# Territory Records (Records Disposal Schedule – Parks, Reserves and Public Places Records) Approval 2011 (No 1)

Notifiable instrument NI2011—94

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 – Parks, Reserves and Public Places Records) Approval 2011 (No 1)

### 2. Approval

I approve the Records Disposal Schedule – Parks, Reserves and Public Places Records.

### 3. Commencement

This instrument commences on the day after notification.

### 4. Revocation

I revoke Notifiable Instrument NI2008-252 notified 3 July 2008.

David Wardle Director of Territory Records 28 February 2011



# **Records Disposal Schedule**

# Parks, Reserves & Public Places Records

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### INTRODUCTION

The Records Disposal Schedule - Parks Conservation & Public Places Records is the official authority for the disposal of records relating to Parks Conservation & Public Places 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 Parks Conservation & Public Places 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 - Parks Conservation & Public Places 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 Parks Conservation & Public Places 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 Whole-of-Government Thesaurus. 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 - Parks Conservation & Public Places Records:

- covers all Parks Conservation & Public Places records;
- is intended to be used in conjunction with the 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:

Animal Welfare Act 1992 Cemeteries and Crematoria Act 2003 Domestic Animals Act 2000 Environment Protection Act 1997 Freedom of Information Act 1989 Lakes Act 1976 Land (Planning and Environment) Act 1991 Litter Act 2004 Nature Conservation Act 1980 Nudity Act 1976 Plant Diseases Act 2002 Public Baths and Public Bathing Act 1956 Roads and Public Places Act 1937 Territory Records Act 2002 Tree Protection Act 2005 Tree Protection (Interim Scheme) Act 2001

Water Resources Act 2007

### **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**

### PARKS RESERVES & PUBLIC PLACES

The function of acquiring, managing, designing and constructing parks, reserves and public places, either owned or controlled and managed by the Department. Includes providing security and the provision of active and passive recreation opportunities. Also includes forests and forest-based recreational and educational opportunities.

### 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 by or to the agency as to an action or judgement. Includes the process of advising.

### Agreements

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

### **Committees**

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

### Conservation

The activities involved in the preservation, protection, maintenance, restoration and enhancement of properties, including buildings and land, and information resources and artifacts.

### **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.

### **Designing**

The activity of designing Departmental premises, offices, depots, other places of Department business, parks and reserves, roads and streets, drainage infrastructure, traffic and transport infrastructure, waste management infrastructure, water supply infrastructure and equipment. [Roads Management RDS]

### 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.

### **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.

### Fire Management

The practices required to minimise, identify and manage the risks associated with fire.

### Horticultural Services

The services provided in relation to tree, turf and flower growing, supply and landscaping, including nursery production of plants.

### **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.

### Land Data & Mapping

The activities associated with providing advice on the collection of land data and production of maps.

### 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.

### **Mapping Programs**

The activities associated with the collection, management and presentation of land information.

### Meetings

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

### **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.

### Regulation and Monitoring

Activities that check, observe, or record the operation of equipment, infrastructure, services or systems.

### 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.

### 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.

### Service Provision

The activities relating to services provided by an agency on a long term basis or by other agencies. Includes requests and applications for services, assessment of eligibility and entitlements, liaison with other agencies regarding the provision of services. Also includes activities to lobby for services and to increase service provision. Also includes the installation, operation and removal of temporary facilities in parks and reserves, such as water, electricity, temporary toilets, etc. for special outdoor events.

### **Standards**

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

### **Tendering**

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

### Vegetation Management

The activity of managing the control and/or preservation of vegetation.

### **Visits**

The activities involved in arranging visits by other agencies, the public and students to the agency, with a view to inform, educate or promote the services, operation and role of the organisation. Includes arranging visits by staff to other agencies.

## RECORDS DISPOSAL SCHEDULE

### PARKS RESERVES & PUBLIC PLACES

The function of acquiring, managing, designing and constructing parks, reserves and public places, either owned or controlled and managed by the Department. Includes providing security and the provision of active and passive recreation opportunities. Also includes forests and forest-based recreational and educational opportunities.

### 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.

Entry No.	Description of Records	Disposal Action
106.003.001	Acquisition and use of explosives.	Destroy 5 years after acquittal of ordnance
106.003.002	Acquisition and use of service firearms.	Destroy 5 years after disposal of firearm
106.003.003	Acquisition and use of ammunition for service firearms.	Destroy 3 years after acquittal of ordnance

### 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.]

Entry No.	Description of Records	Disposal Action
106.005.001	Records documenting the receipt and	Destroy 7 years after
	provision of advice relating to the function.	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
106.006.001	Final versions of agreements such as agreements between the Territory and Commonwealth agencies related to the Parks, Reserves and Public Places function. For example, the Memorandum of Understanding (MOU) between ACT and the Commonwealth for Land Management conservation purposes.	Retain as Territory Archives
106.006.002	Records relating to agreements permitting the use of a public park, place or sportsground for a particular purpose.	• •
106.006.003	Negotiation, establishment, maintenance and review of agreements.	Destroy 7 years after agreement expires or is superseded

### **Committees**

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

[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
106.020.001	Records associated with the establishment and operation of committees relevant to forests, parks, reserves and public places.	Retain as Territory Archives
106.020.002	Records associated with the participation in committees relevant to forests, parks, reserves and public places.	Destroy 7 years after appointment lapses

### **Conservation**

The activities involved in the preservation, protection, maintenance, restoration and enhancement of properties, including buildings and land, and information resources and artifacts.

Entry No.	Description of Records	Disposal Action
106.023.001	Records documenting conservation and or protection activities related to the function for issues of significance to the Territory. Includes:	Retain as Territory Archives
	<ul> <li>Significant trees</li> <li>Sites of biological or cultural significance, e.g. Murrumbidgee River Corridor</li> <li>Heritage properties, e.g. Brayshaw's Hut.</li> </ul>	
	[For the significant tree register see Registration]	
106.023.002	Records documenting restoration and rehabilitation work to properties, including buildings, land, information resources and artifacts affected by natural disasters.	Destroy 15 years after action completed
106.023.003	Records documenting conservation and or protection activities related to the function for issues, which are not of significance to the	Destroy 10 years after action completed

Territory.

### **Construction**

The process of making or building something.

[For tendering of work to support construction activities, use PROPERTY MANAGEMENT - Tendering.

For managing the performance of contracted-out services to support the construction process, use PROPERTY MANAGEMENT - Contracting-out.

For the planning of construction programs, use PROPERTY MANAGEMENT - Planning.

For submissions to Cabinet seeking support for construction projects, use GOVERNMENT RELATIONS - Submissions.]

Entry No. 106.024.001	Description of Records  Records documenting the construction details of forests, parks, reserves and public places and the facilities therein.	Disposal Action Retain as Territory Archives
106.024.002	Documentation related to construction of major assets within forests, parks, reserves and public places including design and siting plans and project management records. Including buildings and toilet blocks.	Retain as Territory Archives
106.024.003	Documentation related to minor assets within forests, parks, reserves and public places including design and siting plans and project management records. Including tracks, trails, fences etc.	Destroy 7 years after asset is decommissioned or disposed of
106.024.004	Records documenting construction activities that did not proceed.	Destroy 7 years after decision to suspend construction activities

### 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
106.025.001	Details of contracts for the maintenance and operation of forests, parks, reserves, public places and sportsgrounds.	Destroy 7 years after completion or other termination of agreement or contract
		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
106.030.001	Records documenting the planning,	Destroy 5 years after
	monitoring and evaluation of customer	action completed
	services provided to the agency's public clients	
	(includes enquiry desk, telephone information	
	service or shopfront) in relation to the Parks,	
	Reserves and Public Places function.	

### **Designing**

The activity of designing Departmental premises, offices, depots, other places of Department business, parks and reserves, roads and streets, drainage infrastructure, traffic and transport infrastructure, waste management infrastructure, water supply infrastructure and equipment.

Entry No.	Description of Records	Disposal Action
106.161.001	Records relevant to the design of forests,	Retain as Territory
	parks, reserves and public places and the	Archives
	facilities therein.	

### **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.

[For the disposal of property through a tendering process, use PROPERTY MANAGEMENT - Tendering.

For the disposal of property through an agreement, use PROPERTY MANAGEMENT - Agreements.]

Entry No. 106.034.001	Description of Records  Disposal of land previously used for public recreation and open space, parklands and reserves.	Disposal Action Retain as Territory Archives
106.034.002	Disposal of explosives.	Destroy 7 years after acquittal of ordnance
106.034.003	Disposal of service firearms.	Destroy 7 years after disposal of firearm
106.034.004	Disposal of ammunition for service firearms.	Destroy 7 years after acquittal of ordnance

### **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
106.042.001	Evaluation of activities relating to the Parks,	Destroy 7 years after
	Reserves and Public Places function.	action completed
	Examples:	

- Weed management;
- Pest plant and animal management;
- Flora and fauna survey;
- Soil conservation.

[Note: For records relating to research into the function use - Research]

### Fire Management

The practices required to minimise, identify and manage the risks associated with fire.

Entry No.	Description of Records	Disposal Action
106.336.001	Records documenting the development and delivery of fire fighting preparedness training. Includes:	Destroy 7 years after action completed
	<ul><li> Equipment training</li><li> Skills training</li><li> Fitness training and assessments.</li></ul>	
106.336.002	Documentation of prescribed burning application approvals.	Destroy 7 years after strategic fire fuel management plan superseded
106.336.003	Non-completion of annual fuel management programs.	Destroy 7 years after strategic fire fuel management plan superseded

### **Horticultural Services**

The services provided in relation to tree, turf and flower growing, supply and landscaping, including nursery production of plants.

Entry No.	Description of Records	Disposal Action
106.172.001	Records documenting the establishment of permanent horticultural assets in forests, parks places and sportsgrounds.	Retain as Territory , Archives
106.172.002	Records relating to the significant design and landscaping of forests, parks, reserves and public places including reconstruction. For example:	Retain as Territory Archives

- Restoration of areas within forests, parks, reserves and public places (e.g. Boboyan Pines);
- Bushland regeneration; and
- Bushfire reconstruction.

[Note: for records pertaining to 'significant trees' use Conservation]

### Horticultural Services (Continued)

The services provided in relation to tree, turf and flower growing, supply and landscaping, including nursery production of plants.

Entry No. 106.172.003	Description of Records  The summary records pertaining to disease or pest outbreaks.	Disposal Action Retain as Territory Archives
106.172.004	Records documenting horticultural services related to rural lands and pasture management.	Destroy 7 years after action completed
106.172.005	Records documenting the maintenance or removal of horticultural assets in forests, parks, reserves and public places.	Destroy 7 years after action completed
106.172.006	Records documenting routine activities in relation to flower growing, landscaping, soils and production of plants.	Destroy 7 years after action completed
106.172.007	Records documenting horticultural services relating to tree management and protection.	Destroy 7 years after action completed
106.172.008	Records relating to the routine design and landscaping of parks, reserves and public places including reconstruction. For example playgrounds and picnic areas.	Destroy 7 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
106.053.001	Summary records documenting execution of	Retain as Territory
	implementation plans, policies and procedures	Archives
	related to the Parks, Reserves and Public	
	Places function.	

### **Inspections**

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

Entry No.	Description of Records	Disposal Action
106.057.001	Records of inspection of forests, parks, public places and sportsgrounds for the purpose of asset acceptance.	Destroy 7 years after action completed
106.057.002	Records of inspections of existing forests, parks, public places and sportsgrounds to determine compliance with standards.	Destroy 7 years after action completed

### Land Data & Mapping

The activities associated with providing advice on the collection of land data and production of maps.

Entry No. 106.220.001	<b>Description of Records</b> Advice on land data and mapping.	<b>Disposal Action</b> Retain as Territory Archives
106.220.002	Records relating to the management of spatial data, including the administration of the database, provision of access to the database etc.	Destroy 10 years after last action

### 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.

Entry No.	Description of Records	Disposal Action
106.064.001	Records documenting leasing out of assets within forests, parks, reserves and public places, including formal documentation specified setting out periods, conditions, rights	Destroy 7 years after action completed
	and responsibilities such as camp areas.	

### 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.

Entry No.	Description of Records	Disposal Action
106.067.001	Liaison with external agencies, professional associations and community groups on issues of significance to the Territory related to the Parks, Reserves and Public Places function. Examples:	Retain as Territory Archives
	<ul><li>Canberra Nara Park; and</li><li>John Knight Memorial Park.</li></ul>	
106.067.002	Liaison with indigenous groups who are signatories to agreements regarding issues related to the Parks, Reserves and Public Places function.	Retain as Territory Archives
106.067.003	Liaison with external agencies, professional associations, community groups and indigenous groups not signatories to agreements on issues, which are not of significance to the Territory, related to the Parks, Reserves and Public Places function.	Destroy 7 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.

[For tendering cleaning services and other contracted-out services for the maintenance of property, use PROPERTY MANAGEMENT - Tendering.

For the management of contracting-out maintenance services, use PROPERTY MANAGEMENT - Contracting-out.

For planning maintenance programs, use PROPERTY MANAGEMENT - Planning.]

Entry No.	Description of Records	Disposal Action
106.069.001	Maintenance of assets and equipment of national significance including tracks, trails, fences and signs etc. within forests, parks, reserves and public places.	Retain as Territory Archives
106.069.002	Maintenance of assets and equipment without any national significance including tracks, trails, fences and signs etc. within forests, parks, reserves and public places.	Destroy 7 years after action completed

### Mapping Programs

The activities associated with the collection, management and presentation of land information.

Entry No.	Description of Records	Disposal Action
106.222.001	Final controlled versions of program outputs.	Retain as Territory
	Includes:	Archives

- Aerial photographs;
- Maps and plans;
- Survey data;
- Cadastral maps;
- Topographic maps;
- Orthophotographic maps;
- Thematic maps;
- Indexes;
- Film and digital images; and
- Reports or explanatory notes to program outputs.

### Mapping Programs (Continued)

The activities associated with the collection, management and presentation of land information.

Entry No.	Description of Records	Disposal Action
106.222.002	Plan preparation including:	Retain as Territory Archives
	<ul> <li>Architecture;</li> </ul>	
	<ul> <li>Land Management;</li> </ul>	
	<ul><li>Surveying;</li></ul>	
	<ul> <li>Town planning; and</li> </ul>	
	• Transport Engineering.	
106.222.003	Records relating to the project management of mapping programs. Includes:	Destroy 10 years after last action

- Requests;
- Reproduction programs; and
- Maintenance systems.

### 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.

Entry No. 106.072.001	Description of Records Final versions of minutes and supporting documents that support the Parks, Reserves and Public Places function.	Disposal Action Destroy 7 years after action completed
106.072.002	Meetings relevant to the management of business units involved in the provision, construction, maintenance and operation of forests, parks, reserves and public places.	Destroy 2 years after action completed
106.072.003	Working papers documenting the conduct and administration of meetings held to support the Parks, Reserves and Public Places function. Includes agenda, notices of meetings and draft minutes.	•

### **Planning**

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

Entry No.	Description of Records	Disposal Action
106.079.001	Final versions of management plans related to the Parks, Reserves and Public Places function.	Retain as Territory Archives
106.079.002	Working papers used in developing plans, draft plans and maps, reports analysing issues and comments related to the Parks, Reserves and Public Places function.	Destroy 7 years after adoption of final plan

### **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.

Entry No.	Description of Records	Disposal Action
106.080.001	Final versions of policies related to the Parks, Reserves and Public Places function.	Retain as Territory Archives
106.080.002	Working papers used in developing policies related to the Parks, Reserves and Public Places function.	Destroy 7 years after adoption of final policy

### **Procedures**

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

Entry No.	Description of Records	Disposal Action
106.082.001	Master version of agency manuals, handbooks, regulations and standard methods detailing procedures supporting the Parks, Reserves and Public Places function.	Retain as Territory Archives
106.082.002	Final versions of agency manuals, handbooks, regulations and standard methods detailing procedures supporting the Parks, Reserves and Public Places function.	Destroy 7 years after superseded

### Procedures (Continued)

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

Entry No.	Description of Records	Disposal Action
106.082.003	Records documenting the development of	Destroy 7 years after
	agency procedures supporting the Parks,	action completed
	Reserves and Public Places function	

### Regulation and Monitoring

Activities that check, observe, or record the operation of equipment, infrastructure, services or systems.

Entry No. 106.166.001	Description of Records  Activities related to the regulation and monitoring of issues of significance to the Territory relating to the Parks, Reserves and Public Places function.	<b>Disposal Action</b> Retain as Territory Archives
106.166.002	Activities related to the regulation and monitoring of issues, which are not of significance to the Territory relating to the Parks, Reserves and Public Places function.	Destroy 7 years after action completed

### 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
106.088.001	Final version of reports documenting formal statements or findings of the result of the examinations related to the Parks, Reserves and Public Places function.	Retain as Territory Archives
106.088.002	Working papers associated with the development of reports documenting actions related to the parks, Reserves and Public Places function.	Destroy 2 years after adoption of final 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.

Entry No.	Description of Records	Disposal Action
106.091.001	Major research carried out for contribution to nationally coordinated programs related to forests, parks, reserves and public places.	Retain as Territory Archives
106.091.002	Research carried out for the establishment and management of parks, reserves and public places.	Retain as Territory Archives
106.091.003	Research carried out that establishes a heritage value.	Retain as Territory Archives

### 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.

Entry No.	Description of Records	Disposal Action
106.097.001	Major security breaches or incidents, which results in the laying of charges, or where sabotage is strongly suspected within forests, parks, reserves and public places. Including break-ins, unauthorised access, intentional damage and fires.	Retain as Territory Archives
106.097.002	Records relating to security arrangements, procedures and incidents, surveillance, and access related to the Parks, Reserves and Public Places function.	Destroy 7 years after action completed

### Service Provision

The activities relating to services provided by an agency on a long term basis or by other agencies. Includes requests and applications for services, assessment of eligibility and entitlements, liaison with other agencies regarding the provision of services. Also includes activities to lobby for services and to increase service provision. Also includes the installation, operation and removal of temporary facilities in parks and reserves, such as water, electricity, temporary toilets, etc. for special outdoor events.

Entry No.	Description of Records	Disposal Action
106.169.001	Records associated with the provision of services relevant to parks, reserves and public places.	Destroy 7 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.]

Entry No.	Description of Records	Disposal Action
106.100.001	Records documenting the implementation of	Destroy 7 years after
	industry and agency standards to support the	standards are
	Parks, Reserves and Public Places function.	superseded

### **Tendering**

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

Entry No.	Description of Records	Disposal Action
106.104.001	Signed contracts under seal resulting from tenders and supporting records.	Destroy 12 years after completion or other termination of agreement or contract
106.104.002	The development and issuing of tender documentation. Includes statement of requirements, requests for proposals, expression of interest, request for tender (RFT) and draft contract.	Destroy 7 years after tender process completed
106.104.003	Evaluation of tenders received against selection criteria. Includes records documenting arrangements for carrying out the evaluation process, evaluation report, recommendations, final report and public notices.	Destroy 7 years after tender process completed
106.104.004	Records of unsuccessful tender or a tender process where there is no suitable bidder, or where the tender process has been discontinued. Includes submissions, notification of outcome and reports on debriefing sessions.	Destroy 7 years after tender process completed or decision made not to continue with the tender
106.104.005	Tender register.	Destroy 7 years after last entry
106.104.006	Signed simple contracts and agreements resulting from tenders and supporting records.	Destroy 7 years after completion or other termination of agreement or contract

### Vegetation Management

The activity of managing the control and/or preservation of vegetation.

Entry No. 106.248.001	Description of Records  Strategic management of plant communities and/or species of significance to the territory.  Examples:	Disposal Action Retain as Territory Archives
	<ul><li>Westbourne Woods;</li><li>Cork Oak Plantation; and</li><li>Terango Leek Orchid</li></ul>	
106.248.002	Routine management of other plant communities and/or species.	Destroy 7 years after action completed

### **Visits**

The activities involved in arranging visits by other agencies, the public and students to the agency, with a view to inform, educate or promote the services, operation and role of the organisation. Includes arranging visits by staff to other agencies.

[For visits made by representatives of other agencies and interstate and overseas governments, use GOVERNMENT RELATIONS - Visits.

For security arrangements made for the visits to the agency, use COMMUNITY RELATIONS - Security.

For keeping statistical information relating to visits, use COMMUNITY RELATIONS - Reporting.]

Entry No. 106.109.001	Description of Records  Records documenting visits by royalty, heads of state and politicians. Includes signed visitor's books.	Disposal Action Retain as Territory Archives
106.109.002	Records documenting public visitor books and visits by important community representatives (does not include visits by royalty, heads of state and politicians).	• •
106.109.003	Records documenting visits and tours by the general public and students to parks and reserves and by staff to schools and community events/forums.	Destroy 2 years after action completed

# **RETAIN AS TERRITORY ARCHIVES**

### PARKS RESERVES & PUBLIC PLACES

The function of acquiring, managing, designing and constructing parks, reserves and public places, either owned or controlled and managed by the Department. Includes providing security and the provision of active and passive recreation opportunities. Also includes forests and forest-based recreational and educational opportunities.

### 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. 106.006.001 

### Description of Records

Final versions of agreements such as agreements between the Territory and

Commonwealth agencies related to the Parks, Reserves and Public Places function. For example, the Memorandum of Understanding (MOU) between ACT and the Commonwealth for Land Management conservation purposes.

### **Disposal Action**

Retain as Territory Archives

### Committees

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

[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. 106.020.001 

### **Description of Records**

Records associated with the establishment and Retain as Territory operation of committees relevant to forests, parks, reserves and public places.

**Disposal Action** 

Archives

### **Conservation**

The activities involved in the preservation, protection, maintenance, restoration and enhancement of properties, including buildings and land, and information resources and artifacts.

# *Entry No.* 106.023.001

### Description of Records

Disposal Action

Records documenting conservation and or protection activities related to the function for issues of significance to the Territory.

Retain as Territory

Includes:

- Significant trees
- Sites of biological or cultural significance, e.g. Murrumbidgee River Corridor
- Heritage properties, e.g. Brayshaw's Hut.

[For the significant tree register see Registration]

### Construction

The process of making or building something.

[For tendering of work to support construction activities, use PROPERTY MANAGEMENT - Tendering.

For managing the performance of contracted-out services to support the construction process, use PROPERTY MANAGEMENT - Contracting-out.

For the planning of construction programs, use PROPERTY MANAGEMENT - Planning.

For submissions to Cabinet seeking support for construction projects, use GOVERNMENT RELATIONS - Submissions.]

Entry No.	Description of Records	Disposal Action
106.024.001	Records documenting the construction details of forests, parks, reserves and public places and the facilities therein.	Retain as Territory Archives
106.024.002	Documentation related to construction of major assets within forests, parks, reserves and public places including design and siting plans and project management records. Including buildings and toilet blocks.	

### **Designing**

The activity of designing Departmental premises, offices, depots, other places of Department business, parks and reserves, roads and streets, drainage infrastructure, traffic and transport infrastructure, waste management infrastructure, water supply infrastructure and equipment. [Roads Management RDS]

Entry No.	Description of Records	Disposal Action
106.161.001	Records relevant to the design of forests,	Retain as Territory
	parks, reserves and public places and the	Archives
	facilities therein	

### **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.

[For the disposal of property through a tendering process, use PROPERTY MANAGEMENT - Tendering.

For the disposal of property through an agreement, use PROPERTY MANAGEMENT - Agreements.]

Entry No.	Description of Records	Disposal Action
106.034.001	Disposal of land previously used for public recreation and open space, parklands and reserves.	Retain as Territory Archives
	leselves.	

### Horticultural Services

The services provided in relation to tree, turf and flower growing, supply and landscaping, including nursery production of plants.

Entry No. 106.172.001	Description of Records  Records documenting the establishment of permanent horticultural assets in forests, parks places and sportsgrounds.	Disposal Action Retain as Territory Archives
106.172.002	Records relating to the significant design and landscaping of forests, parks, reserves and public places including reconstruction. For example:	Retain as Territory Archives
	<ul> <li>Restoration of areas within forests, parks, reserves and public places (e.g. Boboyan Pines);</li> <li>Bushland regeneration; and</li> <li>Bushfire reconstruction.</li> </ul>	
	[Note: for records pertaining to 'significant trees' use Conservation]	
106.172.003	The summary records pertaining to disease or pest outbreaks.	Retain as Territory Archives

### **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
106.053.001	Summary records documenting execution of	Retain as Territory
	implementation plans, policies and procedures	Archives
	related to the Parks, Reserves and Public	
	Places function.	

### Land Data & Mapping

The activities associated with providing advice on the collection of land data and production of maps.

Entry No.	Description of Records	Disposal Action
106.220.001	Advice on land data and mapping.	Retain as Territory
		Archives

### 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.

Entry No. 106.067.001	Description of Records  Liaison with external agencies, professional associations and community groups on issues of significance to the Territory related to the Parks, Reserves and Public Places function. Examples:	<b>Disposal Action</b> Retain as Territory Archives
	<ul><li>Canberra Nara Park; and</li><li>John Knight Memorial Park</li></ul>	
106.067.002	Liaison with indigenous groups who are signatories to agreements regarding issues related to the Parks, Reserves and Public Places function.	Retain as Territory Archives

### Maintenance

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

[For tendering cleaning services and other contracted-out services for the maintenance of property, use PROPERTY MANAGEMENT - Tendering.

For the management of contracting-out maintenance services, use PROPERTY MANAGEMENT - Contracting-out.

For planning maintenance programs, use PROPERTY MANAGEMENT - Planning.]

Entry No.	Description of Records	Disposal Action
106.069.001	Maintenance of assets and equipment of	Retain as Territory
	national significance including tracks, trails,	Archives
	fences and signs etc. within forests, parks,	
	reserves and public places.	

### Mapping Programs

The activities associated with the collection, management and presentation of land information.

Entry No. Description of Records Disposal Action

106.222.001 Final controlled versions of program outputs. Retain as Territory
Includes: Archives

- Aerial photographs;
- Maps and plans;
- Survey data;
- Cadastral maps;
- Topographic maps;
- Orthophotographic maps;
- Thematic maps;
- Indexes;
- Film and digital images; and
- Reports or explanatory notes to program outputs.

106.222.002

Plan preparation including:

Retain as Territory Archives

- Architecture;
- Land Management;
- Surveying;
- Town planning; and
- Transport Engineering.

### **Planning**

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

Entry No.	Description of Records	Disposal Action
106.079.001	Final versions of management plans related to the Parks, Reserves and Public Places	Retain as Territory Archives
	function.	

### **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.

Entry No.	Description of Records	Disposal Action
106.080.001	Final versions of policies related to the Parks,	Retain as Territory
	Reserves and Public Places function.	Archives

### **Procedures**

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

Entry No.	Description of Records	Disposal Action
106.082.001	Master version of agency manuals, handbooks	, Retain as Territory
	regulations and standard methods detailing	Archives
	procedures supporting the Parks, Reserves and	
	Public Places function.	

### Regulation and Monitoring

Activities that check, observe, or record the operation of equipment, infrastructure, services or systems.

Entry No.	Description of Records	Disposal Action
106.166.001	Activities related to the regulation and	Retain as Territory
	monitoring of issues of significance to the	Archives
	Territory relating to the Parks, Reserves and	
	Public Places function.	

### 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
106.088.001	Final version of reports documenting formal statements or findings of the result of the examinations related to the Parks, Reserves and Public Places function.	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
106.091.001	Major research carried out for contribution to nationally coordinated programs related to forests, parks, reserves and public places.	Retain as Territory Archives
106.091.002	Research carried out for the establishment and management of parks, reserves and public places.	Retain as Territory Archives
106.091.003	Research carried out that establishes a heritage value.	Retain as Territory Archives

### 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.

Entry No.
106.097.001

### Description of Records

Major security breaches or incidents, which results in the laying of charges, or where sabotage is strongly suspected within forests, parks, reserves and public places. Including break-ins, unauthorised access, intentional

Disposal Action Retain as Territory Archives

damage and fires.

### Vegetation Management

The activity of managing the control and/or preservation of vegetation.

Entry No.
106.248.001

### Description of Records

Strategic management of plant communities and/or species of significance to the territory. Examples:

### **Disposal Action**

Retain as Territory Archives

- Westbourne Woods:
- Cork Oak Plantation: and
- Terango Leek Orchid.

### **Visits**

The activities involved in arranging visits by other agencies, the public and students to the agency, with a view to inform, educate or promote the services, operation and role of the organisation. Includes arranging visits by staff to other agencies.

[For visits made by representatives of other agencies and interstate and overseas governments, use GOVERNMENT RELATIONS - Visits.

For security arrangements made for the visits to the agency, use COMMUNITY RELATIONS - Security.

For keeping statistical information relating to visits, use COMMUNITY RELATIONS - Reporting.]

Entry No.
106.109.001

### **Description of Records**

Records documenting visits by royalty, heads Retain as Territory of state and politicians. Includes signed visitor's books.

### Disposal Action

Archives

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

Changes to NI2008-25	2	Dated	3 July 2008	
New Features (Inserti	ons)			
FUNCTION	Activity	Entry no.	Description	

### **Enhancements (Changes)**

FUNCTION	Activity	Entry no.	Description
PARKS, RESERVES &	Implementation	Scope Note	omit
PUBLIC PLACES			The process of official examinations of facilities, equipment and items, to ensure compliance with agreed standards and objectives. [TARDiS] substitute  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.
	Advice	Scope Note	Updated
	Agreements	Scope Note	Updated
	Committees	Scope Note	Updated
	Meetings	Scope Note	Updated
	Reporting	Scope Note	Updated
	Standards	Scope Note	Updated

Correcti	ons (De	letions)
COLLECT		

FUNCTION	Activity	Entry no.	Description	