans; • acquisition and disposal plans. 	Retain as Territory Archives
164.079.002 ■■■■■■■■■■■■■■■■■■■■	Working papers used in developing all water catchment system plans. Includes: <ul style="list-style-type: none"> • draft plans; • report analysing issues; • comments from stakeholders. 	Destroy 6 months after reference ceases

Reviewing

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

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
164.093.001 ■■■■■■■■■■■■■■■■■■■■	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.	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

Standards

The process of implementing industry or agency specific benchmarks for services and processes to enhance quality and efficiency of an organisation.

[For compliance with standards use Compliance.]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
164.100.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting the implementation of industry and agency standards to support the operation of water distribution systems.	Destroy 7 years after standard is implemented

Submissions

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.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
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.	Destroy 10 years after action completed

Submissions (Continued)

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.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
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
164.102.006 ■■■■■■■■■■■■■■■■■■■■	Final version of submissions made to external agencies relating to non-water distribution management. Includes drafts and comments received.	Destroy 3 years after action completed

Tendering

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.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
164.104.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting the development and issue of tender documentation. Includes: <ul style="list-style-type: none"> • statement of requirements; • requests for proposals; • expression of interest; • request for tender; • draft contract. 	Destroy 7 years after tender process completed

Tendering (Continued)

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.

Entry No.	Description of Records	Disposal Action
164.104.002 ■■■■■■■■■■■■■■■■■■■■	Assessment of tenders received against selection criteria. Includes: <ul style="list-style-type: none">• 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: <ul style="list-style-type: none">• 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 infrastructure design (Continued)

The activities associated with designing water infrastructure.

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

Water infrastructure design (Continued)

The activities associated with designing water infrastructure.

Entry No.	Description of Records	Disposal Action
164.360.002 ■■■■■■■■■■■■■■■■■■■■	Records relating to the design of all other cases: <ul style="list-style-type: none">• 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. <p><i>[See Construction for building from the design.</i></p> <p><i>See Contracting-out for copies of contractors permits, licences, certificates and accreditations.</i></p> <p><i>See Submissions for successful funding submissions.]</i></p>	Destroy 7 years after lifetime of the structure or 7 years after the system is replaced
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 action completed

Agreements

The processes associated with the establishment, maintenance, review and negotiation of agreements. Includes records associated with preparing agreements/contracts and settling those agreements/contracts. Includes contracts, memoranda of understanding (MOU), deeds, leases, licences and mortgages.

[For agreements with other governments, including international governments, use GOVERNMENT RELATIONS - Agreements.]

Entry No.	Description of Records	Disposal Action
165.006.001 ■■■■■■■■■■■■■■■■■■■■	Final versions of agreements made to support the water reclamation management function. Includes: <ul style="list-style-type: none">• deeds of agreements;• funding agreements;• service level contracts;• alliance agreements;• non-standard customer agreements.	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

Committees

The activities associated with the establishment, appointment of members, terms of reference, proceedings, minutes of meetings, reports, agendas, etc. of committees and task forces.

[For audit committees, use STRATEGIC MANAGEMENT - Committees.]

[For the establishment of advisory councils or governing boards with decision making responsibility for agency policy and/or planning, use STRATEGIC MANAGEMENT - Committees.]

Entry No.	Description of Records	Disposal Action
165.020.001 ■■■■■■■■■■■■■■■■■■■■	Records of internal committees formed to consider specific matters in support of the water reclamation management function. Includes: <ul style="list-style-type: none">• documents establishing the committee;• final version of minutes;• reports;• supporting documents such as briefing papers and discussion papers.	Destroy 10 years after action completed

Disposal

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.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
165.034.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting the disposal of government-owned water reclamation networks. Includes: <ul style="list-style-type: none">• assessments and investigations;• independent valuation certificates;• details of preparation undertaken before disposal ('making good').	Destroy 7 years after disposal
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

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

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
165.040.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting the handling of public enquiries about the agency and its programs, products and services in relation to the water reclamation management function	Destroy 2 years after action completed

Evaluation

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.

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

Planning (Continued)

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

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
165.079.002 ■■■■■■■■■■■■■■■■■■■■	Working papers used in developing all water catchment system plans. Includes: <ul style="list-style-type: none">● draft plans;● report analysing issues;● comments from stakeholders.	Destroy 6 months after reference ceases

Policy

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

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
165.080.001 ■■■■■■■■■■■■■■■■■■■■	Final version of policies.	Retain as Territory Archives
165.080.002 ■■■■■■■■■■■■■■■■■■■■	Development and establishment of agency's policies. Includes: <ul style="list-style-type: none">● 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

Procedures

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

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
165.082.001 ■■■■■■■■■■■■■■■■■■■■	Master set of agency manuals, handbooks, directives, etc., detailing procedures supporting the water reclamation management function. Includes emergency procedures.	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

Reporting

The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies, regulation, or legislation, e.g. Annual Report). Includes statistics and returns.

Note: Reports resulting from a routine activity, e.g. inspection reports, form part of that activity, i.e. reports resulting from an inspection are part of the inspection and not the activity of Reporting. Reports of these types should be classified as part of the greater activity generating the report.

[For the Annual Report drafting process, use PUBLICATIONS - Drafting.

For submissions of annual reports to the Portfolio Minister, use GOVERNMENT RELATIONS - Compliance.]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
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: <ul style="list-style-type: none">● technical reports;● interim study findings;● preliminary design reports;● final reports;● pilot studies;● engineering reports.	Retain as Territory Archives

Research

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

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
165.091.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting detailed research carried out to support the water reclamation management function	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

The process of implementing industry or agency specific benchmarks for services and processes to enhance quality and efficiency of an organisation.

[For compliance with standards use Compliance.]

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

Submissions

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.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
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.	Destroy 10 years after action completed

Water infrastructure design (Continued)

The activities associated with designing water infrastructure.

Entry No.	Description of Records	Disposal Action
▮	<ul style="list-style-type: none">• 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. <p><i>[See Construction for building from the design.</i></p> <p><i>See Contracting-out for copies of contractors permits, licences, certificates and accreditations.</i></p> <p><i>See Submissions for successful funding submissions.]</i></p>	
165.360.002 ▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮	Records relating to the design of all other cases. <ul style="list-style-type: none">• 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. <p><i>[See Construction for building from the design.</i></p> <p><i>See Contracting-out for copies of contractors permits, licences, certificates and accreditations.</i></p> <p><i>See Submissions for successful funding submissions.]</i></p>	Destroy 7 years after lifetime of the structure or the system is replaced

Committees

The activities associated with the establishment, appointment of members, terms of reference, proceedings, minutes of meetings, reports, agendas, etc. of committees and task forces.

[For audit committees, use STRATEGIC MANAGEMENT - Committees.

For the establishment of advisory councils or governing boards with decision making responsibility for agency policy and/or planning, use STRATEGIC MANAGEMENT - Committees.]

Entry No.	Description of Records	Disposal Action
166.020.002 ■■■■■■■■■■■■■■■■■■■■	Records of external or inter-agency committees formed to consider water catchment operations management matters where the agency is a member. Includes: <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • agenda; • notices of minutes; • draft minutes. 	Destroy 6 months after action completed

Compliance

The activities associated with complying with mandatory or optional accountability, fiscal, legal, regulatory or quality standards or requirements. Includes compliance with legislation and with national and international standards, such as the ISO 9000 series.

Entry No.	Description of Records	Disposal Action
166.021.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting compliance with mandatory standards, specifications and statutory requirements relating to the operation of water treatment facilities. <p><i>[see Contracting-out for monitoring compliance with contractual arrangements.]</i></p>	Destroy 7 years after action completed

Contracting out

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.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
166.025.001 ■■■■■■■■■■■■■■■■■■■■	Records on the management of major contracts for the operation of water treatment facilities. Includes: <ul style="list-style-type: none">• 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
	<i>[See Tendering for Contract Register]</i>	
166.025.002 ■■■■■■■■■■■■■■■■■■■■	Records on the management of minor contracts for the operation of water treatment facilities. Includes: <ul style="list-style-type: none">• 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

Disposal

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.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
166.034.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting the disposal of government-owned water reclamation networks. Includes: <ul style="list-style-type: none">• assessments and investigations;• independent valuation certificates;• details of preparation undertaken before disposal ('making good').	Destroy 7 years after disposal
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

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

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

Evaluation

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.

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

Liaison

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.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
166.067.001 ■■■■■■■■■■■■■■■■■■■■	<p>Records of participation in industry groups relevant to the operation of water treatment facilities. Includes collaboration on projects and exchange of information.</p> <p><i>[See INFORMATION MANAGEMENT - Acquisitions for subscriptions to publications of professional bodies where the subscriber does not have to be a member of an organisation.</i></p> <p><i>See GOVERNMENT RELATIONS for liaison activities between governments].</i></p>	Destroy 6 years after action completed

Maintenance

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

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
166.069.001 ■■■■■■■■■■■■■■■■■■■■	<p>Records relating to planned major maintenance projects. Including major structural repairs and renovations to:</p> <ul style="list-style-type: none"> ● pumping stations; ● water supply schemes; ● water augmentation schemes; ● water supply schemes; ● water augmentation schemes; ● filtration plants; ● augmentation. <p><i>[See Contracting-out for copies of contractors permits, licences, certificates and accreditations.]</i></p>	Destroy 10 years after the lifetime of the structure or until plant ceases operation

Planning

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

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
166.079.001 ■■■■■■■■■■■■■■■■■■■■	Final version of plans to support the operation of water treatment facilities. Includes: <ul style="list-style-type: none"> • counter disaster plans; • annual maintenance plans; • acquisition and disposal plans. 	Retain as Territory Archives
166.079.002 ■■■■■■■■■■■■■■■■■■■■	Working papers used in developing all water catchment system plans. Includes: <ul style="list-style-type: none"> • draft plans; • report analysing issues; • comments from stakeholders. 	Destroy 6 months after reference ceases

Policy

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

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
166.080.001 ■■■■■■■■■■■■■■■■■■■■	Records relating to policy on design and construction of water treatment operations such as dams, reservoirs etc. Includes: <ul style="list-style-type: none"> • policy proposals; • research papers; • results of consultations; • supporting reports; • major drafts; • final policy statements. 	Retain as Territory Archives
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.	Destroy 2 years after promulgation of new policy

Reporting

The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies, regulation, or legislation, e.g. Annual Report). Includes statistics and returns.

Note: Reports resulting from a routine activity, e.g. inspection reports, form part of that activity, i.e. reports resulting from an inspection are part of the inspection and not the activity of Reporting. Reports of these types should be classified as part of the greater activity generating the report.

[For the Annual Report drafting process, use PUBLICATIONS - Drafting.

For submissions of annual reports to the Portfolio Minister, use GOVERNMENT RELATIONS - Compliance.]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
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: <ul style="list-style-type: none"> • technical reports; • interim study findings; • preliminary design reports; • final reports; • pilot studies; • engineering reports. 	Retain as Territory Archives
166.088.002 ■■■■■■■■■■■■■■■■■■■■	Final version of internal formal reports and reports made to external agencies relating to the water treatment operations. Includes: <ul style="list-style-type: none"> • technical reports; • interim study findings; • preliminary design reports; • final reports; • pilot studies; • engineering reports. 	Destroy 5 years after action completed
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
166.088.004 ■■■■■■■■■■■■■■■■■■■■	Working papers documenting the development of all reports. Includes drafts, comments received, raw statistical data.	Destroy 6 months after reference ceases

Research

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

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
166.091.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting detailed research carried out to support the water treatment operations function	Retain as Territory Archives after
166.091.002 ■■■■■■■■■■■■■■■■■■■■	Records documenting routine research carried out to support the water treatment operations function	Destroy 6 months after reference ceases

Reviewing

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

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
166.093.001 ■■■■■■■■■■■■■■■■■■■■	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.	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

Security

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.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
166.097.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting major security breaches or incidents (e.g. which result in the laying of charges, or where sabotage is strongly suspected). Includes:	Retain as Territory Archives

- 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.]

Security (Continued)

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.

Entry No.	Description of Records	Disposal Action
166.097.002 ■■■■■■■■■■■■■■■■■■■■■■	<p>Records documenting minor security breaches or incidents (e.g. which do not result in the laying of charges, or where sabotage is not suspected.)</p> <p><i>[See PERSONNEL - Security for disciplinary action resulting from a breach involving ACTPS employees.</i></p> <p><i>See INFORMATION MANAGEMENT - Security for breaches involving information.</i></p> <p><i>See EQUIPMENT & STORES - Security for breaches involving equipment.</i></p> <p><i>See TECHNOLOGY & TELECOMMUNICATIONS - Security for breaches involving technology.]</i></p>	Destroy 5 years after incident
166.097.003 ■■■■■■■■■■■■■■■■■■■■■■	<p>Records documenting property guarding, surveillance and patrol operations. Includes rosters and security reports.</p> <p><i>[See WATER TREATMENT OPERATIONS - Tendering for the provision of security services.</i></p> <p><i>See WATER TREATMENT OPERATIONS - Contracting-out for managing the performance of contracted-out security activities].</i></p>	Destroy 2 years after action completed

Tendering

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.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
166.104.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting the development and issue of tender documentation. Includes: <ul style="list-style-type: none">● 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: <ul style="list-style-type: none">● 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
166.104.006 ■■■■■■■■■■■■■■■■■■■■	Contract register.	Destroy 7 years after last entry

Tendering (Continued)

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.

Entry No.	Description of Records	Disposal Action
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: <ul style="list-style-type: none">• submissions;• notification of outcome;• reports of debriefing session.	Destroy 2 years after tender process completed or decision made not to continue with the tender

Treated water sampling

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
166.358.001 ■■■■■■■■■■■■■■■■■■■■	Records relating to the administration of water and effluent sampling and analysis. Includes sample analysis data. <i>[See OCCUPATIONAL HEALTH & SAFETY - Compliance for hazardous registers.</i> <i>See OCCUPATIONAL HEALTH & SAFETY - Risk Management for monitoring and risk assessment.</i> <i>See WATER TREATMENT OPERATIONS - Maintenance for the removal of hazardous substances.</i> <i>See OCCUPATIONAL HEALTH & SAFETY - Health promotion for material safety data sheets.</i> <i>See WATER TREATMENT OPERATIONS - Reporting for preparing reports on the quality of water and sewerage.]</i>	Destroy 5 years after action completed

Water infrastructure design (Continued)

The activities associated with designing water infrastructure.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
	<ul style="list-style-type: none">• 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.]

RETAIN AS TERRITORY ARCHIVES

Planning

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

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
163.079.001 ■■■■■■■■■■■■■■■■■■■■	Final version of plans to support the management of water catchment systems. Includes: <ul style="list-style-type: none"> • counter disaster plans; • annual maintenance plans; • acquisition and disposal plans. 	Retain as Territory Archives

Policy

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

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
163.080.001 ■■■■■■■■■■■■■■■■■■■■	Records relating to policy on design and construction of water catchment systems such as dams, reservoirs etc. Includes: <ul style="list-style-type: none"> • policy proposals; • research papers; • results of consultations; • supporting reports; • major drafts; • final policy statements. 	Retain as Territory Archives

Procedures

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

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

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, regulation, or legislation, e.g. Annual Report). Includes statistics and returns.

Note: Reports resulting from a routine activity, e.g. inspection reports, form part of that activity, i.e. reports resulting from an inspection are part of the inspection and not the activity of Reporting. Reports of these types should be classified as part of the greater activity generating the report.

[For the Annual Report drafting process, use PUBLICATIONS - Drafting.

For submissions of annual reports to the Portfolio Minister, use GOVERNMENT RELATIONS - Compliance.]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
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: <ul style="list-style-type: none"> • technical reports; • interim study findings; • preliminary design reports; • final reports; • pilot studies; • engineering reports. 	Retain as Territory Archives

Research

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

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
163.091.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting detailed research carried out to support the water catchment operations function	Retain as Territory Archives

Water infrastructure design (Continued)

The activities associated with designing water infrastructure.

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

Water infrastructure design (Continued)

The activities associated with designing water infrastructure.

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

Construction

The process of making or building something.

Entry No.	Description of Records	Disposal Action
■	<p>Records includes:</p> <ul style="list-style-type: none">• specifications;• plans and drawings, maps;• building approvals;• inspection reports;• conservation management plan;• photographs;• records of conversation;• project management records. <p><i>[See Designing for design concepts etc.]</i></p> <p><i>[See Contracting-out for copies of contractors permits, licences, certificates and accreditations.]</i></p> <p><i>[See Submissions for successful funding submissions.]</i></p>	

Contracting out

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.

Entry No.	Description of Records	Disposal Action
165.025.001	<p>Records on the management of major contracts for water reticulation networks.</p> <p>Includes:</p> <ul style="list-style-type: none">• 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. <p><i>[See Tendering for Contract Register]</i></p>	Retain as Territory Archives

Reporting

The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies, regulation, or legislation, e.g. Annual Report). Includes statistics and returns.

Note: Reports resulting from a routine activity, e.g. inspection reports, form part of that activity, i.e. reports resulting from an inspection are part of the inspection and not the activity of Reporting. Reports of these types should be classified as part of the greater activity generating the report.

[For the Annual Report drafting process, use PUBLICATIONS - Drafting.]

For submissions of annual reports to the Portfolio Minister, use GOVERNMENT RELATIONS - Compliance.]

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: <ul style="list-style-type: none"> ● technical reports; ● interim study findings; ● preliminary design reports; ● final reports; ● pilot studies; ● engineering reports. 	Retain as Territory Archives

Research

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

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

Water infrastructure design (Continued)

The activities associated with designing water infrastructure.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
III	<ul style="list-style-type: none">• 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. <p><i>[See Construction for building from the design.</i></p> <p><i>See Contracting-out for copies of contractors permits, licences, certificates and accreditations.</i></p> <p><i>See Submissions for successful funding submissions.]</i></p>	

WATER TREATMENT OPERATIONS

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

The process of making or building something.

Entry No.	Description of Records	Disposal Action
166.024.001	<p>Records relating to the construction of historical and significant water treatment facilities including the determination of specifications and conditions, that are considered to be:</p> <ul style="list-style-type: none">• 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. <p>Works include:</p> <ul style="list-style-type: none">• augmentation;• bores;• dams;• filtration plants;• pipelines;• pumping stations;• reservoirs;• water supply pipelines;• water mains extensions;• water supply schemes and augmentation schemes;• water towers.	Retain as Territory Archives

Water infrastructure design (Continued)

The activities associated with designing water infrastructure.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
	<ul style="list-style-type: none">• 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.]

SCHEDULE OF AMENDMENTS – this information is provided for the assistance of users but does not form part of the Notifiable Instrument.

Changes to NI2007-281

Dated

13 September 2007

New Features (Insertions)

FUNCTION	Activity	Entry no.	Description

Enhancements (Changes)

FUNCTION	Activity	Entry no.	Description
WATER MANAGEMENT	Construction	163.024.002	<i>omit</i> Destroy 7 years after lifetime of the structure of the system is replaced <i>substitute</i> Destroy 7 years after lifetime of the structure or the system is replaced
		164.006.003	<i>omit</i> The entire class 164.006.003
	Advice	Scope Note	Updated
	Agreements	Scope Note	Updated
	Committees	Scope Note	Updated
	Meetings	Scope Note	Updated
	Reporting	Scope Note	Updated
	Standards	Scope Note	Updated

Corrections (Deletions)

FUNCTION	Activity	Entry no.	Description