

Australian Capital Territory

# **Territory Records (Records Disposal Schedule – Sewerage Management Records) Approval 2014 (No 1)**

**Notifiable instrument NI2014—290**

made under the

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

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## **1. Name of Instrument**

This instrument is the Territory Records (Records Disposal Schedule – Sewerage Management Records) Approval 2014 (No 1)

## **2. Approval**

I approve the Records Disposal Schedule – Sewerage Management Records.

## **3. Commencement**

This instrument commences on the day after notification.

## **4. Revocation**

I revoke Notifiable Instrument:

NI2011-95 notified 8 March 2011

Danielle Wickman  
Director of Territory Records  
20 June 2014



# **Records Disposal Schedule**

## **Sewerage Management Records**

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## **INTRODUCTION**

The *Records Disposal Schedule – Sewerage Management Records* is the official authority for the disposal of these ACT Government 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 other Territory Records Disposal Schedules.

## **PURPOSE**

The purpose of this Records Disposal Schedule is to provide for the authorised disposal of 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 such as a records disposal freeze. Current records disposal freezes can be found at the Territory Records Office Internet site <http://www.territoryrecords.act.gov.au/recordsadvice>.

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 WHOLE OF GOVERNMENT THESAURUS**

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 – Sewerage 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 Whole of Government Thesaurus originally based on the Territory Version of Keyword AAA. The Records Disposal Schedule is designed to be applicable to all ACT Government 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 which incorporated 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 Director of Territory Records 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 original 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 - Sewerage Management Records*:

- covers all records related to the function;
- is intended to be used in conjunction with other Territory Records Disposal Schedules;
- 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 record classes covered by this Records Disposal Schedule:

*ACTEW/AGL Partnership Facilitation Act 2000*  
*ACT Self Government Act 1988*  
*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*  
*Utilities (Water Conservation) Regulation 2006*  
*Water and Sewerage Act 2000*  
*Water and Sewerage Regulation 2001*  
*Water Resources Act 2007*  
*Water Resources Regulation 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.

### ***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.

### ***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.

***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**

## ***SEWERAGE MANAGEMENT***

The function of managing the Territory's liquid waste systems to treat and/or reuse waste. Includes designing, constructing, maintaining and managing the operations of the region's systems and ancillary assets, (e.g. treatment plants, reticulation networks, pump stations, trunk and outfall sewers, etc.), physical, chemical and biological treatment activities, testing and maintaining plant infrastructure and connecting and disconnecting sewerage mains. Also includes implementing industry quality standards, conducting research.

### ***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.

### ***Arrangements***

The activities involved in arranging for a journey or trip. Includes preparing travel itineraries, authorisations, entitlements etc Also includes arrangements made for the delivery of equipment or goods and the usage made of facilities, vehicles, equipment and space.

### ***Audit***

The activities associated with officially checking financial, quality assurance and operational records to ensure they have been kept and maintained in accordance with agreed or legislated standards and correctly record the events, processes and business of the agency in a specified period. Includes compliance audits, financial audits, operational audits, recordkeeping audits, skills audits, system audits and quality assurance audits.

### ***Authorisation***

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

### ***Committees***

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

### ***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.

### ***Enquiries***

The activities associated with handling requests for information about the agency and its services, programs and activities.

### ***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.

### ***Inquiries***

The activities associated with liaising with bodies carrying out inquiries and participating in them. Inquiries are investigations carried out by people or bodies that have been empowered to inquire and report on a subject, such as Royal Commissions, Judicial Commissions, Boards of Inquiry, Legislative Assembly and Ombudsman's inquiries. Includes the agency's participation in the inquiry by providing evidence in the form of records submissions or staff.

### ***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, organisation, group 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.

### ***Procedures***

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

### ***Public Reaction***

The process of handling public reaction to an agency's policies or services. Includes anonymous letters, letters of complaint and letters of congratulations or appreciation received from the public.

### ***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.

### ***Representatives***

The activities associated with the nomination, appointment or resignation of individuals or groups of personnel appointed by the organisation or their co-workers as official representatives to organisations, offices, unions, workers participation committees, councils or groups. Includes organisational legal representatives.

### ***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 business activities in general. Includes following up enquiries relating to 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.

### ***Risk Management***

The process involving identification of risks, likelihood and consequences of those risks and implementation of appropriate practice and procedures to treat the risks.

### ***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 Providers***

The activity of managing those agencies or organisations involved in the provision of services to the Department or to the local community in association with the Department. Includes Departmental negotiations and liaison with service providers over the provision of energy, sewerage services, traffic and transport services (e.g. air, bus, ferry, light rail, monorail, and taxi services) and water services. Also includes liaison and negotiations relating to routes, frequency of services, timetables of transport services.

### ***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 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. a business case, statistics, etc.) supporting a case or opinion held by the agency which is submitted to another agency or organisation, 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.

# **RECORDS DISPOSAL SCHEDULE**

## **SEWERAGE MANAGEMENT**

The function of managing the Territory’s liquid waste systems to treat and/or reuse waste. Includes designing, constructing, maintaining and managing the operations of the region's systems and ancillary assets, (e.g. treatment plants, reticulation networks, pump stations, trunk and outfall sewers, etc.), physical, chemical and biological treatment activities, testing and maintaining plant infrastructure and connecting and disconnecting sewerage mains. Also includes implementing industry quality standards, conducting research.

### ***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.]*

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
185.005.001 ■■■■■■■■■■■■■■■■■■■■	Receipt of advice that resulted in major changes to the organisation or management. Includes advice provided by consultants.	Destroy 7 years after last action
185.005.002 ■■■■■■■■■■■■■■■■■■■■	Receipt and provision of all other advice. Includes advice provided by consultants.	Destroy 2 years after last action

### ***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.]*

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
185.006.001 ■■■■■■■■■■■■■■■■■■■■	Records relating to the establishment, maintenance and review of agreements and contracts.	Destroy 7 years after last action

### **Arrangements**

The activities involved in arranging for a journey or trip. Includes preparing travel itineraries, authorisations, entitlements, etc. Also includes arrangements made for the delivery of equipment or goods and the usage made of facilities, vehicles, equipment and space.

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
185.011.001 ■■■■■■■■■■■■■■■■■■■■	Records detailing arrangements made to support the Sewerage Management function.	Destroy 2 years after last action

### **Audit**

The activities associated with officially checking financial, quality assurance and operational records to ensure they have been kept and maintained in accordance with agreed or legislated standards and correctly record the events, processes and business of the agency in a specified period. Includes compliance audits, financial audits, operational audits, recordkeeping audits, skills audits, system audits and quality assurance audits.

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
185.013.001 ■■■■■■■■■■■■■■■■■■■■	Final audit reports relating to operational audits of the Sewerage Management function that result in substantial changes to policy or have a significant impact on operations.	Retain as Territory Archives
185.013.002 ■■■■■■■■■■■■■■■■■■■■	Other final audit reports relating to operational audits of the Sewerage Management function.	Destroy 7 years after last action
185.013.003 ■■■■■■■■■■■■■■■■■■■■	Working papers relating to operational audits of the Sewerage Management function.	Destroy 2 years after last action

### ***Authorisation***

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

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
185.014.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting delegations, authorisations or the granting of permission to undertake activities related to the management of the Territory's liquid waste systems and infrastructure.	Destroy 7 years after last action

### ***Committees***

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

*[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.]*

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
185.020.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting high-level corporate committees with overall responsibility for making major decisions in the area of liquid waste management. Includes: <ul style="list-style-type: none"> <li>● documents establishing the committee;</li> <li>● final versions of minutes;</li> <li>● reports;</li> <li>● recommendations;</li> <li>● supporting documents such as briefing and discussion papers.</li> </ul>	Retain as Territory Archives
185.020.002 ■■■■■■■■■■■■■■■■■■■■	Records documenting external or inter-agency committees formed to consider liquid waste management issues. Includes: <ul style="list-style-type: none"> <li>● documents establishing the committee;</li> <li>● appointment of members;</li> <li>● minutes;</li> <li>● supporting documents such as briefing and discussion papers.</li> </ul>	Destroy 7 years after last action





***Construction (Continued)***

The process of making or building something.

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
	<ul style="list-style-type: none"> <li>• building plans;</li> <li>• master plans;</li> <li>• concept plans;</li> <li>• certificates;</li> <li>• records of conversation;</li> <li>• project management records;</li> <li>• development applications.</li> </ul> <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>	
185.024.002 ■■■■■■■■■■■■■■■■■■■■	Records documenting construction activities not proceeded with.	Destroy 7 years after last action

***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.

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
185.025.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting contract management relating to the Sewerage Management function. Includes: <ul style="list-style-type: none"> <li>• minutes of meetings with main stakeholders;</li> <li>• performance and evaluation reports.</li> </ul>	Destroy 7 years after last action



### ***Customer service***

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

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
185.030.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting the management of customer services provided to the public. Includes planning, monitoring and evaluation of services e.g. carrying out customer surveys.  <i>[See Public Reaction for responding to customer complaints.]</i>	Destroy 2 years after last action

### ***Enquiries***

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

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
185.040.001 ■■■■■■■■■■■■■■■■■■■■	Records relating to enquiries for information about the Sewerage Management function requiring a detailed response.	Destroy 7 years after last action
185.040.002 ■■■■■■■■■■■■■■■■■■■■	Records relating to enquiries about the Sewerage Management function requiring a routine response or general information.	Destroy 2 years after last action

### ***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.

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
185.042.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting the evaluation and review of individual programs, campaigns and events supporting the Sewerage Management function.	Destroy 7 years after last action

***Fees and charges determination***

The activities associated with determining fees and charges.

*[For the payment or collection of fees and charges, use FINANCIAL MANAGEMENT]*

<i><b>Entry No.</b></i>	<i><b>Description of Records</b></i>	<i><b>Disposal Action</b></i>
185.201.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting the determination of fees and charges.	Retain as Territory Archives

***Inquiries***

The activities associated with liaising with bodies carrying out inquiries and participating in them. Inquiries are investigations carried out by people or bodies that have been empowered to inquire and report on a subject, such as Royal Commissions, Judicial Commissions, Boards of Inquiry, Legislative Assembly and Ombudsman's inquiries. Includes the agency's participation in the inquiry by providing evidence in the form of records submissions or staff.

*[For legal support or opinions provided during an investigation, use LEGAL SERVICES - Inquiries.]*

<i><b>Entry No.</b></i>	<i><b>Description of Records</b></i>	<i><b>Disposal Action</b></i>
185.056.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting the agency's contribution and involvement into an inquiry directly relating to its own activities under the Sewerage Management function. Includes: <ul style="list-style-type: none"> <li>• agency statements;</li> <li>• submissions;</li> <li>• responses to final reports;</li> <li>• transcripts or oral evidence given by agency officers.</li> </ul>	Retain as Territory Archives

### **Inspections**

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

<b>Entry No.</b>	<b>Description of Records</b>	<b>Disposal Action</b>
185.057.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting inspections of liquid waste networks. Includes:	Retain as Territory Archives

- notification of inspection;
- inspection reports;
- proposals.

*[See OCCUPATIONAL HEALTH & SAFETY (OH&S) - Inspections for records relating to workplace health and safety inspections.]*

### **Installation**

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

<b>Entry No.</b>	<b>Description of Records</b>	<b>Disposal Action</b>
185.058.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting installation and configuration equipment and devices such as pumps, backflow prevention devices, valves, anemometers, centrifuges etc.	Retain as Territory Archives

### **Joint ventures**

The activities involved in managing joint operations between the agency and other agencies, or with the government, where there is a contract, joint contribution of funds and/or time. Includes private sector ventures with public sector organisations, and co-research or collaboration between inter-departmental units, departments or agencies.

<b>Entry No.</b>	<b>Description of Records</b>	<b>Disposal Action</b>
185.062.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting formal arrangements with other organisations to undertake joint activities relating to the Sewerage Management function.	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.

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
185.079.001 ■■■■■■■■■■■■■■■■■■■■	Records relating to planning of the liquid waste management activities. Includes the process of formulating ways in which objectives can be achieved and determinations of services, needs and solutions to those needs.	Destroy 7 years after last action

### ***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.

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
185.080.001 ■■■■■■■■■■■■■■■■■■■■	Records relating to the establishment and development of policy in relation to liquid waste management activities. Includes policy proposals, research papers, results of consultations, supporting reports and final documents.	Retain as Territory Archives
185.080.002 ■■■■■■■■■■■■■■■■■■■■	Ancillary records supporting the development of the organisation's policy concerning the sewerage management function. Includes working papers and drafts.	Destroy 2 years after last action

### ***Procedures***

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

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
185.082.001 ■■■■■■■■■■■■■■■■■■■■	Master set of agency manuals, handbooks, directives, etc., detailing procedures. Includes emergency procedures.	Destroy 7 years after last action
185.082.002 ■■■■■■■■■■■■■■■■■■■■	Records documenting the development of agency procedures supporting the sewerage management functions.	Destroy 2 years after last action

















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### ***Inquiries***

The activities associated with liaising with bodies carrying out inquiries and participating in them. Inquiries are investigations carried out by people or bodies that have been empowered to inquire and report on a subject, such as Royal Commissions, Judicial Commissions, Boards of Inquiry, Legislative Assembly and Ombudsman's inquiries. Includes the agency's participation in the inquiry by providing evidence in the form of records submissions or staff.

*[For legal support or opinions provided during an investigation, use LEGAL SERVICES - Inquiries.]*

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
185.056.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting the agency's contribution and involvement into an inquiry directly relating to its own activities under the Sewerage Management function. Includes: <ul style="list-style-type: none"><li>● agency statements;</li><li>● submissions;</li><li>● responses to final reports;</li><li>● transcripts or oral evidence given by agency officers.</li></ul>	Retain as Territory Archives

### ***Inspections***

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

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
185.057.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting routine and reactive inspections of liquid waste networks. Includes: <ul style="list-style-type: none"><li>● notification of inspection;</li><li>● inspection reports;</li><li>● proposals.</li></ul>	Retain as Territory Archives

*[See OCCUPATIONAL HEALTH & SAFETY (OH&S) - Inspections for records relating to workplace health and safety inspections.]*









## 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.

*[For disciplinary action resulting from a breach involving ACTPS employees, use PERSONNEL - Discipline.*

*For breaches involving information, use INFORMATION MANAGEMENT - Security.*

*For breaches involving equipment, use EQUIPMENT & STORES - Security.*

*For breaches involving technology, use TECHNOLOGY & TELECOMMUNICATIONS - Security.]*

<b>Entry No.</b>	<b>Description of Records</b>	<b>Disposal Action</b>
185.097.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting major security breaches or incidents involving liquid waste infrastructure (e.g. which result in the laying of charges, or where sabotage is strongly suspected). Includes: <ul style="list-style-type: none"><li>• break-ins;</li><li>• unauthorised access or entry/trespass;</li><li>• intrusions into restricted areas;</li><li>• terrorism;</li><li>• intentional damage;</li><li>• bomb threats;</li><li>• fires;</li><li>• records of investigations;</li><li>• liaison with law-enforcement agencies.</li></ul>	Retain as Territory Archives

## 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.

*[For Cabinet submissions, use GOVERNMENT RELATIONS - Submissions.*

*For the development of submissions on the proposals of new legislation or the amendment of existing legislation, use STRATEGIC MANAGEMENT - Legislation.]*

<b>Entry No.</b>	<b>Description of Records</b>	<b>Disposal Action</b>
185.102.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting the development of successful agency submissions relating to liquid waste management made to the Chief Minister, Minister and government bodies, including working papers and final versions.	Retain as Territory Archives

