

**Records Disposal Schedule
Darwin City Council**

Disposal Schedule No. 2010/5

December 2010

Table of Contents

Introduction	2	14. INFORMATION TECHNOLOGY.....	163
Purpose	2	15. LAND USE PLANNING.....	175
Scope and Coverage.....	2	16. LEGAL SERVICES	182
Regulatory Framework	2	17. OCCUPATIONAL HEALTH AND SAFETY	187
Related Documents	2	18. PARKS AND RESERVES MANAGEMENT	203
Responsibility	3	19. PROPERTIES (Council)	214
Authority	3	20. PUBLIC AFFAIRS.....	227
Explanation.....	3	21. PUBLIC LIBRARIES	241
Common Record Classes.....	5	22. REGULATORY SERVICES	249
Sentencing Records	5	23. ROADS AND TRAFFIC CONTROL MANAGEMENT ..	259
Normal Administrative Practice.....	7	24. STORMWATER AND DRAINAGE	274
Legal Hold	7	25. WASTE MANAGEMENT	281
Notification of Destruction.....	7	Index.....	292
Acknowledgments	7		
Compliance Checklist.....	8		
Disposal Schedule.....	9		
1. CEMETERY MANAGEMENT	9		
2. COMMUNITY AND CULTURAL SERVICES	24		
3. CUSTOMER SERVICE.....	35		
4. ECONOMIC DEVELOPMENT	40		
5. EMERGENCY MANAGEMENT	48		
6. ENVIRONMENT AND CLIMATE CHANGE MANAGEMENT	54		
7. FINANCIAL MANAGEMENT.....	67		
8. FLEET, PLANT, EQUIPMENT AND STORES.....	84		
9. GOVERNANCE (Council)	94		
10. GOVERNMENT RELATIONS.....	117		
11. GRANTS AND SUBSIDIES	123		
12. HUMAN RESOURCES.....	129		
13. INFORMATION MANAGEMENT	145		

INTRODUCTION

Purpose

The purpose of this disposal schedule is to enable regular, planned and authorised disposal of records of the Darwin City Council.

This disposal schedule:

- identifies records which should be preserved permanently as part of the Northern Territory's archival heritage;
- prevents the premature destruction of records which need to be retained for a specified period to satisfy legal, financial and other requirements of public administration; and
- authorises the destruction of those records not required to be retained permanently.

Scope and Coverage

Application of this disposal schedule is mandatory for records of the Darwin City Council created and received on or after 1 July 1978. Records of Council created prior to 1 July 1978 are disposed of in accordance with the NT Archives Service Archives Management Standard - Disposal of Pre 1978 Records. This disposal schedule applies to records in all formats including electronic records.

Regulatory Framework

The regulatory basis for this disposal schedule is defined in the:

- *Information Act*
- *Local Government Act and Regulations*
- *Darwin City Council By-laws*
- *Cemeteries Act and Regulations*
- *Waste Management and Control Act and Regulations*
- *Northern Territory Traffic Regulations*
- Other relevant Northern Territory and Commonwealth Legislation, and
- Australian Standards AS ISO15489:2002-Records Management

Related Documents

This disposal schedule is to be read in conjunction with:

- ▶ policies and procedures of the Darwin City Council
- ▶ Records Disposal Schedule: Local Authorities Cemetery Regulation and Management – Disposal Schedule No.2008/2;
- ▶ Records Disposal Schedule: Local Authorities Financial Management – Disposal Schedule No.2008/3;
- ▶ Records Disposal Schedule: Local Authorities Local Environment Management – Disposal Schedule No.2008/4;
- ▶ Records Disposal Schedule: Local Authorities Local Governance – Disposal Schedule No.2008/6;

- ▶ Records Disposal Schedule: Local Authorities Community Relations – Disposal Schedule No.2008/7;
- ▶ Disposal Schedule for Information Management Records of the Northern Territory Government – Disposal Schedule No. 2003/2 (IM).
- ▶ Disposal Schedule for Records of Short Term Value – Disposal Schedule No. 2003/10
- ▶ Disposal Schedule for Temporary Records that have been Digitised – Disposal Schedule No. 2009/13

Responsibility

The Chief Executive of the Darwin City Council is responsible for the content and implementation of this disposal schedule including the provision of advice and training, and for monitoring compliance.

Authority

This disposal schedule was approved by the Director of the NT Archives Service (The Archives Service), Director of Information Strategy (The Records Service), and the Chief Executive of the Darwin City Council on 9 December 2010 and is effective immediately.

Explanation

This schedule has been developed using the functional structure based on the business classification scheme of the *Keywords for Councils* and *Keyword AAA: A Thesaurus of General Terms* (Government of New South Wales, 1998).

Records disposal schedules are policy documents that describe each class of records held, using thesaurus classifications based on business analysis. The schedules set out minimum requirements for the creation, maintenance, retention or destruction actions to be taken in relation to existing or future records described in each class.

Either permanent or temporary status is assigned to each class of records. Records appraised with permanent status have been identified as archives and must be transferred to the NT Archives Service not later than 30 years after creation. Temporary records will be destroyed at an appropriate time determined by the disposal action identified in the schedule and by consultation employees responsible for the records.

The disposal schedule was produced after a detailed analysis of each function of the Darwin City Council. For each function, relevant legislation and regulations were examined, consultations with stakeholders undertaken to identify record keeping requirements and risk analysis used to assess how long records should be retained.

The schedule breaks down the operations of Darwin City Council into a hierarchy of 25 functional areas and more narrowly to business activities. Retention and disposal periods are applied to each class of records under the business activities.

Structure of Business Classification Scheme

Within the schedule, functions are documented as Level 1 terms and business activities under the functions are known as Level 2, as shown in diagram 1.

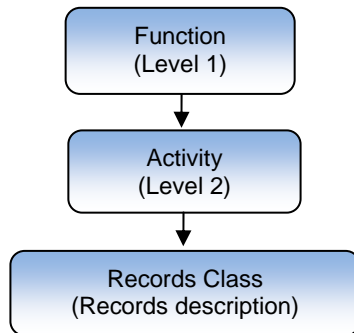


Diagram 1

Function (Level 1): The function or keyword is the highest level in the classification scheme in this disposal schedule. The function is indicated at the start of each section and a description (scope note) provided in the first instance. The function is then indicated at the top of each page in upper case throughout the remainder of the schedule.

The functional areas are:

- CEMETERY MANAGEMENT
- COMMUNITY AND CULTURAL SERVICES
- CUSTOMER SERVICE
- ECONOMIC DEVELOPMENT
- EMERGENCY MANAGEMENT
- ENVIRONMENT AND CLIMATE CHANGE MANAGEMENT

- FINANCIAL MANAGEMENT
- FLEET, PLANT, EQUIPMENT AND STORES
- GOVERNANCE (COUNCIL)
- GOVERNMENT RELATIONS
- GRANTS AND SUBSIDIES
- HUMAN RESOURCES
- INFORMATION MANAGEMENT
- INFORMATION TECHNOLOGY
- LAND USE PLANNING
- LEGAL SERVICES
- OCCUPATIONAL HEALTH AND SAFETY
- PARKS AND RESERVES MANAGEMENT
- PROPERTIES (COUNCIL)
- PUBLIC AFFAIRS
- PUBLIC LIBRARIES
- REGULATORY SERVICES
- ROADS AND TRAFFIC CONTROL MANAGEMENT
- STORMWATER AND DRAINAGE
- WASTE MANAGEMENT

Activity (Level 2): Activities are the processes or operations that make up the business function. This is the second level in the classification scheme in this disposal schedule. The description (scope note) provides details of the transactions that take place in relation to the activity, for example, REPORTING or POLICY.

Records Class: 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 business transactions. Retention and disposal periods are applied to each class of records in the Records Description column.

Column Headings

Class Number: The class number or entry reference number provides a citation for ease of reference.

Level 2: These are the terms applied to the activities (processes or operations) that make up the business function. This is the second level in the classification scheme.

Description of Records: The description of each record class is specified in this column. A record class is a group of records that relate to the same activity, function or subject and require the same disposal action.

Status and Disposal Action: This column provides the appraisal status of each class - either permanent or temporary. The disposal action requires the transfer of permanent records to the NT Archives Service or the eventual destruction of temporary records. For permanent records the retention period is the *maximum period* before the records must be transferred to the NT Archives Service for their preservation and eventual public access. For temporary records, the retention period is the *minimum period* before the records can legally be destroyed (see also Legal Hold). The retention period is calculated after an event or a disposal trigger such as 'date of action completed', 'date of audit' or 'date of birth' (see 'Sentencing Records' for advice on applying disposal actions).

Common Record Classes

Key strategic management records are managed under the GOVERNANCE (Council) function such as master sets of Council and committee meeting records, endorsed policies, procedures,

strategic plans and reports and have longer retention periods than the drafts and copies managed by the specific function. \$150,000 has been used as an example only for classes of contracts and tenders to assist in distinguishing 'major' or 'minor' value.

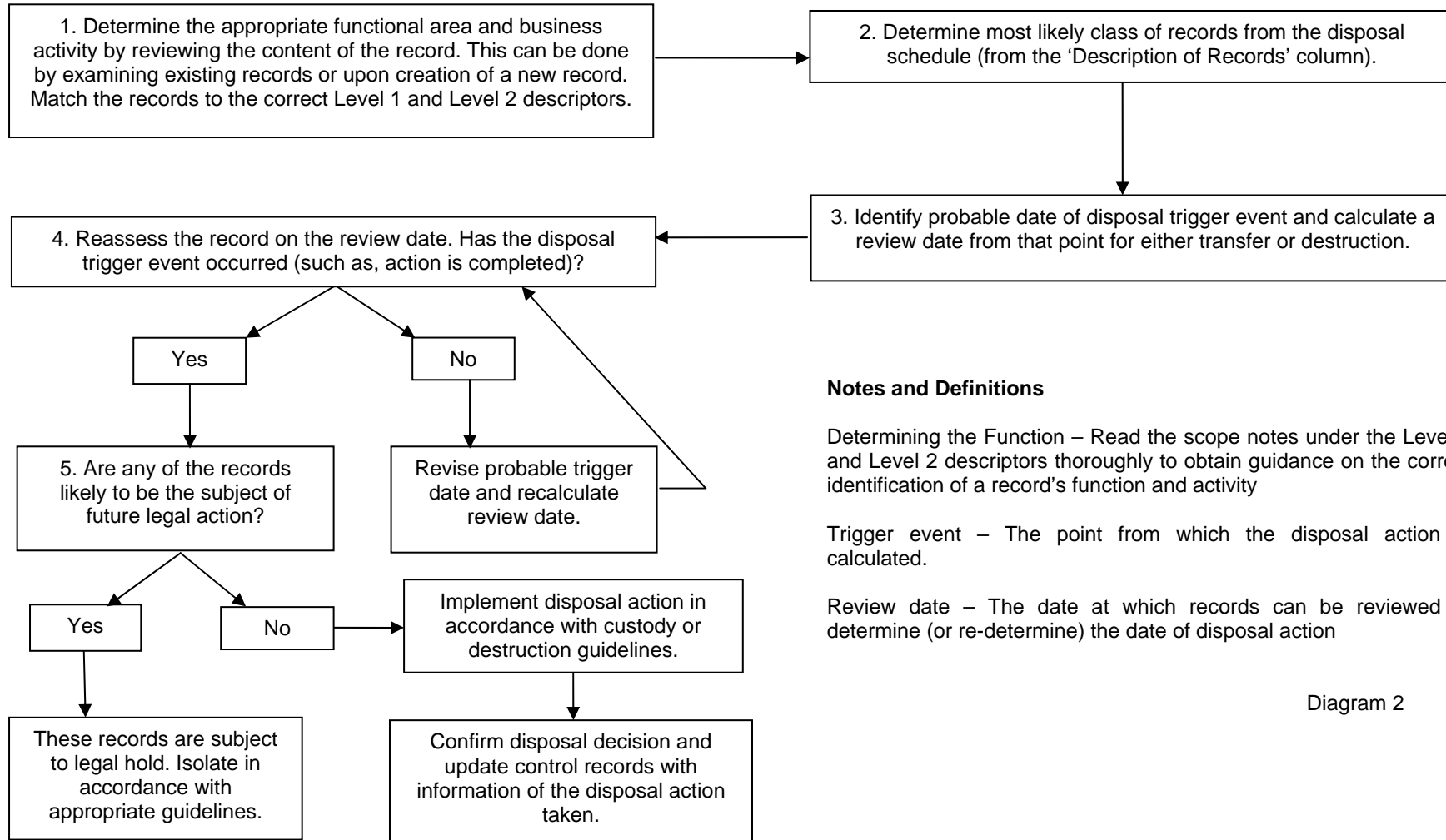
Sentencing Records

Sentencing is the process of identifying and classifying records according to a disposal schedule and applying the related disposal action. Sentence records with this disposal schedule using the following five steps:

- Determine the appropriate function and activity of the records. This can be done by examining an existing record or when creating a new record;
- Identify the disposal class;
- From the disposal action in the class, identify the trigger event and a date when the record can be disposed of, or alternately, identify that the record is to be retained permanently as archives;
- If the trigger event has already occurred (such as action is completed), confirm and implement the disposal action;
- If the trigger event has not occurred (eg. the record is still in active use), set a review date for the future.

The keys steps as identified above that should be followed in appraising records for disposal using this disposal schedule can be seen in Diagram 2.

Sentencing Procedure



Notes and Definitions

Determining the Function – Read the scope notes under the Level 1 and Level 2 descriptors thoroughly to obtain guidance on the correct identification of a record’s function and activity

Trigger event – The point from which the disposal action is calculated.

Review date – The date at which records can be reviewed to determine (or re-determine) the date of disposal action

Diagram 2

Normal Administrative Practice

Some records can be destroyed outside the authority of this schedule as a normal administrative practice. Documents can be destroyed as normal administrative practice if they are:

- Duplicates (for example, information or reference copy)
- Obviously unimportant (for example, telephone message slips)
- Of short term facilitative value (for example, compliment slips)
- A combination of these

The guiding principle is that organisations should be sure that destroying these records will not destroy evidence that might be needed for ongoing business or legal purposes (see also 'Legal Hold'). It is an offence under section 147 of the Information Act to purposely destroy information to prevent access or correction.

Records that have been captured into a recordkeeping system should be destroyed using the Disposal Schedule for Records of Short Term Value (Disposal Schedule No. 2003/10), unless the class of records has been identified in a specific disposal schedule. The reason for destruction of all records must be recorded in full on the relevant control records.

Legal Hold

Records subject to discovery or legal hold must be clearly identified and marked to ensure they are not destroyed pending the finalisation of legal action.

Notification of Destruction

Provide formal notification of destruction of all records to the NT Archives Service.

Acknowledgments

Darwin City Council acknowledges that material produced by the National Archives of Australia, State Records Authority of New South Wales, Victorian Public Records Office and the NT Archives Service has been used in the development of this schedule.

This schedule was drafted by Darwin City Council in consultation with the NT Archives Service. Darwin City Council would like to thank the NT Archives Service and in particular, the contribution by Linda Bell, Manager Archives Services, for providing invaluable guidance and assistance in the development of this disposal schedule.

This work is copyright. Apart from any use as permitted under the Copyright Act 1968, no part may be reproduced by any process without prior written permission of the NT Archives Service. Requests and enquiries concerning reproduction and rights should be directed to the Director, Northern Territory Archives. The terms in the business classification scheme are based on the Keywords for Councils and Keyword AAA: A Thesaurus of General Terms (Government of New South Wales, 1998), and are produced under a licence agreement between the Darwin City Council, NT Archives Service and the State Records Authority of New South Wales.

Compliance Checklist

- Implement a records disposal program to ensure regular appraisal, sentencing, destruction and transfer of all records
- Assign responsibility for the management and application of regular records disposal action using authorised records disposal schedules, to an appropriately skilled records manager who consults with NT Records Service
- Familiarise all employees of the Council with the authorised records disposal schedule relevant to the Council's records
- Identify and sentence all records described in this schedule in all formats including electronic records, records in business systems, copies of records and parts of records
- Apply this disposal schedule to records in Council's business systems, including systems for the management of paper records, electronic records, or records in any other format
- Apply this disposal schedule to records in Council's business systems; whether directly or by linking business systems to a records management system
- Implement quality assurance mechanisms to periodically check that the disposal class originally assigned at creation of the records is still applicable at the time of sentencing the record
- Implement review or quality control procedures in electronic record keeping systems to ensure disposal actions are implemented correctly
- Identify records series that require re-sentencing
- Retain all records in good order and condition to be available for retrieval during the retention period
- Identify and update control records so that you can demonstrate what happened to each record, whether paper or electronic
- Select and implement an appropriate and approved strategy for retention of records of continuing value, e.g. preservation in original form, migration to new systems or conversion to long term medium
- Dispose of all records sentenced according to this schedule in all formats including electronic records and records in business systems, copies of records and parts of records
- Transfer records of permanent value to the NT Archives Service not later than 30 years after creation for retention as archives
- Inactive records can be transferred to offsite service providers providing they have been sentenced
- Destroy time expired temporary records in a secure manner that ensures complete deletion/destruction beyond any possible recognition
- Notify the NT Records Service of destruction of all records
- Do not destroy records that are not described in an authorised records disposal schedule unless they are ephemeral documents that are obviously duplicate and/or unimportant

DISPOSAL SCHEDULE

LEVEL 1: KEYWORD

1. CEMETERY MANAGEMENT

The provision and management of public cemeteries and crematoriums in the Darwin City Council municipality including the issuing of permits for burials and cremations, licensing of undertakers, managing exclusive rights of burials and exercising of disciplinary powers under legislation.

LEVEL 2: ACTIVITIES

Addresses (Presentations)

Advice

Agreements

Appeals

Audit

Authorisation

Complaints

Conferences

Contracting Out

Control

Enforcement

Enquiries

Inspections

Joint Ventures

Liaison

Licensing

Maintenance

Meetings

Permits

Planning

Policy

Procedures

Program Management

Reporting

Standards

Tendering

1. CEMETERY MANAGEMENT

Class No.	Level 2	Description of Records	Status and Disposal Action
1.1	ADDRESSES (Presentations)		
1.1.1	<i>The activity of giving addresses for training, professional, community relations or sales purposes. Includes speeches, multi-media presentations, and presentations or conferring of honours or prizes.</i>	Records relating to the giving of addresses or presentations in relation to the Cemetery Management function.	TEMPORARY Destroy 2 years after action completed
1.2	ADVICE		
1.2.1	<i>The activities associated with offering opinions by or to Council as to an action or judgement. Includes the process of advising.</i>	Records of advice and opinions (given or received) that impact on policies and procedures or set a major precedent in relation to cemetery management.	PERMANENT Transfer to the NT Archives Service 6 years after action completed
1.2.2		Records of advice and opinions (given or received) in relation to routine and operational matters relating to the Cemetery Management function.	TEMPORARY Destroy 2 years after action completed
1.3	AGREEMENTS		
1.3.1	<i>The processes associated with the establishment, maintenance, review and negotiation of agreements. Includes formal agreements such as industrial awards and/or exchange of letters between parties, as well as informal agreements.</i>	Final records relating to the development and negotiation of agreements to jointly manage cemeteries, for example, with government, private enterprise or other councils. Includes copies of signed agreements and official notification of the development.	PERMANENT Transfer to the NT Archives Service 6 years after agreement ceases

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

1. CEMETERY MANAGEMENT

Class No.	Level 2	Description of Records	Status and Disposal Action
1.4	APPEALS		
1.4.1	<i>The activity of managing an application or proceeding for review of Council's decisions by a higher authority.</i>	Records relating to objections to a permit to cremate a deceased person where the deceased person may or may not have left an attested memorandum directing or expressing the desire to be cremated. Includes written notices to Council or the Minister and written notice refusing or revoking the permit or approval to cremate.	PERMANENT Transfer to NT Archives Service 6 years after action completed
1.5	AUDIT		
1.5.1	<i>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 organisation in a specified period. Includes compliance audits, financial audits, operational audits, recordkeeping audits, skills audits, system audits and quality assurance audits.</i>	Summary records and reports relating to compliance audits and reviews conducted on cemeteries, for example, audit of a burial register or the cemetery plan.	PERMANENT Transfer to NT Archives Service 6 years after action completed and retain 1 copy within Council
1.5.2	<i>Includes compliance audits, financial audits, operational audits, recordkeeping audits, skills audits, system audits and quality assurance audits.</i>	Records relating to compliance audits and reviews conducted on cemetery management processes. Use: GOVERNANCE – COMMITTEES (Council) for final audit reports to Council's Audit Committee	TEMPORARY Destroy 6 years after action completed
1.6	AUTHORISATION		
1.6.1	<i>The process of seeking and granting permission to undertake a requested action. Includes authorising delegations for emergency situations, using the Council seal and delegations to use Council property.</i>	Records relating to Ministerial permission in respect of the establishment and closing of cemeteries within the Council municipality. Includes gazettal notices by the Administrator, approval from the Minister and terms and conditions.	PERMANENT Transfer to NT Archives Service 15 years after action completed

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

1. CEMETERY MANAGEMENT

Class No.	Level 2	Description of Records	Status and Disposal Action
1.6.2		Records relating to the establishment of cemeteries or a private burial ground on unleased land belonging to the Northern Territory or on Aboriginal leased land in perpetuity under the Aboriginal Land Rights (Northern Territory) Act 1976. Includes records relating to a nominal rental agreement, gazettal notices and terms and conditions.	PERMANENT Transfer to NT Archives Service 10 years after action completed
1.6.3		Records relating to the allocation of land within a public cemetery by the Minister for the purpose of the burial of deceased persons of religious denominations, persons who have served in a war where the Crown or an ally of the Crown has been engaged, or persons who served in the Defence Forces of the Commonwealth. Includes gazettal notices and related documentation.	PERMANENT Transfer to NT Archives Service 10 years after action completed
1.6.4		Records relating to Ministerial approval to re-open an allotment for a second burial or multiple burials where exclusive rights do not exist. Includes notice of internment, particulars of the coffin, a notice under the <i>Births, Deaths and Marriages Registration Act</i> or instrument under the hand of the coroner authorising the burial of the body. May include certificates signed by a medical practitioner. Use: <i>CEMETERIES MANAGEMENT – PERMITS for double burials where exclusive rights exist</i>	PERMANENT Transfer to the NT Archives Service 10 years after action completed
1.6.5		Records relating to Ministerial approval to undertake any burial related service or activity in a closed cemetery where the action is not prescribed in the conditions of closure of the cemetery.	PERMANENT Transfer to the NT Archives Service 10 years after action completed
1.6.6		Records relating to requests for exhumation, and removal or disposal of the remains of a deceased person. Includes the application, notification of next of kin, authorisation of persons to be present, consent by the Minister, approval and conditions determined by the Chief Health Officer, and receipt of prescribed fees or waiver of payment.	PERMANENT Transfer to the NT Archives Service 10 years after action completed

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

1. CEMETERY MANAGEMENT

Class No.	Level 2	Description of Records	Status and Disposal Action
1.6.7		Records relating to approval obtained from the Minister for the erection, maintenance and improvements of a crematorium. Includes any conditions set by the Minister.	PERMANENT Transfer to NT Archives Service 10 years after action completed
1.6.8		Records of the appointment of a person to be the curator of a public cemetery. Includes gazettal notice. <i>Use: CEMETERY MANAGEMENT – PERMITS for permits issued for routine burials or cremations</i> <i>Use: GOVERNANCE – COMMITTEES (Council) and COUNCIL MEETINGS for the appointment of a board of a cemetery</i> <i>Use: HUMAN RESOURCES – EMPLOYMENT HISTORY for records of delegation of powers to staff for the purpose of a crematorium or cemetery</i>	PERMANENT Transfer to NT Archives Service 10 years after action completed
1.7	COMPLAINTS		
1.7.1	<i>An expression of discontent or difficulty with Council activities and services.</i>	Records relating to complaints and objections to burial ceremonies and the design or inscription of monuments, tombstones or headstones. Includes written objection and may include a notice served on persons to prohibit or remove the item to which the objection has been made.	TEMPORARY Destroy 10 years after action completed
1.8	CONFERENCES		
1.8.1	<i>The activities involved in arranging or attending conferences held either by the organisation or by other organisations.</i>	Records relating to proceedings of conferences and/or attendance at conferences.	TEMPORARY Destroy 2 years after action completed

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

1. CEMETERY MANAGEMENT

Class No.	Level 2	Description of Records	Status and Disposal Action
	<i>Includes registration, publicity, and reports of participants, etc. Includes workshops and seminars.</i>		
1.9	CONTRACTING OUT		
1.9.1	<i>The activities involved in arranging, procuring and managing the performance of work or the provision of services by an external contractor, consultant or service provider.</i>	Records relating to contracts for the management, caretaking or curator services of a public cemetery.	TEMPORARY Destroy 10 years after expiry of contract or agreement
1.9.2	<i>Note: Includes work done under contractual and service agreements.</i>	Records relating to the engaging of professional consultants to provide services and expertise in relation to the Cemetery Management function.	TEMPORARY Destroy 7 years after expiry of contract or agreement
1.9.3		Records relating to the management of contracts awarded for the purpose of providing services in relation to managing public cemeteries and crematoriums. Use: <i>CEMETERY MANAGEMENT - TENDERING for the preparation of tenders</i> Use: <i>FINANCIAL MANAGEMENT – CONTRACT MANAGEMENT for the administration of contracts</i> Note: <i>Where retention periods match, dispose of the CONTRACTING OUT records with the corresponding CONTRACT MANAGEMENT records</i>	TEMPORARY Destroy 7 years after expiry of contract or agreement

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

1. CEMETERY MANAGEMENT

Class No.	Level 2	Description of Records	Status and Disposal Action
1.10	CONTROL		
1.10.1	<i>The activities associated with creating, maintaining and evaluating control mechanisms. Includes maintaining registers of information.</i>	Register of a public cemetery containing the following information about deceased persons buried in the cemetery: name, sex, age, country of birth, occupation immediately prior to death, place of residence immediately prior to death, date of death and date of burial, together with the number of and particulars identifying the allotment in which the person is buried.	PERMANENT Transfer to NT Archives Service 30 years after action completed
1.10.2		Public cemetery plan showing the layout of the cemetery including the subdivision and any proposed subdivisions and the location and number of each allotment. Note: <i>These classes include originals of records located on the cemetery premises and/or under control of contracted service providers</i>	PERMANENT Transfer to NT Archives Service 30 years after action completed
1.11	ENFORCEMENT		
1.11.1	<i>The activities associated with enforcing areas under Council jurisdiction identified by the Local Government Act and Council By Laws. Includes the issuing of notices and infringements.</i>	Records relating to infringements issued for offences committed under the <i>Cemeteries Act</i> and <i>Cemeteries Regulations</i> or Council By-Laws including but not limited to burials without a permit; burials in non-compliant vaults; erecting of monuments and headstones without approval; burials outside of approved times or not in the approved manner and obstruction or hindrance of burial ceremonies. Includes the issue of infringement notices and payments of prescribed fees. Use: <i>LEGAL SERVICES – LITIGATION for offences that progress to legal proceedings</i>	TEMPORARY Destroy 10 years after action completed

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

1. CEMETERY MANAGEMENT

Class No.	Level 2	Description of Records	Status and Disposal Action
1.12	ENQUIRIES		
1.12.1	<i>The activities associated with the handling of requests for information about Council and its services by the general public or another organisation.</i>	Records relating to routine enquiries from the public for information about burials, including exclusive burial rights and permits or information from the cemetery register. Use: <i>CEMETERY MANAGEMENT – ADVICE for the provision of high level advice about the cemetery function to management, government departments or the Minister or for the provision of routine or operational advice not related to burials</i>	TEMPORARY Destroy 2 years after action completed
1.13	INSPECTIONS		
1.13.1	<i>The process of official examinations of facilities, property, equipment and vehicles, to ensure compliance with agreed standards and objectives.</i>	Records relating to inspections of cemeteries and crematorium premises. May include written authorisation by the Minister for a person to do inspections. Includes inspection reports and other related correspondence.	TEMPORARY Destroy 7 years after action completed
1.13.2		Records relating to inspections of the cemetery register or the cemetery plan.	TEMPORARY Destroy 2 years after action completed

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

1. CEMETERY MANAGEMENT

Class No.	Level 2	Description of Records	Status and Disposal Action
1.14	JOINT VENTURES		
1.14.1	<i>The activities involved in managing joint operations and partnerships with other councils, departments or other organisations, where there is a contract, joint contribution of funds and/or time. Also includes private sector ventures with council, and co-research or collaboration between councils and/or other organisations.</i>	Records relating to the joint management of cemeteries with government, private enterprise or other local government authorities.	TEMPORARY Destroy 6 years after expiry of contract or agreement
1.14.2	<i>Note: Also includes Partnerships.</i>	Records relating to joint ventures that do not proceed.	TEMPORARY Destroy 7 years after action completed
1.15	LIAISON		
1.15.1	<i>The activities associated with maintaining regular general contact between the organisation and professional associations in related fields, other organisations, and community groups. Includes sharing informal advice and discussions, membership of professional associations and collaborating on projects that are not joint ventures.</i>	Records relating to liaison with professional associations in respect of managing public cemeteries and crematoriums. Includes membership renewals.	TEMPORARY Destroy 3 years after action completed
1.16	LICENSING		
1.16.1	<i>The activity of Council authorising and granting permission to conduct an activity or business.</i>	Records relating to applications for the issue or renewal of licences to undertakers. Includes applications and payments and may include cancellations, suspensions or surrender of licence. Includes unapproved applications.	TEMPORARY Destroy 5 years after action completed

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

1. CEMETERY MANAGEMENT

Class No.	Level 2	Description of Records	Status and Disposal Action
1.16.2		Records relating to applications for the granting of licences to persons who are not undertakers to undertake ceremonies, burials or cremations, for example, Feast of Soul. Includes application, approval and payment of fees and charges. May also include unapproved applications.	TEMPORARY Destroy 5 years after action completed
1.17	MAINTENANCE		
1.17.1	<i>The activities associated with the upkeep, repair, servicing and preservation of internal/external conditions of premises, equipment, infrastructure, and public facilities.</i>	Records relating to maintenance on crematoriums and other infrastructure such as office buildings or amenities within a public cemetery.	TEMPORARY Destroy 10 years after decommissioning or disposal of asset
1.17.2		Records of maintenance undertaken on graves, tombstones, niche walls, head walls and vaults.	TEMPORARY Destroy 15 years after action completed
1.17.3		Records relating to upkeep and maintenance of cemetery grounds.	TEMPORARY Destroy 5 years after action completed
1.18	MEETINGS		
1.18.1	<i>The activities associated with gatherings held to formulate, discuss, update, or resolve issues and matters pertaining to the management of the section, department or Council as a whole. Includes arrangements, agenda, taking of minutes, etc. May be used for staff meetings.</i>	Records of meetings relating to cemetery management. Includes agendas, minutes and supporting documents such as briefing and discussion papers. See: GOVERNANCE - COUNCIL MEETINGS for formal meetings of Council	TEMPORARY Destroy 3 years after action completed

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

1. CEMETERY MANAGEMENT

Class No.	Level 2	Description of Records	Status and Disposal Action
	<i>Note: Also includes ad hoc or external meetings.</i>		
1.19	PERMITS		
1.19.1	<i>The activity of managing permission to undertake activities or processes. Includes permissions to undertake restricted activities that might be dangerous or injurious to health, for example letting of fireworks, using flammable or hazardous substances or herbicides. Also includes permissions given to drive recreational vehicles on beaches.</i>	Records relating to the issue of certificates of exclusive right of burial in a grave, vault or burial ground comprising one or more allotments in a cemetery. Includes copies of certificates and receipt of payment. May include approved or refused notices to transfer or surrender rights.	PERMANENT Transfer to NT Archives Service 10 years after action completed
1.19.2		Records relating to the issue of permits to cremate a deceased person. Includes certificates signed by a medical practitioner or certificates signed by the Coroner.	PERMANENT Transfer to NT Archives Service 10 years after action completed
1.19.3		Records relating to requests for permits for the scattering of ashes on public land within the Council municipality.	PERMANENT Transfer to NT Archives Service 10 years after action completed
1.19.4		Records relating to notices served on a crematorium supervisor or the crematorium premises forbidding a cremation under permit to proceed and ordering the removal of a body.	PERMANENT Transfer to NT Archives Service 10 years after action completed
1.19.5		Records relating to applications for a permit to erect or repair or replace structures in an open or closed cemetery, for example, monuments, tombstones, headstones, tablets, gravestones, vaults, kerbing and railing. Includes applications, receipt of prescribed fees, plan, terms and conditions.	PERMANENT Transfer to NT Archives Service 10 years after action completed

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

1. CEMETERY MANAGEMENT

Class No.	Level 2	Description of Records	Status and Disposal Action
1.19.6		<p>Records relating to the issue of permits to bury deceased persons. Includes requests for double burial and interment of ashes where exclusive right of burial exists. Includes notice of interment, particulars of the coffin, a notice under the <i>Births, Deaths and Marriages Registration Act</i> or instrument under the hand of the Coroner authorising the burial of the body. May include certificates signed by a medical practitioner.</p> <p>See: <i>CEMETERY MANAGEMENT – AUTHORISATION for burial actions that require ministerial authorisation</i></p>	<p>TEMPORARY Destroy 50 years after action completed</p>
1.20	PLANNING		
1.20.1	<p><i>The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.</i></p>	<p>Records relating to the development and finalisation of business or operational plans or contributions to corporate plans, for example, Council's strategic plan or business continuity plan.</p> <p>Note: <i>Corporate plans are managed as permanent records according to GOVERNANCE – PLANNING</i></p> <p>See: <i>CEMETERY MANAGEMENT – CONTROL for the creation and management of the cemetery plan</i></p>	<p>TEMPORARY Destroy 3 years after plan superseded</p>
1.21	POLICY		
1.21.1	<p><i>The activity of developing and establishing decisions, directions and precedents which act as a reference for future decision making. Endorsed policies form the basis for procedures, practices and guidelines.</i></p>	<p>Records documenting the development and establishment of cemetery management policies. Includes policy proposals, drafts, research papers, results of consultations and other supporting records.</p>	<p>TEMPORARY Destroy 2 years after policy superseded</p>

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

1. CEMETERY MANAGEMENT

Class No.	Level 2	Description of Records	Status and Disposal Action
1.21.2		Duplicate copies of cemetery management policies. Note: <i>Endorsed policies are managed according to GOVERNANCE – POLICIES</i>	TEMPORARY Destroy when reference ceases
1.22	PROCEDURES		
1.22.1	<i>Standard methods of operating laid down by Council according to formulated policy.</i> <i>Note: Includes practices and guidelines.</i>	Records relating to the development and establishment of procedures, practices and guidelines supporting the Cemetery Management function. Includes final version of procedure, practice or guideline and development records such as draft versions, consultation and research. Note: <i>Endorsed procedures, practices and guidelines are managed according to GOVERNANCE – PROCEDURES</i>	TEMPORARY Destroy 2 years after procedure, practice or guideline superseded
1.23	PROGRAM MANAGEMENT		
1.23.1	<i>The activities relating to groups of projects managed to achieve a desired common business goal.</i>	Records relating to the conservation and protection of heritage listed cemeteries. Includes plans for conservation and management.	PERMANENT Transfer to NT Archives Service 10 years after action completed
1.24	REPORTING		
1.24.1	<i>The activity of initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to</i>	Reports to Council, local boards or committees including research or supporting papers relating to the Cemetery Management function.	TEMPORARY Destroy 10 years after action completed

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

1. CEMETERY MANAGEMENT

Class No.	Level 2	Description of Records	Status and Disposal Action
1.24.2	<i>provide formal statements or findings of results of the examination or investigation.</i>	<p>Reports to management, ad hoc or periodical reports including research or supporting papers relating to the Cemetery Management function.</p> <p>Note: Reports submitted to Council meetings are captured as permanent records under GOVERNANCE - COUNCIL MEETINGS or COMMITTEES (Council)</p> <p>Note: Reports submitted to senior management meetings are captured as permanent records under GOVERNANCE - COMMITTEES (Management)</p>	TEMPORARY Destroy 10 years after action completed
1.25	STANDARDS		
1.25.1	<i>The process of developing or implementing industry or Council benchmarks for services and processes to enhance the quality and efficiency of the Council.</i>	Records relating to standards and guidelines in relation to the management of public cemeteries and crematoriums.	TEMPORARY Destroy when 2 years standards and guidelines superseded
1.26	TENDERING		
1.26.1	<i>The activities involved in receiving and assessing tenders. Includes offers made in writing by one party to another to carry out at an inclusive price or uniform rate, an order for the supply or purchase of goods, or for the production of work. Also includes the establishment and management of the policies and procedures that determine the competitive arrangement process, including contracts outside the compulsory competitive tendering process.</i>	<p>Records relating to the preparation of tenders including developing tender specifications.</p> <p>Note: Tender documents held by a tender selection panel must be returned to the Contract Administration section once tender selection finalised</p> <p>Use: CEMETERY MANAGEMENT – CONTRACTING OUT for managing the provision of services under contract</p>	TEMPORARY Destroy 2 years after action completed

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

1. CEMETERY MANAGEMENT

Class No.	Level 2	Description of Records	Status and Disposal Action
		<i>See: FINANCIAL MANAGEMENT – TENDERING for management of the tender process</i>	

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

LEVEL 1: KEYWORD**2. COMMUNITY AND CULTURAL SERVICES**

The function of planning, providing and managing equitable, safe and accessible community and recreational services to the community including groups such as the aged, disabled, youth, multicultural and indigenous groups. Includes management and coordination of the community grants program as well as the provision of sporting, cultural, educational and accessibility services, events and advice.

Use PROPERTIES (Council) for leasing and maintenance of community assets such as sporting ovals and community centres

See GRANTS AND SUBSIDIES for Federal, Northern Territory and private sector funding for community events and programs

See PUBLIC AFFAIRS for events of a civic nature that involve the community

LEVEL 2: ACTIVITIES**Access****Addresses (Presentations)****Audit****Committees (Management)****Conferences****Contracting Out****Control****Events****Grant Applications****Liaison****Meetings****Planning****Policy****Procedures****Program Management****Publications****Reporting****Research****Tendering**

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

2. COMMUNITY AND CULTURAL SERVICES

Class No.	Level 2	Description of Records	Status and Disposal Action
2.1	ACCESS		
2.1.1	<i>Activities to provide fair, efficient and impartial access to Council services and Council facilities. Includes programs to increase and improve public access, including access for disabled persons to Council buildings and properties.</i>	Records relating to the provision of equitable access to Council services by community groups such as underprivileged children and the disabled.	TEMPORARY Destroy 7 years after action completed
2.2	ADDRESSES (Presentations)		
2.2.1	<i>The activity of giving addresses for training, professional, community relations or sales purposes. Includes speeches, multi-media presentations, and presentations or conferring of honours or prizes.</i>	Records relating to the giving of addresses or presentations regarding the Community and Cultural Services function. For example, inductions, planning days and ad hoc presentations to Council on issues such as graffiti management.	TEMPORARY Destroy 2 years after action completed
2.3	AUDIT		
2.3.1	<i>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</i>	Records relating to compliance audits and reviews conducted on community and cultural services systems and processes.	TEMPORARY Destroy 6 years after action completed
2.3.2		Records relating to audits and reviews carried out on grants distributed by Council to community organisations or individuals. Includes final audit report and arrangements.	TEMPORARY Destroy 6 years after action completed

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

2. COMMUNITY AND CULTURAL SERVICES

Class No.	Level 2	Description of Records	Status and Disposal Action
	<i>organisation in a specified period. Includes compliance audits, financial audits, operational audits, recordkeeping audits, skills audits, system audits and quality assurance audits.</i>	Note: Final audit reports are included in reports to Council's Audit Committee and managed according to GOVERNANCE – COMMITTEES (Council)	
2.4	COMMITTEES (Management)		
2.4.1	<i>The activity associated with internal committees (usually established by a management directive) as well as external committees, boards and task forces that include representation by Council member or officers. Includes agendas, minutes and may also include records of establishment.</i>	Records of committees or representation on committees formed to consider community and cultural services matters. Includes agendas, documents establishing the committee, minutes and supporting documents such as briefing papers and discussion papers. See: GOVERNANCE – COMMITTEES (Council) for committees formally established by Council	TEMPORARY Destroy 6 years after action completed
2.5	CONFERENCES		
2.5.1	<i>The activities involved in arranging or attending conferences held either by the organisation or by other organisations. Includes registration, publicity, and reports of participants, etc. Includes workshops and seminars.</i>	Records relating to the planning and hosting of conferences, for example, Sister Cities conference.	PERMANENT Transfer to NT Archives Service 10 years after action completed
2.5.2		Records relating to proceedings of conferences and/or attendance at conferences.	TEMPORARY Destroy 2 years after action completed

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

2. COMMUNITY AND CULTURAL SERVICES

Class No.	Level 2	Description of Records	Status and Disposal Action
2.6	CONTRACTING OUT		
2.6.1	<i>The activities involved in arranging, procuring and managing the performance of work or the provision of services by an external contractor, consultant or service provider.</i> <i>Note: Includes work done under contractual and service agreements.</i>	Records relating to the management and interaction with contractors and contracts awarded for the purpose of providing services for community and cultural services. Includes childcare centres and aquatic facilities. Use: <i>COMMUNITY AND CULTURAL SERVICES - TENDERING for records of the preparation and assessment of tenders</i> Use: <i>FINANCIAL MANAGEMENT – CONTRACT MANAGEMENT for the administration of contracts</i> Note: <i>Where retention periods match, dispose of the CONTRACTING OUT records with the corresponding CONTRACT MANAGEMENT records</i>	TEMPORARY Destroy 7 years after expiry of contract or agreement
2.7	CONTROL		
2.7.1	<i>The activities associated with creating, maintaining and evaluating control mechanisms. Includes maintaining registers of information.</i>	Registers of attendance by Elected Members and members of the community to special programs or events.	TEMPORARY Destroy 2 years after action completed
2.7.2		Records relating to lists of delivery addresses maintained for the purpose of delivering community and cultural services publications.	TEMPORARY Destroy 1 year after action completed

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

2. COMMUNITY AND CULTURAL SERVICES

Class No.	Level 2	Description of Records	Status and Disposal Action
2.8	EVENTS		
2.8.1	<i>The activities associated with arranging, managing and attending events. Includes civic functions and ceremonies.</i>	Records relating to significant events, for example, the unveiling of the HMS Beagle Ship Bells.	TEMPORARY Destroy 15 years after action completed
2.8.2		Records relating to routine events and programs, for example, coordinating and participating in community events such as annual Youth Week events, Disability Awareness Week or Seniors Week. <i>See: COMMUNITY AND CULTURAL SERVICES MANAGEMENT – PROGRAM MANAGEMENT for records of strategic programs that incorporate events, for example, the Fun Bus Program</i> <i>See: PUBLIC AFFAIRS – EVENTS for events of a civic nature, for example, the Bombing of Darwin, visits by Royalty, Keys to the City or Citizenship ceremonies</i>	TEMPORARY Destroy 7 years after action completed
2.9	GRANT APPLICATIONS		
2.9.1	<i>Applications to Council for grant funding or subsidy.</i>	Records relating to grant funding to community organisations or individuals for ongoing funding for development of specific community services under Council's Community Grants Program.	TEMPORARY Destroy 10 years after action completed
2.9.2		Records relating to grant funding to community organisations or individuals for short term community projects under Council's Community Grants Program.	TEMPORARY Destroy 7 years after action completed

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

2. COMMUNITY AND CULTURAL SERVICES

Class No.	Level 2	Description of Records	Status and Disposal Action
2.9.3		Records relating to in-kind assistance for events, for example, provision of staff to assist with the Darwin Festival and provision of community spaces for the operation of community markets.	TEMPORARY Destroy 3 years after action completed
2.9.4		Records relating to unsuccessful applications from community organisations and individuals for grant funding or subsidies. See: GOVERNANCE – COUNCIL MEETINGS and COMMITTEES (Council) for applications considered by Council	TEMPORARY Destroy 2 years after action completed
2.10	LIAISON		
2.10.1	<i>The activities associated with maintaining regular general contact between the organisation and professional associations in related fields, other organisations, and community groups. Includes sharing informal advice and discussions, membership of professional associations and collaborating on projects that are not joint ventures.</i>	Records relating to liaison with the community regarding community programs and services, for example, Neighbourhood Watch, itinerant issues and graffiti management. Includes liaison with police in respect of graffiti deterrence and the distribution of graffiti management kits.	TEMPORARY Destroy 10 years after action completed
2.10.2		Records relating to routine liaison with the community, for example, use of community halls, swimming pools and ovals.	TEMPORARY Destroy 5 years after action completed
2.10.3		Records relating to liaison with professional or industry associations in respect of the Community and Cultural Services function. Includes membership renewals.	TEMPORARY Destroy 3 years after action completed

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

2. COMMUNITY AND CULTURAL SERVICES

Class No.	Level 2	Description of Records	Status and Disposal Action
2.11	MEETINGS		
2.11.1	<i>The activities associated with gatherings held to formulate, discuss, update, or resolve issues and matters pertaining to the management of the section, department or Council as a whole. Includes arrangements, agenda, taking of minutes, etc. May be used for staff meetings.</i> <i>Note: Also includes ad hoc or external meetings.</i>	Records of meetings relating to community and cultural services. Includes agendas, minutes and supporting documents such as briefing and discussion papers. See: GOVERNANCE - COUNCIL MEETINGS for formal meetings of Council	TEMPORARY Destroy 3 years after action completed
2.12	PLANNING		
2.12.1	<i>The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.</i>	Records relating to the development and finalisation of strategic plans in relation to community and cultural services issues such as a youth or playground strategy and disability action plan.	PERMANENT Transfer to NT Archives Service 10 years after action completed
2.12.2		Records relating to the development and finalisation of business or operational plans or contributions to corporate plans, for example, Council's strategic plan or business continuity plan. Use: GOVERNANCE – PLANNING for corporate wide strategic and business plans and Council's Business Continuity Plan	TEMPORARY Destroy 3 years after plan superseded

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

2. COMMUNITY AND CULTURAL SERVICES

Class No.	Level 2	Description of Records	Status and Disposal Action
2.13	POLICY		
2.13.1	<i>The activity of developing and establishing decisions, directions and precedents which act as a reference for future decision making. Endorsed policies form the basis for procedures, practices and guidelines.</i>	Records documenting the development and establishment of community and cultural services policies. Includes policy proposals, drafts, research papers, results of consultations and other supporting records.	TEMPORARY Destroy 2 years after policy superseded
2.13.2	<i>The activity of developing and establishing decisions, directions and precedents which act as a reference for future decision making. Endorsed policies form the basis for procedures, practices and guidelines.</i>	Duplicate copies of community and cultural services policies. Note: <i>Final versions of policies submitted to Council for endorsement are managed according to GOVERNANCE - POLICIES</i>	TEMPORARY Destroy when reference ceases
2.14	PROCEDURES		
2.14.1	<i>Standard methods of operating laid down by Council according to formulated policy.</i> <i>Note: Includes practices and guidelines.</i>	Records relating to the development and establishment of procedures, practices and guidelines supporting the community and cultural services function. Includes final version of procedure, practice or guideline and development records such as draft versions, consultation and research. Note: <i>Endorsed procedures, practices and guidelines are managed according to GOVERNANCE – PROCEDURES</i>	TEMPORARY Destroy 2 years after procedure, practice or guideline superseded

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

2. COMMUNITY AND CULTURAL SERVICES

Class No.	Level 2	Description of Records	Status and Disposal Action
2.15	PROGRAM MANAGEMENT		
2.15.1	<i>The activities relating to groups of projects managed to achieve a desired common business goal.</i>	<p>Records relating to the delivery of programs for youth, the aged, disabled, cultural and sporting sections of the community, for example, the Fun Bus program for children and sponsorship and assistance for child care centres. Includes project management and correspondence with funding bodies. May include copies of terms and conditions of funding and subsidy program.</p> <p>See: <i>COMMUNITY AND CULTURAL SERVICES - EVENTS for one off or ongoing community events</i></p> <p>See: <i>GRANTS AND SUBSIDIES – REVENUE for funding application, reports and terms and conditions of grant funding</i></p>	PERMANENT Transfer to NT Archives Service 10 years after action completed
2.16	PUBLICATIONS		
2.16.1	<i>The activities associated with having works, irrespective of format, issued for sale or general distribution, internally or to the public. Includes drafting, manual or electronic production (design, layout, typesetting, printing, etc.), marketing and supply of publications by Council.</i>	<p>Records relating to the development and drafting of community and cultural services publications. Includes the Grind newspaper for youth as well as directories and brochures on disability, youth and the aged.</p> <p>See: <i>PUBLIC AFFAIRS – PUBLICATIONS for the production and distribution of publications</i></p>	TEMPORARY Destroy 5 years after action completed
2.17	REPORTING		
2.17.1	<i>The activity of initiating or providing a formal response to a situation or</i>	<p>Reports to council, local boards or committees including research or supporting papers relating to the Community and Cultural Services function.</p>	TEMPORARY Destroy 10 years after action completed

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

2. COMMUNITY AND CULTURAL SERVICES

Class No.	Level 2	Description of Records	Status and Disposal Action
2.17.2	<i>request (either internal, external or as a requirement of corporate policies), and to provide formal statements or findings of results of the examination or investigation.</i>	<p>Reports to management, ad hoc or periodical reports including research or supporting papers in relation to the Community and Cultural Services function.</p> <p>Note: Reports submitted to Council meetings are captured as permanent records under GOVERNANCE - COUNCIL MEETINGS or COMMITTEES (Council)</p> <p>Note: Reports submitted to Senior Management meetings are captured as permanent records under GOVERNANCE - COMMITTEES (Management)</p>	<p>TEMPORARY Destroy 10 years after action completed</p>
2.18 2.18.1 2.18.2	<p>RESEARCH</p> <p><i>The activities involved in enquiring into a subject or area of interest in order to discover facts, principles, etc. Used to support the development of projects, standards, guidelines, etc. and the business activities of Council in general.</i></p>	<p>Records relating to the development, undertaking and analysis of community stakeholder surveys, for example, community and youth surveys.</p> <p>Records relating to updating and publishing of community profile statistics, for example, Australian Bureau of Statistics population trend data published on the Council's website.</p> <p>Use: GOVERNANCE – CONSULTATION for preparation and undertaking of surveys to gain suggestions and feedback on Council services to improve or contribute to the strategic management of Council</p>	<p>TEMPORARY Destroy 10 years after action completed</p> <p>TEMPORARY Destroy 2 years after action completed</p>

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

2. COMMUNITY AND CULTURAL SERVICES

Class No.	Level 2	Description of Records	Status and Disposal Action
2.19 2.19.1	<p>TENDERING</p> <p><i>The activities involved in receiving and assessing tenders. Includes offers made in writing by one party to another to carry out at an inclusive price or uniform rate, an order for the supply or purchase of goods, or for the production of work. Also includes the establishment and management of the policies and procedures that determine the competitive arrangement process, including contracts outside the compulsory competitive tendering process.</i></p>	<p>Records relating to the routine administration of preparing tenders including developing tender specifications, for example, consultancy on youth strategy.</p> <p>Note: <i>Tender documents held by a tender selection panel must be returned to the Contract Administration section once tender selection finalised</i></p> <p>Use: <i>COMMUNITY AND CULTURAL SERVICES – CONTRACTING OUT for ongoing management of contracts after tender awarded</i></p> <p>See: <i>FINANCIAL MANAGEMENT – TENDERING for official tender documents</i></p>	<p>TEMPORARY Destroy 2 years after action completed</p>

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

LEVEL 1: KEYWORD

3. CUSTOMER SERVICE

The function of planning, monitoring and evaluating services provided to customers by the Council. Includes the introduction of new types of customer services such as electronic trading facilities.

LEVEL 2: ACTIVITIES

Access

Addresses (Presentations)

Audit

Meetings

Planning

Policy

Procedures

Reporting

Reviewing

Standards

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

3. CUSTOMER SERVICE

Class No.	Level 2	Description of Records	Status and Disposal Action
3.1	ACCESS		
3.1.1	<i>Activities to provide fair, efficient and impartial access to Council services and Council facilities. Includes programs to increase and improve public access, including access for disabled persons to Council buildings and properties.</i>	Records relating to the management of customer service to facilitate optimum delivery of service and access to services by customers, for example, expanding normal delivery hours or increasing the number of after hours' services.	TEMPORARY Destroy 5 years after action completed
3.2	ADDRESSES (Presentations)		
3.2.1	<i>The activity of giving addresses for training, professional, community relations or sales purposes. Includes speeches, multi-media presentations, and presentations or conferring of honours or prizes.</i>	Records relating to the giving of addresses or presentations regarding the Customer Service function.	TEMPORARY Destroy 2 years after action completed
3.3	AUDIT		
3.3.1	<i>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 organisation in a specified period.</i>	Records relating to compliance audits and reviews conducted on customer service systems and processes.. Note: Final audit reports are included in reports to Council's Audit Committee and managed according to GOVERNANCE – COMMITTEES (Council)	TEMPORARY Destroy 6 years after action completed

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

3. CUSTOMER SERVICE

Class No.	Level 2	Description of Records	Status and Disposal Action
	<i>Includes compliance audits, financial audits, operational audits, recordkeeping audits, skills audits, system audits and quality assurance audits.</i>		
3.4	MEETINGS		
3.4.1	<i>The activities associated with gatherings held to formulate, discuss, update, or resolve issues and matters pertaining to the management of the section, department or Council as a whole. Includes arrangements, agenda, taking of minutes, etc. May be used for staff meetings.</i> <i>Note: Also includes ad hoc or external meetings.</i>	Records of meetings relating to customer service. Includes agendas, minutes and supporting documents such as briefing and discussion papers. See: GOVERNANCE - COUNCIL MEETINGS for formal meetings of Council	TEMPORARY Destroy 3 years after action completed
3.5	PLANNING		
3.5.1	<i>The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.</i>	Records relating to the development and finalisation of business or operational plans relating to the Customer Services function or contributions to corporate plans such as business continuity plans to mitigate risks in the event of a disaster. See: GOVERNANCE – PLANNING for final versions of corporate-wide strategic and business plans and Council's business continuity plan	TEMPORARY Destroy 3 years after plan superseded

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

3. CUSTOMER SERVICE

Class No.	Level 2	Description of Records	Status and Disposal Action
3.6	POLICY		
3.6.1	<i>The activity of developing and establishing decisions, directions and precedents which act as a reference for future decision making. Endorsed policies form the basis for procedures, practices and guidelines.</i>	Records documenting the development and establishment of customer services policies. Includes policy proposals, drafts, research papers, results of consultations and other supporting records.	TEMPORARY Destroy 2 years after superseded
3.6.2	<i>The activity of developing and establishing decisions, directions and precedents which act as a reference for future decision making. Endorsed policies form the basis for procedures, practices and guidelines.</i>	Duplicate copies of customer services policies. Note: <i>Final versions of policies submitted to Council for endorsement are managed according to GOVERNANCE – POLICIES</i>	TEMPORARY Destroy when reference ceases
3.7	PROCEDURES		
3.7.1	<i>Standard methods of operating laid down by Council according to formulated policy.</i> <i>Note: Includes practices and guidelines.</i>	Records relating to the development and establishment of procedures, practices and guidelines supporting the customer service function. Includes final version of procedure, practice or guideline and development records such as draft versions, consultation and research. Note: <i>Endorsed procedures, practices and guidelines are managed according to GOVERNANCE – PROCEDURES</i>	TEMPORARY Destroy 2 years after procedure, practice or guideline superseded
3.8	REPORTING		
3.8.1	<i>The activity of initiating or providing a formal response to a situation or request (either internal, external or as a</i>	Reports to Council, local boards or committees including research or supporting papers relating to the Customer Services function.	TEMPORARY Destroy 10 years after action completed

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

3. CUSTOMER SERVICE

Class No.	Level 2	Description of Records	Status and Disposal Action
3.8.2	<i>requirement of corporate policies), and to provide formal statements or findings of results of the examination or investigation.</i>	<p>Reports to management, ad hoc or periodical reports including research or supporting papers relating to the Customer Service function.</p> <p>Note: Reports submitted to Council meetings are captured as permanent records under GOVERNANCE - COUNCIL MEETINGS or COMMITTEES (Council)</p> <p>Note: Reports submitted to Senior Management meetings are captured as permanent records under GOVERNANCE - COMMITTEES (Management)</p>	TEMPORARY Destroy 10 years after action completed
3.9	REVIEWING		
3.9.1	<i>The activities involved in re-evaluating or re-examining decisions, products, processes, service delivery, procedures, standards and systems. Includes internal reviewing of reviewable decisions of Council.</i>	Records relating to the evaluation and implementation of existing or alternative methods of customer service delivery. Includes benchmarking of Council services.	TEMPORARY Destroy 5 years after action completed
3.10	STANDARDS		
3.10.1	<i>The process of developing or implementing industry or Council benchmarks for services and processes to enhance the quality and efficiency of the Council.</i>	Records relating to standards or codes of best practice for setting service standards such as Council's Customer Service Charter.	TEMPORARY Destroy 2 years after code or best practice superseded

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

LEVEL 1: KEYWORD

4. ECONOMIC DEVELOPMENT

The function of improving the local economy through encouragement of industry, employment, tourism, regional development and trade.

LEVEL 2: ACTIVITIES

Addresses (Presentations)

Audit

Committees (Management)

Industries

Liaison

Meetings

Planning

Policy

Procedures

Project Management

Promotions

Reporting

Research

Service Provision

Trade

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

4. ECONOMIC DEVELOPMENT

Class No.	Level 2	Description of Records	Status and Disposal Action
4.1	ADDRESSES (Presentations)		
4.1.1	<i>The activity of giving addresses for training, professional, community relations or sales purposes. Includes speeches, multi-media presentations, and presentations or conferring of honours or prizes.</i>	Records relating to the giving of addresses or presentations about economic development matters.	TEMPORARY Destroy 2 years after action completed
4.2	AUDIT		
4.2.1	<i>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 organisation in a specified period. Includes compliance audits, financial audits, operational audits, recordkeeping audits, skills audits, system audits and quality assurance audits.</i>	Records relating to compliance audits and reviews conducted on economic development systems and processes. Note: <i>Final audit reports are included in reports to Council's Audit Committee and managed according to GOVERNANCE – COMMITTEES (Council)</i>	TEMPORARY Destroy 6 years after action completed

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

4. ECONOMIC DEVELOPMENT

Class No.	Level 2	Description of Records	Status and Disposal Action
4.3	COMMITTEES (Management)		
4.3.1	<i>The activity associated with internal committees (usually established by a management directive) as well as external committees, boards and task forces that include representation by Council member or officers. Includes agendas, minutes and may also include records of establishment.</i>	Records of committees or representation on committees formed to consider economic development matters. Includes agendas, documents establishing the committee, minutes and supporting documents such as briefing papers and discussion papers. See: GOVERNANCE – COMMITTEES (Council) for committees formally established by Council	TEMPORARY Destroy 6 years after action completed
4.4	INDUSTRIES		
4.4.1	<i>The activity of undertaking market research and the development of strategies for the promotion of local industries such as agriculture, mining and extractive industries. Includes studies and proposals prior to development application stage.</i>	Records relating to the development and implementation of strategies in relation to local business development such as small business and tourism. Includes market research.	TEMPORARY Destroy 10 years after action completed
4.5	LIAISON		
4.5.1	<i>The activities associated with maintaining regular general contact between the organisation and professional associations in related fields, other organisations, and community groups. Includes sharing</i>	Records relating to liaison with local chambers of commerce, progress, industry, professional and consumer associations on matters regarding economic development and trade.	TEMPORARY Destroy 10 years after action completed

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

4. ECONOMIC DEVELOPMENT

Class No.	Level 2	Description of Records	Status and Disposal Action
4.5.2	<i>informal advice and discussions, membership of professional associations and collaborating on projects that are not joint ventures.</i>	Records relating to membership of industry or professional associations.	TEMPORARY Destroy 3 years after action completed
4.6	MEETINGS		
4.6.1	<i>The activities associated with gatherings held to formulate, discuss, update, or resolve issues and matters pertaining to the management of the section, department or Council as a whole. Includes arrangements, agenda, taking of minutes, etc. May be used for staff meetings.</i> <i>Note: Also includes ad hoc or external meetings.</i>	Records of meetings relating to economic development. Includes agendas, minutes and supporting documents such as briefing and discussion papers. See: GOVERNANCE - COUNCIL MEETINGS for formal meetings of Council	TEMPORARY Destroy 3 years after action completed
4.7	PLANNING		
4.7.1	<i>The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.</i>	Records relating to the development and finalisation of strategic management plans regarding business and economic development.	TEMPORARY Destroy 5 years after plan superseded
4.7.2		Records relating to the development and finalisation of business or operational plans or contributions to corporate plans, for example, Council's strategic plan or business continuity plan.	TEMPORARY Destroy 3 years after plan superseded

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

4. ECONOMIC DEVELOPMENT

Class No.	Level 2	Description of Records	Status and Disposal Action
		Use: GOVERNANCE – PLANNING for corporate wide strategic and business plans and Council's business continuity plan	
4.8	POLICY		
4.8.1	<i>The activity of developing and establishing decisions, directions and precedents which act as a reference for future decision making. Endorsed policies form the basis for procedures, practices and guidelines.</i>	Records documenting the development and establishment of economic development policies. Includes policy proposals, drafts, research papers, results of consultations and other supporting records.	TEMPORARY Destroy 2 years after policy superseded
4.8.2		Duplicate copies of economic development policies. Note: Final versions of policies submitted to Council for endorsement are managed according to GOVERNANCE – POLICIES	TEMPORARY Destroy when reference ceases
4.9	PROCEDURES		
4.9.1	<i>Standard methods of operating laid down by Council according to formulated policy.</i> <i>Note: Includes practices and guidelines.</i>	Records relating to the development and establishment of procedures, practices and guidelines supporting the economic development function. Includes final version of procedure, practice or guideline and development records such as draft versions, consultation and research. Note: Endorsed procedures, practices and guidelines are managed according to GOVERNANCE – PROCEDURES	TEMPORARY Destroy 2 years after superseded

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

4. ECONOMIC DEVELOPMENT

Class No.	Level 2	Description of Records	Status and Disposal Action
4.10	PROJECT MANAGEMENT		
4.10.1	<i>The activities involved in defining the potential and scope for projects, including concept development, analysis and initial planning. Also involves managing the achievement of project goals and objectives, ongoing project planning, resource management and reporting.</i>	Records relating to the undertaking of projects where the project is approved and proceeded with. Includes concept development and the ongoing project planning, reporting and resource management.	TEMPORARY Destroy 7 years after action completed
4.10.2	<i>involves managing the achievement of project goals and objectives, ongoing project planning, resource management and reporting.</i>	Records relating to the development of projects where the project is not approved or not proceeded with.	TEMPORARY Destroy 2 years after action completed
4.11	PROMOTION		
4.11.1	<i>Activities undertaken to promote the local area and Council, particularly to attract new business and economic activities.</i>	Records relating to activities to promote trade, tourism and economic development.	TEMPORARY Destroy 10 years after action completed
4.12	REPORTING		
4.12.1	<i>The activity of initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements or findings of results of the examination or investigation.</i>	Reports to Council, local boards or committees including research or supporting papers relating to the economic development function.	TEMPORARY Destroy 10 years after action completed
4.12.2		Reports to management, ad hoc or periodical reports including research or supporting papers relating to the economic development function.	TEMPORARY Destroy 10 years after action completed

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

4. ECONOMIC DEVELOPMENT

Class No.	Level 2	Description of Records	Status and Disposal Action
		<p>Note: Reports submitted to Council meetings are captured as permanent records under GOVERNANCE - COUNCIL MEETINGS or COMMITTEES (Council)</p> <p>Note: Reports submitted to Senior Management meetings are captured as permanent records under GOVERNANCE - COMMITTEES (Management)</p>	
4.13	RESEARCH		
4.13.1	<i>The activities involved in enquiring into a subject or area of interest in order to discover facts, principles, etc. Used to support the development of projects, standards, guidelines, etc. and the business activities of Council in general.</i>	Records relating to research into the development of projects, standards and guidelines for economic development purposes.	TEMPORARY Destroy 3 years after action completed
4.14	SERVICE PROVISION (Council)		
4.14.1	<i>The activities relating to the provision of services by Council. Includes services provided by the seconding or contracted-out service providers or services shared or jointly provided by a number of councils.</i>	Records relating to the provision of services to support economic development and activities in the area.	TEMPORARY Destroy 10 years after action completed

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

4. ECONOMIC DEVELOPMENT

Class No.	Level 2	Description of Records	Status and Disposal Action
4.15 4.15.1	TRADE <i>The activity of managing measures to promote and support local, regional and national trade and retailing.</i>	Records relating to information collected on trade and trade conditions; impact of trade negotiations and amendments on local trade.	TEMPORARY Destroy 5 years after action completed

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

LEVEL 1: KEYWORD**5. EMERGENCY MANAGEMENT**

The function of preventing and minimising threats to life, property and the environment from natural disasters and other emergency situations. Includes the coordination of Council's response to a declaration of a state of disaster or a state of emergency and the issuing of notifications to reduce hazards that would increase the risk of damage to property or life.

See REGULATORY SERVICES for the enforcement of the removal of unsafe and hazardous materials, issued pursuant to Council's Regulatory Orders.

LEVEL 2: ACTIVITIES

Advice
Committees (Management)
Conferences
Emergency Response
Meetings
Planning
Project Management
Reporting
Service Provision
Training
Volunteers

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

5. EMERGENCY MANAGEMENT

Class No.	Level 2	Description of Records	Status and Disposal Action
5.1	ADVICE		
5.1.1	<i>The activities associated with offering opinions by or to Council as to an action or judgement. Includes the process of advising.</i>	Records relating to the provision of high level advice of major significance to and from other councils, government bodies or members of the public. Includes request, responses and briefing notes.	PERMANENT Transfer to NT Archives Service 10 years after action completed
5.1.2		Records relating to advice and opinions given or received by Council in relation to routine operational matters relating to the emergency management function. For example, school student requests or advice provided to new employees.	TEMPORARY Destroy 7 years after action completed
5.1.3		Records relating to advice received warning of potential disasters such as cyclone warnings and watches.	TEMPORARY Destroy 2 years after action completed
5.2	COMMITTEES (Management)		
5.2.1	<i>The activity associated with internal committees (usually established by a management directive) as well as external committees, boards and task forces that include representation by Council member or officers. Includes agendas, minutes and may also include records of establishment.</i>	Records of representation on external committees formed to consider matters relating to emergency management such as the Region 1 Counter Disaster Planning Committee. Includes appointments of Council representatives to the committee.	PERMANENT Transfer to NT Archives Service 6 years after action completed
5.2.2		Records of internal committees formed to consider matters relating to emergency management. Includes agendas, documents establishing the committee, minutes and supporting documents such as briefing papers and discussion papers.	TEMPORARY Destroy 30 years after action completed

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

5. EMERGENCY MANAGEMENT

Class No.	Level 2	Description of Records	Status and Disposal Action
5.3	CONFERENCES		
5.3.1	<i>The activities involved in arranging or attending conferences held either by the organisation or by other organisations. Includes registration, publicity, and reports of participants, etc. Includes workshops and seminars.</i>	Records relating to proceedings of conferences and/or attendance at conferences.	TEMPORARY Destroy 2 years after action completed
5.4	EMERGENCY RESPONSE		
5.4.1	<i>The activity of responding to a disaster or emergency as declared under the Disasters Act and communicated to Council by the Regional Counter Disaster Controller.</i>	Records relating to Council's response to a disaster declared under the <i>NT Disasters Act</i> . Includes summary records, statistics, incident reports and other records arising from the implementation of Council's emergency response plans.	PERMANENT Transfer to NT Archives Service 10 years after action completed
5.4.2		Records relating to Council's response to an emergency. Includes summary records, statistics, incident reports and other records arising from the implementation of Council's emergency response plans.	TEMPORARY Destroy 30 years after action completed
5.5	MEETINGS		
5.5.1	<i>The activities associated with gatherings held to formulate, discuss, update, or resolve issues and matters pertaining to the management of the section,</i>	Records of meetings relating to emergency management. Includes agendas, minutes and supporting documents such as briefing and discussion papers.	TEMPORARY Destroy 20 years after action completed

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

5. EMERGENCY MANAGEMENT

Class No.	Level 2	Description of Records	Status and Disposal Action
	<p>department or Council as a whole. Includes arrangements, agenda, taking of minutes, etc. May be used for staff meetings.</p> <p>Note: Also includes ad hoc or external meetings.</p>	<p>See: GOVERNANCE - COUNCIL MEETINGS for formal meetings of Council</p>	
5.6	<p>PLANNING</p>		
5.6.1	<p>The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.</p>	<p>Records relating to the development and finalisation of Council's disaster plan and/or other operational plans regarding emergency services activities. Includes contributions to corporate plans, for example, Council's business continuity plan.</p> <p>Use: GOVERNANCE – PLANNING for corporate wide strategic and business plans and Council's business continuity plan</p>	<p>PERMANENT Transfer to NT Archives Service 6 years after action completed</p>
5.7	<p>PROCEDURES</p>		
5.7.1	<p>Standard methods of operating laid down by Council according to formulated policy.</p> <p>Note: Includes practices and guidelines.</p>	<p>Records relating to the development and establishment of procedures, practices and guidelines supporting the emergency management function. Includes final version of procedure, practice or guideline and development records such as draft versions, consultation and research.</p> <p>Note: Endorsed procedures, practices and guidelines are managed according to GOVERNANCE – PROCEDURES</p>	<p>TEMPORARY Destroy 2 years after procedure, practice or guideline superseded</p>

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

5. EMERGENCY MANAGEMENT

Class No.	Level 2	Description of Records	Status and Disposal Action
5.8	PROJECT MANAGEMENT		
5.8.1	<i>The activities involved in defining the potential and scope for projects, including concept development, analysis and initial planning. Also involves managing the achievement of project goals and objectives, ongoing project planning, resource management and reporting.</i>	Records relating to projects formed to address emergency management issues, for example, implementing disaster management systems. Includes program objectives, resourcing, funding, schedules, final reports, evaluations and reviews.	TEMPORARY Destroy 10 years after action completed
5.9	REPORTING		
5.9.1	<i>The activity of initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements or findings of results of the examination or investigation.</i>	Reports to Council, local boards or committees including research or supporting papers relating to the Emergency Management function.	TEMPORARY Destroy 10 years after action completed
5.9.2		Reports to management, ad hoc or periodical reports including research or supporting papers in relation to the Emergency Management function. Note: Reports submitted to Council meetings are captured as permanent records under GOVERNANCE - COUNCIL MEETINGS or COMMITTEES (Council) Note: Reports submitted to Senior Management meetings are captured as permanent records under GOVERNANCE - COMMITTEES (Management)	TEMPORARY Destroy 10 years after action completed

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

5. EMERGENCY MANAGEMENT

Class No.	Level 2	Description of Records	Status and Disposal Action
5.10	SERVICE PROVISION (Council)		
5.10.1	<i>The activities relating to the provision of services by Council. Includes services provided by the seconding or contracted-out service providers or services shared or jointly provided by a number of councils.</i>	Records relating to services or assistance provided to other local authorities as a result of a disaster.	TEMPORARY Destroy 10 years after action completed
5.10.2		Records relating to services provided by external service providers in relation to emergency management.	TEMPORARY Destroy 10 years after action completed
5.11	TRAINING		
5.11.1	<i>The activities associated with all aspects of training.</i>	Records relating to the training of staff in relation to the emergency management function. Includes the development of training, training plan, evaluation and reporting of the training program.	TEMPORARY Destroy 10 years after action completed
5.11.2		Schedules of attendance at emergency management training. See: HUMAN RESOURCES - EMPLOYMENT HISTORY for individual certificates of competency or certificates of completion of training courses	TEMPORARY Destroy 10 years after action completed
5.12	VOLUNTEERS		
5.12.1	<i>The activity of managing persons providing services to Council on a voluntary basis.</i>	Records relating to internal and external volunteer co-ordination including training, task allocation and supervision.	TEMPORARY Destroy 20 years after action completed

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

LEVEL 1: KEYWORD**6. ENVIRONMENT AND CLIMATE CHANGE MANAGEMENT**

The function of managing, conserving and planning of soil, air and water qualities, biodiversity and environmentally sensitive areas such as waterways, beaches and foreshores. Includes the development of environmental management plans, strategies for managing climate change and campaigns to increase recycling and reduce the effects of littering on the environment.

See REGULATORY SERVICES for the issuing of notices in respect of littering.

See WASTE MANAGEMENT for the installation and maintenance of litter bins in public areas and for the management of waste disposal facilities and collection of domestic waste.

LEVEL 2: ACTIVITIES**Addresses (Presentations)****Advice****Agreements****Audit****Compliance****Conferences****Contracting Out****Education****Joint Ventures****Legislation****Liaison****Meetings****Monitoring****Planning****Policy****Procedures****Project Management****Publications****Reporting****Research****Risk Assessment****Risk Management****Standards****Submissions****Sustainability Initiatives****Tendering**

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

6. ENVIRONMENT AND CLIMATE CHANGE MANAGEMENT

Class No.	Level 2	Description of Records (Class)	Status and Disposal Action
6.1	ADDRESSES (Presentations)		
6.1.1	<i>The activity of giving addresses for training, professional, community relations or sales purposes. Includes speeches, multi-media presentations, and presentations or conferring of honours or prizes.</i>	Records relating to the giving of addresses or presentations about environmental matters, for example, briefings to Elected Members.	TEMPORARY Destroy 3 years after action completed
6.2	ADVICE		
6.2.1	<i>The activities associated with offering opinions by or to Council as to an action or judgement. Includes the process of advising.</i>	Records of internal advice provided to the Town Planner in respect of development permits that require comment on environmental aspects such as public open space, energy efficiency, harmful emission minimisation, building density and water conservation. See: LAND USE PLANNING - ADVICE for final submissions on development permits to the Development Consent Authority	TEMPORARY Destroy 7 years after action completed
6.2.2		Records of advice given or received in respect of routine environmental matters, for example, referring noise complainants to the appropriate authority.	TEMPORARY Destroy 3 years after action completed
6.3	AGREEMENTS		
6.3.1	<i>The processes associated with the establishment, maintenance, review and negotiation of agreements. Includes agreements between Council and service</i>	Records relating to final agreements developed with government agencies and/or private enterprise to coordinate approaches to environmental issues, for example, tripartite agreement to monitor air quality.	PERMANENT Transfer to NT Archives Service 10 years after action completed

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

6. ENVIRONMENT AND CLIMATE CHANGE MANAGEMENT

Class No.	Level 2	Description of Records (Class)	Status and Disposal Action
6.3.2	<i>providers and other agencies to provide services.</i>	Records relating to the development of agreements concerning environmental initiatives that are not successful.	TEMPORARY Destroy 10 years after action completed
6.4	AUDIT		
6.4.1	<i>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 organisation in a specified period. Includes compliance audits, financial audits, operational audits, recordkeeping audits, skills audits, system audits and quality assurance audits.</i>	Records relating to audits undertaken to update the Greening Australia significant tree register including details of any audits and field notes of significant trees within the Darwin municipality.	TEMPORARY Destroy 10 years after action completed
6.4.2		Records relating to systematic audits of domestic waste bins conducted for community education purposes in regard to responsible waste disposal, for example, to collect data on contamination and recycling participation rates.	TEMPORARY Destroy 7 years after action completed
6.4.3		Records relating to environmental audits, for example, audits on use of energy within Council buildings conducted as a greenhouse initiative to reduce energy consumption and greenhouse emissions, or the clearing of gross pollutant traps.	TEMPORARY Destroy 6 years after action completed
6.4.4		Records relating to compliance audits and reviews conducted on the Environment and Climate Change Management function.. Note: <i>Final audit reports are included in reports to Council's Audit Committee and managed according to GOVERNANCE – COMMITTEES (Council)</i>	TEMPORARY Destroy 6 years after action completed

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

6. ENVIRONMENT AND CLIMATE CHANGE MANAGEMENT

Class No.	Level 2	Description of Records (Class)	Status and Disposal Action
6.5	COMPLIANCE		
6.5.1	<i>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.</i>	Records relating to compliance with Council conditions specified on development permits in respect of environmental issues, for example, meeting the requirements of an erosion control plan.	TEMPORARY Destroy 10 years after action completed
6.6	CONFERENCES		
6.6.1	<i>The activities involved in arranging or attending conferences held either by the organisation or by other organisations. Includes registration, publicity, and reports of participants, etc. Includes workshops and seminars.</i>	Records relating to proceedings of conferences and/or attendance at conferences.	TEMPORARY Destroy 2 years after action completed
6.7	CONTRACTING OUT		
6.7.1	<i>The activities involved in arranging, procuring and managing the performance of work or the provision of services by an external contractor, consultant or service provider.</i> <i>Note: Includes work done under contractual and service agreements.</i>	Records relating to the management of consultants or contractors to provide professional or operational services, for example, the development of environmental impact statements or the installation and maintenance of gross pollutant traps. Use: ENVIRONMENT AND CHANGE MANAGEMENT - TENDERING for the preparation of tenders	TEMPORARY Destroy 7 years after expiry of contract or agreement

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

6. ENVIRONMENT AND CLIMATE CHANGE MANAGEMENT

Class No.	Level 2	Description of Records (Class)	Status and Disposal Action
		<p>Use: FINANCIAL MANAGEMENT – CONTRACT MANAGEMENT for the administration of contracts</p> <p>Note: Where retention periods match, dispose of the CONTRACTING OUT records with the corresponding CONTRACT MANAGEMENT records</p>	
6.8	EDUCATION		
6.8.1	<i>The activities associated with providing information and training programs to the local community to increase understanding and awareness of issues.</i>	<p>The provision of community information, education and training to increase understanding and awareness of environmental and conservation issues. Includes school education programs and special events such as World Environment Day.</p> <p>See: ENVIRONMENT AND CLIMATE CHANGE – SUSTAINABILITY INITIATIVES for education campaigns relating to specific environmental sustainability initiatives, for example, littering, reducing greenhouse gas emissions, recycling and native planting</p>	TEMPORARY Destroy 5 years after action completed
6.9	JOINT VENTURES		
6.9.1	<i>The activities involved in managing joint operations with other departments, Councils or other organisations, where there is a contract, joint contribution of funds and /or time. Also includes private sector ventures with Council, and co research or collaboration between Councils and/or other organisation.</i>	Records relating to partnerships with the community, government and industry to identify sources of pollution and implement pollution mitigation programs.	PERMANENT Transfer to NT Archives Service 10 years after action completed
6.9.2	<i>Note: Also includes Partnerships.</i>	Records relating to the development of partnerships with government and private bodies for coordinated education and conservation. For example, the responsible eradication of pests such as cane toads, water quality and conservation of foreshores.	PERMANENT Transfer to NT Archives Service 10 years after action completed

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

6. ENVIRONMENT AND CLIMATE CHANGE MANAGEMENT

Class No.	Level 2	Description of Records (Class)	Status and Disposal Action
6.10	LEGISLATION		
6.10.1	<i>The activity of managing and making legislation, regulations and orders. Includes contributing to external legislation.</i>	Records of Council initiating or lobbying for the introduction of environmental legislation or amendments to existing legislation including Council legislation and By-laws. For example, licensing changes in respect of sewer outfalls, advocating greater enforcement of legislation controlling industry discharge and waste, or application of By-laws to reduce sediment and soil erosion from development sites.	PERMANENT Transfer to NT Archives Service 10 years after action completed
6.11	LIAISON		
6.11.1	<i>The activities associated with maintaining regular general contact between the organisation and professional associations in related fields, other organisations, and community groups. Includes sharing informal advice and discussions, membership of professional associations and collaborating on projects that are not joint ventures.</i>	Records relating to contact with professional associations in regard to environmental issues, including the sharing of informal advice, informal discussions and membership of professional associations.	TEMPORARY Destroy 3 years after action completed
6.12	MEETINGS		
6.12.1	<i>The activities associated with gatherings held to formulate, discuss, update, or resolve issues and matters pertaining to the management of the section, department or Council as a whole.</i>	Records of meetings relating to environment and climate change management. Includes agendas, minutes and supporting documents such as briefing and discussion papers.	TEMPORARY Destroy 3 years after action completed

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

6. ENVIRONMENT AND CLIMATE CHANGE MANAGEMENT

Class No.	Level 2	Description of Records (Class)	Status and Disposal Action
	<p><i>Includes arrangements, agenda, taking of minutes, etc. may be used for staff meetings.</i></p> <p><i>Note: Also includes ad hoc or external meetings.</i></p>	<p>See: GOVERNANCE - COUNCIL MEETINGS for formal meetings of Council</p>	
6.13	MONITORING		
6.13.1	<p><i>Activities to check, observe, or record information and observations about people, equipment, infrastructure, services or systems. Includes; the effects of air and water pollution and water quality; beaches; and the extent and affects of floods and flooding on drainage systems.</i></p>	<p>Records relating to environmental monitoring, for example, monitoring of water quality in ground water and waterways within the Council's municipality or monitoring of air quality. Records include test results and raw data. May also include actions taken as a result of testing, for example, to prevent human contact with water that is high in bacterial levels.</p> <p>See: PROPERTY MANAGEMENT – MONITORING for monitoring of Council swimming pools or Council buildings</p>	<p>TEMPORARY Destroy 30 years after action completed</p>
6.14	PLANNING		
6.14.1	<p><i>The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.</i></p>	<p>Records relating to the development and finalisation of strategic plans in relation to Environment and Climate Change issues such as the Environmental Management Plan, Gross Pollution Trap Master Plan and Greenhouse Action Plan.</p>	<p>PERMANENT Transfer to NT Archives Service 10 years after action completed</p>
6.14.2		<p>Records relating to the development and finalisation of business or operational plans or contributions to corporate plans, for example, Council's strategic plan or business continuity plan</p>	<p>TEMPORARY Destroy 3 years after plan superseded</p>

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

6. ENVIRONMENT AND CLIMATE CHANGE MANAGEMENT

Class No.	Level 2	Description of Records (Class)	Status and Disposal Action
		Use: GOVERNANCE – PLANNING for corporate wide strategic and business plans and Council's business continuity plan	
6.15	POLICY		
6.15.1	<i>The activity of developing and establishing decisions, directions and precedents which act as a reference for future decision making. Endorsed policies form the basis for procedures, practices and guidelines.</i>	Records documenting the development and establishment of environmental policies. Includes policy proposals, drafts, research papers, results of consultations and other supporting records.	TEMPORARY Destroy 2 years after policy superseded
6.15.2		Duplicate copies of environmental management policies. Note: Final versions of policies submitted to Council for endorsement are managed according to GOVERNANCE – POLICIES	TEMPORARY Destroy when reference ceases
6.16	PROCEDURES		
6.16.1	<i>Standard methods of operating laid down by Council according to formulated policy.</i> <i>Note: Includes practices and guidelines.</i>	Records relating to the development and establishment of procedures, practices and guidelines supporting the Environment and Climate Change function. Includes final version of procedure, practice or guideline and development records such as draft versions, consultation and research. Note: Endorsed procedures, practices and guidelines are managed according to GOVERNANCE – PROCEDURES	TEMPORARY Destroy 2 years after procedure, practice or guideline superseded

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

6. ENVIRONMENT AND CLIMATE CHANGE MANAGEMENT

Class No.	Level 2	Description of Records (Class)	Status and Disposal Action
6.17	PROJECT MANAGEMENT		
6.17.1	<i>The activities involved in defining the potential and scope for projects, including concept development, analysis and initial planning. Also involves managing the achievement of project goals and objectives, ongoing project planning, resource management and reporting.</i>	Records relating to routine projects undertaken in relation to the environment, for example, a revegetation project. Includes project planning, reporting and resource management. See: ENVIRONMENT AND CLIMATE CHANGE MANAGEMENT – SUSTAINABILITY INITIATIVES for significant initiatives to address environmental concerns to achieve long term outcomes.	TEMPORARY Destroy 10 years after action completed
6.17.2		Records relating to the development of environmental projects where the project is not approved or not proceeded with. .	TEMPORARY Destroy 5 years after action completed
6.18	PUBLICATIONS		
6.18.1	<i>The activities associated with having works, irrespective of format, issued for sale or general distribution, internally or to the public. Includes drafting, manual or electronic production (design, layout, typesetting, printing, etc.), marketing and supply of publications by Council.</i>	Records relating to the drafting, publication and distribution of environmental publications, web pages or information leaflets. Note: Final versions of publications including environmental plans are managed according to PUBLIC AFFAIRS – PUBLICATIONS See: ENVIRONMENT AND CLIMATE CHANGE – SUSTAINABILITY INITIATIVES for public awareness campaigns relating to specific environmental sustainability initiatives, for example, reducing greenhouse gas emissions	TEMPORARY Destroy 5 years after action completed

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6. ENVIRONMENT AND CLIMATE CHANGE MANAGEMENT

Class No.	Level 2	Description of Records (Class)	Status and Disposal Action
6.19	REPORTING		
6.19.1	<i>The activity of initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements or findings of results of the examination or investigation.</i>	Records relating to statutory Australian and Northern Territory Government environmental reporting requirements, for example, reports detailing pollution data from landfill including waste types and emissions as part of the National Pollution Inventory. See: ENVIRONMENT AND CLIMATE CHANGE MANAGEMENT – RESEARCH for the collation of statistics and data in relation to waste disposal	TEMPORARY Destroy 30 years after action completed
6.19.2		Reports to Council, local boards or committees including research or supporting papers relating to the Environmental Management function.	TEMPORARY Destroy 10 years after action completed
6.19.3		Reports to Management, ad hoc or periodical reports including research or supporting papers in relation to the Environmental Management function. Note: Reports submitted to Council meetings are captured as permanent records under GOVERNANCE - COUNCIL MEETINGS or COMMITTEES (Council) Note: Reports submitted to Senior Management meetings are captured as permanent records under GOVERNANCE - COMMITTEES (Management)	TEMPORARY Destroy 10 years after action completed

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

6. ENVIRONMENT AND CLIMATE CHANGE MANAGEMENT

Class No.	Level 2	Description of Records (Class)	Status and Disposal Action
6.20	RESEARCH		
6.20.1	<i>The activities involved in enquiring into a subject or area of interest in order to discover facts, principles, etc. Used to support the development of projects, standards, guidelines and the business activities of Council in general.</i>	Records relating to the collation of statistics and data of the collection, disposal or treatment of listed waste as per statutory requirements. See: ENVIRONMENT AND CLIMATE CHANGE MANAGEMENT – REPORTING for reporting of statistics	TEMPORARY Destroy 30 years after action completed
6.20.2		Records relating to research required for the development of projects, standards and guidelines in respect of environment and climate change.	TEMPORARY Destroy 5 years after action completed
6.21	RISK ASSESSMENT		
6.21.1	<i>The activity of analysing risks to employees and the public including risk to property and equipment. Includes inspecting and assessing the risk and applying measures or controls to prevent impact.</i>	Records relating to risk assessments conducted to determine the level of threat from environmental concerns and to identify actions or introduce remedial programs through an environmental priority action ranking.	PERMANENT Transfer to NT Archives Service 10 years after action completed
6.22	RISK MANAGEMENT		
6.22.1	<i>The process involving the identification and assessment of risks, and the implementation of appropriate practices and procedures which will address the impact from an incident.</i>	Records relating to the management of environmental spills or disasters which are the responsibility of Council, for example, an environmental incident at the landfill site. Includes actions taken to address the incident and may include notices issued by the environmental protection authority.	PERMANENT Transfer to NT Archives Service 10 years after action completed

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

6. ENVIRONMENT AND CLIMATE CHANGE MANAGEMENT

Class No.	Level 2	Description of Records (Class)	Status and Disposal Action
6.23	STANDARDS		
6.23.1	<i>The process of developing or implementing industry or Council benchmarks for services and processes to enhance the quality and efficiency of the Council.</i>	Records relating to the development of Council standards for improving the quality and efficiency of environmental sustainability, for example, standard industry waste discharge conditions for inclusion in Development Consent Authority approvals.	PERMANENT Transfer to NT Archives Service 10 years after action completed
6.23.2		Records relating to the development or contributions to the development of industry and whole of government standards relating to the Environment and Climate Change Management function.	TEMPORARY Destroy 3 years after standard superseded
6.24	SUBMISSIONS		
6.24.1	<i>The preparation and submission of a formal statement (e.g. Report, statistics, etc.) supporting a case or opinion held by Council which is submitted to another organisation, or body or within Council.</i>	Final version of submissions invited and responded to in respect of major environmental issues including recommendations, reports, statements and statistics, drafts and working papers.	TEMPORARY Destroy 10 years after action completed
6.25	SUSTAINABILITY INITIATIVES		
6.25.1	<i>The development, implementation and ongoing management of sustainability initiatives within a municipal jurisdiction. Includes records relating to the education about sustainability and sustainability initiatives.</i>	Records relating to the development and implementation of significant and unique sustainability initiatives. Significant initiatives may include cross agency partnerships, whole agency organisational change, programs where a measurably large change has been made to the state of the environment or community attitudes to an environmental matter have undergone comprehensive alteration. Significant initiatives may include greenhouse initiatives or Cities for Climate Change.	PERMANENT Transfer to NT Archives Service 10 years after initiative concluded

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6. ENVIRONMENT AND CLIMATE CHANGE MANAGEMENT

Class No.	Level 2	Description of Records (Class)	Status and Disposal Action
		<p>See: ENVIRONMENT AND CLIMATE CHANGE MANAGEMENT – PROJECT MANAGEMENT for routine projects that fall outside of specific sustainability initiatives</p>	
<p>6.26</p> <p>6.26.1</p>	<p>TENDERING</p> <p><i>The activities involved in receiving and assessing tenders. Includes offers made in writing by one party to another to carry out at an inclusive price or uniform rate, an order for the supply or purchase of goods, or for the production of work. Also includes the establishment and management of the policies and procedures that determine the competitive arrangement process, including contracts outside the compulsory competitive tendering process.</i></p>	<p>Records relating to the development of tenders including the tender specification.</p> <p>Note: Tender documents held by a tender selection panel must be returned to the Contract Administration section once tender selection finalised</p> <p>Use: ENVIRONMENT AND CLIMATE CHANGE MANAGEMENT - CONTRACTING OUT for management of contracts after tender awarded</p> <p>See: FINANCIAL MANAGEMENT – TENDERING for official tender documents</p>	<p>TEMPORARY Destroy 7 years after action completed</p>

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

LEVEL 1: KEYWORD**7. FINANCIAL MANAGEMENT**

The function of managing Council's financial resources. Includes establishing, operating and maintaining accounting systems, controls and procedures, financial planning, procuring, budgeting, estimates of expenditure and receipts, forecasting, managing revenue from charging and investments, managing allocations of resources, accountability and managing, regulating, setting and collecting Council income through the valuation of rateable land and other charges.

See GRANTS AND SUBSIDIES for revenue in the form of grants and subsidies from the Territory and Federal Governments and private sector organisation

See HUMAN RESOURCES for records relating to payroll

LEVEL 2: ACTIVITIES

Accounts Payable
Accounts Receivable
Asset register
Audit
Authorisations
Banking
Budgeting
Compliance
Contract Management
Contracting Out
Control
Donations
Enforcement

Enquiries
Investing
Meetings
Planning
Policy
Procedures
Rating
Reporting
Revenue
Reviewing
Taxation
Tendering
Training

Trusts

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

7. FINANCIAL MANAGEMENT

Class No.	Level 2	Description of Records	Status and Disposal Action
7.1	ACCOUNTS PAYABLE		
7.1.1	<i>The activity of managing Council's creditors. Includes payments to creditors.</i>	Records relating to initiation and repayment of loans and mortgages. Includes negotiations, repayment details, registers and interest rates.	TEMPORARY Destroy 10 years after completion of audit
7.1.2		Records relating to statements and summaries of expenditure including public works and petty cash.	TEMPORARY Destroy 6 years after action completed
7.1.3		Records relating to creditor history records. Includes registers of accounts, creditors ledgers, creditors history lists and reports.	TEMPORARY Destroy 6 years after completion of audit
7.1.4		Records relating to refunds to clients and staff. Includes overpayments.	TEMPORARY Destroy 6 years after action completed
7.1.5		Records relating to the set up and management of creditor accounts. Use: <i>FINANCIAL MANAGEMENT – AUDIT for auditing throughout the life of the loan</i>	TEMPORARY Destroy 6 years after action completed

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

7. FINANCIAL MANAGEMENT

Class No.	Level 2	Description of Records	Status and Disposal Action
7.2	ACCOUNTS RECEIVABLE		
7.2.1	<i>The activity of managing Council's debtors. Includes preparing reports and reviews of debtors, and the recovery of debts.</i>	Records relating to debtor collection of public monies. Includes rates recovery that does or does not lead to prosecution or sale of property, debt collection notices, appeals and debtors history records. Includes copies of sundry debtor accounts, sundry debtor reconciliations, debtors ledger, debit notes and write-offs.	TEMPORARY Destroy 6 years after completion of audit
7.2.2		Records relating to applications to Council for credit.	TEMPORARY Destroy 6 years after action completed
7.2.3		Records relating to payments. Includes chart of accounts, permits, concessions, licenses, leases of council facilities, royalties, receipts, mail remittance and infringement payments.	TEMPORARY Destroy 6 years after completion of audit
7.2.4		Records of reconciliations of ledgers and year-end balances. Includes trial balances. Use: <i>FINANCIAL MANAGEMENT - REVENUE for managing income received from the sale of goods and services and the hiring of Council facilities</i> See: <i>FINANCIAL MANAGEMENT - ENFORCEMENT for records relating to the enforcement of payment of outstanding debtor accounts</i>	TEMPORARY Destroy 6 years after completion of audit

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

7. FINANCIAL MANAGEMENT

Class No.	Level 2	Description of Records	Status and Disposal Action
7.3	ASSET REGISTER		
7.3.1	<i>The activities involved in recording in a subsidiary ledger all assets owned by Council. Includes the date of purchase, depreciation, written down value as well as stocktaking and auditing notations.</i>	<p>Council's financial asset register of fixed and non-fixed assets and accountable items including acquisition, depreciations, valuation and disposal.</p> <p>See: <i>FLEET, PLANT AND EQUIPMENT- ASSET REGISTER</i> for register of items of fleet, plant, stores and equipment</p> <p>See: <i>INFORMATION TECHNOLOGY – ASSET REGISTER</i> for register of information technology assets</p> <p>See: <i>PROPERTY MANAGEMENT - – ASSET REGISTER</i> for register of acquisition, disposal, leases, licences and agreements in relation to land and property</p>	TEMPORARY Destroy 6 years after decommissioning or disposal of asset
7.4	AUDIT		
7.4.1	<i>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 organisation in a specified period. Includes compliance audits, financial audits, operational audits, recordkeeping audits, skills audits, system audits and quality assurance audits.</i>	<p>Records relating to audit reports. Includes auditor's opinions and council responses.</p> <p>Use: <i>GOVERNANCE – COMMITTEES (Council)</i> for final audit reports submitted to Council's Audit Committee.</p>	TEMPORARY Destroy 6 years after completion of audit.
7.4.2	<i>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 organisation in a specified period. Includes compliance audits, financial audits, operational audits, recordkeeping audits, skills audits, system audits and quality assurance audits.</i>	Records relating to the arrangement and conduct of audits.	TEMPORARY Destroy 6 years after completion of audit

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7. FINANCIAL MANAGEMENT

Class No.	Level 2	Description of Records	Status and Disposal Action
7.4.3		Records relating to summary of financial statements in hardcopy such as reconciliations of ledgers or year end balances. Use: FINANCIAL MANAGEMENT - COMPLIANCE for records relating to the identification and investigation of misappropriation, theft or loss of Council funds See: GRANTS AND SUBSIDIES – AUDITS for audits and reviews conducted on funding received	TEMPORARY Destroy 2 years after completion of audit
7.5	AUTHORISATION		
7.5.1	<i>The process of seeking and granting permission to undertake a requested action. Includes authorising delegations for emergency situations, using the Council seal and delegations to use Council property.</i>	Records relating to the authorisation and approval by the Minister of the annual rating proposal. Includes notification of the approved rating proposal.	PERMANENT Transfer to NT Archives Service 10 years after action completed
7.5.2		Formal delegations authorising staff to perform / approve financial activity on behalf of the Council.	TEMPORARY Destroy 6 years after delegation superseded or withdrawn
7.6	BANKING		
7.6.1	<i>The processes of opening and maintaining bank accounts, reconciling bank accounts and the maintenance of signatories.</i>	Records relating to the management of bank accounts. Includes setup, terms and conditions and signatory details of trusts, credit cards and savings accounts.	TEMPORARY Destroy 6 years after completion of audit

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7. FINANCIAL MANAGEMENT

Class No.	Level 2	Description of Records	Status and Disposal Action
7.6.2		Records relating to banking transactions. Includes electronic funds transfer, cheque payments and monthly statements used to reconcile transactions. <i>See: FINANCIAL MANAGEMENT - TRUSTS for activities associated with managing Council trusts such as the Mayoral Trust</i>	TEMPORARY Destroy 6 years after completion of audit
7.7	BUDGETING		
7.7.1	<i>The process of planning the use of expected income and expenditure over a specified period. Includes financial planning, budgeting, estimates of expenditure and receipts, forecasting, managing allocations of resources and accountability.</i>	Records relating to the development and implementation of budgets such as annual, operational and capital works. Includes working papers.	TEMPORARY Destroy 6 years after end of financial year to which budget relates
7.7.2		Records relating to estimates including forward estimates for new proposals.	TEMPORARY Destroy 6 years after action completed
7.7.3		Records relating to budget reviews and variations. <i>See: GOVERNANCE-COUNCIL MEETINGS for approval and records relating to final budget</i>	TEMPORARY Destroy 6 years after end of financial year to which budget relates
7.8	COMPLIANCE		
7.8.1	The activities associated with complying with mandatory or optional accountability, fiscal, legal, regulatory	Records relating to misappropriation, theft or loss of funds. Includes investigation, copies of transactions and audit results.	TEMPORARY Destroy 10 years after action completed

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7. FINANCIAL MANAGEMENT

Class No.	Level 2	Description of Records	Status and Disposal Action
	or quality standards or requirements. Includes compliance with legislation and with national and international standards.	See: <i>LEGAL SERVICES - LITIGATION</i> for legal proceedings relating to misappropriation, theft or loss of funds	
7.9	CONTRACT MANAGEMENT		
7.9.1	<i>The process of managing all aspects of the contract including contract administration.</i>	Records relating to the administration of major contracts or contracts of historical or cultural significance that have been awarded by the Chief Executive Officer and/or signed under seal, (for example, over \$150,000). Also includes all agreements executed under seal.	PERMANENT Transfer to NT Archives Service 6 years after completion of contract
7.9.2		Records relating to the administration of period or routine contracts, (for example, up to and including \$150,000). Use: <i>FINANCIAL MANAGEMENT – CONTRACTING OUT</i> for managing the provision of services under contract Use: <i>FINANCIAL MANAGEMENT - TENDERING</i> for the preparation of tenders and for managing the tender process Note: <i>Where retention periods match, dispose of the CONTRACTING OUT records with the corresponding CONTRACT MANAGEMENT records</i>	TEMPORARY Destroy 7 years after expiry of contract or agreement

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

7. FINANCIAL MANAGEMENT

Class No.	Level 2	Description of Records	Status and Disposal Action
7.10	CONTRACTING OUT		
7.10.1	<i>The activities involved in arranging, procuring and managing the performance of work or the provision of services by an external contractor, consultant or service provider.</i> <i>Note: Includes work done under contractual and service agreements.</i>	Records relating to the engagement and supervision of consultants and contract service providers to provide financial management services, for example, collection of cash from car parking meters or bailiff services. Use: FINANCIAL MANAGEMENT - TENDERING for the preparation of tenders and for managing the tender process Use: FINANCIAL MANAGEMENT – CONTRACT MANAGEMENT for the administration of contracts Note: Where retention periods match, dispose of the CONTRACTING OUT records with the corresponding CONTRACT MANAGEMENT records	TEMPORARY Destroy 7 years after expiry of contract or agreement
7.11	CONTROL		
7.11.1	<i>The activities associated with creating, maintaining and evaluating control mechanisms. Includes maintaining registers of information.</i>	List of current awarded contracts.	TEMPORARY Destroy 3 years after action completed
7.12	DONATIONS		
7.12.1	<i>The activities associated with managing money, items, artefacts or property donated to the Council or by the Council and/or staff to charities,</i>	Records relating to major donations (for example, above \$500) given to or issued by Council. Includes in-kind, tangible assets and financial donations.	TEMPORARY Destroy 10 years after action completed

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7. FINANCIAL MANAGEMENT

Class No.	Level 2	Description of Records	Status and Disposal Action
7.12.2	<i>etc. Includes managing unsolicited donations and charitable appeals.</i>	Records relating to minor donations (for example, up to and including \$500) given to, or issued by Council. Includes in-kind, tangible assets and financial donations. Note: <i>Donations are items, money or property given freely and without arrangement or guidelines on exact remittance</i> See: <i>See GRANTS AND SPONSORSHIP for granting of money by arrangement</i>	TEMPORARY Destroy 6 years after action completed
7.13	ENFORCEMENT		
7.13.1	<i>The activities associated with enforcing areas under Council jurisdiction identified by the Local Government Act and Council By Laws. Includes the issuing of notices and infringements.</i>	Records relating to the sale of land in respect of recovery of rates. Includes notices to principal ratepayer and to persons with a registered interest in the land, arrangements for sale by public auction and disbursement of proceeds.	TEMPORARY Destroy 10 years after sale of land
7.13.2		Records relating to the recovery of monies, for example, outstanding debtors or non-payment of rates. Includes the engagement of bailiffs to commence recovery process and referral of matter to court. May include copies of court notices. See: <i>FINANCIAL MANAGEMENT – RATING for the setting and collection of rates</i> See: <i>FINANCIAL MANAGEMENT – ACCOUNTS RECEIVABLE for other debtors</i>	TEMPORARY Destroy 6 years after recovery of debt

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

7. FINANCIAL MANAGEMENT

Class No.	Level 2	Description of Records	Status and Disposal Action
7.14	ENQUIRIES		
7.14.1	<i>The activities associated with the handling of requests for information about Council and its services by the general public or another organisation.</i>	Records relating to requests for extracts from the rates assessment record, for example, an enquiry on the name of a property owner by a neighbour wishing to share fencing costs.	TEMPORARY Destroy 2 years after action completed
7.14.2		Records relating to rates search certificates from the assessment record on liability from outstanding rates against a property. Includes application form and fee for search.	TEMPORARY Destroy 2 years after action completed
7.15	INVESTING		
7.15.1	<i>The activity of managing capital that has been invested by Council.</i>	Records relating to investments and loans, dividends, types of investment, registers, dollar amounts, maturity dates and performance information.	TEMPORARY Destroy 6 years after investments have been liquidated or matured
7.16	MEETINGS		
7.16.1	<i>The activities associated with gatherings held to formulate, discuss, update, or resolve issues and matters pertaining to the management of the section, department or Council as a whole. Includes arrangements, agenda, taking of minutes, etc. may be used for staff meetings.</i>	Records of meetings relating to financial management. Includes agendas, minutes and supporting documents such as briefing and discussion papers. See: GOVERNANCE - COUNCIL MEETINGS for formal meetings of Council	TEMPORARY Destroy 3 years after action completed

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7. FINANCIAL MANAGEMENT

Class No.	Level 2	Description of Records	Status and Disposal Action
	<i>Note: Also includes ad hoc or external meetings.</i>		
7.17	PLANNING		
7.17.1	<i>The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.</i>	Records relating to the development and finalisation of strategic plans regarding the Financial Management function, for example, Council's 10 Year Financial Plan.	TEMPORARY Destroy 3 years after plan superseded
7.17.2		Records relating to the development and finalisation of business or operational plans or contributions to corporate plans, for example, Council's strategic plan or business continuity plan. See: GOVERNANCE – PLANNING for final versions of corporate-wide strategic and business plans and Council's business continuity plan	TEMPORARY Destroy 3 years after plan superseded
7.18	POLICY		
7.18.1	<i>The activity of developing and establishing decisions, directions and precedents which act as a reference for future decision making. Endorsed policies form the basis for procedures, practices and guidelines.</i>	Records relating to the development and establishment of financial management policies. Includes policy proposals, drafts, research papers, results of consultations and other supporting records. Includes Council debtors, investments, budgets and internal/external loans.	TEMPORARY Destroy 2 years after policy superseded
7.18.2		Duplicate copies of financial management policies.	TEMPORARY Destroy when reference ceases

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

7. FINANCIAL MANAGEMENT

Class No.	Level 2	Description of Records	Status and Disposal Action
		Note: Final versions of policies submitted to Council for endorsement are managed according to GOVERNANCE – POLICIES	
7.19	PROCEDURES		
7.19.1	<p><i>Standard methods of operating laid down by Council according to formulated policy.</i></p> <p><i>Note: Includes practices and guidelines.</i></p>	<p>Records relating to the development and establishment of procedures, practices and guidelines supporting the financial management function. Includes final version of procedure, practice or guideline and development records such as draft versions, consultation and research.</p> <p>Note: Endorsed procedures, practices and guidelines are managed according to GOVERNANCE – PROCEDURES</p>	TEMPORARY Destroy 2 years after procedure, practice or guideline superseded
7.20	RATING		
7.20.1	<i>The activities associated with management of setting, declaring and collecting of rates and charges based upon rateable land allotments.</i>	Records relating to requests for corrections to the rate assessment record where the request is controversial and may lead to changes in policy. Includes application, decision by council or council committee and notice of decision to principal ratepayer.	PERMANENT Transfer to NT Archives Service 10 years after action completed
7.20.2		Records relating to rate assessments and the rate assessment record. Includes remission and postponement of rates, notifications of change of details by principal rate payers, rate exemptions such as concessions and payment arrangements and uncontroversial correction of errors.	TEMPORARY Destroy 6 years after action completed

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

7. FINANCIAL MANAGEMENT

Class No.	Level 2	Description of Records	Status and Disposal Action
7.20.3		Records relating to the suppression of personal details from the rate assessment record. Includes request from principal ratepayer and approval from CEO. Note: See <i>FINANCIAL MANAGEMENT – ACCOUNTS RECEIVABLE</i> for records relating to the payment of rates Note: See <i>FINANCIAL MANAGEMENT - ENFORCEMENT</i> for records relating to the enforcement of the payment of rates	TEMPORARY Destroy 3 years after rate payer details are superseded on assessment record
7.21	REPORTING		
7.21.1	<i>The activity of initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements or findings of results of the examination or investigation.</i>	Reports to Council, local boards or committees including research or supporting papers relating to the Financial Management function.	TEMPORARY Destroy 10 years after action completed
7.21.2		Reports to management, ad hoc or periodical reports including research or supporting papers in relation to the Financial Management function.	TEMPORARY Destroy 10 years after action completed
7.21.3		Records relating to transaction reports. Includes batch reports, incorrect calculation reports, processing reports, file checklists, trial balances and stores and material balances.	TEMPORARY Destroy 6 years after end of financial year in which report produced
7.21.4		Records relating to returns and surveys to organisations such as the Grant Commission and Australian Bureau of Statistics.	TEMPORARY Destroy 6 years after end of financial year in which report produced

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

7. FINANCIAL MANAGEMENT

Class No.	Level 2	Description of Records	Status and Disposal Action
7.21.5		Records relating to summary annual financial statements and reports. Note: Reports submitted to Council meetings are captured as permanent records under GOVERNANCE - COUNCIL MEETINGS or COMMITTEES (Council) Note: Reports submitted to Senior Management meetings are captured as permanent records under GOVERNANCE - COMMITTEES (Management)	TEMPORARY Destroy 1 year after action completed
7.22	REVENUE		
7.22.1	<i>The activity of managing income received from the sale of goods and services, or levying taxes and charges. Includes income in the form of grant funding and the receipt of funding.</i>	Records relating to the setting of Council's fees and charges. Includes consultation and input from business sections of Council.	TEMPORARY Destroy 6 years after action completed
7.22.2		Records relating to revenue received for services provided by Council, for example, waste management and parking. Includes parking station ticket duplicates, parking meter rolls and cash register receipts.	TEMPORARY Destroy 6 years after action completed
7.22.3		Records relating to revenue received by council under agreement, for example, revenue received from the contributions from developers for car parking shortfalls or stormwater contributions.	TEMPORARY Destroy 6 years after action completed

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

7. FINANCIAL MANAGEMENT

Class No.	Level 2	Description of Records	Status and Disposal Action
7.23	REVIEWING		
7.23.1	<i>The activities involved in re-evaluating or re-examining decisions, products, processes, service delivery, procedures, standards and systems. Includes internal reviewing of reviewable decisions of Council.</i>	Records relating to the conduct of internal reviews of reviewable decisions affecting the Financial Management function, for example, an internal review on a decision in relation to a correction in an assessment record. Includes the application, referral to an administrative review committee and recommendation.	TEMPORARY Destroy 10 years after action completed
7.23.2		Records relating to applications for review of reviewable decisions which have been rejected by an administrative review committee. Includes application and committee's response. Note: <i>Committee records of internal reviews are captured and managed permanently under GOVERNANCE – COMMITTEES (Council)</i>	TEMPORARY Destroy 6 years after action completed
7.24	TAXATION		
7.24.1	<i>The activity of managing compulsory monetary contribution requested by a government levied on incomes, property and goods purchased.</i>	Records relating to payment of taxes including advice and compliance requirements. Includes Fringe Benefits Tax, Business Activity Statements, Pay As You Go, Australian Business Number, group certificates and stamp duties.	TEMPORARY Destroy 6 years after end of financial year in which tax paid

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

7. FINANCIAL MANAGEMENT

Class No.	Level 2	Description of Records	Status and Disposal Action
7.25	TENDERING		
7.25.1	<i>The activities involved in receiving and assessing tenders. Includes offers made in writing by one party to another to carry out at an inclusive price or uniform rate, an order for the supply or purchase of goods, or for the production of work. Also includes the establishment and management of the policies and procedures that determine the competitive arrangement process, including contracts outside the compulsory competitive tendering process.</i>	Records relating to the management of the tender process for tenders that have historical significance or relating to a major contract or a contract signed under seal (for example, above \$150,000). This includes requests for tender, requests for information, statement of requirements, statement of confidentiality, evaluation of tenders received, post offer negotiations, due diligence checks, recommendations and letter to successful tenderer.	PERMANENT Transfer to NT Archives Service 6 years after action completed
7.25.2		Records relating to the management of the tender process for tenders that are not related to major contracts or contracts that have been signed under seal, (For example, tenders for contracts up to and including \$150,000 value).	TEMPORARY Destroy 7 years after completion of contract or agreement
7.25.3		Applications for certificates of exemption from public tender including approval from the Minister.	TEMPORARY Destroy 7 years after action completed
7.25.4		Records relating to the preparation of tenders for the contracting-out of financial management services. Includes the development of tender specifications.	TEMPORARY Destroy 2 years after action completed
7.25.5		Duplicates of tenders and other related documents from the tender selection process. Use: <i>CONTRACTING OUT</i> under the relevant keyword for managing the provision of services under contract	TEMPORARY Destroy once tender selection process completed

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

7. FINANCIAL MANAGEMENT

Class No.	Level 2	Description of Records	Status and Disposal Action
		<p>Use: FINANCIAL MANAGEMENT – CONTRACT MANAGEMENT for the administration of contracts</p> <p>Note: Tender documents held by a tender selection panel must be returned to the Contract Administration section once tender selection finalised</p>	
7.26	TRAINING		
7.26.1	<i>The activities associated with all aspects of training.</i>	<p>Records related to the development and delivery of training programs, information sessions or presentations in relation to finance and procurement processes and managing contracts with suppliers and service providers. Includes training in the systems that supports this function.</p> <p>See: HUMAN RESOURCES - EMPLOYMENT HISTORY for individual certificates of competency or certificates of completion of training courses</p>	<p>TEMPORARY Destroy 2 years after action completed</p>
7.27	TRUSTS		
7.27.1	<i>Activities associated with managing Council trusts such as Mayoral Trust.</i>	<p>Records relating to funds held in the council trust. Includes land title payments, Lord Mayors disaster fund, works and contracts, role model sports fund, wedding deposits and facility hire.</p>	<p>TEMPORARY Destroy 6 years after completion of audit</p>
7.27.2		<p>Records relating to unclaimed money held in trust such as council wages and deposits for council grounds or facilities.</p> <p>Use: BANKING for the establishment and management of trust accounts</p>	<p>TEMPORARY Destroy 6 years after completion of audit</p>

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

LEVEL 1: KEYWORD**8. FLEET, PLANT, EQUIPMENT AND STORES**

The function of managing the purchasing, repairing, maintaining, disposing, transferring, short term hiring, leasing and disposal of all fleet vehicles, plant, equipment and stores. Plant includes mechanical items such as earthmoving and agricultural machinery (including mowers, and brush cutters), and other plant such as generators and vehicle hoists. Equipment and stores includes furniture, furnishings, home wares, chemicals, cleaning, first aid and stationery supplies. Also includes stores that are used for the maintenance of fleet, plant and equipment and the issuing of permits for the hire of equipment for use by the community.

LEVEL 2: ACTIVITIES

Acquisitions
 Asset Register
 Audit
 Compliance
 Contracting Out
 Control
 Disposal
 Evaluation
 Leasing
 Maintenance
 Meetings
 Permits
 Planning
 Policy
 Procedures

Reporting
 Tendering

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

8. FLEET, PLANT, EQUIPMENT AND STORES

Class No.	Level 2	Description of Records	Status and Disposal Action
8.1	ACQUISITION		
8.1.1	<i>The process of gaining ownership or use of property and other items required in the conduct of business through purchase, requisition or collection.</i>	Records relating to major upgrades or replacement of Council owned plant and equipment, (for example, items valued over \$50,000). Includes emergency, end of life or one time repair. Excludes fleet such as vehicles and trailers.	TEMPORARY Destroy 20 years after action completed
8.1.2		Records relating to minor upgrades or replacement of Council owned plant and equipment (for example, items valued up to and including \$50,000). Includes radio communications or diagnostic equipment for vehicles. Excludes fleet such as vehicles and trailers.	TEMPORARY Destroy 10 years after action completed
8.1.3		Records relating to upgrades or replacement of Council owned vehicles and associated items such as trailers.	TEMPORARY Destroy 7 years after decommissioning or disposal of asset
8.1.4		Records relating to the acquisition of items of equipment and stores, for example, stationery and furniture items and hand held mechanical equipment. Excludes operating manuals and warranty documents. <i>Use FLEET, PLANT, EQUIPMENT and STORES – LEASING for leasing of items</i>	TEMPORARY Destroy 6 years after action completed

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

8. FLEET, PLANT, EQUIPMENT AND STORES

Class No.	Level 2	Description of Records	Status and Disposal Action
8.2	ASSET REGISTER		
8.2.1	<i>The activities involved in recording in a subsidiary ledger all assets owned by Council. Includes the date of purchase, depreciation, written down value as well as stocktaking and auditing notations.</i>	Master list of fleet, plant or equipment assets including stores.	TEMPORARY Destroy 10 years after disposal or decommissioning of asset
8.2.2		Records relating to the recording and movement of plant and assets.	TEMPORARY Destroy 6 years after action completed
8.3	AUDIT		
8.3.1	<i>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 organisation in a specified period. Includes compliance audits, financial audits, operational audits, recordkeeping audits, skills audits, system audits and quality assurance audits.</i>	Records relating to compliance audits and reviews conducted on fleet, plant, equipment and stores systems and processes.	TEMPORARY Destroy 6 years after action completed
8.3.2		Records relating to stocktaking of fleet, plant, equipment and stores items. Note: Final audit reports are included in reports to Council's Audit Committee and managed according to GOVERNANCE – COMMITTEES (Council)	TEMPORARY Destroy 6 years after action completed

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

8. FLEET, PLANT, EQUIPMENT AND STORES

Class No.	Level 2	Description of Records	Status and Disposal Action
8.4	COMPLIANCE		
8.4.1	<i>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.</i>	Records relating to vehicle, plant, truck and trailer registration or renewal. Includes ordering and pickup of personalised plates.	TEMPORARY Destroy 7 years after action completed
8.5	CONTRACTING OUT		
8.5.1	<i>The activities involved in arranging, procuring and managing the performance of work or the provision of services by an external contractor, consultant or service provider.</i> <i>Note: Includes work done under contractual and service agreements.</i>	Records relating to the management of contract service providers to provide fleet, plant, equipment or stores services, for example, supply of vehicles. Use: <i>FLEET, PLANT, EQUIPMENT AND STORES - TENDERING for the preparation of tenders</i> Use: <i>FINANCIAL MANAGEMENT – CONTRACT MANAGEMENT for the administration of contracts</i> Note: <i>Where retention periods match, dispose of the CONTRACTING OUT records with the corresponding CONTRACT MANAGEMENT records</i>	TEMPORARY Destroy 7 years after expiry of contract or agreement
8.6	CONTROL		
8.6.1	<i>The activities involved in recording in a subsidiary ledger assets owned by</i>	Records relating to bookings of fleet, plant and equipment.	TEMPORARY Destroy 2 years after action

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

8. FLEET, PLANT, EQUIPMENT AND STORES

Class No.	Level 2	Description of Records	Status and Disposal Action
8.6.2	<i>Council. Includes the date of purchase, depreciation expense, written down value as well as stocktaking and auditing notations.</i>	Log books relating to dealer services, repairs and maintenance. Includes warranty logs for fleet, plant, equipment and stores.	completed TEMPORARY Transfer with item if sold or destroy 3 years after decommissioning or disposal of asset
8.6.3		Log of keys for plant and vehicles. Includes key request forms and approvals.	TEMPORARY Destroy 2 years after action completed
8.6.4		Log of speeding fine demerits for Council employees using authorised vehicles.	TEMPORARY Destroy 2 years after action completed
8.7	DISPOSAL		
8.7.1	<i>The process of disposing of Council plant and equipment by sale, transfer, termination of lease, auction, or destruction.</i>	Records relating to disposal of vehicle, plant, equipment and stores by auction, write off, tender or termination of lease. Includes formal approval for disposal.	TEMPORARY Destroy 6 years after action completed
8.8	EVALUATION		
8.8.1	<i>The process of determining the suitability and effectiveness of potential or existing programmes,</i>	Records relating to the equipment replacement program where fleet, plant and equipment is evaluated for replacement, purchase or upgrade. Includes documents establishing the review, final version of the report and the action	TEMPORARY Destroy 3 years after action completed

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

8. FLEET, PLANT, EQUIPMENT AND STORES

Class No.	Level 2	Description of Records	Status and Disposal Action
	<i>projects, items of equipment, systems or services in relation to meeting the needs of the given situation.</i>	plan relating to purchase, lease, and disposal. Includes information on new model releases, trade in values, maintenance costs, local used car market, auction prices and increases in replacement costs.	
8.9	LEASING		
8.9.1	<i>Activities involved in leasing items equipment, accommodation, premises or real estate from another organisation.</i>	Records relating to leasing fleet, plant and equipment. Includes signed agreements and correspondence relating to terms, upgrades and maintenance. Use: <i>FLEET, PLANT AND EQUIPMENT MANAGEMENT – ACQUISITION for the process of gaining ownership or use of property, equipment and other items through purchase, requisition or collection</i>	TEMPORARY Destroy 7 years after expiry of lease, decommissioning or disposal of asset
8.10	MAINTENANCE		
8.10.1	<i>The activities associated with the upkeep, repair, servicing and preservation of Council leased or owned equipment, plant and vehicles.</i>	Records relating to the repair, maintenance and servicing of fleet, plant and equipment. Includes schedules, repair work descriptions, repair manuals and drawings.	TEMPORARY Destroy 2 years after action completed
8.10.2		Operating manuals and warranty documents. Use: <i>VEHICLE, PLANT AND EQUIPMENT MANAGEMENT – CONTROL for lists of maintenance and warranty log books</i>	TEMPORARY Destroy when item decommissioned or transfer with item if sold

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

8. FLEET, PLANT, EQUIPMENT AND STORES

Class No.	Level 2	Description of Records	Status and Disposal Action
8.11	MEETINGS		
8.11.1	<p><i>The activities associated with gatherings held to formulate, discuss, update, or resolve issues and matters pertaining to the management of the section, department or Council as a whole. Includes arrangements, agenda, taking of minutes, etc. May be used for staff meetings.</i></p> <p><i>Note: Also includes ad hoc or external meetings.</i></p>	<p>Records of meetings relating to fleet, plant, equipment and stores. Includes agendas, minutes and supporting documents such as briefing and discussion papers.</p> <p>See: GOVERNANCE - COUNCIL MEETINGS for formal meetings of Council</p>	<p>TEMPORARY Destroy 3 years after action completed</p>
8.12	PERMITS		
8.12.1	<p><i>The activity of managing permission to undertake activities or processes. Includes permissions to undertake restricted activities that might be dangerous or injurious to health, for example letting of fireworks, using flammable or hazardous substances or herbicides. Also includes permissions given to drive recreational vehicles on beaches.</i></p>	<p>Records relating to the issuing of permits for the use of equipment, for example, mobile staging equipment.</p> <p>Use: REGULATORY SERVICES - ENFORCEMENT for the enforcing of the conditions of the permit</p>	<p>TEMPORARY Destroy 2 years after action completed</p>

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8. FLEET, PLANT, EQUIPMENT AND STORES

Class No.	Level 2	Description of Records	Status and Disposal Action
8.13	PLANNING		
8.13.1	<i>The activity of developing and establishing decisions, directions and precedents which act as a reference for future decision making. Endorsed policies form the basis for procedures, practices and guidelines.</i>	Records relating to the development and finalisation of strategic plans relating to the Fleet, Plant, Equipment and Stores function, for example, the 8 Year Asset Plan.	TEMPORARY Destroy 5 years after plan superseded
8.13.2		Records relating to the development and finalisation of business or operational plans or contributions to corporate plans, for example, Council's strategic plan or business continuity plan. Use: GOVERNANCE – PLANNING for corporate wide strategic and business plans and Council's business continuity plan	TEMPORARY Destroy 3 years after plan superseded
8.14	POLICY		
8.14.1	<i>The activity of developing and establishing decisions, directions and precedents which act as a reference for future decision making. Endorsed policies form the basis for procedures, practices and guidelines.</i>	Records documenting the development and establishment of vehicle, plant and equipment replacement and reservation policies including stores policies. Includes policy proposals, drafts, research papers, results of consultations and other supporting records.	TEMPORARY Destroy 2 years after policy superseded
8.14.2		Duplicate copies of policies. Note: Final versions of policies submitted to Council for endorsement are managed according to GOVERNANCE – POLICIES	TEMPORARY Destroy when reference ceases

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8. FLEET, PLANT, EQUIPMENT AND STORES

Class No.	Level 2	Description of Records	Status and Disposal Action
8.15	PROCEDURES		
8.15.1	<i>Standard methods of operating laid down by Council according to formulated policy.</i> <i>Note: Includes practices and guidelines.</i>	Records relating to the development and establishment of procedures, practices and guidelines to support fleet, plant, equipment and stores activities. Includes final version of procedure, practice or guideline and development records such as draft versions, consultation and research. Note: <i>Endorsed procedures, practices and guidelines are managed according to GOVERNANCE – PROCEDURES</i>	TEMPORARY Destroy 2 years after procedure, practice or guideline superseded
8.16	REPORTING		
8.16.1	<i>The activity of initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements or findings of results of the examination or investigation.</i>	Reports to Council, local boards or committees including research or supporting papers relating to fleet, plant, equipment and stores activities.	TEMPORARY Destroy 10 years after action completed
8.16.2		Reports to management, ad hoc or periodical reports including research and supporting papers in relation to fleet, plant and equipment and stores activities. Note: <i>Reports submitted to Council meetings are captured as permanent records under GOVERNANCE - COUNCIL MEETINGS or COMMITTEES (Council)</i> Note: <i>Reports submitted to senior management meetings are captured as permanent records under GOVERNANCE - COMMITTEES (Management)</i>	TEMPORARY Destroy 10 years after action completed

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8. FLEET, PLANT, EQUIPMENT AND STORES

Class No.	Level 2	Description of Records	Status and Disposal Action
8.17 8.17.1	<p>TENDERING</p> <p><i>The activities involved in receiving and assessing tenders. Includes offers made in writing by one party to another to carry out at an inclusive price or uniform rate, an order for the supply or purchase of goods, or for the production of work. Also includes the establishment and management of the policies and procedures that determine the competitive arrangement process, including contracts outside the compulsory competitive tendering process.</i></p>	<p>Records relating to the preparation of tenders including developing tender specifications. Includes supply of vehicles, cleaning and stores items.</p> <p>Note: <i>Tender documents held by a tender selection panel must be returned to the Contract Administration section once tender selection finalised</i></p> <p>Use: <i>FLEET, PLANT, EQUIPMENT AND STORES - CONTRACTING OUT for management of contracts after tender awarded</i></p> <p>See: <i>FINANCIAL MANAGEMENT – TENDERING for official tender documents</i></p>	<p>TEMPORARY Destroy 2 years after action completed</p>

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

LEVEL 1: KEYWORD**9. GOVERNANCE (Council)**

The control and management of Council through the setting and implementation of goals, laws, protocols, systems and processes, and through managing relationships with regulators and the community. Includes setting the boundaries of Council areas and wards, conducting meetings of Council and the election, (and terms and conditions), of Members.

Use REGULATORY SERVICES for the enforcement of Council By-laws.

LEVEL 2: ACTIVITIES**Addresses (Presentations)****Advice****Appeals****Audit****Authorisation****Boundaries****Circulars (Council)****Committees (Council)****Committees (Management)****Conferences****Consultation****Contracting Out****Control****Council Meetings****Discipline****Elected Members****Elections****Enquiries****Inquiries****Investigation****Legislation****Liaison****Meetings****Planning****Policy****Procedures****Project Management****Reporting****Research****Reviewing****Risk Management****Standards****Tendering**

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

9. GOVERNANCE (Council)

Class No.	Level 2	Description of Records	Status and Disposal Action
9.1	ADDRESSES (Presentations)		
9.1.1	<i>The activity of giving addresses for training, professional, community relations or sales purposes. Includes speeches, multi-media presentations, and presentations or conferring of honours or prizes.</i>	Records relating to the giving of addresses or presentations relating to governance matters.	TEMPORARY Destroy 2 years after action completed
9.2	ADVICE		
9.2.1	<i>The activities associated with offering opinions by or to Council as to an action or judgement. Includes the process of advising.</i>	Records relating to high level advice provided to the Lord Mayor or CEO regarding Council policies, procedures, functions, obligations and liabilities.	PERMANENT Transfer to NT Archives Service 6 years after action completed
9.2.2		Records relating to advice concerning routine operational matters.	TEMPORARY Destroy 3 years after action completed
9.3	APPEALS		
9.3.1	<i>The activity of managing an application or proceeding for review of Council's decisions or actions by a higher authority.</i>	Records relating to hearings of appeals and other proceedings by local government tribunals, for example, to determine a decision of Council, a local board or committee void where it is vitiated by conflict of interest, or to determine an appeal against a decision by Council on review of a reviewable decision. Includes notification of appeal, summons, witness statements and documents provided as evidence, respondents' replies and the tribunal's findings and recommendations.	PERMANENT Transfer to NT Archives Service 6 years after action completed

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

9. GOVERNANCE (Council)

Class No.	Level 2	Description of Records	Status and Disposal Action
9.4	AUDIT		
9.4.1	<i>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 organisation in a specified period.</i>	Records relating to compliance audits and reviews carried out to ensure Council conducts business lawfully. Includes arrangements with an inspector, terms of reference, requests for documents, interviews, compliance reports to Council's Audit Committee and recommendations for administrative or regulatory change. Use: GOVERNANCE – COMMITTEES (Council) for final audit reports to Council's Audit Committee	TEMPORARY Destroy 6 years after action completed
9.4.2	<i>Includes compliance audits, financial audits, operational audits, recordkeeping audits, skills audits, system audits and quality assurance audits.</i>	Records relating to the development of compliance and audit review programs and implementation of recommendations.	TEMPORARY Destroy 3 years after program superseded
9.5	AUTHORISATION		
9.5.1	<i>The process of seeking and granting permission to undertake a requested action. Includes authorising delegations for emergency situations, using the Council seal and delegations to use Council property.</i>	Records relating to the authorisation of the use of Council's Seal.	PERMANENT Transfer to NT Archives Service 10 years after action completed
9.5.2		Records relating to the delegation of powers and functions to a Council Committee, Local Board, Council Subsidiary, Lord Mayor, Deputy Mayor, Chief Executive Officer and Senior Managers. Includes instruments of delegation and copy of Council decisions.	PERMANENT Transfer to NT Archives Service 6 years after action completed

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

9. GOVERNANCE (Council)

Class No.	Level 2	Description of Records	Status and Disposal Action
9.5.3		Records relating to the constitution or abolition of a local government subsidiary including approval and conditions set by the Minister. Includes a copy of the gazettal notice, delegation of powers and functions set by Council and records relating to the transfer of property, rights or liabilities.	PERMANENT Transfer to NT Archives Service 6 years after action completed
9.5.4		Records relating to approval granted by the Minister in relation to an elected member's presence at a meeting of Council, a local board or committee where the member has declared a conflict of interest.	PERMANENT Transfer to NT Archives Service 6 years after action completed
9.5.5		Records relating to authorisation to exercise regulatory powers outside Council's area. Includes mutual agreement with another Council and the Minister's consent.	PERMANENT Transfer to NT Archives Service 6 years after action completed
9.5.6		Records relating to delegations to internal committees or staff. Includes instruments of delegations and copies of Council decisions. <i>See: HUMAN RESOURCES - EMPLOYMENT HISTORY for letter of delegation</i>	TEMPORARY Destroy 7 years after action completed
9.5.7		Register of authorised officers of Council including authorisations for officers to grant permits, enforce By-laws and represent Council in legal proceedings.	TEMPORARY Destroy 7 years after expiry of authorisation
9.5.8		Gazettal notices documenting the appointment and/or revocation of Council officers as authorised officers.	TEMPORARY Destroy 7 years after expiry of delegation

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9. GOVERNANCE (Council)

Class No.	Level 2	Description of Records	Status and Disposal Action
9.5.9		Records relating to the appointment of internal or external auditors, for example, the Auditor-General, registered company auditors or an auditor appointed by the Minister.	TEMPORARY Destroy 6 years after action completed
9.6	BOUNDARIES		
9.6.1	<i>The activities associated with the establishment, reform and abolition of local government areas, wards and boundaries. Includes the review of boundaries for the purpose of amalgamation of administrations.</i>	Records relating to the establishment of local government boundaries including constituting or abolishing a local government area, determining a municipality or shire and assigning a name or change of name to a local government area or to a Council. Includes records of any associated disposition of property or rights or liabilities.	PERMANENT Transfer to NT Archives Service 6 years after action completed
9.6.2		Records relating to the definition or alteration of Council boundaries including the creation, changes to ward boundaries and assigning or changing of the names of wards.	PERMANENT Transfer to NT Archives Service 6 years after action completed
9.6.3		Records relating to the determination or alteration to the number of members to be elected for a ward or area. Includes copy of gazettal notice.	PERMANENT Transfer to NT Archives Service 6 years after action completed
9.6.4		Records relating to proposed changes where the changes were not proceeded with; may include proposals for boundary changes, amalgamation of authorities and/or providing or sharing of services with another Council.	TEMPORARY Destroy 10 years after action completed

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

9. GOVERNANCE (Council)

Class No.	Level 2	Description of Records	Status and Disposal Action
9.7	CIRCULARS (Council)		
9.7.1	<i>Circulars relating to policy matters and directives forwarded by government with the power to issue directives at the local level.</i>	Records relating to circulars or memorandums received from Federal or Northern Territory Government or the Local Government Association regarding policy matters or reminding Councils of reporting requirements.	TEMPORARY Destroy when reference ceases
9.8	COMMITTEES (Council)		
9.8.1	<i>The activity of committees, boards and task forces formally established by, and subject to the control and direction of, Council. Includes the committees' establishment, terms of reference, appointments, proceedings, agendas and minutes. Includes local boards formally set up to involve the community.</i>	Records relating to the establishment of official Council committees including terms of reference, constitution and appointments to the Committee. Includes records of the delegation of powers and functions to the Committee by Council.	PERMANENT Transfer to NT Archives Service 10 years after action completed
9.8.2		Confirmed records of Council Committee meetings, including reports, discussions, debates, resolutions, declarations of interest, minutes and agenda papers.	PERMANENT Transfer to NT Archives Service 10 years after action completed
9.8.3		Records relating to the establishment of local boards including petitions from residents, members appointed to the boards, and procedures as determined by the Boards. Includes records of the delegation of powers and functions to the Boards by Council.	PERMANENT Transfer to NT Archives Service 10 years after action completed
9.8.4		Records of local board meetings, including reports, discussions, debates, resolutions, declarations of interest, minutes and agenda papers.	PERMANENT Transfer to NT Archives Service 10 years after action completed

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9. GOVERNANCE (Council)

Class No.	Level 2	Description of Records	Status and Disposal Action
9.8.5		Records relating to the arrangement of meetings including organisation of venue, notification of meetings, refreshments, travel and sitting fees.	TEMPORARY Destroy 2 years after action completed
9.8.6		Duplicates of Council committee meeting papers, minutes and agendas held by Council members.	TEMPORARY Destroy when reference ceases
9.8.7		Records relating to the transcription of meetings or proceedings. See: GOVERNANCE – COMMITTEES (Management) for committees established by a management directive or external committees	TEMPORARY Destroy on confirmation of minutes
9.9	COMMITTEES (Management)		
9.9.1	<i>The activity associated with internal committees (usually established by a management directive) as well as external committees, boards and task forces that include representation by Council member or officers. Includes agendas, minutes and may also include records of establishment.</i>	Records relating to final version of minutes and supporting documents tabled at senior management committee meetings held to support the governance of Council, for example, Chief Officers' Group meetings. Includes agendas, minutes and reports.	PERMANENT Transfer to NT Archives Service 10 years after action completed
9.9.2		Records relating to Elected Member or Council Officer representation on external committees includes agendas, minutes, recommendations and supporting documents such as briefing papers and discussion papers.	TEMPORARY Destroy 6 years after action completed

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

9. GOVERNANCE (Council)

Class No.	Level 2	Description of Records	Status and Disposal Action
9.9.3		Records of committees formed to consider matters relating to Council governance. Includes agendas, documents establishing the committee, minutes and supporting documents such as briefing papers and discussion papers. See: GOVERNANCE – COMMITTEES (Council) for committees formally established by Council	TEMPORARY Destroy 6 years after action completed
9.10	CONFERENCES		
9.10.1	<i>The activities involved in arranging or attending conferences held either by the organisation or by other organisations. Includes registration, publicity, and reports of participants, etc. Includes workshops and seminars.</i>	Records relating to conferences organised by Council. Includes programs, publicity, proceedings and papers presented by Council representatives.	TEMPORARY Destroy 10 years after action completed
9.10.2		Records relating to the presenting of papers by Council representatives at external conferences.	TEMPORARY Destroy 10 years after action completed
9.10.3		Records relating to arrangements for attendance at conferences or to conferences held by Council including travel, bookings, catering, and accommodation.	TEMPORARY Destroy 2 years after action completed
9.11	CONSULTATION		
9.11.1	<i>The activity of meeting and liaising with community and community representatives to provide comments, suggestions and feedback on Council services.</i>	Records relating to the consultation process with the community and community representatives to gain comments, suggestions and feedback on Council services to improve or contribute to the strategic management of Council. Includes master copy of survey/questionnaire and reports and summaries of consultation.	PERMANENT Transfer to NT Archives Service 6 years after action completed

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

9. GOVERNANCE (Council)

Class No.	Level 2	Description of Records	Status and Disposal Action
9.11.2		Records relating to the preparation of surveys and questionnaires. Includes returned questionnaires and surveys, responses, petitions and drafts.	TEMPORARY Destroy 6 years after action completed
9.11.3		Administrative arrangements and notifications of public meetings and community consultation committee meetings.	TEMPORARY Destroy 5 years after action completed
9.12	CONTRACTING OUT		
9.12.1	<i>The activities involved in arranging, procuring and managing the performance of work or the provision of services by an external contractor, consultant or service provider.</i> <i>Note: Includes work done under contractual and service agreements.</i>	Records relating to the engaging of professional consultants to provide governance advice and services. Use: GOVERNANCE - TENDERING for the preparation of tenders Use: FINANCIAL MANAGEMENT – CONTRACT MANAGEMENT for the administration of contracts Note: Where retention periods match, dispose of the CONTRACTING OUT records with the corresponding CONTRACT MANAGEMENT records	TEMPORARY Destroy 7 years after expiry of contract or agreement
9.13	CONTROL		
9.13.1	<i>The activities associated with creating, maintaining and evaluating control mechanisms. Includes maintaining registers of information.</i>	Register of by-laws made or adopted by Council including the text of each by-law and of any codes, standards etc referred to in the by-law.	PERMANENT Transfer to NT Archives Service 6 years after action completed

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

9. GOVERNANCE (Council)

Class No.	Level 2	Description of Records	Status and Disposal Action
9.13.2		Register of the disclosure of personal or financial interests of elected members. Includes the nature of the conflict of interest and the question that gave rise to the conflict. Note: <i>Declarations of interest are also managed according to GOVERNANCE – COUNCIL MEETINGS and COMMITTEES (Council).</i>	PERMANENT Transfer to NT Archives Service 6 years after action completed
9.13.3		Register of the results of elections or polls.	PERMANENT Transfer to NT Archives Service 6 years after action completed
9.13.4		Register of gifts or benefits received by Elected Members.	PERMANENT Transfer to NT Archives Service 6 years after action completed
9.13.5		Register of all documents executed under Council's common seal.	PERMANENT Transfer to NT Archives Service 6 years after action completed
9.13.6		Register of Council policies. Includes information recorded about amendments and revisions.	PERMANENT Transfer to NT Archives Service 6 years after action completed

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

9. GOVERNANCE (Council)

Class No.	Level 2	Description of Records	Status and Disposal Action
9.13.7		Register of endorsed procedure manuals, practices and guidelines supporting the governance of Council.	TEMPORARY Destroy 6 years after action completed
9.13.8		Register of gifts or benefits received by staff.	TEMPORARY Destroy 6 years after action completed
9.13.9		Records relating to requests from staff to have an item declared as a gift or benefit.	TEMPORARY Destroy 6 years after action completed
9.14	COUNCIL MEETINGS		
9.14.1	<i>The activity of recording through minutes and agendas the formal decision making process of Council. Includes ordinary and special meetings of Council and meetings of electors.</i>	Confirmed records of Council meetings including reports to Council, discussions, debates, resolutions, declarations of interest, minutes and agenda papers.	PERMANENT Transfer to NT Archives Service 10 years after action completed
9.14.2	Use: MEETINGS under the relevant functional area for meetings that are not convened by Council such as staff meetings, and ad hoc or external meetings.	Records of meetings of the electors of an area or a ward within an area, including reports, discussions, debates, resolutions, minutes and agenda papers.	PERMANENT Transfer to NT Archives Service 10 years after action completed
9.14.3	Use: GOVERNANCE (Council) - COMMITTEES (Management) for administrative committees established by Council Management, and other,	Records relating to the arrangement of meetings including organisation of venues, notification of meetings, refreshments, travel and notification of absences.	TEMPORARY Destroy 2 years after action completed

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

9. GOVERNANCE (Council)

Class No.	Level 2	Description of Records	Status and Disposal Action
9.14.4	<i>more informal internal or external committees on which Council is represented.</i>	Duplicates of Council meeting papers, minutes and agendas held by Council members.	TEMPORARY Destroy when reference ceases
9.14.5	Use: GOVERNANCE (Council) - COMMITTEES (Council) for committees, boards or task forces formally established by Council elect	Records relating to the transcription of meetings or proceedings.	TEMPORARY Destroy on confirmation of minutes
9.15	DISCIPLINE		
9.15.1	<i>The activities and actions associated with the disciplinary process. Includes investigation, charges, formal inquiries, punishment and appeals</i>	Records relating to investigations into breaches of the Code of Conduct for Elected Members where the breach is proven. Includes records of disciplinary action and/or removal from office.	PERMANENT Transfer to NT Archives Service 6 years after action completed
9.15.2		Records relating to investigations into breaches of the Code of Conduct for Elected Members where the breach is not proven or is dismissed.	TEMPORARY Destroy 15 years after action completed
9.16	ELECTED MEMBERS		
9.16.1	<i>The activity of the induction, training and ongoing management of the elected members of Council.</i>	Records relating to profiles of elected members including information on careers, milestones and awards.	PERMANENT Transfer to NT Archives Service 6 years after end of term of office

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

9. GOVERNANCE (Council)

Class No.	Level 2	Description of Records	Status and Disposal Action
9.16.2		Record relating to annual representation by elected members on Council committees, local boards and outside boards, committees or bodies.	PERMANENT Transfer to NT Archives Service 6 years after action completed
9.16.3		Records relating to the removal of a member from office on disciplinary grounds as a result of a breach of the code of conduct, or an offence showing the member to be unfit to remain in office, or as a result of a criminal conviction. Includes the Minister's directive and may also include a disciplinary committee recommendation.	PERMANENT Transfer to NT Archives Service 6 years after action completed
9.16.4		Records relating to the disqualification of a member from office including but not limited to as a result of bankruptcy, indebtedness or being certified mentally unfit.	PERMANENT Transfer to NT Archives Service 6 years after action completed
9.16.5		Elected members' personnel records. Includes notice of election or appointment to a term of office, declaration of oath, entitlements and allowances, professional development, travel expenses, facilities and equipment provided and notice of resignation.	TEMPORARY Destroy 71 years after employee's date of birth or 7 years after separation, whichever is the later
9.16.6		Records relating to requests from elected members to access Council information.	TEMPORARY Destroy 7 years after action completed
9.16.7		Records relating to the participation by elected members in official Council activities.	TEMPORARY Destroy 5 years after action completed

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

9. GOVERNANCE (Council)

Class No.	Level 2	Description of Records	Status and Disposal Action
9.17	ELECTIONS		
9.17.1	<i>The activity of selecting a democratically elected body to represent and advocate on behalf of the Council and the community. Includes the appointment of the returning officer.</i>	Records relating to general elections of Council or by-elections to fill a casual vacancy (including by-elections confined to the ward for which the election of a member whose seat has become vacant is required). Includes appointment of returning officer and declaration of election result.	PERMANENT Transfer to NT Archives Service 6 years after action completed
9.17.2		Records relating to Ministerial approval for an extension of time for holding an election or for the calling, or taking of any step in relation to an election, for example, fixing a date for a by-election to fill vacancies created by dismissal.	PERMANENT Transfer to NT Archives Service 6 years after action completed
9.17.3		Records relating to the preparation and conduct of elections and by-elections including nominations, notices, polling booths, postal voting, returning officer's copy of electoral roll, pre-poll voting, failure to vote, advertising, electoral returns and counting.	TEMPORARY Destroy 5 years after action completed
9.18	ENQUIRIES		
9.18.1	<i>The activities associated with the handling of requests for information about Council and its services by the general public or another organisation.</i>	Records relating to enquiries for governance related, publicly available information including planning documents, copies of meeting papers or certified copies of minutes and by-laws.	TEMPORARY Destroy 2 years after action completed

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

9. GOVERNANCE (Council)

Class No.	Level 2	Description of Records	Status and Disposal Action
9.19	INQUIRIES		
9.19.1	<i>The activities associated with liaising with bodies empowered to inquire and report on the affairs of Council.</i>	Records relating to formal inquiries relating to the governance of Council such as those conducted by a commission of inquiry or Ombudsman. Includes statements of evidence, submissions, subpoenas and final report to the Minister.	PERMANENT Transfer to NT Archives Service 6 years after action completed
9.19.2		Records relating to the implementation of inquiry recommendations such as a recommendation by the Minister to take remedial action or to place Council under official management. Includes the suspension of members of Council from office, the appointment of a manager and investigator and report to the Minister.	PERMANENT Transfer to NT Archives Service 6 years after action completed
9.20	INVESTIGATIONS		
9.20.1	<i>The activities and processes involved in ascertaining facts by enquiry or examination.</i>	Records relating to investigations relating to material irregularities in the affairs of Council where the irregularity involves dishonesty or serious illegality. Includes investigations under the <i>Public Interest Disclosure Act</i> or a police investigation. May include a directive to investigate from the Council's controlling agency, interviews, production of documents and final reports. May include recommendations and follow up, for example, to recover a loss or impose a surcharge.	PERMANENT Transfer to NT Archives Service 6 years after action completed
9.20.2		Records relating to investigations carried out by an authorised inspector in relation to a material irregularity where the irregularity is not caused by a dishonest or illegal act.	TEMPORARY Destroy 10 years after action completed

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

9. GOVERNANCE (Council)

Class No.	Level 2	Description of Records	Status and Disposal Action
9.21	LEGISLATION		
9.21.1	<i>The activity of managing and making legislation, regulations and orders.</i>	Records relating to formal consultation and Council submissions on the legislative impact, development, amendment and review of local government legislation, including new or existing by-laws and model by-laws, regulations and guidelines. May include a certificate from a legal practitioner, resolution from Council, publication of a proposed by-law on Council's website, newspaper notices, representations by the public and gazettal notice.	PERMANENT Transfer to NT Archives Service 6 years after action completed
9.21.2		Records relating to responses from Council on amendments to legislation other than local government legislation, regulations or guidelines.	TEMPORARY Destroy 6 years after action completed
9.22	LIAISON		
9.22.1	<i>The activities associated with maintaining regular general contact between the organisation and professional associations in related fields, other organisations, and community groups. Includes sharing informal advice and discussions, membership of professional associations and collaborating on projects that are not joint ventures.</i>	Records relating to liaison with other Councils, professional or industry associations or affiliated organisations. Includes membership renewals and magazine subscriptions.	TEMPORARY Destroy 2 years after action completed

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

9. GOVERNANCE (Council)

Class No.	Level 2	Description of Records	Status and Disposal Action
9.23	MEETINGS		
9.23.1	<i>The activities associated with gatherings held to formulate, discuss, update, or resolve issues and matters pertaining to the management of the section, department or Council as a whole.</i>	Records of meetings relating to governance, for example, departmental or section meetings held to reaffirm goals or measure performance, or middle and senior manager group meetings for the sharing of information. Includes agendas, minutes and supporting documents such as briefing and discussion papers.	TEMPORARY Destroy 3 years after action completed
9.23.2	<i>Includes arrangements, agenda, taking of minutes, etc. may be used for staff meetings.</i> <i>Note: Also includes ad hoc or external meetings.</i>	See: GOVERNANCE - COUNCIL MEETINGS for formal meetings of Council	
9.24	PLANNING		
9.24.1	<i>The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.</i>	The development and finalisation of strategic plans supporting the Governance function, for example, the 'Evolving Darwin Strategic Directions: Towards 2020 and Beyond' plan. Includes consultation with the public and contributions from business sections of Council.	PERMANENT Transfer to NT Archives Service 6 years after action completed
9.24.2		Records relating to departmental or corporate wide business plans including programs to manage the achievement of corporate goals and objectives, for example, Council's business and budget plan, the 'Municipal Plan'. Includes contributions to the plan from business sections of Council. See: Relevant functional area for contributions to corporate wide strategic or business plans	PERMANENT Transfer to NT Archives Service 6 years after action completed

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

9. GOVERNANCE (Council)

Class No.	Level 2	Description of Records	Status and Disposal Action
9.24.3		Records relating to Council's contribution to the development of the Regional Management plan. Includes research and draft versions.	PERMANENT Transfer to NT Archives Service 6 years after action completed
9.24.4		Records relating to approved corporate business continuity plans formulated to mitigate the risk of impact on Council business and operations in the event of an emergency or disaster. Includes contributions from business sections of Council. <i>Use PLANNING under the relevant functional area for the development of, and contribution to, corporate-wide business or strategic plans or Council's business continuity plan</i>	PERMANENT Transfer to NT Archives Service 6 years after action completed
9.25	POLICY		
9.25.1	<i>The activity of developing and establishing decisions, directions and precedents which act as a reference for future decision making. Endorsed policies form the basis for procedures, practices and guidelines.</i>	Master set of Council policies including policies that affect the rights, entitlements and responsibilities of elected members.	PERMANENT Transfer to NT Archives Service 6 years after action completed
9.25.2		Policy proposals, draft versions, research papers, results of consultations and other supporting records.	TEMPORARY Destroy 2 years after proposal superseded
9.25.3		Duplicates of policies.	TEMPORARY Destroy when reference ceases

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

9. GOVERNANCE (Council)

Class No.	Level 2	Description of Records	Status and Disposal Action
9.26	PROCEDURES		
9.26.1	<i>Standard methods of operating laid down by Council according to formulated policy.</i>	Master set of endorsed procedure manuals, practices and guidelines supporting the governance of Council.	PERMANENT Transfer to NT Archives Service 6 years after action completed
9.26.2	<i>Note: Includes practices and guidelines.</i>	Records relating to the development of endorsed procedures, practices and guidelines supporting the governance function such as draft versions and research papers. Note: Endorsed procedures, practices and guidelines are managed according to GOVERNANCE – PROCEDURES	TEMPORARY Destroy 2 years after procedure, practice or guideline superseded
9.27	PROJECT MANAGEMENT		
9.27.1	<i>The activities involved in defining the potential and scope for projects, including concept development, analysis and initial planning. Also involves managing the achievement of project goals and objectives, ongoing project planning, resource management and reporting.</i>	Records relating to undertaking governance related projects where the project is approved and proceeded with. Includes the concept development, project planning, reporting and resource management.	TEMPORARY Destroy 7 years after action completed
9.27.2		Records relating to the development of governance related projects where the project is not approved or not proceeded with.	TEMPORARY Destroy 3 years after action completed

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

9. GOVERNANCE (Council)

Class No.	Level 2	Description of Records	Status and Disposal Action
9.28	REPORTING		
9.28.1	<i>The activity of initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements or findings of results of the examination or investigation.</i>	Records relating to the development and finalisation of Council's annual report. Includes briefing and discussion papers, major drafts and reviews. Use: PUBLIC AFFAIRS – PUBLICATIONS for the final published version of the annual report	PERMANENT Transfer to NT Archives Service 6 years after action completed
9.28.2		Reports to Council, local boards or committees including research or supporting papers relating to the governance of Council.	TEMPORARY Destroy 10 years after action completed
9.28.3		Reports to management, ad hoc or periodical reports including research or supporting papers in relation to the Governance function. Note: Reports submitted to Council meetings are captured as permanent records under GOVERNANCE - COUNCIL MEETINGS or COMMITTEES (Council) Note: Reports submitted to Senior Management meetings are captured as permanent records under GOVERNANCE - COMMITTEES (Management)	TEMPORARY Destroy 10 years after action completed
9.29	RESEARCH		
9.29.1	<i>The activities involved in enquiring into a subject or area of interest in order to discover facts, principles, etc. Used to support the development of projects,</i>	Records relating to research undertaken for the purpose of developing governance related projects, standards and guidelines.	TEMPORARY Destroy 7 years after action completed

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

9. GOVERNANCE (Council)

Class No.	Level 2	Description of Records	Status and Disposal Action
	<i>standards, guidelines and the business activities of Council in general.</i>		
9.30	REVIEWING		
9.30.1	<i>The activities involved in re-evaluating or re-examining decisions, products, processes, service delivery, procedures, standards and systems. Includes internal reviewing of reviewable decisions of Council.</i>	Records relating to the conduct of internal reviews of reviewable decisions affecting the Governance function. Includes the application, referral to the administrative review committee and recommendation.	TEMPORARY Destroy 10 years after action completed
9.30.2		Records relating to applications for review of reviewable decisions which have been rejected by an administrative review committee. Includes application and committees response. Note: <i>Internal reviews conducted on other reviewable decisions of Council are managed according to the relevant function e.g. a regulatory order is reviewed under REGULATORY SERVICES – REVIEWING.</i> Note: <i>Internal reviews are also captured and managed under GOVERNANCE – COMMITTEES (Council).</i>	TEMPORARY Destroy 6 years after action completed
9.30.3		Records relating to the evaluation and reviewing of governance processes and systems.	TEMPORARY Destroy 6 years after action completed
9.30.4		Published list of categories of reviewable decisions of Council. Includes related correspondence reviewing or updating the list.	TEMPORARY Destroy 3 years after action completed

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

9. GOVERNANCE (Council)

Class No.	Level 2	Description of Records	Status and Disposal Action
9.31	RISK MANAGEMENT		
9.31.1	<i>The process involving the identification and assessment of risks, and the implementation of appropriate practices and procedures which will address the impact from an incident.</i>	Records relating to the mitigation of risk in respect of compliance with legislation as well as business risk. May also include the development of Council's approach to business continuity in the event of a disaster.	PERMANENT Transfer to NT Archives Service 10 years after action completed
9.32	STANDARDS		
9.32.1	<i>The process of developing or implementing industry or Council benchmarks for services and processes to enhance the quality and efficiency of the Council.</i>	Standards or codes of practice relating to the governance of Council, for example, Council's Code of Conduct for Elected Members. See: GOVERNANCE – DISCIPLINE for breaches of the code of conduct	PERMANENT Transfer to NT Archives Service 6 years after action completed
9.33	TENDERING		
9.33.1	<i>The activities involved in receiving and assessing tenders. Includes offers made in writing by one party to another to carry out at an inclusive price or uniform rate, an order for the supply or purchase of goods, or for the production of work. Also includes the establishment and</i>	Records relating to the routine administration of preparing tenders including developing tender specifications, for example, for consultancy services in relation to governance policy development. Note: Tender documents held by a tender selection panel must be returned to the Contract Administration section once tender selection finalised	TEMPORARY Destroy 3 years after action completed

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

9. GOVERNANCE (Council)

Class No.	Level 2	Description of Records	Status and Disposal Action
	<i>management of the policies and procedures that determine the competitive arrangement process, including contracts outside the compulsory competitive tendering process.</i>	<p>Use: GOVERNANCE – CONTRACTING OUT for management of contracts after tender awarded</p> <p>See: FINANCIAL MANAGEMENT – TENDERING for official tender documents</p>	

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

LEVEL 1: KEYWORD**10. GOVERNMENT RELATIONS**

The function of managing the relationship between the Council and other Governments, particularly on issues which are not related to routine Council business. Includes the relationship with the Minister, Members of Parliament, Government departments and the political processes of Government such as elections. Also includes formal inquiries and investigations such as Commissions, inquiries by Parliamentary Committees or Ombudsman.

LEVEL 2: ACTIVITIES

Advice
Conferences
Inquires
Liaison (Federal)
Liaison (International)
Liaison (Northern Territory Government)
Liaison (Political Parties)
Liaison (Regional and National)
Meetings
Policy
Reporting
Submissions

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

10. GOVERNMENT RELATIONS

Class No.	Level 2	Description of Records	Status and Disposal Action
10.1	ADVICE		
10.1.1	<i>The activities associated with offering opinions by or to Council as to an action or judgement Includes the process of advising.</i>	Provision of high level advice of major significance to Council and officers of Council, to and from other councils and government bodies. Includes requests, responses and briefing notes.	PERMANENT Transfer to NT Archives Service 10 years after action completed
10.1.2		Records relating to advice concerning routine operational matters. Includes requests and responses and circulars between government agencies, Councils and the local government association.	TEMPORARY Destroy 5 years after action completed
10.1.3		Circulars on issues not directly affecting the functions and services of Council. See: GOVERNANCE – CIRCULARS (Council) for circulars that have an impact on Council	TEMPORARY Destroy 2 years after action completed
10.2	CONFERENCES		
10.2.1	<i>The activities involved in arranging or attending conferences held either by the organisation or by other organisations. Includes registration, publicity, and reports of participants, etc. Includes workshops and seminars.</i>	Records relating to proceedings of conferences and/or attendance at conferences.	TEMPORARY Destroy 2 years after conference. Deposit 1 copy of proceedings in Council's Corporate Library

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

10. GOVERNMENT RELATIONS

Class No.	Level 2	Description of Records	Status and Disposal Action
10.3	INQUIRIES		
10.3.1	<i>The activities associated with liaising with organisations carrying out inquiries. Inquiries are investigations carried out by persons who have been empowered to inquire and report on a subject, such as Commissions or Ombudsman.</i>	Records of external formal inquiries for which the Council has made a substantial submission. Includes statements of information, reports and other information supplied to an inquiry.	PERMANENT Transfer to NT Archives Service 10 years after action completed
10.3.2	<i>Includes the Council's participation in the inquiry by providing evidence in the form of records, submissions etc.</i>	Records relating to external formal inquiries where there is minimal or nil response from Council.	TEMPORARY Destroy 5 years after action completed
10.4	LIAISON (Federal)		
10.4.1	<i>Activities relating to liaison, consultation and providing information to the Federal Government on issues not directly affecting Local Government functions and services.</i>	Records relating to liaison with the Australian Government on issues not directly affecting Council functions and services such as Federal budgets and elections.	TEMPORARY Destroy 5 years after action completed
10.5	LIAISON (International)		
10.5.1	<i>Activities relating to liaison with international governments on issues not directly affecting Local Government functions and services.</i>	Records relating to liaison with international governments and bodies on issues not directly impacting Council's functions and services. See: COMMUNITY AND CULTURAL SERVICES. – LIAISON for liaison with sister cities communities and peak bodies	TEMPORARY Destroy 5 years after action completed

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

10. GOVERNMENT RELATIONS

Class No.	Level 2	Description of Records	Status and Disposal Action
10.6	LIAISON (Northern Territory Government)		
10.6.1	<i>Activities relating to liaison, consultation and providing information to the Northern Territory Government. Includes liaison with the Northern Territory Government on issues not directly affecting Council functions and services such as Territory elections and budgets.</i>	Records relating to the collection of information and liaison with the Northern Territory Government on issues not directly affecting Council's functions and services, such as the Northern Territory budget and elections.	TEMPORARY Destroy 5 years after action completed
10.7	LIAISON (Political Parties)		
10.7.1	<i>The activity of receiving information from political parties, including copies of policies.</i>	Records relating to information received from political parties including copies of policies and election commitments.	TEMPORARY Destroy when reference ceases
10.8	LIAISON (Regional and National)		
10.8.1	<i>The activity of liaison, consultation and information to local government authorities and associations or other bodies concerned with local government within the Northern Territory and other States/Territories.</i>	Records relating to liaison with Northern Territory or interstate local government authorities or other bodies concerned with local government with regard to issues not directly affecting council functions.	TEMPORARY Destroy 5 years after action completed

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

10. GOVERNMENT RELATIONS

Class No.	Level 2	Description of Records	Status and Disposal Action
10.9	MEETINGS		
10.9.1	<i>The activities associated with gatherings held to formulate, discuss, update, or resolve issues and matters pertaining to the management of the section, department or Council as a whole. Includes arrangements, agenda, taking of minutes, etc. may be used for staff meetings.</i> <i>Note: Also includes ad hoc or external meetings.</i>	Records of meetings relating to government relations. Includes agendas, minutes and supporting documents such as briefing and discussion papers. See: GOVERNANCE - COUNCIL MEETINGS for formal meetings of Council	TEMPORARY Destroy 5 years after action completed
10.10	POLICY		
10.10.1	<i>The activity of developing and establishing decisions, directions and precedents which act as a reference for future decision making. Endorsed policies form the basis for procedures, practices and guidelines.</i>	Records documenting the development and establishment of government relations policies. Includes policy proposals, drafts, research papers, results of consultations and other supporting records.	TEMPORARY Destroy 2 years after policy superseded
10.10.2		Duplicate copies of government relations policies. Note: Final versions of policies submitted to Council for endorsement are managed according to GOVERNANCE – POLICIES	TEMPORARY Destroy when reference ceases

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

10. GOVERNMENT RELATIONS

Class No.	Level 2	Description of Records	Status and Disposal Action
10.11	REPORTING		
10.11.1	<i>The activity of initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements or findings of results of the examination or investigation.</i>	Reports to Council, local boards or committees including research or supporting papers relating to the Government Relations function.	TEMPORARY Destroy 10 years after action completed
10.11.2	<i>The activity of initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements or findings of results of the examination or investigation.</i>	Reports to Management, ad hoc or periodical reports including research or supporting papers in relation to the government relations function. Note: Reports submitted to Council meetings are captured as permanent records under GOVERNANCE - COUNCIL MEETINGS or COMMITTEES (Council) Note: Reports submitted to Senior Management meetings are captured as permanent records under GOVERNANCE - COMMITTEES (Management)	TEMPORARY Destroy 10 years after action completed
10.12	SUBMISSIONS		
10.12.1	<i>The preparation and submission of a formal statement (e.g. report, statistics, etc.) supporting a case or opinion held by Council which is submitted to another council or organisation, or within Council.</i>	Records relating to submissions on matters impacting on the Council which are submitted to other organisations in support of a policy change, new program or objective for local government.	TEMPORARY Destroy 10 years after action completed

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

LEVEL 1: KEYWORD

11. GRANTS AND SUBSIDIES

The function of applying for and managing grants and subsidies to Council from the Northern Territory Government, Federal Government and other organisations. Includes reporting on progress of funding programs to the funding body.

Use COMMUNITY AND CULTURAL SERVICES for distribution of grants from Council to community organisations

Use PROGRAM MANAGEMENT under the relevant function for correspondence with the funding body

LEVEL 2: ACTIVITIES

Advertisements

Audit

Control

Meetings

Policy

Procedures

Program Management

Reporting

Revenue

Sponsorship

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

11. GRANTS AND SUBSIDIES

Class No.	Level 2	Description of Records	Status and Disposal Action
11.1	ADVERTISEMENTS		
11.1.1	<i>The activities relating to any device or public announcement designed to solicit applications for grants.</i>	Records relating to advertising for applications for grants from Council to community organisations.	TEMPORARY Destroy 3 years after action completed
11.2	AUDIT		
11.2.1	<i>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 organisation in a specified period. Includes compliance audits, financial audits, operational audits, recordkeeping audits, skills audits, system audits and quality assurance audits.</i>	Records relating to audits and reviews carried out on funding or subsidies received from Federal Government, Northern Territory Government or private sector organisations. Includes final audit report and arrangements. See: FINANCIAL MANAGEMENT – AUDIT for audits of financial transactions not related to grant funding See: COMMUNITY AND CULTURAL SERVICES - AUDIT for audits of financial transactions of community grants	TEMPORARY Destroy 6 years after audit completed
11.3	CONTROL		
11.3.1	<i>The activities associated with creating, maintaining and evaluating control mechanisms. Includes maintaining registers of information.</i>	Register of current grant applications. Includes status of applications for grants.	TEMPORARY Destroy 3 years after action completed

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

11. GRANTS AND SUBSIDIES

Class No.	Level 2	Description of Records	Status and Disposal Action
11.4	MEETINGS		
11.4.1	<i>The activities associated with gatherings held to formulate, discuss, update, or resolve issues and matters pertaining to the management of the section, department or Council as a whole. Includes arrangements, agenda, taking of minutes, etc. May be used for staff meetings.</i> <i>Note: Also includes ad hoc or external meetings.</i>	Records of meetings relating to grants and subsidies. Includes agendas, minutes and supporting documents such as briefing and discussion papers. See: GOVERNANCE - COUNCIL MEETINGS for formal meetings of Council	TEMPORARY Destroy 3 years after action completed
11.5	POLICY		
11.5.1	<i>The activity of developing and establishing decisions, directions and precedents which act as a reference for future decision making. Endorsed policies form the basis for procedures, practices and guidelines.</i>	Records documenting the development and establishment of grants and subsidies policies. Includes policy proposals, drafts, research papers, results of consultations and other supporting records.	TEMPORARY Destroy 2 years after policy superseded
11.5.2		Duplicate copies of grants and subsidies policies. Note: Final versions of policies submitted to Council for endorsement are managed according to GOVERNANCE – POLICIES	TEMPORARY Destroy when reference ceases

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

11. GRANTS AND SUBSIDIES

Class No.	Level 2	Description of Records	Status and Disposal Action
11.6	PROCEDURES		
11.6.1	<p><i>Standard methods of operating laid down by Council according to formulated policy.</i></p> <p><i>Note: Includes practices and guidelines.</i></p>	<p>Records relating to the development and establishment of procedures, practices and guidelines supporting the grants and subsidies function. Includes final version of procedure, practice or guideline and development records such as draft versions, consultation and research.</p> <p>Note: <i>Endorsed procedures, practices and guidelines are managed according to GOVERNANCE – PROCEDURES</i></p>	<p>TEMPORARY Destroy 2 years after procedure, practice or guideline superseded</p>
11.7	REPORTING		
11.7.1	<p><i>The activity of initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements or findings of results of the examination or investigation.</i></p>	<p>Reports to Council, local boards or committees including research or supporting papers relating to the Grants and Subsidies function.</p>	<p>TEMPORARY Destroy 10 years after action completed</p>
11.7.2		<p>Reports to Management, ad hoc or periodical reports including research or supporting papers in relation to the Grants and Subsidies function.</p> <p>Note: <i>Reports related to the progress and acquittal of grants received by Council are managed according to GRANTS AND SUBSIDIES – REVENUE</i></p> <p>Note: <i>Reports submitted to Council meetings are captured as permanent records under GOVERNANCE - COUNCIL MEETINGS or COMMITTEES (Council)</i></p> <p>Note: <i>Reports submitted to Senior Management meetings are captured as permanent records under GOVERNANCE - COMMITTEES (Management)</i></p>	<p>TEMPORARY Destroy 10 years after action completed</p>

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

11. GRANTS AND SUBSIDIES

Class No.	Level 2	Description of Records	Status and Disposal Action
11.8	REVENUE		
11.8.1	<i>The activity of managing income received from the sale of goods and services, or levying taxes and charges. Includes income in the form of grant funding and the receipt of funding.</i>	Records relating to funding received by Council from the Northern Territory Government Grants Commission. Includes annual submissions and reports on distribution of funds.	PERMANENT Transfer to NT Archives Service 6 years after action completed
11.8.2		Records relating to applications for grants or subsidies received by Council that provide a significant or long term social, economic or environmental benefit, for example, involving intergovernmental and private sector funding. Includes projects such as headstone and gravesite restoration at historical cemeteries, improving road safety measures by upgrades to black spot areas identified as potential crash locations and the City Centre Revitalisation project. Includes application forms, terms and conditions of funding and subsidy programs, progress reports and acquittals.	PERMANENT Transfer to NT Archives Service 6 years after action completed
11.8.3		Records relating to applications for grants or subsidies received by Council from intergovernmental and federal governments and other agencies that are not significant. Includes application forms, terms and conditions of funding and subsidy programs, progress reports and acquittals.	TEMPORARY Destroy 7 years after action completed
11.8.4		Records relating to unsuccessful applications for grant funding or subsidies from intergovernmental and federal governments and other agencies.	TEMPORARY Destroy 2 years after action completed

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

11. GRANTS AND SUBSIDIES

Class No.	Level 2	Description of Records	Status and Disposal Action
11.9 11.9.1	SPONSORSHIP <i>The activity of developing partnership agreements between Council and other organisations where one party provides financial or other assistance to the other party in return for promotional benefits.</i>	Records relating to letters, agreements and approvals for funds received or granted under sponsorship agreements. Includes insurance, technical advice, costs, maintenance responsibilities, Council funding submissions, donations of memorial park trees and seats, artworks, performing arts and building structures.	TEMPORARY Destroy 6 years after end of financial year that sponsorship ceased

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

LEVEL 1: KEYWORD**12. HUMAN RESOURCES**

The function of managing the conditions of employment and administration of personnel at the Council including consultants and volunteers. Includes employment policies and matters relating to safety and accident prevention procedures and arrangements within Council. Also includes the management of industrial relations, staff training and development, and arrangements for staff travel.

Use OCCUPATIONAL HEALTH AND SAFETY for the management of safe work practices and claims for injuries

LEVEL 2: ACTIVITIES

Audit	Policy
Awards	Procedures
Committees (Management)	Recruitment
Contracting Out	Reporting
Counselling	Security
Employment History	Separations
Employment Schemes	Standards
Establishment	Suggestion Schemes
Industrial Relations	Tendering
Leave	Training and Development
Liaison	Travel
Medical Examinations	Volunteers
Meetings	Work Experience
Payroll	
Performance Appraisal	
Planning	

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

12. HUMAN RESOURCES

Class No.	Level 2	Description of Records	Status and Disposal Action
12.1	AUDIT		
12.1.1	<i>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 organisation in a specified period. Includes compliance audits, financial audits, operational audits, recordkeeping audits, skills audits, system audits and quality assurance audits.</i>	Records relating to compliance audits and reviews conducted on human resources systems and processes. Note: Final audit reports are included in reports to Council's Audit Committee and managed according to GOVERNANCE – COMMITTEES Council	TEMPORARY Destroy 6 years after action completed
12.2	AWARDS		
12.2.1	<i>The activity of arranging and presenting awards for outstanding achievements, valuable contribution to the community and exceptional service.</i>	Records of schemes and programs that provide recognition and reward for outstanding performance or recognise significant period of service. Note: Awards and commendations awarded to individual employees are managed in accordance with the personnel file see HUMAN RESOURCES – EMPLOYMENT HISTORY	TEMPORARY Destroy 6 years after action completed
12.3	COMMITTEES (Management)		
12.3.1	<i>The activity associated with internal committees (usually established by a management directive) as well as external committees, boards and task</i>	Records of committees or representation on committees formed to consider human resource management issues. Includes agendas, documents establishing the committee, minutes and supporting documents such as briefing papers and discussion papers.	TEMPORARY Destroy 6 years after action completed

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

12. HUMAN RESOURCES

Class No.	Level 2	Description of Records	Status and Disposal Action
	<i>forces that include representation by Council member or officers. Includes agendas, minutes and may also include records of establishment.</i>	See: GOVERNANCE – COMMITTEES (Council) for committees formally established by Council	
12.4	CONTRACTING OUT		
12.4.1	<i>The activities involved in arranging, procuring and managing the performance of work or the provision of services by an external contractor, consultant or service provider.</i> <i>Note: Includes work done under contractual and service agreements.</i>	Records relating to the engaging of consultants and management of contractors, for example, supply of recruitment services. Use: HUMAN RESOURCES - TENDERING for the preparation of tenders Use: FINANCIAL MANAGEMENT – CONTRACT MANAGEMENT for the administration of contracts Note: Where retention periods match, dispose of the CONTRACTING OUT records with the corresponding CONTRACT MANAGEMENT records	TEMPORARY Destroy 7 years after expiry of contract or agreement
12.5	COUNSELLING		
12.5.1	<i>The activity of managing the provision of support and counselling services to employees.</i>	Records of programs for personnel counselling assistance and counselling schemes. Note: Work performance counselling for individual employees is managed in accordance with the personnel file see HUMAN RESOURCES – EMPLOYEE HISTORY	TEMPORARY Destroy 5 years after action completed

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

12. HUMAN RESOURCES

Class No.	Level 2	Description of Records	Status and Disposal Action
12.6	EMPLOYMENT HISTORY		
12.6.1	<i>The activity associated with the handling of personal history records. Includes records of educational qualifications, salary, higher duties, pay and superannuation history, periods of service, promotions etc for both permanent and temporary employees.</i>	Records relating to the employment history of permanent and temporary staff including staff employed under employment schemes, apprenticeships, scholarships, graduates or traineeships. Records include but not limited to; letter of offer of employment, induction documents, employment conditions, pay and leave records, authorisations, delegations and licenses; accident reports and workers compensation claims; grievances; disciplinary action; work development plans and work performance counselling; awards and commendations; traffic infringements and training assessment results. Includes records of contract staff. Note: <i>Employment History records must be retained in conjunction with Payroll records</i>	TEMPORARY Destroy 71 years after employee's date of birth or 7 years after separation, whichever is the later
12.7	EMPLOYMENT SCHEMES		
12.7.1	<i>The activities associated with the implementation of employment schemes targeting groups or individuals to reduce unemployment. Includes schemes targeted to employ unemployed persons and members of Aboriginal and Torres Strait Island communities.</i>	Records relating to the implementation of employment schemes targeting groups or individuals to reduce unemployment, for example, Aboriginal employment schemes and unemployed persons schemes.	TEMPORARY Destroy 2 years after action completed

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

12. HUMAN RESOURCES

Class No.	Level 2	Description of Records	Status and Disposal Action
12.8	ESTABLISHMENT		
12.8.1	<i>The activities associated with changing and establishing the Council administrative structure and allocation of functional responsibility to business units. Also includes managing positions, duties and reporting relationships between staff.</i>	Records relating to the allocation of responsibilities, reviews and restructures affecting major functional sections of Council or Council as a whole, for example, organisational charts.	PERMANENT Transfer to NT Archives Service 6 years after action completed
12.8.2		Records used to monitor Council's established positions including position descriptions and statements of duty, variations, new positions and reclassification or regrading. Details may also include employee's name, date of appointment and position number. Note: Copies of position reclassifications are also retained on the personnel file under HUMAN RESOURCES – EMPLOYMENT HISTORY	TEMPORARY Destroy 7 years after position abolished
12.9	INDUSTRIAL RELATIONS		
12.9.1	<i>The activity of managing an agreed set of employment conditions and level(s) of payment applicable to all employees in a particular occupation, set either by mutual consent or through arbitration. Includes negotiations conducted to obtain determinations, agreements or awards, industrial actions, industrial disputes settled within Council or by an external arbiter and reports of the state of industrial relations within Council.</i>	Records relating to cases covering awards and agreements presented before the Industrial Relations Commission where Council is a major participant in negotiations.	PERMANENT Transfer to NT Archives Service 6 years after action completed
12.9.2		Records relating to cases covering awards and agreements presented before the Industrial Relations Commission where Council is not a major participant in negotiations.	TEMPORARY Destroy 5 years after action completed

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

12. HUMAN RESOURCES

Class No.	Level 2	Description of Records	Status and Disposal Action
12.9.3		Records relating to appeals to the Industrial Relations Commission against a decision where the Council is a major participant in the appeal process.	PERMANENT Transfer to NT Archives Service 6 years after action completed
12.9.4		Records relating to appeals to the Industrial Relations Commission against a decision where Council is not a major participant in the appeal.	TEMPORARY Destroy 5 years after action completed
12.9.5		Records relating to disputes which have a major impact on Council's operations, or affect the entire Council.	PERMANENT Transfer to NT Archives Service 6 years after action completed
12.9.6		Records relating to minor disputes.	TEMPORARY Destroy 5 years after action completed
12.9.7		Records relating to the negotiations, establishment and implementation of certified agreements, (for example, under the <i>Workplace Relations Act</i> , or agreements made under the <i>Industrial Relations Act</i>), and other enterprise agreements affecting Council employees or which establish a precedent.	PERMANENT Transfer to NT Archives Service 6 years after expiry of agreement
12.9.8		Records relating to advice provided to or by the Council regarding industrial relation issues.	TEMPORARY Destroy 10 years after action completed

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

12. HUMAN RESOURCES

Class No.	Level 2	Description of Records	Status and Disposal Action
12.9.9		Records relating to negotiations where enterprise bargaining has not resulted in an agreement.	TEMPORARY Destroy 5 years after action completed
12.10	LEAVE		
12.10.1	<i>The process of administering leave for which staff are eligible. Includes unauthorised leave taken by staff.</i>	Records relating to leave granted to employees including but not limited to long service leave, leave without pay, recreation leave, leave applications and re-credit of leave. Note: Individual leave records are managed in conjunction with the employee personnel file under HUMAN RESOURCES – EMPLOYMENT HISTORY	TEMPORARY Destroy 71 years after employee's date of birth or 7 years after employee's separation, whichever is the later
12.11	LIAISON		
12.11.1	<i>The activities associated with maintaining regular general contact between the organisation and professional associations in related fields, other organisations, and community groups. Includes sharing informal advice and discussions, membership of professional associations and collaborating on projects that are not joint ventures.</i>	Records of liaison with professional associations in relation to the Human Resources function, including the sharing of informal advice, informal discussions and membership of professional associations.	TEMPORARY Destroy 3 years after action completed

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

12. HUMAN RESOURCES

Class No.	Level 2	Description of Records	Status and Disposal Action
12.12	MEDICAL EXAMINATIONS		
12.12.1	<i>The activity of arranging and managing medical examinations of personnel to determine fitness or injury.</i>	Records of arrangements and administration of medical examinations of employees. See: HUMAN RESOURCES – EMPLOYMENT HISTORY for medical examination reports of individual employees See: OCCUPATIONAL HEALTH AND SAFETY for claims management for medical reports relating to workers compensation claims	TEMPORARY Destroy 7 years after action completed
12.13	MEETINGS		
12.13.1	<i>The activities associated with gatherings held to formulate, discuss, update, or resolve issues and matters pertaining to the management of the section, department or Council as a whole. Includes arrangements, agenda, taking of minutes, etc. May be used for staff meetings. Note: Also includes ad hoc or external meetings.</i>	Records of meetings relating to human resources. Includes agendas, minutes and supporting documents such as briefing and discussion papers. See: GOVERNANCE - COUNCIL MEETINGS for formal meetings of Council	TEMPORARY Destroy 3 years after action completed
12.14	PAYROLL		
12.14.1	<i>The activities associated with managing</i>	Employee pay history records. Includes records of increments, entitlements,	TEMPORARY

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

12. HUMAN RESOURCES

Class No.	Level 2	Description of Records	Status and Disposal Action
12.14.2	<i>Council's payroll. Includes adjustments to the payroll, managing deductions, overtime and variations of salaries.</i>	deductions, leave balances, taxation and superannuation arrangements. Note: <i>Payroll records must be retained in conjunction with Employment History records</i>	Destroy 71 years after employee's date of birth or 7 years after separation, whichever is the later TEMPORARY Destroy 7 years after action completed
12.14.3		Summary records of salary administration and reconciliations, such as salary ledgers, and overpayments, including salary system reports used for verifying or reconciling transactions. Also includes summaries or reports generated for the payment of overtime.	TEMPORARY Destroy 6 years after action completed
12.14.4		Attendance records for all employees including time sheets and rosters.	TEMPORARY Destroy 6 years after action completed
12.14.4		Records of reports and returns of employer / employee contributions to superannuation schemes.	TEMPORARY Destroy 6 years after action completed
12.15	PERFORMANCE APPRAISAL		
12.15.1	<i>The evaluation of the performance of staff and their achievements in relation to set goals</i>	Records relating to the administration of personnel performance appraisal schemes. Note: <i>Individual performance agreements and reports including probation reports are managed in accordance with the personnel file under HUMAN RESOURCES – EMPLOYMENT HISTORY</i>	TEMPORARY Destroy 5 years after action completed

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

12. HUMAN RESOURCES

Class No.	Level 2	Description of Records	Status and Disposal Action
12.16	PLANNING		
12.16.1	<i>The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.</i>	Records relating to the development and finalisation of strategic plans relating to human resource management, for example, a workforce planning strategy to address staff retention and aging workforce issues or human resource strategic plan.	TEMPORARY Destroy 5 years after plan superseded
12.16.2		Records relating to the development and finalisation of business or operational plans or contributions to corporate plans, for example, Council's strategic plan or business continuity plan. Use: GOVERNANCE – PLANNING for corporate strategic and business plans and Council's business continuity plan Note: Corporate plans are managed as permanent records according to GOVERNANCE – PLANNING	TEMPORARY Destroy 3 years after plan superseded
12.17	POLICY		
12.17.1	<i>The activity of developing and establishing decisions, directions and precedents which act as a reference for future decision making. Endorsed policies form the basis for procedures, practices and guidelines.</i>	Records documenting the development and establishment of human resource policies. Includes policy proposals, drafts, research papers, results of consultations and other supporting records.	TEMPORARY Destroy 2 years after policy superseded
12.17.2		Duplicate copies of human resource policies. Note: Final versions of policies submitted to Council for endorsement are managed according to GOVERNANCE – POLICIES	TEMPORARY Destroy when reference ceases

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

12. HUMAN RESOURCES

Class No.	Level 2	Description of Records	Status and Disposal Action
12.18	PROCEDURES		
12.18.1	<p><i>Standard methods of operating laid down by Council according to formulated policy.</i></p> <p><i>Note: Includes practices and guidelines.</i></p>	<p>Records relating to the development and establishment of procedures, practices and guidelines supporting the human resources function. Includes final version of procedure, practice or guideline and development records such as draft versions, consultation and research.</p> <p>Note: <i>Endorsed procedures, practices and guidelines are managed according to GOVERNANCE – PROCEDURES</i></p>	TEMPORARY Destroy 2 years after procedure, practice or guideline superseded
12.19	RECRUITMENT		
12.19.1	<p><i>The process of recruiting employees which includes applying for approval to fill existing vacancies, the advertising of vacant positions, and the handling of applications, interviews, selection, culling and appointment.</i></p>	<p>Records relating to recruitment action including job vacancies, advertisements, applications, short listing, testing and interview, referee and panel summary reports. Includes originals of interview notes, reports and summaries from all panellists.</p> <p>Note: <i>Applications and any associated qualifications, medical or police checks are to be placed on the relevant personnel file of the successful applicant under HUMAN RESOURCES - EMPLOYMENT HISTORY</i></p>	TEMPORARY Destroy 2 years after action completed
12.19.2		<p>Duplicates of job applications and other related documents from the recruitment selection process. May include copies of resumes, job descriptions, summary of applicants and notifications to unsuccessful applicants.</p> <p>Note: <i>Recruitment documents held by interview panellists are to be returned to the Human Resources section on finalisation of the recruitment process.</i></p>	TEMPORARY Destroy when recruitment action finalised

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

12. HUMAN RESOURCES

Class No.	Level 2	Description of Records	Status and Disposal Action
12.19.3		Unsolicited job applications received by Council.	TEMPORARY Destroy 1 year after receipt of application
12.20	REPORTING		
12.20.1	<i>The activity of initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements or findings of results of the examination or investigation.</i>	Reports to Council, local boards or committees including research or supporting papers relating to the Human Resources function, for example, retention statistics and training statistics.	TEMPORARY Destroy 10 years after action completed
12.20.2		Reports to management, ad hoc or periodical reports including research or supporting papers relating to Human Resources function.	TEMPORARY Destroy 10 years after action completed
12.20.3		Returns, statistical records and related records, such as returns to the Australian Bureau of Statistics. Note: Reports submitted to Council meetings are captured as permanent records under GOVERNANCE - COUNCIL MEETINGS or COMMITTEES (Council) Note: Reports submitted to Senior Management meetings are captured as permanent records under GOVERNANCE - COMMITTEES (Management)	TEMPORARY Destroy 3 years after action completed
12.21	SECURITY		

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

12. HUMAN RESOURCES

Class No.	Level 2	Description of Records	Status and Disposal Action
12.21.1	<i>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/security checks.</i>	Records relating to the application, issuing, retrieval and destruction of security and access cards. See: GOVERNANCE – AUTHORISATION for register of authorised officers See: HUMAN RESOURCES – EMPLOYMENT HISTORY for letter granting authorisation	TEMPORARY Destroy on cessation of employment
12.22	SEPARATIONS		
12.22.1	<i>The activity of managing the departure of employees from Council due to resignation, retirement, retrenchment, redeployment, or termination</i>	Records of planning and managing separations from council, for example, on the basis of work redesign, redeployments and restructuring. Note: Records relating to the separation of employees are managed in accordance with the personnel file. See HUMAN RESOURCES – EMPLOYMENT HISTORY	TEMPORARY Destroy 5 years after action completed
12.23	STANDARDS		
12.23.1	<i>The process of developing or implementing industry or Council benchmarks for services and processes to enhance the quality and efficiency of the Council</i>	Standards or codes of practice relating to the Human Resources function, for example, Council's Code of Conduct for staff. Note: Final versions of codes or standards submitted to Council for endorsement are managed according to GOVERNANCE – POLICIES	TEMPORARY Destroy 2 years after code superseded
12.24	SUGGESTION SCHEMES		

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

12. HUMAN RESOURCES

Class No.	Level 2	Description of Records	Status and Disposal Action
12.24.1	<i>Suggestions from personnel to improve the services and processes of Council.</i>	Records relating to suggestion schemes for employees and suggestions received.	TEMPORARY Destroy 1 year after action completed
12.25	TENDERING		
12.25.1	<i>The activities involved in receiving and assessing tenders. Includes offers made in writing by one party to another to carry out at an inclusive price or uniform rate, an order for the supply or purchase of goods, or for the production of work. Also includes the establishment and management of the policies and procedures that determine the competitive arrangement process, including contracts outside the compulsory competitive tendering process.</i>	Records relating to the preparation of tender documents and specifications. Note: <i>Tender documents held by a tender selection panel must be returned to the Contract Administration section once tender selection finalised</i> Use: <i>HUMAN RESOURCES – CONTRACTING OUT for management of contracts after tender awarded</i> See: <i>FINANCIAL MANAGEMENT – TENDERING for official tender documents</i>	TEMPORARY Destroy 2 years after action completed
12.26	TRAINING		
12.26.1	<i>The activities associated with all aspects of training.</i>	Records relating to the administration of training for employees through implementation of standards, identification of training needs, course listing, accumulative summaries of training required and training attended and the evaluation and reporting of the training program.	TEMPORARY Destroy 5 years after action completed
12.26.2		Records relating to the development and delivery of human resources training programs such as equal employment opportunity, harassment and equity in the workplace. Includes awareness and information sessions for	TEMPORARY Destroy 3 years after action completed

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12. HUMAN RESOURCES

Class No.	Level 2	Description of Records	Status and Disposal Action
12.26.3		<p>inductions or groups of employees.</p> <p>Records relating to arrangements to provide training, course descriptions, addresses and presentations, accumulated summaries of attendance and assessments or results.</p> <p>See: <i>HUMAN RESOURCES - EMPLOYMENT HISTORY for individual certificates of competency or certificates of completion of training courses</i></p>	<p>TEMPORARY Destroy 3 years after action completed</p>
12.27	TRAVEL		
12.27.1	<i>The activity of managing arrangements for staff travel within Australia and overseas by air, rail, sea and motor vehicle.</i>	Records of arrangements, bookings, requests and authorisation for travel.	<p>TEMPORARY Destroy 2 years after action completed</p>
12.28	VOLUNTEERS		
12.28.1	<i>The activity of managing persons providing services to Council on a voluntary basis.</i>	Records of volunteer co-ordination, training, task allocation and supervision.	<p>TEMPORARY Destroy 5 years after action completed</p>
12.29	WORK EXPERIENCE		
12.29.1	<i>The process of undertaking work, usually by volunteers or students, within Council to gain experience.</i>	Records relating to the administration of work experience programs including individual cases of work experience undertaken by students.	<p>TEMPORARY Destroy 5 years after action completed</p>

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LEVEL 1: KEYWORD**13. INFORMATION MANAGEMENT**

The function of managing Council's information resources, including the storage, retrieval, archives, processing and communications of all information in any format. Includes the management of current, inactive and archival records. Also includes requests for information and the reporting of such matter in accordance with Freedom of Information legislation.

See PUBLIC LIBRARIES for the acquisition, collection and management of library materials and library services

LEVEL 2: ACTIVITIES

Advice	Intellectual Property
Audit	Investigations
Authorisation	Liaison
Committees (Management)	Meetings
Complaints	Planning
Compliance	Policy
Conferences	Procedures
Contracting Out	Project Management
Control	Reporting
Data Administration	Research
Disposal	Reviewing
Distribution	Security
Enquiries	Standards
Evaluation	Tendering
Inquiries	Training

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

13. INFORMATION MANAGEMENT

Class No.	Level 2	Description of Records	Status and Disposal Action
13.1	ADVICE		
13.1.1	<i>The activities associated with offering opinions by or to Council as to an action or judgement. Includes the process of advising.</i>	Records of advice received or provided in respect of freedom of information, privacy records or information management issues.	TEMPORARY Destroy 2 years after action completed
13.2	AUDIT		
13.2.1	<i>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 organisation in a specified period. Includes compliance audits, financial audits, operational audits, recordkeeping audits, skills audits, system audits and quality assurance audits.</i>	Records relating to compliance audits and reviews conducted on information management systems and processes.. Use: GOVERNANCE – COMMITTEES (Council) for final audit reports submitted to Council's Audit Committee	TEMPORARY Destroy 6 years after audit completed
13.3	AUTHORISATION		
13.3.1	<i>The process of seeking and granting permission to undertake a requested action. Includes authorising delegations for emergency situations, using the</i>	Records relating to the creation of Council's records disposal schedule. Includes disposal class reports and authorisation of the schedule.	PERMANENT Transfer to NT Archives Service 30 years after action completed

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

13. INFORMATION MANAGEMENT

Class No.	Level 2	Description of Records	Status and Disposal Action
13.3.2	<i>Council seal and delegations to use Council property.</i>	Records relating to the authorisation of access to permanent records transferred to the Northern Territory Archives Service.	PERMANENT Transfer to NT Archives Service 30 years after action completed
13.3.3		Records relating to the authorisation of exemption certificates by the Chief Minister relating to access to information under the <i>Information Act</i> .	PERMANENT Transfer to NT Archives Service 6 years after action completed
13.3.4		Records relating to authorisation by the Information Commissioner for permission to collect, use or disclose personal information in a manner that would otherwise contravene or be inconsistent with Information Privacy principles dealing with the collection use and disclosure of sensitive information in the <i>Information Act</i> .	PERMANENT Transfer to NT Archives Service 6 years after action completed
13.3.5		Records relating to applications to the Information Commissioner to declare a vexatious applicant in relation to the Council, where the application is approved.	TEMPORARY Destroy 10 years after expiry of declaration
13.3.6		Records relating to applications to the Information Commissioner to declare a vexatious applicant in relation to Council, where the application is not approved.	TEMPORARY Destroy 5 years after application is denied
13.3.7		Records documenting authorisations to collect, access and receive Council records, for example, staff, couriers, contractors, auditors or legal firms. May include authorisations to access records created by outsourced service providers responsible for outsourced functions.	TEMPORARY Destroy 10 years after authorisation superseded or revoked

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

13. INFORMATION MANAGEMENT

Class No.	Level 2	Description of Records	Status and Disposal Action
13.3.8		Records relating to authorisation to use another organisation's intellectual property including use of intellectual property within Council publications.	TEMPORARY Destroy 7 years after expiry of period for which permission was granted
13.4	COMMITTEES (Management)		
13.4.1	<i>The activity associated with internal committees (usually established by a management directive) as well as external committees, boards and task forces that include representation by Council member or officers. Includes agendas, minutes and may also include records of establishment.</i>	Records of committees or representation on committees formed to consider information management issues. Includes agendas, documents establishing the committee, minutes and supporting documents such as briefing papers and discussion papers. See: GOVERNANCE – COMMITTEES (Council) for committees formally established by Council	TEMPORARY Destroy 6 years after action completed
13.5	COMPLIANCE		
13.5.1	<i>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.</i>	Records relating to action taken by Council to comply with a compliance notice issued by the Information Commissioner in relation to the contravening of an Information Privacy Principle or code of practice.	PERMANENT Transfer to NT Archives Service 6 years after action completed
13.5.2		Records relating to compliance with industry, whole of government, and Council standards or statutory requirements regarding information management.	TEMPORARY Destroy 10 years after action completed

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

13. INFORMATION MANAGEMENT

Class No.	Level 2	Description of Records	Status and Disposal Action
13.6	CONFERENCES		
13.6.1	<i>The activities involved in arranging or attending conferences held either by the organisation or by other organisations. Includes registration, publicity, and reports of participants, etc. Includes workshops and seminars.</i>	Records relating to proceedings of conferences and/or attendance at conferences.	TEMPORARY Destroy 2 years after action completed
13.7	CONTRACTING OUT		
13.7.1	<i>The activities involved in arranging, procuring and managing the performance of work or the provision of services by an external contractor, consultant or service provider.</i> <i>Note: Includes work done under contractual and service agreements.</i>	Records relating to the management of consultants or contractors for the provision of professional advice or services relating to information management. Use: INFORMATION MANAGEMENT - TENDERING for the preparation of tenders Use: FINANCIAL MANAGEMENT – CONTRACT MANAGEMENT for the administration of contracts Note: Where retention periods match, dispose of the CONTRACTING OUT records with the corresponding CONTRACT MANAGEMENT records	TEMPORARY Destroy 7 years after expiry of contract or agreement

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

13. INFORMATION MANAGEMENT

Class No.	Level 2	Description of Records	Status and Disposal Action
13.8	CONTROL		
13.8.1	<i>The activities associated with creating, maintaining and evaluating control mechanisms. Includes maintaining registers of information.</i>	Master copies of file classifications schemes, business classification schemes, record titling thesaurus and abbreviations used in paper and electronic recordkeeping systems. Includes records relating to the ongoing development and maintenance of Council's classification scheme such as amendment logs.	PERMANENT Transfer to NT Archives Service 30 years after scheme superseded
13.8.2		Control records for recordkeeping systems where the records they control are permanent. Includes registers of records including maps, plans, technical drawings, legal documents such as bank guarantees, deeds and leases, paper and electronic files and correspondence.	PERMANENT Transfer original to NT Archives Service 30 years after superseded. Retain copy in Council
13.8.3		Control Records for recordkeeping systems where the records being controlled are temporary. Includes registers, indexes, file movement cards, consignment lists and register of records destroyed.	PERMANENT Transfer original to NT Archives Service 30 years after superseded unless exemption granted under the <i>Information Act</i> . Retain copy in Council
13.8.4		Records relating to business rules and configuration settings for agency metadata.	TEMPORARY Destroy 5 years after business rule superseded
13.8.5		Register of privacy statements on Council application forms.	TEMPORARY Destroy 5 years after register superseded

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

13. INFORMATION MANAGEMENT

Class No.	Level 2	Description of Records	Status and Disposal Action
13.8.6		Register of Council information and corresponding access arrangements as required by section 11 of the <i>Information Act</i> .	TEMPORARY Destroy 2 years after register superseded
13.9	DATA ADMINISTRATION		
13.9.1	<i>The activity associated with maintaining and using the data that is held in a system, either automatic or manual. Includes the maintenance of data dictionaries and the application of vital records and disaster plan objectives to safeguard data loss or corruption.</i>	Records relating to the migration of data between formats, systems or from one medium to another (such as scanning records), including quality assurance checks to confirm the accuracy of the transfer.	TEMPORARY Destroy 3 years after action completed
13.10	DISPOSAL		
13.10.1	<i>The process of disposing of property no longer required by the organisation, by sale, transfer, termination of lease, auction, or destruction. Includes destruction or transfer of records to archives, and the program of activities to facilitate the orderly transfer of semi-active and inactive records from current office space into secondary or archival storage.</i>	Records relating to the transfer of permanent records to the NT Archives Service. Includes consignment lists and access agreements.	PERMANENT Transfer to the NT Archives Service 30 years after action completed unless exemption granted under the <i>Information Act</i>
13.10.2		Records relating to the destruction of temporary records. Includes sentencing details and correspondence, notifications of destruction. May also include destruction certificates.	PERMANENT Transfer to NT Archives Service 30 years after action completed unless exemption granted under the <i>Information Act</i>

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

13. INFORMATION MANAGEMENT

Class No.	Level 2	Description of Records	Status and Disposal Action
13.10.3		Records relating to the arrangement for transfer of ownership of records following a change in the administrative arrangements of the Northern Territory Government or local government that may affect Council.	PERMANENT Transfer to NT Archives Service 6 years after action completed
13.10.4		Records relating to the transfer of custody to or from an outsourced service provider under an outsourcing arrangement. Includes copies of service order forms for transfer, retrieval, access and destruction of records.	TEMPORARY Destroy 10 years after the records are destroyed
13.10.5		Records relating to the retrieval and return of permanent records from NT Archives Service.	TEMPORARY Destroy when master control records are updated
13.11	DISTRIBUTION		
13.11.1	<i>The act of distributing mail, goods, and items of correspondence. Includes methods for circulating and distributing mail, and use of couriers for the delivery of documents and packages.</i>	Records relating to the routine receipt and dispatch of mail and correspondence. Includes receipts for registered and certified mail and consignment notes but excludes receipt and dispatch of significant business. Note: Where receipts or dockets are necessary to prove transit, retain on subject file	TEMPORARY Destroy 1 year after action completed
13.11.2		Records relating to the receipt and distribution of cheques received by Council mail clerks.	TEMPORARY Destroy 1 year after action completed

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13. INFORMATION MANAGEMENT

Class No.	Level 2	Description of Records	Status and Disposal Action
13.12	ENQUIRIES		
13.12.1	<i>The activities associated with the handling of requests for information about Council and its services by the general public or another organisation.</i>	Records relating to the processing of requests, questions and complaints relating to the <i>Information Act</i> . Includes requests for access to and correction of personal information and protection of privacy in accordance with the Information Privacy Principles. Includes requests that impact on Council policy, set a precedent, creates controversy or results in an appeal to the Supreme Court.	PERMANENT Transfer to NT Archives Service 6 years after action completed
13.12.2		Records relating to the processing of requests, questions and complaints in relation to the <i>Information Act</i> . Includes requests for access to and correction of personal and government information and protection of privacy in accordance with the Information Privacy Principles. This class relates to requests that do not impact on policy, set a precedent, cause controversy, or lead to an appeal to the Supreme Court but where: an internal review is conducted, records are altered or amended, or Council has been required to provide a response to an inquiry from the Information Commissioner or Ombudsman.	TEMPORARY Destroy 5 years after case finalised
13.12.3		Records relating to the processing of requests, questions and complaints relating to the <i>Information Act</i> . Includes requests for access to and correction of personal information and protection of privacy in accordance with the Information Privacy Principles. Also includes requests that are routine and of minor significance, not proceeded with or not collected.	TEMPORARY Destroy 3 years after action completed

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

13. INFORMATION MANAGEMENT

Class No.	Level 2	Description of Records	Status and Disposal Action
13.12.4		Records relating to the handling of enquiries that fall outside of requests for information under the <i>Information Act</i> and which are not subpoenas or discovery orders, for example, requests from agency employees or other government agencies. Includes records relating to the use of Northern Territory Archives Service lending service and outsourced secondary storage contractors.	TEMPORARY Destroy 5 years after action completed
13.12.5		Records relating to the management of discovery orders and subpoenas. Includes detailed lists and copies of records found.	TEMPORARY Destroy 3 years after action completed
13.13	EVALUATION		
13.13.1	<i>The process of determining the suitability and effectiveness of potential or existing programmes, projects, items of equipment, systems or services in relation to meeting the needs of the given situation.</i>	Records relating to the evaluation of potential or existing information management services. Includes evaluation of recordkeeping systems.	TEMPORARY Destroy 7 years after action completed
13.14	INQUIRIES		
13.14.1	<i>The activities associated with liaising with organisations carrying out inquiries. Inquiries are investigations carried out by persons who have been empowered to inquire and report on a subject, such as Commissions or Ombudsmen. Includes the Council's participation in the inquiry by providing</i>	Records relating to responses provided to inquiries from the Information Commissioner or Ombudsman in the course of complaints or investigations under the <i>Information Act</i> concerning information access, correction of personal information, or protection of privacy where there is significant impact. Includes inquiries that, set a precedent, lead to a change in policy, relate to issues of national significance, relate to issues of public controversy or result in appeals to the Supreme Court.	PERMANENT Transfer to NT Archives Service 6 years after action completed

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

13. INFORMATION MANAGEMENT

Class No.	Level 2	Description of Records	Status and Disposal Action
13.14.2	<i>evidence in the form of records, submissions etc.</i>	Records relating to responses provided to inquiries from the Information Commissioner or Ombudsman in the course of complaints or investigations under the <i>Information Act</i> concerning information access, correction of personal information, or protection privacy where there is no significant impact.	TEMPORARY Destroy 5 years after action completed
13.15	INTELLECTUAL PROPERTY		
13.15.1	<i>The activities involved in managing Council's intellectual property, both published and unpublished. Includes copyright, patents and trademarks, royalties and matters of confidentiality such as trade secrets which are not available to the public under Freedom of Information (FOI) legislation.</i>	Records relating to permission granted or received for the use of specific works in relation to copyright and ownership of material.	TEMPORARY Destroy 7 years after expiry of period for which permission was granted
13.16	INVESTIGATIONS		
13.16.1	<i>The activity of investigating breaches of laws and regulations, including investigations of development projects.</i>	Investigations into the disclosure or misuse of confidential information acquired as a member of Council, a local board, or Council committee or acquired as a staff member in the course of duties. Includes security breaches that are referred to law enforcement authorities.	PERMANENT Transfer to NT Archives Service 6 years after action completed
13.16.2		Records relating to investigations into minor security breaches of classified records and information.	TEMPORARY Destroy 5 years after action completed

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

13. INFORMATION MANAGEMENT

Class No.	Level 2	Description of Records	Status and Disposal Action
13.16.3		Records relating to internal investigations into alleged privacy breaches relating to information management where the investigation is not prompted by a formal complaint. Includes unauthorised disposal of records containing personal information.	TEMPORARY Destroy 5 years after action completed
13.17	LIAISON		
13.17.1	<i>The activities associated with maintaining regular general contact between the organisation and professional associations in related fields, other organisations, and community groups. Includes sharing informal advice and discussions, membership of professional associations and collaborating on projects that are not joint ventures.</i>	Records relating to liaison with professional or industry associations in relation to the Information Management function. Includes membership renewals.	TEMPORARY Destroy 3 years after action completed
13.18	MEETINGS		
13.18.1	<i>The activities associated with gatherings held to formulate, discuss, update, or resolve issues and matters pertaining to the management of the section, department or Council as a whole. Includes arrangements, agenda, taking of minutes, etc. May be used for staff meetings.</i>	Records of meetings relating to information management. Includes agendas, minutes and supporting documents such as briefing and discussion papers. See: GOVERNANCE - COUNCIL MEETINGS for formal meetings of Council	TEMPORARY Destroy 3 years after action completed

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13. INFORMATION MANAGEMENT

Class No.	Level 2	Description of Records	Status and Disposal Action
	<i>Note: Also includes ad hoc or external meetings.</i>		
13.19	PLANNING		
13.19.1	<i>The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.</i>	Records relating to the development of strategic plans regarding the Information Management function such as records management plan and vital records protection plan.	TEMPORARY Destroy 5 years after plan superseded
13.19.2		Records relating to the development and finalisation of business or operational plans or contributions to corporate plans, for example, Council's strategic plan or business continuity plan. Use: GOVERNANCE – PLANNING for corporate strategic and business plans and Council's business continuity plan Note: Corporate plans are managed as permanent records according to GOVERNANCE – PLANNING	TEMPORARY Destroy 3 years after plan superseded
13.20	POLICY		
13.20.1	<i>The activity of developing and establishing decisions, directions and precedents which act as a reference for future decision making. Endorsed</i>	Records documenting the development and establishment of information management policies. Includes policy proposals, drafts, research papers, results of consultations and other supporting records.	TEMPORARY Destroy 2 years after policy superseded

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

13. INFORMATION MANAGEMENT

Class No.	Level 2	Description of Records	Status and Disposal Action
13.20.2	<i>policies form the basis for procedures, practices and guidelines.</i>	Duplicate copies of information management policies. Note: <i>Final versions of policies submitted to Council for endorsement are managed according to GOVERNANCE – POLICIES</i>	TEMPORARY Destroy when reference ceases
13.21	PROCEDURES		
13.21.1	<i>Standard methods of operating laid down by Council according to formulated policy.</i> <i>Note: Includes practices and guidelines.</i>	Records relating to the development and establishment of procedures, practices and guidelines supporting the Information Management function. Includes final version of procedure, practice or guideline and development records such as draft versions, consultation and research. Note: <i>Endorsed procedures, practices and guidelines are managed according to GOVERNANCE – PROCEDURES</i>	TEMPORARY Destroy 2 years after procedure, practice or guideline superseded
13.22	PROJECT MANAGEMENT		
13.22.1	<i>The activities involved in defining the potential and scope for projects, including concept development, analysis and initial planning. Also involves managing the achievement of project goals and objectives, ongoing project planning, resource management and reporting.</i>	Records relating to the undertaking of information management projects where the project is approved and proceeded with. Includes concept development and the ongoing project planning, reporting and resource management.	TEMPORARY Destroy 7 years after action completed
13.22.2	<i>The activities involved in defining the potential and scope for projects, including concept development, analysis and initial planning. Also involves managing the achievement of project goals and objectives, ongoing project planning, resource management and reporting.</i>	Records relating to the development of information management projects where the project is not approved or not proceeded with.	TEMPORARY Destroy 2 years after action completed

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

13. INFORMATION MANAGEMENT

Class No.	Level 2	Description of Records	Status and Disposal Action
13.23	REPORTING		
13.23.1	<i>The activity of initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements or findings of results of the examination or investigation.</i>	Reports to Council, local boards or committees including research or supporting papers relating to the Information Management function.	TEMPORARY Destroy 10 years after action completed
13.23.2	<i>The activity of initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements or findings of results of the examination or investigation.</i>	Reports to management, ad hoc or periodical reports including research or supporting papers in relation to the Information Management function. Note: Reports submitted to Council meetings are captured as permanent records under GOVERNANCE - COUNCIL MEETINGS or COMMITTEES (Council) Note: Reports submitted to senior management meetings are captured as permanent records under GOVERNANCE - COMMITTEES (Management)	TEMPORARY Destroy 10 years after action completed
13.24	RESEARCH		
13.24.1	<i>The activities involved in enquiring into a subject or area of interest in order to discover facts, principles, etc. Used to support the development of projects, standards, guidelines and the business activities of Council in general.</i>	Records relating to research into the development of projects, standards and guidelines relating to information management.	TEMPORARY Destroy 5 years after action completed

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

13. INFORMATION MANAGEMENT

Class No.	Level 2	Description of Records	Status and Disposal Action
13.25	REVIEWING		
13.25.1	<i>The activities involved in re-evaluating or re-examining decisions, products, processes, service delivery, procedures, standards and systems. Includes internal reviewing of reviewable decisions of Council.</i>	Records relating to the activities associated with reviewing decisions in relation to the <i>Information Act</i> . Includes access to and correction of personal information and protection of privacy in accordance with the Information Privacy Principles where the result of the review impacts on Council policy, sets a precedent, creates controversy or results in an appeal to the Supreme Court.	PERMANENT Transfer to NT Archives Service 6 years after action completed
13.25.2		Records relating to the activities associated with reviewing decisions in relation to the <i>Information Act</i> . Includes access to and correction of personal information and protection of privacy in accordance with the Information Privacy Principles where the result of the review does not have significant impact.	TEMPORARY Destroy 5 years after action completed
13.25.3		Records relating to a review of agency programs and operations supporting the Information Management function. Includes documents establishing the review, final version of the report and the action plan.	TEMPORARY Destroy 3 years after action completed
13.26	SECURITY		
13.26.1	<i>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/security checks.</i>	Records relating to the management of security arrangements for handling records and information within Council. See: INFORMATION MANAGEMENT – INVESTIGATIONS for investigations into security breaches	TEMPORARY Destroy 5 years after action completed

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

13. INFORMATION MANAGEMENT

Class No.	Level 2	Description of Records	Status and Disposal Action
13.27	STANDARDS		
13.27.1	<i>The process of developing or implementing industry or Council benchmarks for services and processes to enhance the quality and efficiency of the Council.</i>	Records relating to the development and implementation of industry, government or organisational standards to improve the quality and efficiency of information management functions, programs and activities. Includes codes of practice in relation to protection of privacy.	TEMPORARY Destroy 5 years after standards superseded
13.28	TENDERING		
13.28.1	<i>The activities involved in receiving and assessing tenders. Includes offers made in writing by one party to another to carry out at an inclusive price or uniform rate, an order for the supply or purchase of goods, or for the production of work. Also includes the establishment and management of the policies and procedures that determine the competitive arrangement process, including contracts outside the compulsory competitive tendering process.</i>	Records relating to the preparation of tender documents and specifications. Note: <i>Tender documents held by a tender selection panel must be returned to the Contract Administration section once tender selection finalised</i> Use: <i>INFORMATION MANAGEMENT – CONTRACTING OUT for management of contracts after tender awarded</i> See: <i>FINANCIAL MANAGEMENT – TENDERING for official tender documents</i>	TEMPORARY Destroy 3 years after action completed

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

13. INFORMATION MANAGEMENT

Class No.	Level 2	Description of Records	Status and Disposal Action
13.29 13.29.1	TRAINING <i>The activities associated with all aspects of training.</i>	Records relating to the development of training programs and delivery of training in relation to information management including records management standards, freedom of information and privacy. Includes induction training presentations and training in the records and document management system. See: <i>HUMAN RESOURCES - EMPLOYMENT HISTORY</i> for individual certificates of competency or certificates of completion of training courses	TEMPORARY Destroy 3 years after action completed

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

LEVEL 1: KEYWORD**14. INFORMATION TECHNOLOGY**

The function of acquiring and managing information and communications technology to support the business operations of the Council. Includes systems evaluation, planning and implementation. Also includes the communications network systems such as telephones, voice mail, teleconferencing, and technical aspects of email, internet, intranet and websites.

LEVEL 2: ACTIVITIES

Acquisition
Addresses (Presentations)
Application Development
Asset Register
Audit
Committees (Management)
Compliance
Conferences

Contracting Out
Database Management and Control
Disposal
Evaluation
Implementation
Leasing
Maintenance
Meetings

Operations
Planning
Policy
Procedures
Project Management
Reporting
Security
Tendering

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

14. INFORMATION TECHNOLOGY

Class No.	Level 2	Description of Records	Status and Disposal Action
14.1	ACQUISITION		
14.1.1	<i>The process of gaining ownership or use of property and other items required in the conduct of business through purchase, requisition or collection.</i>	Records relating to the acquisition of information and communications technology and systems, includes hardware and software. Also includes planning, selection, specifications, quotes, system documentation and purchase. See: INFORMATION TECHNOLOGY – TENDERING for tenders released for the procurement of IT hardware, software or services	TEMPORARY Destroy 5 years after system superseded
14.1.2		Records relating to software licenses and upgrade/enhancement agreements in relation to the Information Technology function.	TEMPORARY Destroy 7 years after action completed
14.2	ADDRESSES (Presentations)		
14.2.1	<i>The activity of giving addresses for training, professional, community relations or sales purposes. Includes speeches, multi-media presentations, and presentations or conferring of honours or prizes.</i>	Records relating to the giving of addresses or presentations regarding the Information Technology function.	TEMPORARY Destroy 2 years after action completed
14.3	APPLICATION DEVELOPMENT		
14.3.1	<i>The activities associated with developing software and programming</i>	Records relating to the development and modification of information and communications technology and systems, including test documents.	TEMPORARY Destroy 5 years after system superseded

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

14. INFORMATION TECHNOLOGY

Class No.	Level 2	Description of Records	Status and Disposal Action
	<i>codes to run business applications. Includes specifications, testing, pilot testing or studies, prototyping and metadata requirements.</i>		
14.4	ASSET REGISTER		
14.4.1	<i>Asset register of fixed and non-fixed assets owned by the Council.</i>	Register of information technology equipment and assets.	TEMPORARY Destroy 2 years after decommissioning or disposal of asset
14.5	AUDIT		
14.5.1	<i>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 organisation in a specified period. Includes compliance audits, financial audits, operational audits, recordkeeping audits, skills audits, system audits and quality assurance audits.</i>	Records relating to compliance audits and reviews conducted on information technology systems and processes. Use: GOVERNANCE – COMMITTEES (Council) for final audit reports to Council's Audit Committee	TEMPORARY Destroy 6 years after action completed

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

14. INFORMATION TECHNOLOGY

Class No.	Level 2	Description of Records	Status and Disposal Action
14.6	COMMITTEES (Management)		
14.6.1	<i>The activity associated with internal committees (usually established by a management directive) as well as external committees, boards and task forces that include representation by Council members or officers. Includes agendas, minutes and may also include records of establishment.</i>	Records of committees or representation on committees formed to consider information technology matters. Includes agendas, documents establishing the committee, minutes and supporting documents such as briefing papers and discussion papers. See: GOVERNANCE – COMMITTEES (Council) for committees formally established by Council	TEMPORARY Destroy 6 years after action completed
14.7	COMPLIANCE		
14.7.1	<i>The activities associated with complying with the mandatory or optional accountability, fiscal, legal, regulatory or quality standards or requirements to which the Council is subject. Includes compliance with legislation and with national and international standards.</i>	Records relating to Council's compliance with industry, whole of government and Council standards or statutory requirements regarding technology and telecommunications.	TEMPORARY Destroy 3 years after action completed
14.7.2	<i>The activities associated with complying with the mandatory or optional accountability, fiscal, legal, regulatory or quality standards or requirements to which the Council is subject. Includes compliance with legislation and with national and international standards.</i>	Records relating to Council's Year 2000 compliance program.	TEMPORARY Destroy 3 years after action completed
14.8	CONFERENCES		
14.8.1	<i>The activities involved in arranging or attending conferences held either by the organisation or by other organisations. Includes registration, publicity, and reports of participants,</i>	Records relating to proceedings of conferences and/or attendance at conferences.	TEMPORARY Destroy 2 years after action completed

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

14. INFORMATION TECHNOLOGY

Class No.	Level 2	Description of Records	Status and Disposal Action
	<i>etc. Includes workshops and seminars.</i>		
14.9	CONTRACTING OUT		
14.9.1	<p><i>The activities involved in arranging, procuring and managing the performance of work or the provision of services by an external contractor, consultant or service provider.</i></p> <p><i>Note: Includes work done under contractual and service agreements.</i></p>	<p>Records relating to the management of consultants or contractors for the purpose of supplying information technology and communication services.</p> <p>Use: <i>INFORMATION TECHNOLOGY - TENDERING for the preparation of tenders</i></p> <p>Use: <i>FINANCIAL MANAGEMENT – CONTRACT MANAGEMENT for the administration of contracts</i></p> <p>Note: <i>Where retention periods match, dispose of the CONTRACTING OUT records with the corresponding CONTRACT MANAGEMENT records</i></p>	<p>TEMPORARY Destroy 7 years after expiry of contract or agreement</p>
14.10	DATABASE MANAGEMENT		
14.10.1	<p><i>The activities associated with the building, upgrading, prototyping and testing of databases. Includes the management of user rules, passwords, regular programmes of backups and journals and monitoring.</i></p>	<p>Records relating to the development of databases and usage protocols.</p>	<p>TEMPORARY Destroy 7 years after database closed or superseded, or data migrated to successor system</p>

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

14. INFORMATION TECHNOLOGY

Class No.	Level 2	Description of Records	Status and Disposal Action
14.10.2		Records relating to ongoing management of databases including routine reports and usage logs.	TEMPORARY Destroy 2 years after action completed
14.10.3		Records relating to the migration of information and communications systems and data from one platform to another.	TEMPORARY Destroy 1 generation after migration
14.11	DISPOSAL		
14.11.1	<i>The process of disposing of property, by sale, transfer, termination of lease, auction, or destruction.</i>	Records relating to disposal by auction, write-off, tender or termination of lease of information technology equipment.	TEMPORARY Destroy 6 years after action completed
14.12	EVALUATION		
14.12.1	<i>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.</i>	Records relating to evaluation of information and communications technology and systems to meet business requirements. Includes consultation with staff and vendors, testing and summary reports.	TEMPORARY Destroy 7 years after action completed
14.13	IMPLEMENTATION		
14.13.1	<i>The activities associated with carrying out or putting into action, plans, policies, procedures or instructions.</i>	Records relating to the implementation of the systems including, installation, training/educational materials on the use of the system and related routine correspondence.	TEMPORARY Destroy 6 years after action completed

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

14. INFORMATION TECHNOLOGY

Class No.	Level 2	Description of Records	Status and Disposal Action
	<i>Includes the installation and operation of information technology programs. Also includes the monitoring to ensure that the implementation goes according to schedule and that standards are met.</i>		
14.14	LEASING		
14.14.1	<i>The activities involved in leasing items, equipment or property to or from another person or organisation.</i>	Records relating to the leasing of information technology and communication equipment.	TEMPORARY Destroy 7 years after lease expiry date
14.15	MAINTENANCE		
14.15.1	<i>The activities associated with the upkeep, repair, servicing and preservation of internal/external conditions of premises, equipment, infrastructure, vehicles and public facilities.</i>	Records relating to the routine repairs and maintenance of information technology applications, hardware and databases.	TEMPORARY Destroy 2 years after action completed or maintenance agreement expires whichever is the later
14.16	MEETINGS		
14.16.1	<i>The activities associated with gatherings held to formulate, discuss, update, or resolve issues and matters</i>	Records of meetings relating to information technology. Includes agendas, minutes and supporting documents such as briefing and discussion papers.	TEMPORARY Destroy 3 years after action completed

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

14. INFORMATION TECHNOLOGY

Class No.	Level 2	Description of Records	Status and Disposal Action
	<p><i>pertaining to the management of the section, department or Council as a whole. Includes arrangements, agenda, taking of minutes, etc. May be used for staff meetings.</i></p> <p><i>Note: Also includes ad hoc or external meetings.</i></p>	See: GOVERNANCE - COUNCIL MEETINGS for formal meetings of Council	
14.17	OPERATIONS		
14.17.1	<p><i>The activities associated with keeping computer systems in effective operation on a daily basis. Includes fault reporting, help and desktop support. (LAN, WAN Internet, Intranet, Email).</i></p>	Records relating to routine operation of computer systems.	TEMPORARY Destroy 2 years after action completed
14.17.2		Records relating to system usage including LAN and WAN usage reports, internet service and access logs, email use logs, system change logs, audit trails and employee Internet use logs.	TEMPORARY Destroy 2 years after action completed
14.17.3		Records relating to the provision of user support including help desk services, access and after hours support.	TEMPORARY Destroy 2 years after action completed
14.17.4		Operating manuals for hardware and software computer systems.	TEMPORARY Destroy when system closed or superseded
14.17.5		Records relating to the back-up or copying of data for security or risk management purposes.	TEMPORARY Destroy when reference ceases

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

14. INFORMATION TECHNOLOGY

Class No.	Level 2	Description of Records	Status and Disposal Action
14.18	PLANNING		
14.18.1	<i>The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.</i>	Records relating to the development and finalisation of strategic plans in relation to the Information Technology function.	TEMPORARY Destroy 5 years after plan superseded
14.18.2		Records relating to the development and finalisation of business or operational plans or contributions to corporate plans, for example, Council's strategic plan or business continuity plan. Use: GOVERNANCE – PLANNING for corporate strategic and business plans and Council's business continuity plan Note: Corporate plans are managed as permanent records according to GOVERNANCE – PLANNING	TEMPORARY Destroy 3 years after plan superseded
14.19	POLICY		
14.19.1	<i>The activity of developing and establishing decisions, directions and precedents which act as a reference for future decision making. Endorsed policies form the basis for procedures, practices and guidelines.</i>	Records documenting the development and establishment of information technology policies. Includes policy proposals, drafts, research papers, results of consultations and other supporting records.	TEMPORARY Destroy 2 years after policy superseded
14.19.2		Duplicate copies of information technology policies. Note: Final versions of policies submitted to Council for endorsement are managed according to GOVERNANCE – POLICIES	TEMPORARY Destroy when reference ceases

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

14. INFORMATION TECHNOLOGY

Class No.	Level 2	Description of Records	Status and Disposal Action
14.20	PROCEDURES		
14.20.1	<i>Standard methods of operating laid down by Council according to formulated policy.</i> <i>Note: Includes practices and guidelines.</i>	Records relating to the development and establishment of procedures, practices and guidelines supporting the Information Technology function. Includes final version of procedure, practice or guideline and development records such as draft versions, consultation and research. Note: Endorsed procedures, practices and guidelines are managed according to GOVERNANCE – PROCEDURES	TEMPORARY Destroy 2 years after procedure, practice or guideline superseded
14.21	PROJECT MANAGEMENT		
14.21.1	<i>The activities involved in defining the potential and scope for projects, including concept development, analysis and initial planning. Also involves managing the achievement of project goals and objectives, ongoing project planning, resource management and reporting.</i>	Records relating to the undertaking of information technology projects where the project is approved and proceeded with. Includes the concept development, project planning, reporting and resource management.	TEMPORARY Destroy 7 years after action completed
14.21.2	<i>The activities involved in defining the potential and scope for projects, including concept development, analysis and initial planning. Also involves managing the achievement of project goals and objectives, ongoing project planning, resource management and reporting.</i>	Records relating to the development of information technology projects in Council where the project is not approved or does not proceed.	TEMPORARY Destroy 2 years after action completed
14.22	REPORTING		
14.22.1	<i>The activity of initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements or findings of results of the examination or</i>	Reports to Council, Local boards or committees including research or supporting papers relating to the Information Technology function.	TEMPORARY Destroy 10 years after action completed

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

14. INFORMATION TECHNOLOGY

Class No.	Level 2	Description of Records	Status and Disposal Action
14.22.2	<i>investigation.</i>	<p>Reports to management, ad hoc or periodical reports including research or supporting papers relating to the Information Technology function.</p> <p>Note: Reports submitted to Council meetings are captured as permanent records under GOVERNANCE - COUNCIL MEETINGS or COMMITTEES (Council)</p> <p>Note: Reports submitted to Senior Management meetings are captured as permanent records under GOVERNANCE - COMMITTEES (Management)</p>	TEMPORARY Destroy 10 years after action completed
14.23	SECURITY		
14.23.1	<i>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/security checks.</i>	Records relating to security restrictions applied to different levels of information and different levels of users. Includes user identifications, passwords and security codes for data types.	TEMPORARY Destroy 7 years after action completed
14.23.2	<i>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/security checks.</i>	Records relating to breaches of security both internal and external in relation to unauthorised access to systems and applications. May include referral to law enforcement agencies.	TEMPORARY Destroy 7 years after action completed
14.25	TENDERING		
14.25.1	<i>The activities involved in receiving and assessing tenders. Includes offers made in writing by one party to another to carry out at an inclusive price or uniform rate, an order for the supply or purchase of goods, or for the production of work. Also includes the</i>	<p>Records relating to the preparation of tender documents and specifications.</p> <p>Note: Tender documents held by a tender selection panel must be returned to the Contract Administration section once tender selection finalised</p> <p>Use: INFORMATION TECHNOLOGY – CONTRACTING OUT for</p>	TEMPORARY Destroy 3 years after action completed

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

14. INFORMATION TECHNOLOGY

Class No.	Level 2	Description of Records	Status and Disposal Action
	<i>establishment and management of the policies and procedures that determine the competitive arrangement process, including contracts outside the compulsory competitive tendering process.</i>	<i>management of contracts after tender awarded</i> See: <i>FINANCIAL MANAGEMENT – TENDERING</i> for official tender documents	

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

LEVEL 1: KEYWORD**15. LAND USE PLANNING**

The function of planning and developing land including responding and approving development applications as the responsible authority under the *Local Government Act* on technical issues such as roads, storm water, waste management and environment.

See PROPERTY MANAGEMENT for the planning design, construction, maintenance and use of Council properties.

See ROADS AND TRAFFIC CONTROL MANAGEMENT for the planning, design, construction and maintenance of roads and car parks.

See PARKS AND RESERVES for the planning, design, construction and maintenance of parks and reserves

See STORMWATER AND DRAINAGE for the planning, design, construction and maintenance of stormwater and drainage systems

LEVEL 2: ACTIVITIES

Advice

Agreements

Audit

Meetings

Planning

Policy

Procedures

Reporting

Research

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

15. LAND USE PLANNING

Class No.	Level 2	Description of Records	Status and Disposal Action
15.1	ADVICE		
15.1.1	<i>The activities associated with offering opinions by or to Council as to an action or judgement. Includes the process of advising.</i>	Records relating to advice provided to the Development Consent Authority in respect of development applications for area zoning (such as residential, industrial, aboriginal sites and other districts), subdivisions and major developments (such as residential apartments, high rise commercial buildings or heritage areas). Includes advice to developers prior to lodgement of the application with the Authority and information and agreements in relation to car parking and stormwater contributions. Includes Council endorsement of advice.	PERMANENT Transfer to NT Archives Service 10 years after action completed
15.1.2		Records relating to advice provided to the Development Consent Authority in respect of routine development applications that do not have a significant impact on stormwater, car parking, environmental or other issues, for example, extension to existing residential dwellings.	TEMPORARY Destroy 7 years after action completed
15.1.3		Records relating to general advice provided to other areas of council, the public and developers regarding council requirements in respect of developments. Includes advice provided to community groups.	TEMPORARY Destroy 2 years after action completed
15.2	AGREEMENTS		
15.2.1	<i>The processes associated with the establishment, maintenance, review and negotiation of agreements. Includes agreements between Council and service providers and other agencies to provide services.</i>	Final records relating to agreements with developers in respect of car parking contributions for car parking shortfalls. Includes Council analysis of requirements, correspondence and planning determination detailing the amount to be levied.	PERMANENT Transfer to NT Archives Service 10 years after action completed

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

15. LAND USE PLANNING

Class No.	Level 2	Description of Records	Status and Disposal Action
15.3	AUDIT		
15.3.1	<i>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 organisation in a specified period. Includes compliance audits, financial audits, operational audits, recordkeeping audits, skills audits, system audits and quality assurance audits.</i>	Records relating to compliance audits and reviews conducted on land use planning systems and processes.. Note: Final audit reports are included in reports to Council's Audit Committee and managed according to GOVERNANCE – COMMITTEES (Council)	TEMPORARY Destroy 6 years after action completed
15.4	MEETINGS		
15.4.1	<i>The activities associated with gatherings held to formulate, discuss, update, or resolve issues and matters pertaining to the management of the section, department or Council as a whole. Includes arrangements, agenda, taking of minutes, etc. May be used for staff meetings.</i> <i>Note: Also includes ad hoc or external meetings.</i>	Records of meetings relating to land use planning. Includes agendas, minutes and supporting documents such as briefing and discussion papers. See: GOVERNANCE - COUNCIL MEETINGS for formal meetings of Council	TEMPORARY Destroy 3 years after action completed

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

15. LAND USE PLANNING

Class No.	Level 2	Description of Records	Status and Disposal Action
15.5	PLANNING		
15.5.1	<i>The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.</i>	Records relating to establishing Council's planning instruments and controls and providing for them to be amended, for example, car parking or stormwater contribution plans or the car parking strategy. Also includes comments and submissions on the Northern Territory Planning Scheme.	PERMANENT Transfer to NT Archives Service 20 years after action completed
15.5.2		Records relating to the development and finalisation of strategic plans relating to land use planning, for example, submissions on the Municipal Plan or plans describing the use and development of specific land areas within the municipality.	PERMANENT Transfer to NT Archives Service 20 years after action completed
15.5.3		Records relating to the development of documentation to support planning schemes and decisions. Includes submissions in respect of land use planning and development in regional development plans as well as other external government planning instruments.	PERMANENT Transfer to NT Archives Service 20 years after action completed
15.5.4		Records relating to adopting a plan or system of numbering areas of land adjacent to a road. Includes correspondence with land owners regarding provision of numbers, entering the land, affixing numbers and related expenses.	TEMPORARY Destroy 15 years after action completed
15.5.5		Records relating to the development and finalisation of business or operational plans or contributions to corporate plans, for example, Council's strategic plan or business continuity plan. Use: GOVERNANCE – PLANNING for corporate strategic and business plans and Council's business continuity plan	TEMPORARY Destroy 3 years after plan superseded

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

15. LAND USE PLANNING

Class No.	Level 2	Description of Records	Status and Disposal Action
		Note: <i>Corporate plans are managed as permanent records according to GOVERNANCE – PLANNING</i>	
15.6	POLICY		
15.6.1	<i>The activity of developing and establishing decisions, directions and precedents which act as a reference for future decision making. Endorsed policies form the basis for procedures, practices and guidelines.</i>	Records relating to the development of land use policies. Includes policy proposals, drafts, research papers, results of consultations and other supporting records.	TEMPORARY Destroy 2 years after policy superseded
15.6.2	<i>Standard methods of operating laid down by Council according to formulated policy.</i>	Duplicate copies of land use policies. Note: <i>Final versions of policies submitted to Council for endorsement are managed according to GOVERNANCE – POLICIES</i>	TEMPORARY Destroy when reference ceases
15.7	PROCEDURES		
15.7.1	<i>Standard methods of operating laid down by Council according to formulated policy.</i> <i>Note: Includes practices and guidelines.</i>	Records relating to the development and establishment of procedures, practices and guidelines supporting the land use planning function. Includes final version of procedure, practice or guideline and development records such as draft versions, consultation and research. Note: <i>Endorsed procedures, practices and guidelines are managed according to GOVERNANCE – PROCEDURES</i>	TEMPORARY Destroy 2 years after procedure, practice or guideline superseded

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

15. LAND USE PLANNING

Class No.	Level 2	Description of Records	Status and Disposal Action
15.8	REPORTING		
15.8.1	<i>The activity of initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements or findings of results of the examination or investigation.</i>	Records relating to the reporting of Council's performance as measured against regional and local development plans. Includes reports to the Northern Territory Government and Local Government Association of the Northern Territory.	PERMANENT Transfer to NT Archives Service 10 years after action completed
15.8.2		Reports to Council, Local boards or committees including research or supporting papers relating to the Land Use Planning function.	TEMPORARY Destroy 10 years after action completed
15.8.3		Reports to management, ad hoc or periodical reports including research or supporting papers relating to the Land Use Planning function. Note: Reports submitted to Council meetings are captured as permanent records under GOVERNANCE - COUNCIL MEETINGS or COMMITTEES (Council) Note: Reports submitted to Senior Management meetings are captured as permanent records under GOVERNANCE - COMMITTEES (Management)	TEMPORARY Destroy 10 years after action completed
15.9	RESEARCH		
15.9.1	<i>The activities involved in enquiring into a subject or area of interest in order to discover facts, principles, etc. Used to support the development of projects, standards, guidelines and the business activities of Council in</i>	Original and/or certified copies of survey plans drawn or commissioned by council.	PERMANENT Transfer to NT Archives Service 30 years after action completed unless exemption granted under the <i>Information Act</i>

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

15. LAND USE PLANNING

Class No.	Level 2	Description of Records	Status and Disposal Action
15.9.2	<i>general.</i>	Records relating to acquisition and analysis of local demographic trends, planning studies and employment studies. Includes social planning.	TEMPORARY Destroy 5 years after action completed
15.9.3		Duplicates of council plans or plans from other organisations.	TEMPORARY Destroy 2 years after action completed

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

LEVEL 1: KEYWORD

16. LEGAL SERVICES

The function of providing legal services to Council. Includes the interpretation and provision of advice to Council regarding legal matters, the drawing up of legal agreements and the handling of legal action and disputes.

See REGULATORY SERVICES for enforcement and prosecutions of regulations

See GOVERNANCE for development, amendment and review of legislation

LEVEL 2: ACTIVITIES

Advice
Contracting Out
Inquiries
Litigation
Meetings
Reporting
Reviewing

16. LEGAL SERVICES

Class No.	Level 2	Description of Records	Status and Disposal Action
16.1	ADVICE		
16.1.1	<i>The activities associated with offering opinions by or to Council as to an action or judgement. Includes the process of advising</i>	Records relating to the provision of high level legal advice, for example, to the Lord Mayor or CEO where the advice has substantial impact on Council policies, procedures, functions, obligations and liabilities.	PERMANENT Transfer to NT Archives Service 10 years after action completed
16.1.2		Records relating to legal opinions sought by or provided to Council where the advice is routine and does not impact on Council policies, procedures, functions, obligations and liabilities.	TEMPORARY Destroy 10 years after action completed
16.2	CONTRACTING OUT		
16.2.1	<i>The activities involved in arranging, procuring and managing the performance of work or the provision of services by an external contractor, consultant or service provider.</i> <i>Note: Includes work done under contractual and service agreements.</i>	Records documenting the engagement of consultants to provide professional advice or services in relation to legal services. Use: <i>LEGAL SERVICES- TENDERING for the preparation of tenders</i> Use: <i>FINANCIAL MANAGEMENT – CONTRACT MANAGEMENT for the administration of contracts</i> Note: <i>Where retention periods match, dispose of the CONTRACTING OUT records with the corresponding CONTRACT MANAGEMENT records</i>	TEMPORARY Destroy 7 years after expiry of contract or agreement

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

16. LEGAL SERVICES

Class No.	Level 2	Description of Records	Status and Disposal Action
16.3	INQUIRIES		
16.3.1	<i>The activities associated with liaising with organisations carrying out inquiries. Inquiries are investigations carried out by persons who have been empowered to inquire and report on a subject, such as Commissions or Ombudsman.</i>	Records relating to inquiries where substantial input was provided by Council including statements, submissions, subpoenas, transcripts, final reports and responses to final reports.	PERMANENT Transfer to NT Archives Service 10 years after action completed
16.3.2	<i>Includes the Council's participation in the inquiry by providing evidence in the form of records, submissions etc.</i>	Records relating to inquiries where minor input was provided by Council including statements, submissions, subpoenas, transcripts, final reports and responses to final reports. See: GOVERNANCE – INQUIRIES for inquiries relating to the governance of Council	TEMPORARY Destroy 10 years after action completed
16.4	LITIGATION		
16.4.1	<i>The activities involved in managing lawsuits or legal proceedings between the Council and other parties.</i>	Records relating to litigation which is precedent-setting, generating substantial public interest , has financial impact on Council, or results in substantial changes to Council policy and procedures.	PERMANENT Transfer to NT Archives Service 15 years after action completed
16.4.2		Records relating to litigation which does not set a precedent, generate substantial public interest, has financial impact on Council or results in substantial changes to Council policy and procedures.	TEMPORARY Destroy 6 years after expiry of appeal period

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

16. LEGAL SERVICES

Class No.	Level 2	Description of Records	Status and Disposal Action
16.4.3		Implementation of subpoenas and discovery orders, including arrangements for Council witnesses to attend court.	TEMPORARY Destroy 7 years after finalisation of court action
16.4.4		Records relating to successful native title claims to Council property. Includes land tenure, land use, land management, aboriginal occupation or use of the land, correspondence and journals, indexes and registers, maps, charts and plans, sound recordings, diagrams, photographs, sketches and slides.	PERMANENT Transfer to NT Archives Service 30 years after action completed
16.4.5		Records relating to unsuccessful native title claims to Council property. Includes land tenure, land use, land management, aboriginal occupation or use of the land, correspondence and journals, indexes and registers, maps, charts and plans, sound recordings, diagrams, photographs, sketches and slides. Note: <i>Dispose of records with related records from the relevant function</i>	TEMPORARY Destroy 30 years after action completed
16.5	MEETINGS		
16.5.1	<i>The activities associated with gatherings held to formulate, discuss, update, or resolve issues and matters pertaining to the management of the section, department or Council as a whole. Includes arrangements, agenda, taking of minutes, etc. May be used for staff meetings.</i> <i>Note: Also includes ad hoc or external meetings.</i>	Records of meetings relating to legal services. Includes agendas, minutes and supporting documents such as briefing and discussion papers. See: <i>GOVERNANCE - COUNCIL MEETINGS for formal meetings of Council</i>	TEMPORARY Destroy 7 years after action completed

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

16. LEGAL SERVICES

Class No.	Level 2	Description of Records	Status and Disposal Action
16.6	REPORTING		
16.6.1	<i>The activity of initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements or findings of results of the examination or investigation.</i>	Final versions of reports to Council meetings or committees including research or supporting papers in relation to the Legal Services function.	TEMPORARY Destroy 10 years after action completed
16.6.2	<i>The activity of initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements or findings of results of the examination or investigation.</i>	Final versions of report to management including research or supporting papers in relation to the Legal Services function. Note: Reports submitted to Council meetings are captured as permanent records under GOVERNANCE - COUNCIL MEETINGS or COMMITTEES (Council) Note: Reports submitted to Senior Management meetings are captured as permanent records under GOVERNANCE - COMMITTEES (Management)	TEMPORARY Destroy 10 years after action completed
16.7	REVIEWING		
16.7.1	<i>The activities involved in re-evaluating or re-examining decisions, products, processes, service delivery, procedures, standards and systems. Includes internal reviewing of reviewable decisions of Council.</i>	Records relating to a review of Council's operations supporting the Legal Services functions and activities. Includes recommendations, working papers, final report and action plan.	TEMPORARY Destroy 3 years after action completed

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

LEVEL 1: KEYWORD**17. OCCUPATIONAL HEALTH AND SAFETY**

The function of implementing and co-ordinating occupational health and safety and associated legislation throughout Council. Includes safety policy and the monitoring of safe work practices, procedures and preventative measures. Includes the establishment of committees to investigate and advise on health and safety issues in the workplace.

Note: Also includes the identifying, assessing and management of risk to elected members, personnel and Council properties and equipment as well as liability to the general public.

LEVEL 2: ACTIVITIES

Accidents/Incidents
Advice
Asbestos Management
Audit
Authorisation
Claims Management
Committees (Management)
Compliance
Conferences
Contracting Out
Control
Inspections
Insurance
Liaison

Licensing
Meetings
Planning
Policy
Procedures
Reporting
Research
Reviewing
Risk Management
Standards
Tendering
Training

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

17. OCCUPATIONAL HEALTH AND SAFETY

Class No.	Level 2	Description of Records	Status and Disposal Action
17.1	ACCIDENTS/INCIDENTS		
17.1.1	<i>The activities associated with recording accidents/incidents and supporting documentation of deaths, serious personal injury, dangerous occurrences and incapacity to employees and the public within the workplace. Includes notification to the work health authority.</i>	<p>Accident and incident reports and supporting documentation relating to deaths, serious personal injury, dangerous occurrences and incapacity to employees. Includes records of incidences as specified in Section 69E of the <i>Work Health (Occupational Health and Safety) Regulations</i> likely to have resulted in a person being exposed to a carcinogenic substance.</p> <p>Note: Accident and incident report may be included in the personnel file under HUMAN RESOURCES - EMPLOYMENT HISTORY</p>	TEMPORARY Destroy 71 years after employee's date of birth or 7 years after employee's separation, whichever is the later
17.1.2		Accident and incidents reports and supporting documentation of deaths, serious personal injury, dangerous occurrences and incapacity to members of the public.	TEMPORARY Destroy 30 years after action completed
17.1.3		Accident or incident reports and supporting documentation where little or no serious injury or dangerous occurrences has occurred to employees or the public.	TEMPORARY Destroy 10 years after action completed
17.2	ADVICE		
17.2.1	<i>The activities associated with offering opinions by or to Council as to an action or judgement. Includes the process of advising.</i>	Records of significant advice or opinions given or received in relation to occupational health and safety matters that impact on policy or procedures or set a precedent.	PERMANENT Transfer to the NT Archives Service 6 years after action completed

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

17. OCCUPATIONAL HEALTH AND SAFETY

Class No.	Level 2	Description of Records	Status and Disposal Action
17.2.2		Records of operational advice received or provided in respect of routine occupational health and safety matters.	TEMPORARY Destroy 2 years after action completed
17.3	ASBESTOS MANAGEMENT		
17.3.1	<i>The activity of carrying out inspection and removal of asbestos from Council buildings, plant and workplaces.</i>	Records relating to the use or presence of asbestos in Council buildings or other infrastructure.	PERMANENT Transfer to NT Archives Service 10 years after action completed
17.3.2		Records relating to neutralisation and removal of asbestos from buildings, plant and workplaces. See: PROPERTY MANAGEMENT for the removal or maintenance of asbestos in individual Council buildings.	PERMANENT Transfer to NT Archives Service 10 years after action completed
17.3.3		Asbestos registers and files maintained on staff and contractors which record exposure or potential exposure to asbestos or radiation.	PERMANENT Transfer to NT Archives Service 10 years after action completed
17.4	AUDIT		
17.4.1	<i>The activities associated with officially checking financial, quality assurance and operational records to ensure they have been kept and</i>	Records relating to compliance audits and reviews conducted on occupational health and safety systems and processes..	TEMPORARY Destroy 6 years after action completed

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

17. OCCUPATIONAL HEALTH AND SAFETY

Class No.	Level 2	Description of Records	Status and Disposal Action
	<i>maintained in accordance with agreed or legislated standards and correctly record the events, processes and business of the organisation in a specified period. Includes compliance audits, financial audits, operational audits, recordkeeping audits, skills audits, system audits and quality assurance audits.</i>	Note: Final audit reports are included in reports to Council's Audit Committee and managed according to GOVERNANCE – COMMITTEES (Council)	
17.5	AUTHORISATION		
17.5.1	<i>The process of seeking and granting permission to undertake a requested action. Includes authorising delegations for emergency situations, using the Council seal and delegations to use Council property.</i>	Records relating to the issuing of delegations and authorisations to employees. Includes correspondence and advice from the authority in respect of qualifications and experience of persons registered as assessors and inspectors of plant. Note: Original delegations and authorisations of staff are managed according to HUMAN RESOURCES – EMPLOYMENT HISTORY.	TEMPORARY Destroy 3 years after delegation expires
17.6	CLAIMS MANAGEMENT		
17.6.1	<i>Claims and case management records relating to individual and specific incidents, including; compensation, public liability, professional negligence, property and vehicle damage or loss.</i>	Workers compensation claims by employees involved in accidents which result in death, serious personal injury or incapacity. Includes accident report, medical assessment and progress reports, rehabilitation advice, appeal records, payments and correspondence.	TEMPORARY Destroy 71 years after employee's date of birth or 7 years after employee's separation, whichever is the later

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

17. OCCUPATIONAL HEALTH AND SAFETY

Class No.	Level 2	Description of Records	Status and Disposal Action
17.6.2		Records of public liability compensation claims which have been finalised without the involvement of litigation including claims for damage to, or caused by, vehicles and property.	TEMPORARY Destroy 20 years after claim settled or if a minor, destroy 20 years after minor attains age of 18 years
17.6.3		Records relating to claims of fidelity guarantee and coverage for fraud.	TEMPORARY Destroy 10 years after claim settled
17.6.4		Records relating to claims for compensation from employees for loss or damage to items of personal property or clothing. Use: <i>LEGAL SERVICES - LITIGATION for claims proceeding to litigation</i>	TEMPORARY Destroy 3 years after action completed
17.7	COMMITTEES (Management)		
17.7.1	<i>The activity associated with internal committees (usually established by a management directive) as well as external committees, boards and task forces that include representation by Council member or officers. Includes agendas, minutes and may also include records of establishment.</i>	Records of committees or representation on committees formed to consider occupational health and safety matters. Includes agendas, documents establishing the committee, minutes and supporting documents such as briefing papers and discussion papers. See: <i>GOVERNANCE – COMMITTEES (Council) for committees formally established by Council</i>	TEMPORARY Destroy 10 years after action completed

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

17. OCCUPATIONAL HEALTH AND SAFETY

Class No.	Level 2	Description of Records	Status and Disposal Action
17.8	COMPLIANCE		
17.8.1	<i>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.</i>	Records relating to compliance with the conditions for use of a carcinogenic substance specified in Schedule 9 to the <i>Work Place Health and Safety Regulations</i> .	PERMANENT Transfer to NT Archives Service 10 years after action completed
17.8.2		Records relating to compliance with the conditions for use of hazardous substances or materials specified in the <i>Work Place Health and Safety Regulations</i> .	TEMPORARY Destroy 30 years after action completed
17.8.3		Records relating to designated plant under Section 105 of the <i>Workplace Health and Safety Regulations</i> . Includes certificate of registration, data and operating instructions, details, and certificates of, inspections and details of repairs and maintenance. Use: <i>OCCUPATIONAL HEALTH AND SAFETY – INSPECTIONS for inspections of other plant</i>	TEMPORARY Transfer with item if sold or destroy 3 years after decommissioning or disposal of asset
17.8.4		Records relating to compliance with the <i>Work Place Health and Safety Regulations</i> and related codes and standards relating to work space such as access and egress, safety signs, first aid, fire control, amenities and notification of work.	TEMPORARY Destroy 10 years after action completed

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

17. OCCUPATIONAL HEALTH AND SAFETY

Class No.	Level 2	Description of Records	Status and Disposal Action
17.9	CONFERENCES		
17.9.1	<i>The activities involved in arranging or attending conferences held either by the organisation or by other organisations. Includes registration, publicity, and reports of participants, etc. Includes workshops and seminars.</i>	Records relating to proceedings of conferences and/or attendance at conferences.	TEMPORARY Destroy 2 years after action completed
17.10	CONTRACTING OUT		
17.10.1	<i>The activities involved in arranging, procuring and managing the performance of work or the provision of services by an external contractor, consultant or service provider.</i> <i>Note: Includes work done under contractual and service agreements.</i>	Records relating to the engagement of contract service providers awarded for the provision of services in support of the Occupational Health and Safety function. Use: OCCUPATIONAL HEALTH AND SAFETY- TENDERING for the preparation of tenders Use: FINANCIAL MANAGEMENT – CONTRACT MANAGEMENT for the administration of contracts Note: Where retention periods match, dispose of the CONTRACTING OUT records with the corresponding CONTRACT MANAGEMENT records	TEMPORARY Destroy 7 years after expiry of contract or agreement

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

17. OCCUPATIONAL HEALTH AND SAFETY

Class No.	Level 2	Description of Records	Status and Disposal Action
17.11	CONTROL		
17.11.1	<i>The activities associated with creating, maintaining and evaluating control mechanisms. Includes maintaining registers of information.</i>	List of workers assessed as having a likelihood of exposure in the workplace to a carcinogenic substance as specified in Schedule 9 of the <i>Workplace Health and Safety Regulations</i> . Includes full names, addresses and date of birth.	PERMANENT Transfer to NT Archives Service 30 years after last entry
17.11.2		Register of hazardous substances used within the workplace as required by Section 68 of the <i>Workplace Health and Safety Regulations</i> , for example, a chemical register. Includes material safety data sheets.	TEMPORARY Destroy 30 years after date of last entry
17.11.3		Register of insurance policies.	TEMPORARY Destroy 30 years after date of last entry
17.11.4		Register of Council's Workplace Health and Safety representatives.	TEMPORARY Destroy 7 years after date of last entry
17.12	INSPECTIONS		
17.12.1	<i>The process of officially examining facilities, properties, equipment and items to ensure compliance with standards.</i>	Records relating to inspections and testing of plant and equipment according to sections 87A and 87B of the <i>Workplace Health and Safety Regulations</i> . Use: OCCUPATIONAL HEALTH AND SAFETY – COMPLIANCE for records of designated plant	TEMPORARY Destroy 3 years after decommissioning or disposal of asset

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

17. OCCUPATIONAL HEALTH AND SAFETY

Class No.	Level 2	Description of Records	Status and Disposal Action
17.13	INSURANCE		
17.13.1	<i>The process of taking out premiums to cover loss or damage to property or premises, and to cover customers and employees against injury or death resulting from incidents on work premises or whilst engaged during employment.</i>	Insurance policies and records relating to insurance policies such as public liability, motor vehicle, professional negligence, property, building and content, fidelity guarantee, industrial special risk workers compensation and hall hire.	TEMPORARY Destroy 21 years after expiry of policy
17.14	LIAISON		
17.14.1	<i>The activities associated with maintaining regular general contact between the organisation and professional associations in related fields, other organisations, and community groups. Includes sharing informal advice and discussions, membership of professional associations and collaborating on projects that are not joint ventures.</i>	Records relating to liaison with professional associations regarding occupational health, safety and risk management issues, including the sharing of informal advice, informal discussions and membership of professional associations.	TEMPORARY Destroy 3 years after action completed
17.15	LICENSING		
17.15.1	<i>The activity of being authorised and/or authorising and granting permission to conduct an activity or business.</i>	Records relating to the issuing of licences to Council employees to perform certain types of work. Includes correspondence and advice from the relevant authority in respect of arrangements or changes to procedures for renewals, replacement and cancellation or suspension of licences or delegations.	TEMPORARY Destroy 3 years after action completed

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

17. OCCUPATIONAL HEALTH AND SAFETY

Class No.	Level 2	Description of Records	Status and Disposal Action
		<p>Note: Originals of licences issued to staff are managed according to HUMAN RESOURCES – EMPLOYMENT HISTORY</p> <p>Note: Licences issued to employees to use firearms are managed according to REGULATORY SERVICES – LICENSING</p>	
17.16	MEETINGS		
17.16.1	<p><i>The activities associated with gatherings held to formulate, discuss, update, or resolve issues and matters pertaining to the management of the section, department or Council as a whole. Includes arrangements, agenda, taking of minutes, etc. May be used for staff meetings.</i></p> <p><i>Note: Also includes ad hoc or external meetings.</i></p>	<p>Records of meetings relating to occupational health and safety. Includes agendas, minutes and supporting documents such as briefing and discussion papers.</p> <p>See: GOVERNANCE - COUNCIL MEETINGS for formal meetings of Council</p>	<p>TEMPORARY Destroy 3 years after action completed</p>
17.17	PLANNING		
17.17.1	<p><i>The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.</i></p>	<p>Records relating to the development and finalisation of business or operational plans or contributions to corporate plans, for example, Council's strategic plan or business continuity plan.</p> <p>Use: GOVERNANCE – PLANNING for corporate strategic and business plans and Council's business continuity plan</p>	<p>TEMPORARY Destroy 3 years after plan superseded</p>

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

17. OCCUPATIONAL HEALTH AND SAFETY

Class No.	Level 2	Description of Records	Status and Disposal Action
		Note: Corporate plans are managed as permanent records according to GOVERNANCE – PLANNING	
17.18	POLICY		
17.18.1	<i>The activity of developing and establishing decisions, directions and precedents which act as a reference for future decision making. Endorsed policies form the basis for procedures, practices and guidelines.</i>	Records documenting the development and establishment of occupational health and safety policies. Includes policy proposals, drafts, research papers, results of consultations and other supporting records.	TEMPORARY Destroy 2 years after document superseded
17.18.2	<i>Endorsed policies form the basis for procedures, practices and guidelines.</i>	Duplicate copies of occupational health and safety policies. Note: Final versions of policies submitted to Council for endorsement are managed according to GOVERNANCE – POLICIES	TEMPORARY Destroy when reference ceases
17.19	PROCEDURES		
17.19.1	<i>Standard methods of operating laid down by Council according to formulated policy.</i> <i>Note: Includes practices and guidelines.</i>	Records relating to the development and establishment of procedures, practices and guidelines supporting the occupational health and safety function. Includes final version of procedure, practice or guideline and development records such as draft versions, consultation and research. Note: Endorsed procedures, practices and guidelines are managed according to GOVERNANCE – PROCEDURES	TEMPORARY Destroy 30 years after procedure, policy or guideline superseded

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

17. OCCUPATIONAL HEALTH AND SAFETY

Class No.	Level 2	Description of Records	Status and Disposal Action
17.20	REPORTING		
17.20.1	<i>The activity of initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements or findings of results of the examination or investigation.</i>	Reports to Council, Local boards or committees including research or supporting papers relating to occupational health and safety.	TEMPORARY Destroy 10 years after action completed
17.20.2	<i>The activity of initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements or findings of results of the examination or investigation.</i>	Reports to Management, ad hoc or periodical reports including research or supporting papers relating to occupational health and safety. Note: Reports submitted to Council meetings are captured as permanent records under GOVERNANCE - COUNCIL MEETINGS or COMMITTEES (Council) Note: Reports submitted to Senior Management meetings are captured as permanent records under GOVERNANCE - COMMITTEES (Management)	TEMPORARY Destroy 10 years after action completed
17.21	RESEARCH		
17.21.1	<i>The activities involved in enquiring into a subject or area of interest in order to discover facts, principles, etc. Used to support the development of projects, standards, guidelines and the business activities of Council in general.</i>	Records relating to research into the development of projects, standards and guidelines for occupational health and safety purposes.	TEMPORARY Destroy 3 years after action completed

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

17. OCCUPATIONAL HEALTH AND SAFETY

Class No.	Level 2	Description of Records	Status and Disposal Action
17.22	REVIEWING		
17.22.1	<i>The activities involved in re-evaluating or re-examining decisions, products, processes, service delivery, procedures, standards and systems. Includes internal reviewing of reviewable decisions of Council.</i>	Records relating to the review and monitoring of occupational health and safety programs and operations. Includes documents establishing the review, final report and action plan.	TEMPORARY Destroy 5 years after action completed
17.23	RISK MANAGEMENT		
17.23.1	<i>The process involving the identification and assessment of risks, and the implementation of appropriate practices and procedures which will address the impact from an incident.</i>	Records relating to assessments of the workplace carried out as a result of a major accident causing a fatality, serious injury or dangerous occurrence.	PERMANENT Transfer to the NT Archives Service 10 years after action completed
17.23.2		Records relating to the identification and risk assessment of hazards in the workplace where the assessment relates to exposure to carcinogenic substances (in accordance with Section 69B of the <i>Workplace Health and Safety Regulations</i>). Includes records of the removal of carcinogenic substances.	PERMANENT Transfer to the NT Archives Service 10 years after action completed
17.23.3		Records relating to health surveillance of workers exposed to hazardous substances in accordance with section 42(5)(a) or carcinogenic substances according to section 69D of the <i>Workplace Health and Safety Regulations</i> . Includes notification to the work health authority and the worker where health surveillance results indicate excessive exposure to carcinogenic substances.	PERMANENT Transfer to NT Archives Service 10 years after action completed

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

17. OCCUPATIONAL HEALTH AND SAFETY

Class No.	Level 2	Description of Records	Status and Disposal Action
17.23.4		Occupational health and safety risk management plans formulated in response to the undertaking of hazardous activity in the workplace.	PERMANENT Transfer to NT Archives Service 10 years after action completed
17.23.5		Records relating to the monitoring of exposure to hazards in the workplace where exposure involves hazardous substances (in accordance with Section 41 (3) (a) of the <i>Workplace Health and Safety Regulations</i>). Includes monitoring of the measures applied to control the risk of exposure.	TEMPORARY Destroy 30 years after date of last monitoring
17.23.6		Records relating to the identification and risk assessment of hazards in the workplace where the assessment relates to exposure to hazardous substances and indicates the need for health surveillance or monitoring of the exposure (in accordance with Section 38 (5) (a) of the <i>Workplace Health and Safety Regulations</i>). Includes records of the control measure applied to the risk and maintenance of the control, for example, supervision and proper use.	TEMPORARY Destroy 30 years after date of last assessment
17.23.7		Records of assessments undertaken for all areas of liability including assessments for the purpose of informing insurers in respect of added or anticipated risks for public liability insurance.	TEMPORARY Destroy 30 years after action completed
17.23.8		Records relating to the monitoring of exposure to hazards in the workplace where the exposure does not relate to hazardous substances (in accordance with Section 41 (3) (b) of the <i>Workplace Health and Safety Regulations</i>). Includes monitoring of the measures applied to control the risk of exposure.	TEMPORARY Destroy 10 years after date of last monitoring
17.23.9		Records relating to health surveillance of workers exposed to hazards in the workplace other than hazardous substances in accordance with section 42(5)(b) of the <i>Workplace Health and Safety Regulations</i> .	TEMPORARY Destroy 5 years after cessation of employment

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

17. OCCUPATIONAL HEALTH AND SAFETY

Class No.	Level 2	Description of Records	Status and Disposal Action
17.23.10		Records relating to the routine identification and risk assessment of hazards in the workplace where the assessment does not relate to exposure to hazardous substances (as defined by Section 38 (5) (b) of the <i>Workplace Health and Safety Regulations</i>). Includes records of the control measure applied to the risk and maintenance of the control, for example, supervision and proper use.	TEMPORARY Destroy 5 years after action completed review date
17.24	STANDARDS		
17.24.1	<i>The process of developing or implementing industry or Council benchmarks for services and processes to enhance the quality and efficiency of the Council.</i>	Records relating to the development and implementation of industry, government or Council standards to improve the quality and efficiency of occupational health and safety functions, programs and activities.	TEMPORARY Destroy 7 years after standard superseded
17.25	TENDERING		
17.25.1	<i>The activities involved in receiving and assessing tenders. Includes offers made in writing by one party to another to carry out at an inclusive price or uniform rate, an order for the supply or purchase of goods, or for the production of work. Also includes the establishment and management of the policies and procedures that determine the competitive arrangement process, including contracts outside the compulsory competitive tendering process.</i>	Records relating to the preparation of tender documents and specifications. Note: <i>Tender documents held by a tender selection panel must be returned to the Contract Administration section once tender selection finalised</i> Use: <i>OCCUPATIONAL HEALTH AND SAFETY – CONTRACTING OUT for management of contracts after tender awarded</i> See: <i>FINANCIAL MANAGEMENT – TENDERING for official tender documents</i>	TEMPORARY Destroy 2 years after action completed

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

17. OCCUPATIONAL HEALTH AND SAFETY

Class No.	Level 2	Description of Records	Status and Disposal Action
17.26 17.26.1	TRAINING <i>The activities associated with all aspects of training.</i>	Records relating to the assessment and delivery of occupational health and safety training programs. Includes occupational health and safety awareness and induction presentations. See: <i>HUMAN RESOURCES - EMPLOYMENT HISTORY for individual certificates of competency or completion of training courses</i>	TEMPORARY Destroy 10 years after action completed

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

LEVEL 1: KEYWORD**18. PARKS AND RESERVES MANAGEMENT**

The function of acquiring and managing parks and recreational reserves. Includes the management of park infrastructure such as park furniture, playground and exercise equipment. Also includes the management and maintenance of vegetation on road reserves and landscape development and catchment based vegetation and weed management projects in partnership with Northern Territory Government.

See PROPERTY MANAGEMENT for permits for the use of parks and reserves and for the upkeep and maintenance of public amenities as well as public art, fountains and memorials

See WASTE MANAGEMENT for the removal of rubbish from parks and reserves

See CEMETERY MANAGEMENT for management and upkeep of cemetery grounds

See ROADS AND TRAFFIC MANAGEMENT for the construction and maintenance of roads and footpaths within parks and reserves

See LAND USE PLANNING for the strategic planning for the development and use of land including parks and reserves

LEVEL 2: ACTIVITIES**Acquisition****Advice****Agreements****Authorisation****Contracting Out****Design and Construction****Inspection****Joint Ventures****Maintenance****Meetings****Permits****Planning****Policy****Procedures****Project Management****Reporting****Research****Signs****Tendering**

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

18. PARKS AND RESERVES MANAGEMENT

Class No.	Level 2	Description of Records	Status and Disposal Action
18.1	ACQUISITION		
18.1.1	<i>The process of gaining ownership or use of property and other items required in the conduct of business through purchase, requisition or collection.</i>	Records relating to the transfer of recreational land and road reserves in sub divisions by the Minister under the <i>Crown Land Act</i> .	PERMANENT Transfer to the NT Archives Service 15 years after action completed
18.2	ADVICE		
18.2.1	<i>The activities associated with offering opinions by or to the organisation as to an action or judgement. Includes the process of advising.</i>	Records relating to advice provided to the NT Government Place Names Committee in relation to the naming of parks and reserves.	TEMPORARY Destroy 30 years after action completed
18.2.2		Records relating to internal advice provided to the Town Planner in relation to developments of specific parks, streetscapes and reserves.	TEMPORARY Destroy 7 years after action completed
18.2.3		Records relating to advice to developers relating to parks, reserves and streetscapes within developments. Includes routine advice regarding landscaping.	TEMPORARY Destroy 7 years after action completed
18.2.4		Records relating to advice to the public in relation to specific parks, streetscapes and reserves including use of parks, preferred tree planting and dog exercise areas.	TEMPORARY Destroy 2 years after action completed

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

18. PARKS AND RESERVES MANAGEMENT

Class No.	Level 2	Description of Records	Status and Disposal Action
18.3	AGREEMENTS		
18.3.1	<i>The processes associated with the establishment, maintenance, review and negotiation of agreements. Includes formal agreements such as industrial awards and/or exchange of letters between parties, as well as informal agreements.</i>	Final records relating to the development, negotiation and approval of agreements with Indigenous organisations regarding protecting and conserving natural features on land occupied by Indigenous people. Includes copies of signed agreements and official notifications of the development.	PERMANENT Transfer to the NT Archives Service 6 years after agreement ceases
18.3.2		Final records relating to development, negotiation and approval of agreements with owners of land (other than Indigenous organisations) outside of, or adjoining, parks and reserves for the purpose of protecting and conserving natural features on parks and reserves. Includes copies of signed agreements and official notifications of the developments.	PERMANENT Transfer to the NT Archives Service 6 years after agreement ceases
18.3.3		Final records relating to the development and negotiation of agreements to jointly manage parks and reserves, for example, with government, developers or service clubs. Includes copies of signed agreements and official notifications of the developments.	PERMANENT Transfer to the NT Archives Service 6 years after agreement ceases
18.4	AUTHORISATION		
18.4.1	<i>The process of seeking and granting permission to undertake a requested action. Includes authorising delegations for emergency situations, using the Council seal and delegations to use Council property.</i>	Records relating to declarations of an area of land to be a park or reserve or the revocation of a declared park or reserve. Includes reports, submissions, amendments and copies of comments, representations, notifications and gazette notices.	PERMANENT Transfer to the NT Archives Service 6 years after action completed

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

18. PARKS AND RESERVES MANAGEMENT

Class No.	Level 2	Description of Records	Status and Disposal Action
18.4.2		Records relating to the authorisation for maintenance or removal of heritage listed trees or trees of community or historical significance. Use: <i>PROPERTY MANAGEMENT – PERMITS</i> for the issue of permits for the use of parks and reserves	PERMANENT Transfer to the NT Archives Service 6 years after action completed
18.5 18.5.1	CONTRACTING OUT <i>The activities involved in arranging, procuring and managing the performance of work or the provision of services by an external contractor, consultant or service provider.</i> <i>Note: Includes work done under contractual and service agreements.</i>	Records relating to the management of contractors and contracts awarded for the purpose of providing parks and reserves related services. Use: <i>PARKS AND RESERVES MANAGEMENT - TENDERING</i> for the preparation of tenders Use: <i>FINANCIAL MANAGEMENT – CONTRACT MANAGEMENT</i> for the administration of contracts Note: <i>Where retention periods match, dispose of the CONTRACTING OUT records with the corresponding CONTRACT MANAGEMENT records</i>	TEMPORARY Destroy 7 years after expiry of contract or agreement
18.6 18.6.1	DESIGN AND CONSTRUCTION <i>The activity of designing and constructing Council assets and infrastructure such as parks, buildings, drains and roads. Includes the development of designs, drafting and managing the construction process.</i>	Records relating to construction of major assets involving capital works (for example, above \$150,000) in or on a park, recreational or road reserve. Includes design and project management records of installation of underground utilities.	PERMANENT Transfer to NT Archives Service 6 years after construction complete

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

18. PARKS AND RESERVES MANAGEMENT

Class No.	Level 2	Description of Records	Status and Disposal Action
18.6.2		Records relating to construction of minor assets (for example, up to and including \$150,000) in or on a park, recreational or road reserve. Includes design and project management records of fencing, track, trails, barbeque facilities, play equipment and foot or bicycle paths.	TEMPORARY Destroy 7 years after demolition or disposal of structure
18.6.3		Records relating to construction activities not proceeded with.	TEMPORARY Destroy 7 years after action completed
18.7	INSPECTIONS		
18.7.1	<i>The process of official examinations of facilities, property, equipment and vehicles, to ensure compliance with agreed standards and objectives.</i>	Records relating to inspections carried out on parks and reserves in relation to the maintenance and preservation of vegetation. Includes inspection schedules, photographs and details of maintenance works to be undertaken by council or by contractors, for example, for the removal of trees affected by disease or pests.	TEMPORARY Destroy 10 years after action completed
18.8	JOINT VENTURES		
18.8.1	<i>The activities involved in managing joint operations with other departments, Councils or other organisations, where there is a contract, joint contribution of funds and /or time. Also includes private sector ventures with Council, and co research or collaboration between Councils and/or other organisation.</i> <i>Note: Also includes Partnerships.</i>	Records relating to the joint management of parks and reserves with government, private enterprise or other councils. See: AGREEMENTS for the agreement relating to jointly managed parks and reserves	TEMPORARY Destroy 6 years after expiry of contract or agreement

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

18. PARKS AND RESERVES MANAGEMENT

Class No.	Level 2	Description of Records	Status and Disposal Action
18.9	MAINTENANCE		
18.9.1	<i>The activities associate with the upkeep, repair, servicing and preservation of internal/external conditions of premises, equipment, vehicles etc.</i>	Records relating to the removal of feral animals or wildlife from parks and reserves.	TEMPORARY Destroy 15 years after action completed
18.9.2		Records relating to the maintenance and preservation of parks and recreational or road reserves including grounds maintenance, pruning and weeds management. Includes customer requests, work orders, field notes, photographs and internal approval for tree removal or clearing of vegetation. May also include the routine removal of trees or clearing of vegetation.	TEMPORARY Destroy 10 years after action completed
18.9.3		Records relating to the maintenance of park assets, for example, park furniture, playground/exercise equipment, fencing and signage. Includes customer requests, work orders and field notes. See: ROADS AND TRAFFIC MAINTENANCE for the maintenance of roads, driveways or footpaths within parks and reserves as well as road signs See: PROPERTY MANAGEMENT for the maintenance and upkeep of public amenities, public art, fountains or memorials See: WASTE MANAGEMENT for the collection of rubbish from parks or reserves	TEMPORARY Destroy 5 years after action completed

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

18. PARKS AND RESERVES MANAGEMENT

Class No.	Level 2	Description of Records	Status and Disposal Action
18.10	MEETINGS		
18.10.1	<p><i>The activities associated with gatherings held to formulate, discuss, update, or resolve issues and matters pertaining to the management of the section, department or Council as a whole. Includes arrangements, agenda, taking of minutes, etc. May be used for staff meetings.</i></p> <p><i>Note: Also includes ad hoc or external meetings.</i></p>	<p>Records of meetings relating to parks and reserve management. Includes agendas, minutes and supporting documents such as briefing and discussion papers.</p> <p>See: GOVERNANCE - COUNCIL MEETINGS for formal meetings of Council</p>	<p>TEMPORARY Destroy 3 years after action completed</p>
18.11	PERMITS		
18.11.1	<p><i>The activity of managing permission to undertake activities or processes. Includes permissions to undertake restricted activities that might be dangerous or injurious to health, for example letting of fireworks, using flammable or hazardous substances or herbicides. Also includes permissions given to drive recreational vehicles on beaches.</i></p>	<p>Records relating to the application and issue of permits to develop nature strips. Includes nature strip program assistance requests.</p> <p>Use: PARKS AND RESERVES - AUTHORISATION for the declaration of an area of land to be a park or for the removal of significant trees</p>	<p>TEMPORARY Destroy 2 years after action completed</p>

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

18. PARKS AND RESERVES MANAGEMENT

Class No.	Level 2	Description of Records	Status and Disposal Action
18.12	PLANNING		
18.12.1	<i>The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.</i>	Records relating to the development and issue of strategic plans for Council owned and managed (or jointly managed) parks and recreational reserves. Includes representations, draft plans, works, facilities and copies of reports and notices. Also includes amendments, additions and revocations.	PERMANENT Transfer to the NT Archives Service 6 years after plan superseded
18.12.2		Records relating to the development and finalisation of business or operational plans or contributions to corporate plans, for example, Council's strategic plan or business continuity plan. Use: GOVERNANCE – PLANNING for corporate strategic and business plans and Council's business continuity plan Note: Corporate plans are managed as permanent records according to GOVERNANCE – PLANNING	TEMPORARY Destroy 3 years after plan superseded
18.13	POLICY		
18.13.1	<i>The activity of developing and establishing decisions, directions and precedents which act as a reference for future decision making. Endorsed policies form the basis for procedures, practices and guidelines.</i>	Records documenting the development and establishment of parks and reserves policies. Includes policy proposals, drafts, research papers, results of consultations and other supporting records.	TEMPORARY Destroy 2 years after policy superseded
18.13.2		Duplicate copies of parks and reserve management policies. Note: Final versions of policies submitted to Council for endorsement are managed according to GOVERNANCE - POLICIES.	TEMPORARY Destroy when reference ceases

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

18. PARKS AND RESERVES MANAGEMENT

Class No.	Level 2	Description of Records	Status and Disposal Action
18.14	PROCEDURES		
18.14.1	<p><i>Standard methods of operating laid down by Council according to formulated policy.</i></p> <p><i>Note: Includes practices and guidelines.</i></p>	<p>Records relating to the development and establishment of procedures, practices and guidelines supporting the Parks and Reserve Management function. Includes final version of procedure, practice or guideline and development records such as draft versions, consultation and research.</p> <p>Note: <i>Endorsed procedures, practices and guidelines are managed according to GOVERNANCE – PROCEDURES</i></p>	<p>TEMPORARY Destroy 2 years after procedure, practice or guideline superseded</p>
18.15	PROJECT MANAGEMENT		
18.15.1	<p><i>The activities involved in defining the potential and scope for projects, including concept development, analysis and initial planning. Also involves managing the achievement of project goals and objectives, ongoing project planning, resource management and reporting.</i></p>	<p>Records relating to the undertaking of parks and reserves management projects where the project is approved and proceeded with. Includes concept development and the ongoing project planning, reporting and resource management, for example, weed management projects or support provided to a community group for Australian native planting days.</p>	<p>TEMPORARY Destroy 7 years after action completed</p>
18.15.2	<p><i>The activities involved in defining the potential and scope for projects, including concept development, analysis and initial planning. Also involves managing the achievement of project goals and objectives, ongoing project planning, resource management and reporting.</i></p>	<p>Records relating to the development of parks and reserves management projects where the project is not approved or not proceeded with.</p>	<p>TEMPORARY Destroy 2 years after action completed</p>

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

18. PARKS AND RESERVES MANAGEMENT

Class No.	Level 2	Description of Records	Status and Disposal Action
18.16	REPORTING		
18.16.1	<i>The activity of initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements or findings of results of the examination or investigation.</i>	Reports to Council, local boards or committees including research and supporting papers relating to the Parks and Reserve Management function.	TEMPORARY Destroy 10 years after action completed
18.16.2	<i>The activity of initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements or findings of results of the examination or investigation.</i>	Reports to management, ad hoc or periodical reports including research and supporting papers relating to the Parks and Reserve Management function. Note: Reports submitted to Council meetings are captured as permanent records under GOVERNANCE - COUNCIL MEETINGS or COMMITTEES (Council) Note: Reports submitted to Senior Management meetings are captured as permanent records under GOVERNANCE - COMMITTEES (Management)	TEMPORARY Destroy 10 years after action completed
18.17	RESEARCH		
18.17.1	<i>The activities involved in enquiring into a subject or area of interest in order to discover facts, principles etc. Used to support the development of projects, standards, guidelines etc., and the business activities of the organisation in general. Includes following up enquiries relating to organisational programs, projects, working papers, literature searches etc.</i>	Records relating to research gathered in relation to parks and reserves management.	TEMPORARY Destroy 2 years after action completed

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

18. PARKS AND RESERVES MANAGEMENT

Class No.	Level 2	Description of Records	Status and Disposal Action
18.18	SIGNS		
18.18.1	<p><i>The activity of regulating and managing signage including street signs and advertising.</i></p> <p><i>Note: Includes community signs, notice boards, welcome signs and banners.</i></p>	<p>Records relating to the planning and development of interpretative signs for the purposes of educating visitors on natural features, cultural and historical information and safety guidelines within a park or reserve. Includes advice from traditional owners.</p> <p>Use: <i>ROADS AND TRAFFIC CONTROL MANAGEMENT for the erection and maintenance of traffic signs within parks</i></p>	<p>TEMPORARY Destroy 7 years after decommissioning or disposal of asset</p>
18.19	TENDERING		
18.19.1	<p><i>The activities involved in receiving and assessing tenders. Includes offers made in writing by one party to another to carry out at an inclusive price or uniform rate, an order for the supply or purchase of goods, or for the production of work. Also includes the establishment and management of the policies and procedures that determine the competitive arrangement process, including contracts outside the compulsory competitive tendering process.</i></p>	<p>Records relating to the preparation of tenders including developing tender specifications.</p> <p>Note: <i>Tender documents held by a tender selection panel must be returned to the Contract Administration section once tender selection finalised</i></p> <p>Use: <i>PARKS AND RESERVES MANAGEMENT – CONTRACTING OUT for management of contracts after tender awarded</i></p> <p>See: <i>FINANCIAL MANAGEMENT – TENDERING for official tender documents</i></p>	<p>TEMPORARY Destroy 2 years after action completed</p>

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

LEVEL 1: KEYWORD**19. PROPERTIES (Council)**

The function of acquiring, constructing, developing, disposing and maintaining facilities and premises owned, leased or occupied by Council. Includes the use of Council facilities such as community centres, sporting grounds, parks and swimming pools through bookings, leases and agreements to meet the broad social, recreational and commercial needs of the community. Also includes the issue of permits, licenses and agreements for activities on Council land or property such as mobile food stalls, consumption of liquor and alfresco or footpath dining, and the maintenance and upkeep of public art, fountains or memorials.

See COMMUNITY AND CULTURAL SERVICES for the operation of community services in relation to access and use of Council owned sporting, cultural and recreational facilities

See FLEET, PLANT, EQUIPMENT AND STORES for the hiring and use of items of Council equipment

See PARKS AND RESERVES MANAGEMENT for the construction and maintenance of public open spaces

See ROADS AND TRAFFIC CONTROL MANAGEMENT for the construction and maintenance of roads and road reserves, the construction and management of car parks and car parking and for the issuing of permits for signs, balconies and awnings in and over road reserves or footpaths

LEVEL 2: ACTIVITIES

Access	Contracting Out	Memorials	Project Management
Acquisition	Design and Construction	Monitoring	Reporting
Addresses (Presentations)	Disposal	Permits	Security
Agreements	Leasing	Planning	Tendering
Asset Register	Licensing	Policy	Urban Design
Audit	Maintenance	Procedures	
Consultation	Meetings	Program Management	

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

19. PROPERTIES (Council)

Class No.	Level 2	Description of Records	Status and Disposal Action
19.1	ACCESS		
19.1.1	<i>Activities to provide fair, efficient and impartial access to council services and council facilities. Includes programs to increase and improve public access, including access for disabled persons to Council buildings and properties.</i>	Records relating to requests for alterations to existing facilities or special access requirements to Council services, buildings and facilities for people with disabilities.	TEMPORARY Destroy 2 years after t decommissioning or disposal of asset
19.2	ACQUISITION		
19.2.1	<i>The process of gaining ownership or use of property and other items required in the conduct of business through purchase, requisition or collection.</i>	Records relating to the acquisition of land through compulsory acquisition under the <i>Lands Acquisitions Act</i> or the assumption of care, control and management of land with the consent of interested persons or trustees. Includes the acquisition of land or property by Council as trustee.	PERMANENT Transfer to NT Archives Service 30 years after action completed
19.2.2		Title deeds of properties owned by Council.	TEMPORARY Transfer to new owner on disposal of property
19.2.3		Records relating to valuations, negotiations and agreements leading to acquisition of properties, easements, accommodation and buildings by Council. Note: Use <i>FINANCIAL MANAGEMENT – ACCOUNTS RECEIVABLE</i> for payments for acquisition of land	TEMPORARY Destroy 7 years after disposal of property

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

19. PROPERTIES (Council)

Class No.	Level 2	Description of Records	Status and Disposal Action
19.3	ADDRESSES (Presentations)		
19.3.1	<i>The activity of giving addresses for training, professional, community relations or sales purposes. Includes speeches, multi-media presentations, and presentations or conferring of honours or prizes.</i>	Records relating to the giving of addresses or presentations relating to the Property Management function, for example, inductions, planning days and presentations to Council on property management issues.	TEMPORARY Destroy 2 years after action completed
19.4	AGREEMENTS		
19.4.1	The process of seeking, granting and signing deeds and agreements with legal impacts relating to use of Council property such as buildings, road reserves, sports grounds.	Final records of major legal agreements, contracts and leases relating to use of Council assets (for example, valued above \$150,000). May include records of tenancy, indemnity deed, deed of agreement, loan agreement, awning and canopy agreements, deed of co-operation, subleases, crown lease and developer agreements.	PERMANENT Transfer to the NT Archives Service 6 years after action completed
19.4.2		Records relating to signed simple agreements. Use: <i>PROPERTIES (Council) – PERMITS for hire of Council facilities</i>	TEMPORARY Destroy 7 years after expiry of agreement
19.5	ASSET REGISTER		
19.5.1	<i>The activities involved in recording in a subsidiary ledger all assets owned by Council. Includes the date of purchase, depreciation, written down</i>	Register of memorials, cairns and plaques in or on Council owned property.	PERMANENT Transfer to NT Archives Service 30 years after action completed

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

19. PROPERTIES (Council)

Class No.	Level 2	Description of Records	Status and Disposal Action
19.5.2	<i>value as well as stocktaking and auditing notations.</i>	Register of Council properties and the leases, licences and agreements relating to those properties. Includes assets such as walkways, footpaths, parks, sporting grounds, alfresco dining and markets.	PERMANENT Transfer to NT Archives Service 20 years after action completed
19.6	AUDIT		
19.6.1	<i>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 organisation in a specified period. Includes compliance audits, financial audits, operational audits, recordkeeping audits, skills audits, system audits and quality assurance audits.</i>	Records relating to compliance audits of Council properties in relation to fire protection, safety, lifts and the building code.	TEMPORARY Destroy 6 years after action completed
19.6.2	<i>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 organisation in a specified period. Includes compliance audits, financial audits, operational audits, recordkeeping audits, skills audits, system audits and quality assurance audits.</i>	Records relating to compliance audits and reviews conducted on property management systems and processes. Note: Final audit reports are included in reports to Council's Audit Committee and managed according to GOVERNANCE – COMMITTEES (Council)	TEMPORARY Destroy 6 years after action completed
19.7	CONSULTATION		
19.7.1	<i>The activity of consulting with others, seeking comment/feedback on a range of services and issues. This includes requests for consultation from organisations and individuals.</i>	Records relating to arrangements for the development and exhibition of plans for consultation with the community to gain comments, suggestions and feedback. Includes enquiries, provision of copies of plans, circularised objection forms, master copy of survey/questionnaire and reports and summaries of consultation, for example, upgrades to The Mall.	PERMANENT Transfer to NT Archives Service 6 years after action completed

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

19. PROPERTIES (Council)

Class No.	Level 2	Description of Records	Status and Disposal Action
19.7.2		Records relating to the preparation and completion of Council property surveys and questionnaires.	TEMPORARY Destroy 6 years after action completed
19.8	CONTRACTING OUT		
19.8.1	<i>The activities involved in arranging, procuring and managing the performance of work or the provision of services by an external contractor, consultant or service provider.</i> <i>Note: Includes work done under contractual and service agreements.</i>	Records relating to the engagement and supervision of consultants and contract service providers to provide property management services, for example, security or building maintenance. Use: <i>PROPERTIES (Council) - TENDERING for records of the preparation and assessment of tenders</i> Use: <i>FINANCIAL MANAGEMENT – CONTRACT MANAGEMENT for the administration of contracts</i> Note: <i>Where retention periods match, dispose of the CONTRACTING OUT records with the corresponding CONTRACT MANAGEMENT records</i>	TEMPORARY Destroy 7 years after expiry of contract or agreement
19.9	DESIGN AND CONSTRUCTION		
19.9.1	<i>The activity of designing and constructing Council assets and infrastructure such as parks, buildings, drains and roads. Includes the development of designs, drafting and managing the construction process.</i>	Records relating to the design, construction and commissioning of new Council owned buildings and/or structures. Includes as constructed drawings. See: <i>ROADS AND TRAFFIC CONTROL MANAGEMENT for the design and construction of car parks.</i>	PERMANENT Transfer to NT Archives Service 15 years after action completed

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

19. PROPERTIES (Council)

Class No.	Level 2	Description of Records	Status and Disposal Action
19.9.2		Records relating to major upgrades to Council property, for example, upgrades above \$150,000.	PERMANENT Transfer to NT Archives Service 10 years after action completed
19.9.3		Records relating to minor upgrades to Council property, for example, upgrades up to and including \$150,000.	TEMPORARY Destroy 7 years after action completed
19.9.4		Records relating to Council contribution towards the cost of construction of property not owned by Council, for example, fences, walls, footpaths, roads, buildings, entry statements and retaining walls.	TEMPORARY Destroy 6 years after action completed
19.10	DISPOSAL		
19.10.1	<i>The activities of evaluating and negotiating the disposal by Council of property and premises belonging to another party by purchase, leasing, native title claims etc.</i>	Records relating to the sale and disposal of Council owned property. Includes valuation, future planning, market analysis, pricing and sales.	TEMPORARY Destroy 10 years after disposal of property
19.11	LEASING		
19.11.1	<i>The activities involved in leasing items, equipment or property to or from another person or organisation.</i>	Records relating to leases of Council property.	TEMPORARY Destroy 7 years after expiry of lease

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

19. PROPERTIES (Council)

Class No.	Level 2	Description of Records	Status and Disposal Action
19.12	LICENSING		
19.12.1	<i>The activity of being authorised and/or authorising and granting permission to conduct an activity or business.</i>	Records relating to the issue of licences for the use of Council property, for example, market trading licences.	TEMPORARY Destroy 7 years after expiry of licence
19.13	MAINTENANCE		
19.13.1	<i>The activities associated with routine upkeep, repair, servicing and preservation of internal/external conditions of council premises, equipment, infrastructure, and public and community land facilities.</i>	Records relating to maintenance programs to remove asbestos from Council owned buildings and structures. Includes inspections for asbestos.	PERMANENT Transfer to NT Archives Service 30 years after action completed
19.13.2		Records relating to major maintenance, conservation, fit-outs works and repairs of Council owned buildings and structures (for example, above \$150,000).	TEMPORARY Destroy 20 years after vacation of premises
19.13.3		Records relating to routine and minor repairs, maintenance or alterations to Council owned buildings and structures, (for example, up to and including \$150,000). Includes works on council owned equipment and structures, for example, fountains and public art within or on council owned properties and open spaces. Includes pest control.	TEMPORARY Destroy 7 years after action completed
19.13.4		Records relating to the removal of graffiti damage to council facilities. Includes reports of graffiti incidents. See: WASTE MANAGEMENT - MAINTENANCE for the removal of rubbish from The Mall	TEMPORARY Destroy 7 years after action completed

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

19. PROPERTIES (Council)

Class No.	Level 2	Description of Records	Status and Disposal Action
19.14	MEETINGS		
19.14.1	<i>The activities associated with gatherings held to formulate, discuss, update, or resolve issues and matters pertaining to the management of the section, department or Council as a whole. Includes arrangements, agenda, taking of minutes, etc. may be used for staff meetings.</i> <i>Note: Also includes ad hoc or external meetings.</i>	Records of meetings relating to property management. Includes agendas, minutes and supporting documents such as briefing and discussion papers. See: GOVERNANCE - COUNCIL MEETINGS for formal meetings of Council	TEMPORARY Destroy 3 years after action completed
19.15	MEMORIALS		
19.15.1	<i>The activity of managing requests and the design of memorials and monuments such as commemorative plaques, statues, clocks and time capsules that commemorate an event or person.</i>	Records relating to the research and design of memorial cairns, plaques, monuments, time capsules, statues and fountains including special funding, naming and unveiling. May include requests, research documentation, designs and artwork.	PERMANENT Transfer to NT Archives Service 30 years after action completed
19.15.2		Records relating to the addition of names to plaques and memorials. May include requests, research documentation, designs and artwork. See: PROPERTIES (Council) – ASSET REGISTER for the register of memorials, cairns and plaques See: PROPERTIES (Council) – MAINTENANCE for repairs carried out to memorials, cairns and plaques	PERMANENT Transfer to NT Archives Service 30 years after action completed

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

19. PROPERTIES (Council)

Class No.	Level 2	Description of Records	Status and Disposal Action
19.16	MONITORING		
19.16.1	<i>Activities to check, observe, or record information and observations about people, equipment, infrastructure, services or systems. Includes the effects of air and water pollution and water quality; beaches; and the extent and affects of floods and flooding on drainage systems.</i>	Records relating to water quality testing and remedial action to public swimming pools, bores, fountains, chilled water bubblers and air conditioning.	TEMPORARY Destroy 10 years after action completed
19.17	PERMITS		
19.17.1	<i>The activity of managing permission to undertake activities or processes. Includes permissions to undertake restricted activities that might be dangerous or injurious to health, for example letting of fireworks, using flammable or hazardous substances or herbicides. Also includes permissions given to drive recreational vehicles on beaches.</i>	Records relating to permits for the hire of council facilities and properties, for example, community and recreational centres, swimming pools, parks and reserves, sporting ovals and conference rooms. Includes bookings, fees and conditions. May include unsuccessful applications.	TEMPORARY Destroy 3 years after action completed
19.17.2	<i>Use AUTHORISATION for other approvals such as permission sought from the Minister to undertake actions, use of the Council seal, appointments or delegations.</i>	Records relating to permits for the placement of handbills on Council buildings, the consumption of liquor, filming on Council property, and operating mobile food stalls. May include unsuccessful applications. See: <i>ROADS AND TRAFFIC CONTROL MANAGEMENT</i> for permits to utilise Council car parking spaces and permits for alfresco and footpath dining Use: <i>PROPERTIES (Council) – LEASING</i> for leasing of Council property	TEMPORARY Destroy 3 years after action completed

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

19. PROPERTIES (Council)

Class No.	Level 2	Description of Records	Status and Disposal Action
19.18	PLANNING		
19.18.1	<i>The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.</i>	Records relating to the development and finalisation of strategic plans relating to the Property Management function.	TEMPORARY Destroy 3 years after superseded
19.18.2		Records relating to the development and finalisation of business or operational plans or contributions to corporate plans, for example, Council's strategic plan or business continuity plan. Use: GOVERNANCE – PLANNING for corporate wide strategic and business plans and Council's business continuity plan Note: Corporate plans are managed as permanent records according to GOVERNANCE – PLANNING	TEMPORARY Destroy 3 years after plan superseded
19.19	POLICY		
19.19.1	<i>The activity of developing and establishing decisions, directions and precedents which act as a reference for future decision making. Endorsed policies form the basis for procedures, practices and guidelines.</i>	Records relating to the development and establishment of property management policies. Includes policy proposals, drafts, research papers, results of consultations and other supporting records.	TEMPORARY Destroy 2 years after policy superseded
19.19.2		Duplicate copies of property management policies. Note: Final versions of policies submitted to Council for endorsement are managed according to GOVERNANCE – POLICIES	TEMPORARY Destroy when reference ceases

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

19. PROPERTIES (Council)

Class No.	Level 2	Description of Records	Status and Disposal Action
19.20	PROCEDURES		
19.20.1	<p><i>Standard methods of operating laid down by Council according to formulated policy.</i></p> <p><i>Note: Includes practices and guidelines.</i></p>	<p>Records relating to the development and establishment of procedures, practices and guidelines supporting the property management function. Includes final version of procedure, practice or guideline and development records such as draft versions, consultation and research.</p> <p>Note: <i>Endorsed procedures, practices and guidelines are managed according to GOVERNANCE – PROCEDURES</i></p>	TEMPORARY Destroy 2 years after procedure, practice or guideline superseded
19.21	PROJECT MANAGEMENT		
19.21.1	<p><i>The activities involved in defining the potential and scope for projects, including concept development, analysis and initial planning. Also involves managing the achievement of project goals and objectives, ongoing project planning, resource management and reporting for Council infrastructure projects.</i></p>	<p>Records relating to major Council infrastructure upgrade projects, (for example, above \$150,000). Includes project objectives, final reports, evaluations and reviews.</p>	PERMANENT Transfer to NT Archives Service 10 years after action completed
19.21.2		<p>Records relating to minor projects (for example, up to and including \$150,000). Includes concept development and ongoing project planning, reporting and resource management.</p>	TEMPORARY Destroy 7 years after action completed
19.21.3		<p>Records relating to the development of projects where the project is not approved or not proceeded with.</p>	TEMPORARY Destroy 2 years after action completed

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

19. PROPERTIES (Council)

Class No.	Level 2	Description of Records	Status and Disposal Action
19.22	REPORTING		
19.22.1	<i>The activity of initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements or findings of results of the examination or investigation.</i>	Reports to Council, Local boards or committees including research or supporting papers relating to the Property Management function.	TEMPORARY Destroy 10 years after action completed
19.22.2	<i>The activity of initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements or findings of results of the examination or investigation.</i>	Reports to management, ad hoc or periodical reports including research or supporting papers relating to the Property Management function. Note: Reports submitted to Council meetings are captured as permanent records under GOVERNANCE - COUNCIL MEETINGS or COMMITTEES (Council) Note: Reports submitted to Senior Management meetings are captured as permanent records under GOVERNANCE - COMMITTEES (Management)	TEMPORARY Destroy 10 years after action completed
19.23	SECURITY		
19.23.1	<i>The activities associated with measures taken to protect people, premises, equipment or information from accidental or intentional damage of from unauthorised access. Includes the security classification of personnel and criminal record/security checks.</i>	Records relating to security arrangements for premises including installation and maintenance of electronic security and surveillance equipment and security personnel.	TEMPORARY Destroy 6 years after premises vacated or systems/equipment superseded
19.23.2	<i>The activities associated with measures taken to protect people, premises, equipment or information from accidental or intentional damage of from unauthorised access. Includes the security classification of personnel and criminal record/security checks.</i>	Records relating to arrangements for the provision of safes, security vaults and other security related stores and equipment.	TEMPORARY Destroy 7 years after action completed

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

19. PROPERTIES (Council)

Class No.	Level 2	Description of Records	Status and Disposal Action
19.23.3		Records relating to security of and access to Council buildings. Includes visitor logs to record the issuing of security passes, CCTV footage and key logs.	TEMPORARY Destroy 3 years after action completed
19.24 19.24.1	TENDERING <i>The activities involved in receiving and assessing tenders. Includes offers made in writing by one party to another to carry out at an inclusive price or uniform rate, an order for the supply or purchase of goods, or for the production of work. Also includes the establishment and management of the policies and procedures that determine the competitive arrangement process, including contracts outside the compulsory competitive tendering process.</i>	Records relating to the preparation of tender documents and specifications. Note: <i>Tender documents held by a tender selection panel must be returned to the Contract Administration section once tender selection finalised</i> Use: <i>PROPERTIES (Council) – CONTRACTING OUT for management of contracts after tender awarded</i> See: <i>FINANCIAL MANAGEMENT – TENDERING for official tender documents</i>	TEMPORARY Destroy 3 years after action completed
19.25 19.25.1	URBAN DESIGN <i>The activities associated with the development of precincts and public spaces to create aesthetically pleasing environments. Includes planning for major public art initiatives, such as sculptures, paving, fountains, etc.</i>	Records relating to the development of precincts and public spaces to create aesthetically pleasing environments. Includes revitalisation of The Mall and major fixed public art initiatives, such as sculptures, paving and fountains.	PERMANENT Transfer to Archives 10 years after action completed

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

LEVEL 1: KEYWORD**20. PUBLIC AFFAIRS**

The function of establishing rapport with the community and raising and advancing Council's public image and its relationships with outside bodies, including the media and the public. Includes marketing, media relations, speeches, management of the corporate images and ceremonies, functions and events of a civic nature or where protocol or official council representation is involved.

See GOVERNANCE (COUNCIL) for community consultation and feedback

See COMMUNITY AND CULTURAL SERVICES for community programs and activities

LEVEL 2: ACTIVITIES

Addresses (Presentations)

Authorisation

Awards

Committees (Management)

Conferences

Contacts

Contracting Out

Corporate Image

Enquiries

Events Management

Greetings

Marketing

Media Liaison

Meetings

Planning

Policy

Procedures

Publications

Reporting

Tendering

Tours/Visits

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

20. PUBLIC AFFAIRS

Class No.	Level 2	Description of Records	Status and Disposal Action
20.1	ADDRESSES (Presentations)		
20.1.1	<i>The activity of giving addresses for training, professional, community relations or sales purposes. Includes speeches and multi-media presentations.</i>	Records of speeches of historical significance made by the Lord Mayor or Elected Members on occasions such as, a Local Government Centenary, opening of council chambers or a royal or foreign head of state visit. Includes speeches, presentations, transcripts, addresses, arrangements, bookings, photographs and audio visual recordings.	PERMANENT Transfer to NT Archives Service 6 years after action completed
20.1.2		Records of routine speeches made by the Lord Mayor or Elected Members. Includes speeches, presentations, transcripts, addresses, arrangements, bookings, photographs and audio visual recordings.	TEMPORARY Destroy 6 years after action completed
20.1.3		Records relating to the giving of addresses or presentations relating to the Public Affairs function.	TEMPORARY Destroy 2 years after action completed
20.2	AUTHORISATION		
20.2.1	<i>The process of seeking and granting permission to undertake a requested action. Includes authorising delegations for emergency situations, using the Council seal and delegations to use Council property.</i>	Records relating to authorisation granted for the use of Council's logo or crest.	TEMPORARY Destroy 6 years after action completed

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

20. PUBLIC AFFAIRS

Class No.	Level 2	Description of Records	Status and Disposal Action
20.3	AWARDS		
20.3.1	<i>The activity of arranging, presenting and receiving awards for outstanding achievements, valuable contribution to the community and exceptional service.</i>	Records relating to major awards initiated or received by Council such as the Local Government Awards, Freedom/Keys to the City or Australia Day awards.	PERMANENT Transfer to NT Archives Service 6 years after action completed
20.3.2		Records relating to minor awards initiated or received by Council, such as community events and town beautification schemes.	TEMPORARY Destroy 7 years after action completed
20.3.3		Records relating to unsuccessful awards initiated or submitted by Council including arrangements, applications and awards evaluations.	TEMPORARY Destroy 2 years after action completed
20.4	COMMITTEES (Management)		
20.4.1	<i>The activity associated with internal committees (usually established by a management directive) as well as external committees, boards and task forces that include representation by Council member or officers. Includes agendas, minutes and may also include records of establishment.</i>	Records of committees or representation on committees formed to consider public affairs matters. Includes agendas, documents establishing the committee, minutes and supporting documents such as briefing papers and discussion papers. See: GOVERNANCE – COMMITTEES (Council) for committees formally established by Council	TEMPORARY Destroy 6 years after action completed

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

20. PUBLIC AFFAIRS

Class No.	Level 2	Description of Records	Status and Disposal Action
20.5	CONFERENCES		
20.5.1	<i>The activities involved in arranging or attending conferences held either by the organisation or by other organisations. Includes registration, publicity, and reports of participants, etc. Includes workshops and seminars.</i>	Records relating to proceedings of conferences and/or attendance at conferences.	TEMPORARY Destroy 2 years after action completed
20.6	CONTACTS		
20.6.1	<i>The activity of gathering and recording names, addresses and contact details for politicians, government representatives and the public.</i>	Records relating to managing names, addresses and contact details of politicians, government representatives and the public.	TEMPORARY Destroy after record superseded
20.7	CONTRACTING OUT		
20.7.1	<i>The activities involved in arranging, procuring and managing the performance of work or the provision of services by an external contractor, consultant or service provider.</i> <i>Note: Includes work done under contractual and service agreements.</i>	Records relating to the engagement of consultants and contract service providers to provide services in relation to public affairs activities, for example, the design or development of websites. Use: PUBLIC AFFAIRS - TENDERING for the preparation of tenders Use: FINANCIAL MANAGEMENT – CONTRACT MANAGEMENT for the administration of contracts	TEMPORARY Destroy 7 years after expiry of contract or agreement

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

20. PUBLIC AFFAIRS

Class No.	Level 2	Description of Records	Status and Disposal Action
		Note: Where retention periods match, dispose of the CONTRACTING OUT records with the corresponding CONTRACT MANAGEMENT records	
20.8	CORPORATE IMAGE		
20.8.1	<i>The activity of identifying the production of corporate image through designing, procuring symbols and standards that promote the image and identity of Council.</i>	Records relating to the design of the chains of office, Mayoral robes and Council's crest and logo.	PERMANENT Transfer to NT Archives Service 10 years after action completed
20.8.2		Records relating to the design and production of the corporate image including corporate branding on presentation items, flags, banners, signage and corporate dress.	TEMPORARY Destroy 6 years after action completed
20.8.3		Records relating to the supply and use of Council logo, flags and bunting.	TEMPORARY Destroy 2 years after action completed
20.9	ENQUIRIES		
20.9.1	<i>The activities associated with the handling of requests for information about Council and its services by the general public or another organisation.</i>	Records relating to enquiries about council activities and events. Includes requests for historical information about the Council requiring little research or collection of information to satisfy request.	TEMPORARY Destroy 2 years after action completed

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

20. PUBLIC AFFAIRS

Class No.	Level 2	Description of Records	Status and Disposal Action
20.10	EVENTS		
20.10.1	<i>The activities associated with arranging, managing and attending events. Includes civic functions and ceremonies.</i>	Records documenting celebrations, ceremonies and functions of significant community interest. Includes occasions such as a Local Government Centenary, opening of council chambers or an anniversary commemorative celebration. Includes programs, promotional material, photographs, speeches and summary reports.	PERMANENT Transfer to NT Archives Service 10 years after action completed
20.10.2		Memorabilia including collections of records or photographs about the Second World War or any other historical event relating to Darwin usually provided to Council by members of the public in relation to celebrations, ceremonies and functions. Note: <i>Where possible, transfer original material to NT Archives Service as soon as possible to formalise the donation process and preserve items.</i>	PERMANENT Transfer to NT Archives Service 6 years after action completed
20.10.3		Records documenting commemorative celebrations, ceremonies and functions. Includes, receptions, festivals or celebrations for example, citizenship ceremonies or Bombing of Darwin.	TEMPORARY Destroy 10 years after action completed
20.10.4		Facilitative records for arranging events, includes bookings, catering, transport and seating arrangements.	TEMPORARY Destroy 2 years after action completed
20.10.5		Records relating to requests to fly flags for official commemorations and/or special events.	TEMPORARY Destroy 2 years after action completed

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

20. PUBLIC AFFAIRS

Class No.	Level 2	Description of Records	Status and Disposal Action
		<p>Use: <i>COMMUNITY AND CULTURAL SERVICES - EVENT MANAGEMENT for programmed events or events targeted to community groups such as youth and seniors</i></p> <p>Use: <i>PUBLIC LIBRARIES – EVENT MANAGEMENT for programmed events or events targeted to library user groups such as story telling and internet training</i></p>	
<p>20.11</p> <p>20.11.1</p> <p>20.11.2</p> <p>20.11.3</p>	<p>GREETINGS</p> <p><i>The activity of preparing, sending and receiving letters of appreciation, congratulations, condolence or introductions.</i></p>	<p>Records relating to the preparation, sending and receiving of greetings in relation to high profile and significant events and people.</p> <p>Records relating to the preparation and sending of routine greetings. Also includes greetings received by the Council including appreciation letters.</p> <p>Note: <i>Letters of appreciation are also managed according to the specific functional areas they relate to.</i></p> <p>Address list for sending greetings.</p>	<p>PERMANENT Transfer to NT Archives Service 6 years after action completed</p> <p>TEMPORARY Destroy 2 years after action completed</p> <p>TEMPORARY Destroy 1 year after list superseded</p>

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

20. PUBLIC AFFAIRS

Class No.	Level 2	Description of Records	Status and Disposal Action
20.12	MARKETING		
20.12.1	<i>The activity of campaigns, advertising, arrangements, production and distribution of publicity materials, printing, promotions and advertising material and presentation items.</i>	Master copies of films or audio recordings in any media produced by or for the Council to promote the local area or the Council and it's services.	PERMANENT Transfer to NT Archives Service 10 years after action completed
20.12.2		Records of administrative arrangements, production and distribution of publicity materials, printing, promotional and advertising materials and presentation items.	TEMPORARY Destroy 5 years after action completed
20.12.3		Copies of film or audio recordings in any media produced by or for the Council to promote the local area or the Council and services. Also includes copies of publicity materials, printing, promotional and advertising materials and presentation items.	TEMPORARY Destroy when reference ceases
20.13	MEDIA LIAISON		
20.13.1	<i>The activity of establishing a relationship with the media and Council. Includes coordinating access to the media, authorising and issuing press releases and briefings and organising media interviews.</i>	Records relating to Council media releases in relation to major issues, for example, new or substantial changes to existing policies, major items of expenditure, senior appointments, disposal of well-known assets, or matters of considerable public interest and debate. Includes authorised final version of media release.	PERMANENT Transfer to NT Archives Service 6 years after action completed
20.13.2		Records relating to media releases in relation to minor media releases prepared by or for the Council, for example, correction of media reports or notification of changes to minor services, such as, changes to office hours or amendments to waste collection. Includes authorised final version of media release.	TEMPORARY Destroy 10 years after action completed

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

20. PUBLIC AFFAIRS

Class No.	Level 2	Description of Records	Status and Disposal Action
20.13.3		Records relating to the management of the Council's relationship with the media.	TEMPORARY Destroy 6 years after action completed
20.13.4		Media releases received from other organisations.	TEMPORARY Destroy when reference ceases
20.13.5		Full set of newspaper clippings and other media reports relating to the Council and its activities. <i>Note: Newspaper clippings are also managed according to the specific functional area they relate to</i>	TEMPORARY Deposit in Council library every 4 years
20.14	MEETINGS		
20.14.1	<i>The activities associated with gatherings held to formulate, discuss, update, or resolve issues and matters pertaining to the management of the section, department or Council as a whole. Includes arrangements, agenda, taking of minutes, etc. may be used for staff meetings.</i> <i>Note: Also includes ad hoc or external meetings.</i>	Records of meetings relating to public affairs. Includes agendas, minutes and supporting documents such as briefings and discussion papers. See: GOVERNANCE - COUNCIL MEETINGS for formal meetings of Council	TEMPORARY Destroy 3 years after action completed

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

20. PUBLIC AFFAIRS

Class No.	Level 2	Description of Records	Status and Disposal Action
20.15	PLANNING		
20.15.1	<i>The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.</i>	Records relating to the development and finalisation of business or operational plans or contributions to corporate plans, for example, Council's strategic plan or business continuity plan. Use: GOVERNANCE – PLANNING for corporate strategic and business plans and Council's business continuity plan Note: Corporate plans are managed as permanent records according to GOVERNANCE – PLANNING	TEMPORARY Destroy 3 years after plan superseded
20.16	POLICY		
20.16.1	<i>The activity of developing and establishing decisions, directions and precedents which act as a reference for future decision making. Endorsed policies form the basis for procedures, practices and guidelines.</i>	Records documenting the development and establishment of public affairs policies. Includes policy proposals, drafts, research papers, results of consultations and other supporting records.	TEMPORARY Destroy 2 years after superseded
20.16.2		Duplicate copies of public affairs policies. Note: Final versions of policies submitted to Council for endorsement are managed according to GOVERNANCE – POLICIES	TEMPORARY Destroy when reference ceases

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

20. PUBLIC AFFAIRS

Class No.	Level 2	Description of Records	Status and Disposal Action
20.17	PROCEDURES		
20.17.1	<p><i>Standard methods of operating laid down by Council according to formulated policy.</i></p> <p><i>Note: Includes practices and guidelines.</i></p>	<p>Records relating to the development and establishment of procedures, practices and guidelines supporting the Public Affairs function. Includes final version of procedure, practice or guideline and development records such as draft versions, consultation and research.</p> <p>Note: <i>Endorsed procedures, practices and guidelines are managed according to GOVERNANCE – PROCEDURES</i></p>	<p>TEMPORARY Destroy 2 years after procedure, practice or guideline superseded</p>
20.18	PUBLICATIONS		
20.18.1	<p><i>The activities associated with having works, irrespective of format, issued for sale or general distribution, internally or to the public. Includes drafting, manual or electronic production (design, layout, typesetting, printing, etc.), marketing and supply of publications by Council.</i></p>	<p>Council's primary publications produced to publicise or promote Council's activities. Includes the annual report, Grind Newspaper for youth and the Aged Services Directory.</p> <p>See: <i>GOVERNANCE – REPORTING for the development of Council's annual report.</i></p> <p>See: <i>PUBLICATIONS under the relevant functional area for the development and finalisation of other Council publications annual report</i></p> <p>See: <i>PUBLICATIONS under the relevant functional area for the development and finalisation of other Council publications</i></p>	<p>PERMANENT Transfer one copy to NT Archives Service 6 years after action completed</p> <p>Transfer one copy of each new publication to Council Library</p> <p>Lodge single copy with NTL under Legal Deposit legislation</p>
20.18.2		Copies of publications not produced by Council.	<p>TEMPORARY Destroy 1 year after reference ceases</p>

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

20. PUBLIC AFFAIRS

Class No.	Level 2	Description of Records	Status and Disposal Action
20.18.3		Records relating to the drafting, production and distribution of Council publications.	TEMPORARY Destroy 2 years after action completed
20.18.4		Records of renewals of the business names of official publications of Council.	TEMPORARY Destroy 2 years after renewal expires
20.18.5		Records of final versions of information published on Council's internet and intranet. Note: <i>Publications may also be managed in accordance with the specific functional area that they relate to</i>	TEMPORARY Destroy 2 years after action completed
20.19	REPORTING		
20.19.1	<i>The activity of initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements or findings of results of the examination or investigation.</i>	Reports to Council, Local boards or committees including research and supporting papers relating to the Public Affairs function.	TEMPORARY Destroy 10 years after action completed
20.19.2		Reports to Management, ad hoc or periodical reports including research and supporting papers relating to the Public Affairs function. Note: <i>Reports submitted to Council meetings are captured as permanent records under GOVERNANCE - COUNCIL MEETINGS or COMMITTEES (Council)</i> Note: <i>Reports submitted to Senior Management meetings are captured as permanent records under GOVERNANCE - COMMITTEES (Management)</i>	TEMPORARY Destroy 10 years after action completed

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

20. PUBLIC AFFAIRS

Class No.	Level 2	Description of Records	Status and Disposal Action
20.20	TENDERING		
20.20.1	<i>The activities involved in receiving and assessing tenders. Includes offers made in writing by one party to another to carry out at an inclusive price or uniform rate, an order for the supply or purchase of goods, or for the production of work. Also includes the establishment and management of the policies and procedures that determine the competitive arrangement process, including contracts outside the compulsory competitive tendering process.</i>	<p>Records relating to the preparation of tender documents and specifications.</p> <p>Note: <i>Tender documents held by a tender selection panel must be returned to the Contract Administration section once tender selection finalised</i></p> <p>Use: <i>PUBLIC AFFAIRS – CONTRACTING OUT for management of contracts after tender awarded</i></p> <p>See: <i>FINANCIAL MANAGEMENT – TENDERING for official tender documents</i></p>	TEMPORARY Destroy 2 years after action completed
20.21	TOURS/VISITS		
20.21.1	<i>The activity of booking, arranging and conducting tours of Council for the public including visits by other organisations, the public and schools. Also includes the arrangements for Council to visit and tour other organisations.</i>	Records relating to visits/tours by royalty or heads of state including approvals, itineraries, reports and submissions.	PERMANENT Transfer to NT Archives Service 10 years after action completed
20.21.2		Records relating to visits/tours by high ranking members of other governments, (Australian or foreign) including approvals, itineraries, reports and submissions.	TEMPORARY Destroy 20 years after action completed

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

20. PUBLIC AFFAIRS

Class No.	Level 2	Description of Records	Status and Disposal Action
20.21.3		Records relating to overseas visits/tours by Elected Members and staff of Council including approvals, itineraries, reports and submissions.	TEMPORARY Destroy 10 years after action completed
20.21.4		Records relating to visits/tours by Elected Members and staff of Council to other government agencies or local authorities, or by other government agencies or local authorities to Council. Includes approvals, itineraries, reports and submissions.	TEMPORARY Destroy 5 years after action completed
20.21.5		Records relating to travel arrangements for visits/tours, including, itineraries.	TEMPORARY Destroy 2 years after action completed
20.21.6		Records relating to the conduct of visits to Council by the public, community groups, schools or overseas student groups including arrangements, schedules and tour information.	TEMPORARY Destroy 2 years after action completed

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

LEVEL 1: KEYWORD**21. PUBLIC LIBRARIES**

The function of providing a public library service, which promotes and supports the recreational and lifelong learning needs of the Darwin community. Includes planning, analysing and promoting library and literacy related activities, collection management, acquisition and circulation of library materials, reference services, services to the community, support of the recreational and lifelong learning needs of Darwin community, and access to electronic resources. Also includes the enforcement of penalties for damaged and overdue library books.

See PUBLIC LIBRARIES for library functions and events.

See REGULATORY SERVICES for enforcement of other library infringements under Council By-laws

LEVEL 2: ACTIVITIES

Acquisitions
Addresses (Presentations)
Audits
Authorisations
Compliance
Control
Disposal
Enforcement
Events
Meetings
Procedures
Program Management
Reference Services

Research
Security
Stock take

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

21. PUBLIC LIBRARIES

Class No.	Level 2	Description of Records	Status and Disposal Action
21.1	ACQUISITION		
21.1.1	<i>The process of gaining ownership or use of property and other items required in the conduct of business through purchase, requisition or collection.</i>	Records relating to acquisition of library materials. Includes borrowers' purchase suggestions, request forms, request reports, supplier's order forms, accession records, serials standing orders, closed entries, claims notices and exchange agreements. Note: Refer to <i>FINANCIAL MANAGEMENT – DONATIONS</i> for library items donated as a gift and <i>Deductible Gift Recipient status (DGR)</i> records	TEMPORARY Destroy 6 years after action completed
21.2	ADDRESSES (Presentations)		
21.2.1	<i>The activity of giving addresses for training, professional, community relations or sales purposes. Includes speeches, multi-media presentations, and presentations or conferring of honours or prizes.</i>	Records relating to the giving of addresses or presentations in relation to the Public Libraries function.	TEMPORARY Destroy 2 years after action completed
21.3	AUDIT		
21.3.1	<i>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</i>	Records relating to the planning and conduct of Copyright Agency audits in relation to compliance with copyright and digital amendment legislation. Includes liaison with the auditing body, minutes of meetings, notes taken at interviews, surveys, draft reports and comments. See: <i>PUBLIC LIBRARIES - STOCKTAKE</i> for records relating to the stocktaking of library collection items	TEMPORARY Destroy 5 years after action completed

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

21. PUBLIC LIBRARIES

Class No.	Level 2	Description of Records	Status and Disposal Action
	<i>business of the organisation in a specified period. Includes compliance audits, financial audits, operational audits, recordkeeping audits, skills audits, system audits and quality assurance audits.</i>		
21.4	AUTHORISATION		
21.4.1	<i>The process of seeking and granting permission to undertake a requested action. Includes authorising delegations for emergency situations, using the Council seal and delegations to use Council property.</i>	Records relating to descriptions of borrowers access rights to library materials and membership levels. Includes applications for membership, borrower registration onto library system, and parent/guardian permissions forms.	TEMPORARY Destroy 10 years after authorisation superseded or revoked
21.5	COMPLIANCE		
21.5.1	<i>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.</i>	Records relating to the management of compliance with copyright and digital amendment legislation. Includes photocopying declaration forms signed by clients.	TEMPORARY Destroy 4 years after action completed

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

21. PUBLIC LIBRARIES

Class No.	Level 2	Description of Records	Status and Disposal Action
21.6	CONTROL		
21.6.1	<i>The activities associated with creating, maintaining and evaluating control mechanisms. Includes maintaining registers of information.</i>	Records relating to tools used for the development of bibliographic control of library materials. Includes updates relating to cataloguing standards, such as Anglo American Cataloguing Rules, Library of Congress subject headings, Dewey Decimal Classification and cataloguing worksheets.	TEMPORARY Destroy 3 years after action completed
21.6.2		Records relating to inter-library loan requests and completion of loan requests.	TEMPORARY Destroy 3 years after action completed
21.6.3		Records documenting bookings of library resources and staff. Includes booking charts for internet and computer usage, seniors computer, library system and internet search training.	TEMPORARY Destroy 6 months after action completed
21.6.4		Records relating to the bibliographic control of library materials such as title, author, borrower, barcode for items such as pamphlets, books, photographs and journals held in the library catalogue.	TEMPORARY Retain in agency with collection
21.7	DISPOSAL		
21.7.1	<i>The process of disposing of property no longer required by the organisation, by sale, transfer, termination of lease, auction, or destruction. Includes destruction or transfer of records to</i>	Records relating to weeding of library materials from circulation stock.	TEMPORARY Destroy 20 years after action completed

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

21. PUBLIC LIBRARIES

Class No.	Level 2	Description of Records	Status and Disposal Action
	<i>archives, and the program of activities to facilitate the orderly transfer of semi-active and inactive records from current office space into secondary or archival storage.</i>		
21.8	ENFORCEMENT		
21.8.1	<i>The activities associated with enforcing areas under Council jurisdiction identified by the Local Government Act and Council By Laws. Includes the issuing of notices and infringements</i>	Records relating to the management of inappropriate conduct of clients in libraries. Includes remedial action taken such as removal of persons from library buildings or removal of borrowing rights.	TEMPORARY Destroy 10 years after action completed
21.8.2	<i>The activities associated with enforcing areas under Council jurisdiction identified by the Local Government Act and Council By Laws. Includes the issuing of notices and infringements</i>	Records relating to the provision of fines for overdue returns, loss or damage to library materials.	TEMPORARY Destroy 7 years after item borrowed
21.9	EVENTS		
21.9.1	<i>The activities associated with arranging, managing and attending events. Includes civic functions and ceremonies.</i>	Records relating to the delivery of library events usually targeted for specific user groups of the library, for example, story time, internet training and book launches or specific events to celebrate Seniors Month. May include the attendance of authors, development of curriculum, application forms and attendance records, timetables and rosters, program materials and running sheets. Use: PUBLIC AFFAIRS – EVENTS MANAGEMENT for events of a civic nature	TEMPORARY Destroy 7 years after action completed

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

21. PUBLIC LIBRARIES

Class No.	Level 2	Description of Records	Status and Disposal Action
21.10	MEETINGS		
21.10.1	<p><i>The activities associated with gatherings held to formulate, discuss, update, or resolve issues and matters pertaining to the management of the section, department or Council as a whole. Includes arrangements, agenda, taking of minutes, etc. may be used for staff meetings.</i></p> <p><i>Note: Also includes ad hoc or external meetings.</i></p>	<p>Records of meetings relating to public libraries. Includes agendas, minutes and supporting documents such as briefing and discussion papers.</p> <p>See: GOVERNANCE - COUNCIL MEETINGS for formal meetings of Council</p>	<p>TEMPORARY Destroy 3 years after action completed</p>
21.11	PROCEDURES		
21.11.1	<p><i>Standard methods of operating laid down by Council according to formulated policy.</i></p> <p><i>Note: Includes practices and guidelines.</i></p>	<p>Records relating to the development and establishment of procedures, practices and guidelines supporting the Public Libraries function. Includes final version of procedure, practice or guideline and development records such as draft versions, consultation and research.</p> <p>Note: Endorsed procedures, practices and guidelines are managed according to GOVERNANCE – PROCEDURES</p>	<p>TEMPORARY Destroy 2 years after procedure, practice or guideline superseded</p>

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

21. PUBLIC LIBRARIES

Class No.	Level 2	Description of Records	Status and Disposal Action
21.12	PROGRAM MANAGEMENT		
21.12.1	<i>The activities relating to groups of projects managed to achieve a desired common business goal.</i>	Records relating to the delivery of programs for targeted client groups of the library. May include terms and conditions of funding, including project management and correspondence with funding bodies. See: PUBLIC LIBRARIES - EVENTS for library events See: GRANTS AND SUBSIDIES – REVENUE for grant funding to support library programs	TEMPORARY Destroy 7 years after action completed
21.13	REFERENCE SERVICES		
21.13.1	<i>Records relating to research requests and enquiries undertaken by library staff.</i>	Records relating to research assistance, preparation of bibliographies, internet literacy and enquiries received by library staff and the response to the enquiry.	TEMPORARY Destroy 2 years after action completed
21.14	RESEARCH		
21.14.1	<i>The activities involved in enquiring into a subject or area of interest in order to discover facts, analyse trends or provide information for annual report.</i>	Records relating to the recording and analysis of statistics regarding circulation, cataloguing, purchases, repairs, donations and clients.	TEMPORARY Destroy 5 years after action completed

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

21. PUBLIC LIBRARIES

Class No.	Level 2	Description of Records	Status and Disposal Action
21.15	SECURITY		
21.15.1	<i>The activities associated with measures taken to protect people, premises, equipment or information from accidental or intentional damage of from unauthorised access. Includes the security classification of personnel and criminal record/security checks.</i>	Records relating to security measures for the protection of the library collection, for example, the use of barcodes, book stripes, de/sensitising equipment and door gate security measures. Use: <i>PROPERTIES (Council) – SECURITY for security measures in relation to library buildings</i>	TEMPORARY Destroy 4 years after action completed
21.16	STOCKTAKE		
21.16.1	<i>The activities associated with the examination, counting, listing and valuing of goods, records or information held by the organization.</i>	Records relating to identifying and documenting the loss and incorrect filing rates of library materials.	TEMPORARY Destroy 6 years after action completed

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

LEVEL 1: KEYWORD**22. REGULATORY SERVICES**

The function of enforcing Council's regulatory requirements under the *Local Government Act*, Council By-laws and *Traffic Regulations*. Includes regulating (registration and licences), notifying, prosecuting and applying penalties in respect of animals, parking and public areas. Also includes educating the community regarding animal welfare.

Use GOVERNANCE - LEGISLATION for making and amending By-laws

Use LEGAL SERVICES – LITIGATION for offences that progress to legal action

See PUBLIC LIBRARIES for the issue of fines for overdue library items

See ROADS AND TRAFFIC CONTROL for the issue of permits in respect of parking

LEVEL 2: ACTIVITIES**Addresses (Presentations)**

Agreements

Audit

Contracting Out

Control

Education

Enforcement

Liaison

Licensing

Meetings

Planning

Policy

Procedures

Reporting

Reviewing

Tendering

Training

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

22. REGULATORY SERVICES

Class No.	Level 2	Description of Records	Status and Disposal Action
22.1	ADDRESSES (Presentations)		
22.1.1	<i>The activity of giving addresses for training, professional, community relations or sales purposes. Includes speeches, multi-media presentations, and presentations or conferring of honours or prizes.</i>	Records relating to the giving of addresses or presentations in relation to the Regulatory Services function, for example, inductions or animal education in schools.	TEMPORARY Destroy 2 years after action completed
22.2	AGREEMENTS		
22.2.1	<i>The processes associated with the establishment, maintenance, review and negotiation of agreements. Includes agreements between Council and service providers and other agencies to provide services.</i>	Records relating to agreements in relation to the Regulatory Services function, for example, agreement with police for access to CCTV footage.	TEMPORARY Destroy 7 years after completion of contract or agreement
22.3	AUDIT		
22.3.1	<i>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 organisation in a specified period. Includes compliance</i>	Records relating to compliance audits and reviews conducted on Regulatory Services systems and processes. Note: Final audit reports are included in reports to Council's Audit Committee and managed according to GOVERNANCE – COMMITTEES (Council)	TEMPORARY Destroy 6 years after action completed

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

22. REGULATORY SERVICES

Class No.	Level 2	Description of Records	Status and Disposal Action
	<i>audits, financial audits, operational audits, recordkeeping audits, skills audits, system audits and quality assurance audits.</i>		
22.4	CONTRACTING OUT		
22.4.1	<i>The activities involved in arranging, procuring and managing the performance of work or the provision of services by an external contractor, consultant or service provider.</i>	Records relating to the management of consultants and contractors, for example, supply of security guards.	TEMPORARY Destroy 7 years after expiry of contract or agreement
22.4.2	<i>Note: Includes work done under contractual and service agreements.</i>	Records relating to the operational management of a Council animal shelter or pound. Includes registers of animals admitted, records of the daily operations, assessment and release of animals. Use: REGULATORY SERVICES - TENDERING for records of the preparation and assessment of tenders Use: FINANCIAL MANAGEMENT – CONTRACT MANAGEMENT for the administration of contracts Note: Where retention periods match, dispose of the CONTRACTING OUT records with the corresponding CONTRACT MANAGEMENT records	TEMPORARY Destroy 7 years after expiry of contract or agreement
22.5	CONTROL		
22.5.1	<i>The activities associated with creating, maintaining and evaluating control mechanisms. Includes maintaining registers of information.</i>	Records relating to the registration of animals, for example, cats and dogs. Includes registration forms, changes of address and information relating to desexing, micro chipping, description, breed and licence.	TEMPORARY Destroy 7 years after animal deceased or departed from municipality

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

22. REGULATORY SERVICES

Class No.	Level 2	Description of Records	Status and Disposal Action
22.5.2		Register of declared dogs for the enforcement of penalties for dangerous dogs in accordance with Darwin City Council By-laws. See: <i>REGULATORY SERVICES - ENFORCEMENT for the enforcing of animal registration</i>	TEMPORARY Destroy 7 years after animal deceased or departed from municipality
22.6	EDUCATION		
22.6.1	<i>The activities associated with providing information and training programs to the local community to increase understanding and awareness of issues.</i>	Records relating to educating the community about the benefits of pet ownership and animal welfare`.	TEMPORARY Destroy 2 years after action completed
22.6.2		Records relating to education and facilitation of animal welfare, for example, micro chipping promotion day and promotion of the registration of animals.	TEMPORARY Destroy 2 years after action completed
22.7	ENFORCEMENT		
22.7.1	<i>The activities associated with enforcing areas under Council jurisdiction identified by the Local Government Act and Council By Laws. Includes the issuing of notices and infringements.</i>	Diaries containing field and investigation notes of Enforcement Officers.	TEMPORARY Destroy 15 years after action completed
22.7.2		Records relating to the enforcement of local or Territory laws that result in legal action through the courts, for example, dog attacks, non-compliant advertising signs or parking disputes. Includes investigation notes, witness statements, CCTV footage, photographs, notices and fines. May also include authorisation to enter private land and penalties imposed by the courts such as fines, or the destruction or removal of animals.	TEMPORARY Destroy 10 years after action completed

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

22. REGULATORY SERVICES

Class No.	Level 2	Description of Records	Status and Disposal Action
22.7.3		Records relating to the enforcement of local or Territory laws external to the courts. Includes the serving of notices, investigation notes, CCTV footage, photographs, and witness statements. May also include the provision of animal education and advice, and infringements that have been withdrawn, cancelled or referred to the Northern Territory Government Fines Recovery Unit for resolution.	TEMPORARY Destroy 7 years after action completed
22.7.4		Case files relating to animals that are repeat offenders, for example, dogs at large or barking dogs. May include copies of infringements, impounding notices, barking logs and court records, and entry of the dogs' details onto the Declared Dogs Register.	TEMPORARY Destroy 2 years after animal is deceased or departed from the municipality
22.7.5		<p>Records relating to the enforcement of local or Northern Territory laws where investigation is undertaken but no penalty ensues, for example, routine complaints about long grass, abandoned vehicles or parking on nature strips. Includes Council officers' notes and may also include feedback to the complainant.</p> <p>See: <i>PUBLIC LIBRARIES - ENFORCEMENT</i> for the collection of fines for overdue and damaged library books</p> <p>Use: <i>LEGAL SERVICES – LITIGATION</i> for the activities involved in managing lawsuits or legal proceedings between the Council and other parties</p> <p>Note: <i>Records of infringements that are likely to become subject to legal action in the future must not be destroyed (see further information on legal hold orders in the introduction to this schedule)</i></p>	TEMPORARY Destroy 2 years after action completed

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

22. REGULATORY SERVICES

Class No.	Level 2	Description of Records	Status and Disposal Action
22.8	LIAISON		
22.8.1	<i>The activities associated with maintaining regular general contact between the organisation and professional associations in related fields, other organisations, and community groups. Includes sharing informal advice and discussions, membership of professional associations and collaborating on projects that are not joint ventures.</i>	Records of liaison with professional associations in relation to the Regulatory Services function, including the sharing of informal advice, informal discussions and membership of professional associations.	TEMPORARY Destroy 3 years after action completed
22.9	LICENSING		
22.9.1	<i>The activities involved in the allocation or authorisation of issuing a licence for a specific purpose in relation to regulations and legislation.</i>	Records relating to Council's enterprise licence to operate firearms. Includes police audits and administrative records.	TEMPORARY Destroy 10 years after licence renewed
22.9.2		Records relating to individual licences to operate firearms in accordance with statutory requirements. Includes police audits. Note: Copy of licence to be placed on personnel file under HUMAN RESOURCES - PERSONNEL HISTORY	TEMPORARY Destroy 10 years after action completed

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

22. REGULATORY SERVICES

Class No.	Level 2	Description of Records	Status and Disposal Action
22.10	MEETINGS		
22.10.1	<p><i>The activities associated with gatherings held to formulate, discuss, update, or resolve issues and matters pertaining to the management of the section, department or Council as a whole. Includes arrangements, agenda, taking of minutes, etc. may be used for staff meetings.</i></p> <p><i>Note: Also includes ad hoc or external meetings.</i></p>	<p>Records of meetings relating to regulatory services. Includes agendas, minutes and supporting documents such as briefings and discussion papers.</p> <p>See: GOVERNANCE - COUNCIL MEETINGS for formal meetings of Council</p>	<p>TEMPORARY Destroy 3 years after action completed</p>
22.11	PLANNING		
22.11.1	<p><i>The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.</i></p>	<p>Records relating to the development and finalisation of business or operational plans relating to the Regulatory Services function or contributions to corporate plans such as business continuity plans to mitigate risks in the event of a disaster.</p> <p>Use: GOVERNANCE – PLANNING for corporate strategic and business plans and Council's business continuity plan</p> <p>Note: Corporate plans are managed as permanent records according to GOVERNANCE – PLANNING</p>	<p>TEMPORARY Destroy 3 years after plan superseded</p>

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

22. REGULATORY SERVICES

Class No.	Level 2	Description of Records	Status and Disposal Action
22.12	POLICY		
22.12.1	<i>The activity of developing and establishing decisions, directions and precedents which act as a reference for future decision making. Endorsed policies form the basis for procedures, practices and guidelines.</i>	Records documenting the development and establishment of Regulatory Services policies. Includes policy proposals, drafts, research papers, results of consultations and other supporting records, for example, Regulatory Orders for Cyclone Hazards.	TEMPORARY Destroy 2 years after policy superseded
22.12.2		Duplicate copies of Council adopted Regulatory services policies. Note: <i>Final versions of policies submitted to Council for endorsement are managed according to GOVERNANCE - POLICIES</i>	TEMPORARY Destroy when reference ceases
22.13	PROCEDURES		
22.13.1	<i>Standard methods of operating laid down by Council according to formulated policy.</i> <i>Note: Includes practices and guidelines.</i>	Records relating to the development and establishment of procedures, practices and guidelines supporting the Regulatory Services function. Includes final version of procedure, practice or guideline and development records such as draft versions, consultation and research. Note: <i>Endorsed procedures, practices and guidelines are managed according to GOVERNANCE – PROCEDURES</i>	TEMPORARY Destroy 2 years after procedure, practice or guideline superseded
22.14	REPORTING		
22.14.1	<i>The activity of initiating or providing a formal response to a situation or request (either internal, external or as</i>	Reports to Council, Local boards or committees including research and supporting papers relating to the Regulatory Services function.	TEMPORARY Destroy 10 years after action completed

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

22. REGULATORY SERVICES

Class No.	Level 2	Description of Records	Status and Disposal Action
22.14.2	<i>a requirement of corporate policies), and to provide formal statements or findings of results of the examination or investigation.</i>	<p>Reports to Management, ad hoc or periodical reports including research and supporting papers relating to the Regulatory Services function.</p> <p>Note: Reports submitted to Council meetings are captured as permanent records under GOVERNANCE - COUNCIL MEETINGS or COMMITTEES (Council)</p> <p>Note: Reports submitted to Senior Management meetings are captured as permanent records under GOVERNANCE - COMMITTEES (MANAGEMENT)</p>	TEMPORARY Destroy 10 years after action completed
22.15	REVIEWING		
22.15.1	The activities involved in re-evaluating or re-examining decisions, products, processes, service delivery, procedures, standards and systems. Includes internal reviewing of reviewable decisions of Council.	Records relating to the conduct of internal reviews of reviewable decisions affecting the Regulatory Services function, for example, an internal review on a decision in relation to a regulatory order. Includes application and committee's response.	TEMPORARY Destroy 10 years after action completed
22.15.2		Records relating to applications for review of reviewable decisions which have been rejected by an administrative review committee. Includes application and committee's response.	TEMPORARY Destroy 6 years after action completed
		Note: Internal reviews are captured permanently under GOVERNANCE – COMMITTEES (Council)	

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

22. REGULATORY SERVICES

Class No.	Level 2	Description of Records	Status and Disposal Action
22.16	TENDERING		
22.16.1	<i>The activities involved in receiving and assessing tenders. Includes offers made in writing by one party to another to carry out at an inclusive price or uniform rate, an order for the supply or purchase of goods, or for the production of work. Also includes the establishment and management of the policies and procedures that determine the competitive arrangement process, including contracts outside the compulsory competitive tendering process.</i>	<p>Records relating to the preparation of tenders including developing tender specifications.</p> <p>Note: <i>Tender documents held by a tender selection panel must be returned to the Contract Administration section once tender selection finalised</i></p> <p>Use: <i>REGULATORY SERVICES – CONTRACTING OUT for management of contracts after tender awarded</i></p> <p>See: <i>FINANCIAL MANAGEMENT – TENDERING for official tender documents</i></p>	TEMPORARY Destroy 3 years after action completed
22.17	TRAINING		
22.17.1	<i>The activities associated with all aspects of training.</i>	<p>Records relating to the development and delivery of training for Regulatory Services Officers. Includes training material such as presentations and handouts.</p> <p>See: <i>HUMAN RESOURCES - EMPLOYMENT HISTORY for individual certificates of competency or completion of training courses</i></p>	TEMPORARY Destroy 3 years after action completed

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

LEVEL 1: KEYWORD**23. ROADS AND TRAFFIC CONTROL MANAGEMENT**

The design, construction and maintenance of local roads and road reserves including associated road infrastructure such as kerbing, guttering, walkways, footpaths and cycle paths. Includes acquisition and installation of traffic controls, traffic and street signs, street furniture and decorations. Includes the construction and maintenance of roads within parks and reserves and the issuing of permits for activities that affect roads, road reserves and traffic control. Excludes arterial roads managed by the Northern Territory Government.

See STORMWATER AND DRAINAGE for the management of associated road infrastructure such as stormwater drainage

See REGULATORY SERVICES for the enforcement of parking and other infringements

LEVEL 2: ACTIVITIES**Addresses (Presentations)****Advice****Agreements****Asset Register****Authorisation****Contracting Out****Control****Design and Construction****Investigations****Liaison****Maintenance****Meetings****Permits****Planning****Policy****Program Management****Reporting****Research****Signs****Standards****Tendering****Urban Design**

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

23. ROADS AND TRAFFIC CONTROL MANAGEMENT

Class No.	Level 2	Description of Records	Status and Disposal Action
23.1	ADDRESSES (Presentations)		
23.1.1	<i>The activity of giving addresses for training, professional, community relations or sales purposes. Includes speeches, multi-media presentations, and presentations or conferring of honours or prizes.</i>	Records relating to the giving of addresses or presentations in relation to the Roads and Traffic Control function, for example, inductions, planning days, presentations to Council on road upgrades.	TEMPORARY Destroy 3 years after action completed
23.2	ADVICE		
23.2.1	<i>The activities associated with offering opinions by or to Council as to an action or judgement. Includes the process of advising.</i>	Records relating to advice provided to the Northern Territory Government and Federal Government regarding jointly managed or funded programs such as Local Area Traffic Management or Roads to Recovery. Includes, submissions, drawings, specifications, approvals, priority lists and funding recommendations.	TEMPORARY Destroy 50 years action completed
23.2.2		Records relating to advice provided by Council to the Northern Territory Place Names Committee in relation to the naming of for roads and suburbs.	TEMPORARY Destroy 30 years after action completed
23.2.3		Records relating to advice provided to government or external organisations relating to roads and traffic control. Includes advice to legal firms, gas providers and telecommunication providers on roads, reserves, possible interferences with services and compliance of traffic lights, roads, verges and signage with relevant standards.	TEMPORARY Destroy 7 years after action completed

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

23. ROADS AND TRAFFIC CONTROL MANAGEMENT

Class No.	Level 2	Description of Records	Status and Disposal Action
23.2.4		Records relating to routine advice provided to members of the public in relation to roads and traffic control. Includes advice on road zoning, traffic control and road standards.	TEMPORARY Destroy 5 years after action completed
23.2.5		Records relating to advice provided within Council on road and traffic standards. Includes advice on land that abuts on a public place for construction of a driveway or work on municipal roads, verges, and traffic and parking control measures.	TEMPORARY Destroy 3 years after action completed
23.3	AGREEMENTS		
23.3.1	<i>The processes associated with the establishment, maintenance, review and negotiation of agreements. Includes agreements between Council and service providers and other agencies to provide services.</i>	Final records relating to agreements between the Northern Territory, Federal or other local governments in respect of the Roads and Traffic Management function, for example, to improve and develop roads within the jurisdiction, the sharing or delineation of road management responsibilities, and declarations of road projects within the Council's municipality.	PERMANENT Transfer to NT Archives Service 10 years after cessation of agreement
23.4	ASSET REGISTER		
23.4.1	<i>The activities involved in recording in a subsidiary ledger all assets owned by Council. Includes the date of purchase, depreciation, written down value as well as stocktaking and auditing notations.</i>	Register of council road network including asset history of each road or road reserve and associated road infrastructure.	PERMANENT Transfer to NT Archives Service 20 years after action completed

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

23. ROADS AND TRAFFIC CONTROL MANAGEMENT

Class No.	Level 2	Description of Records	Status and Disposal Action
23.5	AUTHORISATION		
23.5.1	<i>The process of seeking and granting permission to undertake a requested action. Includes authorising delegations for emergency situations, using the Council seal and delegations to use Council property.</i>	Records relating to the Minister authorising the Council to care, control and manage crown land as a road or road reserve. Includes ministerials, advertisements and gazette notices.	PERMANENT Transfer to NT Archives Service 20 years after action completed
23.5.2		Records relating to land declared by the Council to be a road with the consent of the owner of the land. Includes correspondence, ministerials, gazette notices and advertisements.	PERMANENT Transfer to NT Archives Service 20 years after action completed
23.5.3		Records relating to the Minister withdrawing a road from the care, control and management of the Council and placing it under the care, control and management of the Northern Territory Government. Includes correspondence, ministerials, advertisements and gazette notices.	PERMANENT Transfer to NT Archives Service 20 years after action completed
23.5.4		Records relating to requests and approval of walkway closure or opening. Includes petitions, notifications to residents, correspondence, maps, surveys, and recommendations. See: GOVERNANCE - COMMITTEES (Council) AND COUNCIL MEETINGS for walkway matters referred to council for deliberation and decisions	PERMANENT Transfer to NT Archives Service 20 years after action completed
23.5.5		Records relating to the authorisation of the installation and removal of traffic control devices. See: ROADS AND TRAFFIC CONTROL MANAGEMENT – PERMITS for activities relating to roads that require permission by Council	TEMPORARY Destroy 10 years after action completed

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

23. ROADS AND TRAFFIC CONTROL MANAGEMENT

Class No.	Level 2	Description of Records	Status and Disposal Action
23.6	CONTRACTING OUT		
23.6.1	<i>The activities involved in arranging, procuring and managing the performance of work or the provision of services by an external contractor, consultant or service provider.</i>	Records relating to the management of contractors and contracts in respect of major contracts (for example, above \$150,000) or contracts signed under seal, awarded for the purpose of providing roads and traffic control services.	TEMPORARY Destroy 15 years after completion of contract or agreement
23.6.2	<i>Note: Includes work done under contractual and service agreements.</i>	Records relating to the management of contractors and contracts in respect of routine or minor contracts, (for example, up to and including \$150,000) awarded for the purpose of providing roads and traffic control services. Use: <i>ROADS AND TRAFFIC CONTROL MANAGEMENT - TENDERING for records of the preparation and assessment of tenders</i> Use: <i>FINANCIAL MANAGEMENT – CONTRACT MANAGEMENT for the administration of contracts</i> Note: <i>Where retention periods match, dispose of the CONTRACTING OUT records with the corresponding CONTRACT MANAGEMENT records</i>	TEMPORARY Destroy 7 years after completion of contract or agreement
23.7	CONTROL		
23.7.1	<i>The activities associated with creating, maintaining and evaluating control mechanisms. Includes maintaining registers of information.</i>	Register of parking permits, for example, disabled parking. See: <i>REGULATORY SERVICES - ENFORCEMENT for the enforcing of parking permits</i>	TEMPORARY Destroy 2 years after action completed

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

23. ROADS AND TRAFFIC CONTROL MANAGEMENT

Class No.	Level 2	Description of Records	Status and Disposal Action
23.8	DESIGN AND CONSTRUCTION		
23.8.1	<i>The activity of designing and constructing Council assets and infrastructure such as parks, buildings, drains and roads. Includes the development of designs, drafting and managing the construction process.</i>	Records relating to the design and construction of historical or significant municipal roads including traffic control measures, for example, collector roads, main and sub arterial roads. Includes determination of specifications and conditions, correspondence, approvals and sketches. Excludes technical drawings.	PERMANENT Transfer to NT Archives Service 10 years after action completed
23.8.2		Records relating to the design and construction of minor municipal road or local/residential roads. Includes determination of specifications and conditions, correspondence, approvals and sketches. Excludes technical drawings.	TEMPORARY Destroy 7 years after decommissioning or disposal of asset
23.8.3		Records relating to the design, drafting, approval, issuing, updating and publication of Council technical and as constructed drawings of roads and traffic control devices or other road furniture.	PERMANENT Transfer to NT Archives Service 6 years after action completed
23.8.4		Records relating to the design and construction of council owned car parks. Excludes technical drawings.	TEMPORARY Destroy 7 years after decommissioning or disposal of asset
23.8.5		Records relating to the design and construction of car parks on privately owned land. Includes technical and other drawings, photographs and reports.	TEMPORARY Destroy 10 years after action completed

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

23. ROADS AND TRAFFIC CONTROL MANAGEMENT

Class No.	Level 2	Description of Records	Status and Disposal Action
23.8.6		Records relating to the drafting and updating of ad hoc drawings which form design proposals. Use: <i>ROADS AND TRAFFIC CONTROL MANAGEMENT – SIGNS for design and construction of road signs</i> Use: <i>STORMWATER AND DRAINAGE – DESIGN AND CONSTRUCTION for design and construction of drainage</i>	TEMPORARY Destroy 2 years after action completed
23.9	INVESTIGATIONS		
23.9.1	<i>The activity of investigating breaches of laws and regulations, including investigations of development projects.</i>	Records relating to the investigation of traffic safety issues where there is a significant risk to public safety such as multiple fatalities. Includes records of complaint, requests for traffic calming devices, statistics, site notes photographs, recommendations, drawings and funding priority lists.	PERMANENT Transfer to NT Archives Service 10 years after action completed
23.9.2		Records relating to routine investigations of traffic safety issues. Includes records of complaint, requests for traffic calming devices, statistics, site notes photographs, recommendations and drawings. For example, request for speed hump traffic calming device on sub arterial road.	TEMPORARY Destroy 10 years after action completed
23.10	LIAISON		
23.10.1	<i>The activities associated with maintaining regular general contact between the organisation and professional associations in related</i>	Records relating to liaison with professional or industry associations in respect of the Roads and Traffic Control Management function. Includes membership renewals.	TEMPORARY Destroy 3 years after action completed

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

23. ROADS AND TRAFFIC CONTROL MANAGEMENT

Class No.	Level 2	Description of Records	Status and Disposal Action
	<i>fields, other organisations, and community groups. Includes sharing informal advice and discussions, membership of professional associations and collaborating on projects that are not joint ventures.</i>		
23.11	MAINTENANCE		
23.11.1	<i>The activities associated with the upkeep, repair, servicing and preservation of internal/external conditions of premises, equipment, plant, infrastructure, and public facilities.</i>	Records relating to arrangements for capital and major road / road reserve maintenance works (for example, above \$150,000) for road resurfacing, reconstruction, traffic lights and street lights maintenance.	TEMPORARY Destroy 50 years after action completed
23.11.2		Records relating to arrangements for minor road / road reserve maintenance works (for example, up to and including \$150,000) for road resurfacing, reconstruction, traffic and street lights maintenance.	TEMPORARY Destroy 20 years after action completed
23.11.3		Records relating to the routine or ad hoc maintenance of roads, road reserves and road infrastructure. Includes records of scheduled maintenance undertaken following an emergency, routine inspections and public correspondence. Use: <i>ROADS AND TRAFFIC CONTROL MANAGEMENT – SIGNS for records relating to the maintenance of road signs</i> See: <i>PARKS AND RESERVES for the management and maintenance of vegetation on road reserves</i>	TEMPORARY Destroy 7 years after action completed

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

23. ROADS AND TRAFFIC CONTROL MANAGEMENT

Class No.	Level 2	Description of Records	Status and Disposal Action
23.12	MEETINGS		
23.12.1	<p><i>The activities associated with gatherings held to formulate, discuss, update, or resolve issues and matters pertaining to the management of the section, department or Council as a whole. Includes arrangements, agenda, taking of minutes, etc. may be used for staff meetings.</i></p> <p><i>Note: Also includes ad hoc or external meetings.</i></p>	<p>Records of meetings relating to roads and traffic control. Includes agendas, minutes and supporting documents such as briefing and discussion papers.</p> <p>See: GOVERNANCE - COUNCIL MEETINGS for formal meetings of Council</p>	<p>TEMPORARY Destroy 3 years after action completed</p>
23.13	PERMITS		
23.13.1	<p><i>The activity of managing permission to undertake activities or processes. Includes permissions to undertake restricted activities that might be dangerous or injurious to health, for example letting of fireworks, using flammable or hazardous substances or herbicides. Also includes permissions given to drive recreational vehicles on beaches.</i></p>	<p>Records relating to applications for permits for access to roads and road reserve by external organisations for design and construction work, where there is potential to interfere with infrastructure such as telecommunication and other services.</p>	<p>TEMPORARY Destroy 7 years after expiry of permit or permit denied</p>
23.13.2	<p><i>The activity of managing permission to undertake activities or processes. Includes permissions to undertake restricted activities that might be dangerous or injurious to health, for example letting of fireworks, using flammable or hazardous substances or herbicides. Also includes permissions given to drive recreational vehicles on beaches.</i></p>	<p>Records relating to applications for permits to access or occupy Council land to undertake routine maintenance work on roads or road reserves. Includes traffic zone control measures or hire of road reserves for the placement of goods, for example, a skip bin.</p>	<p>TEMPORARY Destroy 7 years after expiry of permit</p>

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

23. ROADS AND TRAFFIC CONTROL MANAGEMENT

Class No.	Level 2	Description of Records	Status and Disposal Action
23.13.3		Records relating to permits in relation to the construction of awnings, veranda's and balconies over public footpaths.	TEMPORARY Destroy 7 years after disposal of development or property
23.13.4		Records relating to permits issued in respect of alfresco, sidewalk cafe or footpath dining. <i>See: PROPERTIES MANAGEMENT - AGREEMENTS and LEASES for the airspace lease agreement, agreement to occupy or other lease or agreements in relation to the awnings, balconies or verandas or alfresco, sidewalk cafe or footpath dining.</i>	TEMPORARY Destroy 7 years after expiry of permit
23.13.5		Records relating to permits for permanent advertising signs.	TEMPORARY Destroy 7 years after expiry of permit
23.13.6		Records relating to permits that have a short term effect on road and traffic, for example, display advertising banners, real estate signs and street closures.	TEMPORARY Destroy 2 years after expiry of permit
23.13.7		Records relating to permits issued for car parking such as car parking agreements, disabled, community groups and veterans permits as well as permitted parking and loading zone permits.	TEMPORARY Destroy 2 years after expiry of permit
23.13.8		Records relating to unsuccessful applications for permits such as car parking agreements, disabled, community groups and veterans permits as well as parking and loading zone permits.	TEMPORARY Destroy 2 years after action completed

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

23. ROADS AND TRAFFIC CONTROL MANAGEMENT

Class No.	Level 2	Description of Records	Status and Disposal Action
		<p>See: REGULATORY SERVICES - ENFORCEMENT for the enforcing of the conditions on permits</p> <p>See: ROADS AND TRAFFIC CONTROL MANAGEMENT – AUTHORISATION for actions relating to roads that require approval by the Minister</p>	
23.14	PLANNING		
23.14.1	<i>The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.</i>	Records relating to the development and finalisation of strategic plans in relation to the Roads and Traffic Control Management function, for example, Area Traffic Management Plan and 10 Year Road Upgrade Plan.	PERMANENT Transfer to NT Archives Service 6 years after action completed
23.14.2		<p>Records relating to the development and finalisation of business or operational plans or contributions to corporate plans, for example, Council's strategic plan or business continuity plan.</p> <p>Use: GOVERNANCE – PLANNING for corporate wide strategic and business plans and Council's business continuity plan</p> <p>Note: Corporate plans are managed as permanent records according to GOVERNANCE – PLANNING</p>	TEMPORARY Destroy 3 years after plan superseded
23.15	POLICY		
23.15.1	<i>The activity of developing and establishing decisions, directions and precedents which act as a reference for future decision making. Endorsed</i>	Records relating to the development and establishment of roads and traffic control policies, for example, the Walkway Policy. Includes policy proposals, drafts, research papers, results of consultations and other supporting records.	TEMPORARY Destroy 2 years after policy superseded

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

23. ROADS AND TRAFFIC CONTROL MANAGEMENT

Class No.	Level 2	Description of Records	Status and Disposal Action
23.15.2	<i>policies form the basis for procedures, practices and guidelines.</i>	Duplicate copies of roads and traffic control management policies. See: GOVERNANCE - POLICIES for final versions of Council policies	TEMPORARY Destroy when reference ceases
23.16	PROGRAM MANAGEMENT		
23.16.1	<i>The activities relating to groups of projects managed to achieve a desired common business goal.</i>	Records relating to the delivery of roads programs, for example, the Blackspot Program and Local Area Traffic Management Program. Includes project management and correspondence with funding bodies. May include copies of terms and conditions of funding or subsidy program. See: GRANTS AND SUBSIDIES – REVENUE for funding application, reports and terms and conditions of grant funding.	PERMANENT Transfer to NT Archives Service 10 years after action completed
23.17	REPORTING		
23.17.1	<i>The activity of initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements or findings of results of the examination or investigation.</i>	Reports to Council, local boards or committees including research and supporting papers relating to the Roads and Traffic Control Management function.	TEMPORARY Destroy 10 years after action completed
23.17.2		Reports to Management, ad hoc or periodical reports including research and supporting papers in relation to the Roads and Traffic Control Management function.	TEMPORARY Destroy 10 years after action completed

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

23. ROADS AND TRAFFIC CONTROL MANAGEMENT

Class No.	Level 2	Description of Records	Status and Disposal Action
		<p>Note: Reports submitted to Council meetings are captured as permanent records under GOVERNANCE - COUNCIL MEETINGS or COMMITTEES (Council)</p> <p>Note: Reports submitted to Senior Management meetings are captured as permanent records under GOVERNANCE - COMMITTEES (Management)</p>	
23.18	RESEARCH		
23.18.1	<i>The activities involved in enquiring into a subject or area of interest in order to discover facts, principles, etc. Used to support the development of projects, standards, guidelines, etc. and the business activities of Council in general.</i>	Records relating to road usage research including statistics, data and reports. Includes traffic trend studies and road designs. May include the use of consultants to conduct research.	TEMPORARY Destroy 10 years after action completed Deposit one copy in library
23.18.2		Records relating to devices used to measure traffic volume and speed. Includes data output from devices.	TEMPORARY Destroy 2 years after action completed
23.19	SIGNS		
23.19.1	<i>The activity of regulating and managing signage including street signs and advertising.</i>	Records relating to the design, installation and maintenance of traffic control signs. Includes references to Australian, International and Council standards.	TEMPORARY Destroy 7 years after decommissioning or disposal of asset
23.19.2	<i>Note: Includes community signs, notice boards, welcome signs and banners.</i>	Records relating to the design, installation and maintenance of road name and suburb signs.	TEMPORARY Destroy 5 years after action completed

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

23. ROADS AND TRAFFIC CONTROL MANAGEMENT

Class No.	Level 2	Description of Records	Status and Disposal Action
23.20	STANDARDS		
23.20.1	<i>The process of developing or implementing industry or Council benchmarks for services and processes to enhance the quality and efficiency of the Council.</i>	Records relating to input into the development and implementation of industry and government standards to improve the quality and efficiency of road and traffic management control functions, programs and activities. Includes street light, traffic control, road closure and road maintenance and key performance indicators relating to road maintenance and the pavement management system.	TEMPORARY Destroy 1 year after standard superseded
23.21	TENDERING		
23.21.1	<i>The activities involved in receiving and assessing tenders. Includes offers made in writing by one party to another to carry out at an inclusive price or uniform rate, an order for the supply or purchase of goods, or for the production of work. Also includes the establishment and management of the policies and procedures that determine the competitive arrangement process, including contracts outside the compulsory competitive tendering process.</i>	Records relating to the preparation of tender documents and specifications. Note: <i>Tender documents held by a tender selection panel must be returned to the Contract Administration section once tender selection finalised</i> Use: <i>ROADS AND TRAFFIC CONTROL MANAGEMENT – CONTRACTING OUT for management of contracts after tender awarded</i> See: <i>FINANCIAL MANAGEMENT – TENDERING for official tender documents</i>	TEMPORARY Destroy 3 years after action completed

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

23. ROADS AND TRAFFIC CONTROL MANAGEMENT

Class No.	Level 2	Description of Records	Status and Disposal Action
23.22	URBAN DESIGN		
23.22.1	<i>The activities associated with the development of precincts and public spaces to create aesthetically pleasing environments. Includes planning for major public art initiatives, such as sculptures, paving, fountains, etc.</i>	Records relating to the development of precincts and public spaces to create aesthetically pleasing environments that affect municipal roads, for example, enhancing streetscapes under projects to revitalise the city centre.	PERMANENT Transfer to the NT Archives Service 20 years after action completed

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

LEVEL 1: KEYWORD

24. STORMWATER AND DRAINAGE

The function of constructing, managing and maintaining Council owned stormwater drainage systems, including runoff from properties into stormwater drains.

See ENVIRONMENT AND CLIMATE CHANGE MANAGEMENT for the protection and conservation of natural waterways and foreshores

See ROADS AND TRAFFIC CONTROL MANAGEMENT for the management of road infrastructure

LEVEL 2: ACTIVITIES

Agreements

Asset Register

Committees (Management)

Contracting Out

Design and Construction

Maintenance

Meetings

Planning

Policy

Project Management

Reporting

Standards

Tendering

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

24. STORMWATER AND DRAINAGE

Class No.	Level 2	Description of Records	Status and Disposal Action
24.1	AGREEMENTS		
24.1.1	<i>The processes associated with the establishment, maintenance, review and negotiation of agreements. Includes agreements between Council and service providers and other agencies to provide services.</i>	Records relating to maintenance agreements for stormwater and drainage systems with the Northern Territory Government and private developers. Includes condition assessments and reports at time of handover.	TEMPORARY Destroy 10 years after decommissioning or disposal of asset
24.2	ASSET REGISTER		
24.2.1	<i>The activities involved in recording in a subsidiary ledger all assets owned by Council. Includes the date of purchase, depreciation, written down value as well as stocktaking and auditing notations.</i>	Register of council stormwater and drainage network including asset history of stormwater drains.	PERMANENT Transfer to NT Archives Service 20 years after action completed
24.3	COMMITTEES (Management)		
24.3.1	<i>The activity associated with internal committees (usually established by a management directive) as well as external committees, boards and task forces that include representation by Council member or officers. Includes agendas, minutes and may also include records of establishment.</i>	Records of committees or representation on committees formed to consider stormwater and drainage matters. Includes agendas, documents establishing the committee, minutes and supporting documents such as briefing papers and discussion papers. See: GOVERNANCE – COMMITTEES (Council) for committees formally established by Council	TEMPORARY Destroy 6 years after action completed

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

24. STORMWATER AND DRAINAGE

Class No.	Level 2	Description of Records	Status and Disposal Action
24.4 24.4.1	<p>CONTRACTING OUT</p> <p><i>The activities involved in arranging, procuring and managing the performance of work or the provision of services by an external contractor, consultant or service provider.</i></p> <p><i>Note: Includes work done under contractual and service agreements.</i></p>	<p>Records relating to the management of contractors and contracts awarded for the purpose of addressing stormwater and drain management.</p> <p>Use: <i>STORMWATER AND DRAINAGE - TENDERING</i> for records of the preparation and assessment of tenders</p> <p>Use: <i>FINANCIAL MANAGEMENT – CONTRACT MANAGEMENT</i> for the administration of contracts</p> <p>Note: <i>Where retention periods match, dispose of the CONTRACTING OUT records with the corresponding CONTRACT MANAGEMENT records</i></p>	<p>TEMPORARY Destroy 7 years after expiry of contract or agreement</p>
24.5 24.5.1	<p>DESIGN AND CONSTRUCTION</p> <p><i>The activity of designing and constructing Council assets and infrastructure such as parks, buildings, drains and roads. Includes the development of designs, drafting and managing the construction process.</i></p>	<p>Records relating to design and construction of stormwater and drainage systems. Includes schematic plans.</p>	<p>PERMANENT Transfer to NT Archives Service 30 years after action completed</p>

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

24. STORMWATER AND DRAINAGE

Class No.	Level 2	Description of Records	Status and Disposal Action
24.6	MAINTENANCE		
24.6.1	<i>The activities associated with the upkeep, repair, servicing and preservation of internal/external conditions of premises, equipment, plant, infrastructure, and public facilities.</i>	Records relating to drain rehabilitation or replacement programs. Includes maintenance of pipes, flood mitigation, levee banks, pumping and drainage works covering water and stormwater.	TEMPORARY Destroy 10 years after system replaced or disposal of asset
24.6.2	<i>The activities associated with the upkeep, repair, servicing and preservation of internal/external conditions of premises, equipment, plant, infrastructure, and public facilities.</i>	Records relating to routine or cyclical maintenance of stormwater drainage. Includes work orders for blockages, routine drain clearing, repairs to pit lids and pipes, and manual or CCTV inspections.	TEMPORARY Destroy 10 years after system replaced or disposal of asset
24.6.3		Records relating to the investigation and resolution of stormwater and drainage maintenance issues. Includes investigation of drainage problem (including consultation with residents). May include reporting to Management and Council.	TEMPORARY Destroy 10 years after action completed
24.7	MEETINGS		
24.7.1	<i>The activities associated with gatherings held to formulate, discuss, update, or resolve issues and matters pertaining to the management of the section, department or Council as a whole. Includes arrangements, agenda, taking of minutes, etc. may be used for staff meetings.</i> <i>Note: Also includes ad hoc or external meetings.</i>	Records of meetings relating to stormwater and drainage. Includes agendas, minutes and supporting documents such as briefing and discussion papers. See: GOVERNANCE - COUNCIL MEETINGS for formal meetings of Council	TEMPORARY Destroy 3 years after action completed

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

24. STORMWATER AND DRAINAGE

Class No.	Level 2	Description of Records	Status and Disposal Action
24.8	PLANNING		
24.8.1	<i>The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.</i>	Records relating to the development of strategic plans relating to the Stormwater and Drainage function, for example, the Stormwater Recycling Strategy, Regional Stormwater Management Strategy or the Asset Management Strategy.	PERMANENT Transfer to NT Archives Service 6 years after action completed
24.8.2		Records relating to the development and finalisation of business or operational plans or contributions to corporate plans, for example, Council's strategic plan or business continuity plan. See: GOVERNANCE – PLANNING for final versions of corporate wide strategic and business plans and Council's business continuity plan	TEMPORARY Destroy 3 years after plan superseded
24.9	POLICY		
24.9.1	<i>The activity of developing and establishing decisions, directions and precedents which act as a reference for future decision making. Endorsed policies form the basis for procedures, practices and guidelines.</i>	Records documenting the development and establishment of stormwater and drainage management policies, for example, internal policy on the collection and maintenance of stormwater and drainage asset data. Includes policy proposals, drafts, research papers, results of consultations and other supporting records. Note: Final versions of policies submitted to Council for endorsement are managed according to GOVERNANCE - POLICIES	TEMPORARY Destroy 2 years after superseded

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

24. STORMWATER AND DRAINAGE

Class No.	Level 2	Description of Records	Status and Disposal Action
24.10	PROJECT MANAGEMENT		
24.10.1	<i>The activities involved in defining the potential and scope for projects, including concept development, analysis and initial planning. Also involves managing the achievement of project goals and objectives, ongoing project planning, resource management and reporting.</i>	Records relating to the undertaking of stormwater and drainage projects. Includes concept development and the ongoing project planning, reporting and resource management. See: <i>PROPERTIES (Council) - CONTROL for the records relating to stormwater and drainage systems as Council assets</i>	TEMPORARY Destroy 7 years after action completed
24.11	REPORTING		
24.11.1	<i>The activity of initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements or findings of results of the examination or investigation.</i>	Reports to Council, Local boards or committees including research and supporting papers relating to the Stormwater and Drainage function.	TEMPORARY Destroy 10 years after action completed
24.11.2		Reports to Management, ad hoc or periodical reports including research and supporting papers in relation to the Stormwater and Drainage function. Note: <i>Reports submitted to Council meetings are captured as permanent records under GOVERNANCE - COUNCIL MEETINGS or COMMITTEES (Council)</i> Note: <i>Reports submitted to Senior Management meetings are captured as permanent records under GOVERNANCE - COMMITTEES (Management)</i>	TEMPORARY Destroy 10 years after action completed

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

24. STORMWATER AND DRAINAGE

Class No.	Level 2	Description of Records	Status and Disposal Action
24.12	STANDARDS		
24.12.1	<i>The process of developing or implementing industry or Council benchmarks for services and processes to enhance the quality and efficiency of the Council</i>	Records relating to the development of subdivision guidelines or standards issued to developers.	PERMANENT Transfer to NT Archives Service 30 years after action completed
24.12.2		Records relating to the development and implementation of industry or government standards for the design, construction or maintenance of stormwater and drainage systems.	TEMPORARY Destroy 7 years after standard superseded
24.13	TENDERING		
24.13.1	<i>The activities involved in receiving and assessing tenders. Includes offers made in writing by one party to another to carry out at an inclusive price or uniform rate, an order for the supply or purchase of goods, or for the production of work. Also includes the establishment and management of the policies and procedures that determine the competitive arrangement process, including contracts outside the compulsory competitive tendering process.</i>	Records relating to the preparation of tenders including developing tender specifications. Note: <i>Tender documents held by a tender selection panel must be returned to the Contract Administration section once tender selection finalised</i> Use: <i>STORMWATER AND DRAINAGE – CONTRACTING OUT for management of contracts after tender awarded</i> See: <i>FINANCIAL MANAGEMENT – TENDERING for official tender documents</i>	TEMPORARY Destroy 2 years after action completed

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

LEVEL 1: KEYWORD**25. WASTE MANAGEMENT**

The function of providing waste services within the Council municipality including the management and operation of waste disposal facilities encompassing the collection of residential waste, waste reduction including green waste, recycling, landfill gas recovery and management of landfill. Also includes the provision, collection and maintenance of public waste receptacles.

See ENVIRONMENT AND CLIMATE CHANGE MANAGEMENT for the management of littering in public areas

LEVEL 2: ACTIVITIES**Addresses (Presentations)****Advice****Agreements****Audit****Authorisations****Conferences****Contracting Out****Design and Construction****Education****Liaison****Maintenance****Meetings****Planning****Policy****Procedures****Project Management****Reporting****Service Provision****Standards****Tendering**

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

25. WASTE MANAGEMENT

Class No.	Level 2	Description of Records	Status and Disposal Action
25.1	ADDRESSES (Presentations)		
25.1.1	<i>The activity of giving addresses for training, professional, community relations or sales purposes. Includes speeches, multi-media presentations, and presentations or conferring of honours or prizes.</i>	Records relating to the giving of addresses or presentations in relation to the Waste Management function such as information sessions or induction presentations.	TEMPORARY Destroy 3 years after action completed
25.2	ADVICE		
25.2.1	<i>The activities associated with offering opinions by or to Council as to an action or judgement. Includes the process of advising.</i>	Records of advice provided to address waste management issues, for example, waste management requirements for development permits	TEMPORARY Destroy 10 years after action completed
25.2.2		Records of advice and opinions given or received in relation to routine waste management issues.	TEMPORARY Destroy 3 years after action completed
25.3	AGREEMENTS		
25.3.1	<i>The processes associated with the establishment, maintenance, review and negotiation of agreements. Includes agreements between Council and service providers and other agencies to provide services.</i>	Final records of agreements made between Council and other levels of government or private industry in respect of the Waste Management function, for example, use of waste materials or by products.	PERMANENT Transfer to NT Archives Service 10 years after action completed

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

25. WASTE MANAGEMENT

Class No.	Level 2	Description of Records	Status and Disposal Action
25.4	AUDIT		
25.4.1	<i>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 organisation in a specified period.</i>	Records relating to environmental audits conducted under Section 47 of the <i>Waste Management and Pollution Control Act</i> to determine the ability of waste management systems to manage waste.	TEMPORARY Destroy 10 years after action completed
25.4.2	<i>Includes compliance audits, financial audits, operational audits, recordkeeping audits, skills audits, system audits and quality assurance audits.</i>	Records relating to compliance audits and reviews conducted on waste management systems and processes other than environmental audits.	TEMPORARY Destroy 6 years after action completed
25.4.3		Records relating to systematic audits of domestic waste bins, for example, to upgrade bins under a bin replacement program. Note: <i>Final audit reports are included in reports to Council's Audit Committee and managed according to GOVERNANCE – COMMITTEES (Council)</i>	TEMPORARY Destroy 3 years after action completed
25.5	AUTHORISATION		
25.5.1	<i>The process of seeking and granting permission to undertake a requested action. Includes authorising delegations for emergency situations, using the Council seal and delegations to use Council property.</i>	Records relating to the establishment and closing of landfill sites within the municipality.	PERMANENT Transfer to NT Archives Service 10 years after action completed
25.5.2	<i>Use PERMITS for the issuing of permits to customers to undertake</i>	Records relating to the delegation of powers for the purpose of, and as part of the licence to, manage a waste disposal facility. Includes written authorisation and revocations of delegations.	TEMPORARY Destroy 5 years after delegation ceases

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

25. WASTE MANAGEMENT

Class No.	Level 2	Description of Records	Status and Disposal Action
25.5.3	<i>activities pursuant to Council legislation and By-laws.</i>	Records relating to the authorisation of changes to the operations of the landfill site, for example, hours of operation or conditions of access and use. Includes original published notices specifying hours of operation, fees and conditions. See: GOVERNANCE – AUTHORISATIONS for authorisation of staff to enforce Council By-laws in respect of landfill operations	TEMPORARY Destroy 2 years after action completed
25.6	CONFERENCES		
25.6.1	<i>The activities involved in arranging or attending conferences held either by the organisation or by other organisations. Includes registration, publicity, and reports of participants, etc. Includes workshops and seminars.</i>	Records relating to proceedings of conferences and workshops and/or attendance at conferences and workshops relating to the Waste Management function.	TEMPORARY Destroy 2 years after action completed
25.7	CONTRACTING OUT		
25.7.1	<i>The activities involved in arranging, procuring and managing the performance of work or the provision of services by an external contractor, consultant or service provider.</i> <i>Note: Includes work done under contractual and service agreements.</i>	Records relating to the management of major contracts awarded for the purpose of managing waste facilities and services within the Council municipality.	TEMPORARY Destroy 10 years after financial expiry of contract or agreement

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

25. WASTE MANAGEMENT

Class No.	Level 2	Description of Records	Status and Disposal Action
25.7.2		Records relating to the management of minor or routine contracts awarded for the purpose of supplying Council waste management services. Use: WASTE MANAGEMENT - TENDERING for the preparation of tenders Use: FINANCIAL MANAGEMENT – CONTRACT MANAGEMENT for the administration of contracts Note: Where retention periods match, dispose of the CONTRACTING OUT records with the corresponding CONTRACT MANAGEMENT records	TEMPORARY Destroy 7 years after financial expiry of contract or agreement
25.8	CONTROL		
25.8.1	<i>The activities associated with creating, maintaining and evaluating control mechanisms. Includes maintaining registers of information.</i>	Register of key tags issued to residents and businesses for the purpose of access to and use of the waste disposal facility.	TEMPORARY Destroy 5 years after last entry
25.8.2		Register of general and recycling waste containers issued to ratepayers.	TEMPORARY Destroy 5 years after last entry
25.8.3		Records relating to the control of special waste according to Shedule 2 Regulation 2A. Includes toxic and acidic substances and asbestos.	PEMANENT Transfer to NT Archives Service 10 years after action completed

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

25. WASTE MANAGEMENT

Class No.	Level 2	Description of Records	Status and Disposal Action
25.9	DESIGN AND CONSTRUCTION		
25.9.1	<i>The activity of designing and constructing Council assets and infrastructure such as parks, buildings, drains and roads. Includes the development of designs, drafting and managing the construction process.</i>	Records relating to the design, construction and commissioning of buildings, landfill site, structures and facilities used for the removal, reduction, processing and disposal of domestic, commercial and regulated waste.	TEMPORARY Destroy 10 years after decommissioning or disposal of asset
25.10	LIAISON		
25.10.1	<i>The activities associated with maintaining regular general contact between the organisation and professional associations in related fields, other organisations, and community groups. Includes sharing informal advice and discussions, membership of professional associations and collaborating on projects that are not joint ventures.</i>	Records relating to contact with professional associations for the Waste Management function, including the sharing of informal advice, informal discussions and membership of professional associations.	TEMPORARY Destroy 3 years after action completed
25.11	LICENSING		
25.11.1	<i>The activities involved in the allocation or authorisation of issuing a licence for a specific purpose in relation to regulations and legislation.</i>	Records relating to the issue of a licence or licence renewal to operate premises for the disposal of waste in accordance with statutory requirements.	PERMANENT Transfer to NT Archives Service 10 years after action completed

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

25. WASTE MANAGEMENT

Class No.	Level 2	Description of Records	Status and Disposal Action
25.12	MAINTENANCE		
25.12.1	<i>The activities associated with the upkeep, repair, servicing and preservation of internal/external conditions of premises, equipment, plant, infrastructure, and public facilities.</i>	Records relating to major maintenance performed at the waste disposal landfill site including waste cells and processing areas, and major maintenance or renovation of buildings, structures and facilities used for the removal, reduction and disposal of domestic, commercial and regulated waste.	TEMPORARY Destroy 10 years after decommissioning or disposal asset
25.12.2		Records relating to minor maintenance of buildings, structures and facilities.	TEMPORARY Destroy 10 years after action completed
25.12.3		Records relating to the replacement, cleaning and repair of public litter and recycling bins. See: ENVIRONMENT AND CLIMATE CHANGE for the environmental management of litter in public places	TEMPORARY Destroy 5 years after action completed
25.13	MEETINGS		
25.13.1	<i>The activities associated with gatherings held to formulate, discuss, update, or resolve issues and matters pertaining to the management of the section, department or Council as a whole. Includes arrangements, agenda, taking of minutes, etc. may be used for staff meetings.</i> <i>Note: Also includes ad hoc or external meetings.</i>	Records of meetings relating to waste management. Includes agendas, minutes and supporting documents such as briefing and discussion papers. See: GOVERNANCE - COUNCIL MEETINGS for formal meetings of Council	TEMPORARY Destroy 3 years after action completed

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

25. WASTE MANAGEMENT

Class No.	Level 2	Description of Records	Status and Disposal Action
25.14	PLANNING		
25.14.1	<i>The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.</i>	Records relating to the long term management of waste disposal sites. Includes operational plans.	PERMANENT Transfer to NT Archives Service 10 years after action completed
25.14.2		Records relating to the development and finalisation of business or operational plans or contributions to corporate plans, for example, Council's strategic plan or business continuity plan. Includes plans for the long term management of waste disposal sites. Use: GOVERNANCE – PLANNING for corporate wide strategic and business plans and Council's business continuity plan Note: Corporate plans are managed as permanent records according to GOVERNANCE – PLANNING	TEMPORARY Destroy 3 years after plan superseded
25.15	POLICY		
25.15.1	<i>The activity of developing and establishing decisions, directions and precedents which act as a reference for future decision making. Endorsed policies form the basis for procedures, practices and guidelines.</i>	Records documenting the development and establishment of waste management policies. Includes policy proposals, drafts, research papers, results of consultations and other supporting records.	TEMPORARY Destroy 2 years after policy superseded
25.15.2		Duplicate copies of waste management policies. Note: Final versions of policies submitted to Council for endorsement are managed according to GOVERNANCE – POLICIES	TEMPORARY Destroy when reference ceases

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

25. WASTE MANAGEMENT

Class No.	Level 2	Description of Records	Status and Disposal Action
25.16	PROCEDURES		
25.16.1	<i>Standard methods of operating laid down by Council according to formulated policy.</i> <i>Note: Includes practices and guidelines.</i>	Records relating to the development and establishment of procedures, practices and guidelines supporting the Waste Management function. Includes final version of procedure, practice or guideline, final version of procedures required for environmental audits and development records such as draft versions, consultation and research. Note: <i>Endorsed procedures, practices and guidelines are managed according to GOVERNANCE – PROCEDURES</i>	TEMPORARY Destroy 2 years after procedure, practice or guideline superseded
25.17	REPORTING		
25.17.1	<i>The activity of initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements or findings of results of the examination or investigation.</i>	Reports to Council, local boards or committees including research and supporting papers relating to the Waste Management function.	TEMPORARY Destroy 10 years after action completed
25.17.2		Reports to management, ad hoc or periodical reports including research and supporting papers relating to the Waste Management function. Note: <i>Reports submitted to Council meetings are captured as permanent records under GOVERNANCE - COUNCIL MEETINGS or COMMITTEES (Council)</i> Note: <i>Reports submitted to Senior Management meetings are captured as permanent records under GOVERNANCE - COMMITTEES (Management)</i>	TEMPORARY Destroy 10 years after action completed

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

25. WASTE MANAGEMENT

Class No.	Level 2	Description of Records	Status and Disposal Action
25.18	SERVICE PROVISION (Council)		
25.18.1	<i>The activities relating to the provision of services by Council. Includes services provided by the seconding or contracted-out service providers or services shared or jointly provided by a number of councils.</i>	Applications to deliver special waste including soil and gravel, asbestos and other waste.	PERMANENT Transfer to NT Archives Service 10 years after action completed
25.18.2		Records relating to the control of the waste disposal facility. Includes waste treatment methods, for example, recycling, the conversion of waste to energy, storage or disposal, the waste generator and waste transportation. Also includes the amount and type of waste received.	TEMPORARY Destroy 10 years after action completed
25.18.3		Records relating to domestic waste collections including requests for the provision, replacement and repair of general and recyclable waste containers and special collections.	TEMPORARY Destroy 2 years after action completed
25.18.4		Applications from members of the community for access key tags to access landfill services at the waste disposal facility.	TEMPORARY Destroy 2 years after action completed
25.18.5		Applications for accounts for vehicles to deliver waste to the landfill site. See: WASTE MANAGEMENT – MAINTENANCE for the maintenance and installation of bins in public places	TEMPORARY Destroy 2 years after account closed

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

25. WASTE MANAGEMENT

Class No.	Level 2	Description of Records	Status and Disposal Action
25.19	STANDARDS		
25.19.1	<i>The process of developing or implementing industry or Council benchmarks for services and processes to enhance the quality and efficiency of the Council.</i>	Records relating to the development and implementation of industry, government or council standards to improve the quality and efficiency of waste management programs and activities.	TEMPORARY Destroy 7 years after standard superseded
25.20	TENDERING		
25.20.1	<i>The activities involved in receiving and assessing tenders. Includes offers made in writing by one party to another to carry out at an inclusive price or uniform rate, an order for the supply or purchase of goods, or for the production of work. Also includes the establishment and management of the policies and procedures that determine the competitive arrangement process, including contracts outside the compulsory competitive tendering process.</i>	Records relating to the preparation of tenders including developing tender specifications. Note: <i>Tender documents held by a tender selection panel must be returned to the Contract Administration section once tender selection finalised.</i> Use: <i>STORMWATER AND DRAINAGE MANAGEMENT – CONTRACTING OUT for management of contracts after tender awarded</i> See: <i>FINANCIAL MANAGEMENT – TENDERING for official tender documents</i>	TEMPORARY Destroy 3 years after action completed

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

INDEX

ACCESS		CEMETERY MANAGEMENT	10
COMMUNITY AND CULTURAL SERVICES.....	25	EMERGENCY MANAGEMENT.....	49
CUSTOMER SERVICE	36	ENVIRONMENT AND CLIMATE CHANGE MANAGEMENT	55
PROPERTIES (Council)	215	GOVERNANCE (Council).....	95
ACCIDENTS/INCIDENTS		GOVERNMENT RELATIONS	118
OCCUPATIONAL HEALTH AND SAFETY	188	INFORMATION MANAGEMENT.....	146
ACCOUNTS PAYABLE		LAND USE PLANNING	176
FINANCIAL MANAGEMENT	68	LEGAL SERVICES	183
ACCOUNTS RECEIVABLE		OCCUPATIONAL HEALTH AND SAFETY	188
FINANCIAL MANAGEMENT	69	PARKS AND RESERVES MANAGEMENT	204
ACQUISITION		ROADS AND TRAFFIC CONTROL MANAGEMENT	260
FLEET, PLANT, EQUIPMENT AND STORES	85	WASTE MANAGEMENT	282
INFORMATION TECHNOLOGY	164	AGREEMENTS	
PARKS AND RESERVES MANAGEMENT	204	CEMETERY MANAGEMENT.....	10
PROPERTIES (Council)	215	ENVIRONMENT AND CLIMATE CHANGE MANAGEMENT	55
PUBLIC LIBRARIES	242	LAND USE PLANNING	176
ADDRESSES (Presentations)		PARKS AND RESERVES MANAGEMENT	205
CEMETERY MANAGEMENT	10	PROPERTIES (Council).....	216
COMMUNITY AND CULTURAL SERVICES.....	25	REGULATORY SERVICES.....	250
CUSTOMER SERVICE	36	ROADS AND TRAFFIC CONTROL MANAGEMENT	261
ECONOMIC DEVELOPMENT.....	41	STORMWATER AND DRAINAGE	275
ENVIRONMENT AND CLIMATE CHANGE MANAGEMENT.....	55	WASTE MANAGEMENT	282
GOVERNANCE (Council).....	95	APPEALS	
INFORMATION TECHNOLOGY	164	CEMETERY MANAGEMENT.....	11
PROPERTIES (Council)	216	GOVERNANCE (Council).....	95
PUBLIC AFFAIRS.....	228	APPLICATION DEVELOPMENT	
PUBLIC LIBRARIES	242	INFORMATION TECHNOLOGY	164
REGULATORY SERVICES.....	250	ASBESTOS MANAGEMENT	
ROADS AND TRAFFIC CONTROL MANAGEMENT.....	260	OCCUPATIONAL HEALTH AND SAFETY	189
WASTE MANAGEMENT	282	ASSET REGISTER	
ADVERTISEMENTS		FINANCIAL MANAGEMENT	70
GRANTS AND SUBSIDIES	124	FLEET, PLANT, EQUIPMENT AND STORES.....	86
ADVICE		INFORMATION TECHNOLOGY	165

DISPOSAL SCHEDULE FOR DARWIN CITY COUNCIL

**DISPOSAL SCHEDULE No. 2010/5
DECEMBER 2010**

PROPERTIES (Council)	216
ROADS AND TRAFFIC CONTROL MANAGEMENT.....	261
STORMWATER AND DRAINAGE	275
AUDIT	
CEMETERY MANAGEMENT	11
COMMUNITY AND CULTURAL SERVICES.....	25
CUSTOMER SERVICE	36
ECONOMIC DEVELOPMENT.....	41
ENVIRONMENT AND CLIMATE CHANGE MANAGEMENT.....	56
FINANCIAL MANAGEMENT	70
FLEET, PLANT, EQUIPMENT AND STORES.....	86
GOVERNANCE (Council).....	96
GRANTS AND SUBSIDIES	124
HUMAN RESOURCES.....	130
INFORMATION MANAGEMENT.....	146
INFORMATION TECHNOLOGY	165
LAND USE PLANNING	177
OCCUPATIONAL HEALTH AND SAFETY	189
PROPERTIES (Council)	217
PUBLIC LIBRARIES	242
REGULATORY SERVICES.....	250
WASTE MANAGEMENT	283
AUTHORISATION	
CEMETERY MANAGEMENT	11
FINANCIAL MANAGEMENT	71
GOVERNANCE (Council).....	96
INFORMATION MANAGEMENT.....	146
OCCUPATIONAL HEALTH AND SAFETY	190
PARKS AND RESERVES MANAGEMENT	205
PUBLIC AFFAIRS.....	228
PUBLIC LIBRARIES	243
ROADS AND TRAFFIC CONTROL MANAGEMENT.....	262
WASTE MANAGEMENT	283
AWARDS	
HUMAN RESOURCES.....	130
PUBLIC AFFAIRS.....	229
BANKING	
FINANCIAL MANAGEMENT	71

BOUNDARIES	
GOVERNANCE (Council).....	98
BUDGETING	
FINANCIAL MANAGEMENT	72
CEMETERY MANAGEMENT	9
CIRCULARS (Council)	
GOVERNANCE (Council).....	99
CLAIMS MANAGEMENT	
OCCUPATIONAL HEALTH AND SAFETY	190
COMMITTEES (Council)	
GOVERNANCE (Council).....	99
COMMITTEES (Management)	
COMMUNITY AND CULTURAL SERVICES	26
ECONOMIC DEVELOPMENT.....	42
EMERGENCY MANAGEMENT.....	49
GOVERNANCE (Council).....	100
HUMAN RESOURCES.....	130
INFORMATION MANAGEMENT.....	148
INFORMATION TECHNOLOGY	166
OCCUPATIONAL HEALTH AND SAFETY	191
PUBLIC AFFAIRS	229
STORMWATER AND DRAINAGE	275
COMMUNITY AND CULTURAL SERVICES	24
COMPLAINTS	
CEMETERY MANAGEMENT.....	13
COMPLIANCE	
ENVIRONMENT AND CLIMATE CHANGE MANAGEMENT	57
FINANCIAL MANAGEMENT	72
FLEET, PLANT, EQUIPMENT AND STORES.....	87
INFORMATION MANAGEMENT.....	148
INFORMATION TECHNOLOGY	166
OCCUPATIONAL HEALTH AND SAFETY	192
PUBLIC LIBRARIES.....	243
CONFERENCES	
CEMETERY MANAGEMENT.....	13
COMMUNITY AND CULTURAL SERVICES	26
EMERGENCY MANAGEMENT.....	50
ENVIRONMENT AND CLIMATE CHANGE MANAGEMENT	57

DISPOSAL SCHEDULE FOR DARWIN CITY COUNCIL

**DISPOSAL SCHEDULE No. 2010/5
DECEMBER 2010**

GOVERNANCE (Council).....	101	FLEET, PLANT, EQUIPMENT AND STORES.....	87
GOVERNMENT RELATIONS.....	118	GOVERNANCE (Council).....	102
INFORMATION MANAGEMENT.....	149	GRANTS AND SUBSIDIES.....	124
INFORMATION TECHNOLOGY.....	166	INFORMATION MANAGEMENT.....	150
OCCUPATIONAL HEALTH AND SAFETY.....	193	OCCUPATIONAL HEALTH AND SAFETY.....	194
PUBLIC AFFAIRS.....	230	PUBLIC LIBRARIES.....	244
WASTE MANAGEMENT.....	284	REGULATORY SERVICES.....	251
CONSULTATION		ROADS AND TRAFFIC CONTROL MANAGEMENT.....	263
GOVERNANCE (Council).....	101	WASTE MANAGEMENT.....	285
PROPERTIES (Council).....	217	CORPORATE IMAGE	
CONTACTS		PUBLIC AFFAIRS.....	231
PUBLIC AFFAIRS.....	230	COUNCIL MEETINGS	
CONTRACT MANAGEMENT		GOVERNANCE (Council).....	104
FINANCIAL MANAGEMENT.....	73	COUNSELLING	
CONTRACTING OUT		HUMAN RESOURCES.....	131
CEMETERY MANAGEMENT.....	14	CUSTOMER SERVICE.....	35
COMMUNITY AND CULTURAL SERVICES.....	27	DATA ADMINISTRATION	
ENVIRONMENT AND CLIMATE CHANGE MANAGEMENT.....	57	INFORMATION MANAGEMENT.....	151
FLEET, PLANT, EQUIPMENT AND STORES.....	87	DATABASE MANAGEMENT	
GOVERNANCE (Council).....	102	INFORMATION TECHNOLOGY.....	167
HUMAN RESOURCES.....	131	DESIGN AND CONSTRUCTION	
INFORMATION MANAGEMENT.....	149	PARKS AND RESERVES MANAGEMENT.....	206
INFORMATION TECHNOLOGY.....	167	PROPERTIES (Council).....	218
LEGAL SERVICES.....	183	ROADS AND TRAFFIC CONTROL MANAGEMENT.....	264
PARKS AND RESERVES MANAGEMENT.....	206	STORMWATER AND DRAINAGE.....	276
PROPERTIES (Council).....	218	WASTE MANAGEMENT.....	286
PUBLIC AFFAIRS.....	230	DISCIPLINE	
REGULATORY SERVICES.....	251	GOVERNANCE (Council).....	105
ROADS AND TRAFFIC CONTROL MANAGEMENT.....	263	DISPOSAL	
STORMWATER AND DRAINAGE.....	276	FLEET, PLANT, EQUIPMENT AND STORES.....	88
WASTE MANAGEMENT.....	284	INFORMATION MANAGEMENT.....	151
CONTRACTING-OUT		INFORMATION TECHNOLOGY.....	168
FINANCIAL MANAGEMENT.....	74	PROPERTIES (Council).....	219
OCCUPATIONAL HEALTH AND SAFETY.....	193	PUBLIC LIBRARIES.....	244
CONTROL		DISTRIBUTION	
CEMETERY MANAGEMENT.....	15	INFORMATION MANAGEMENT.....	152
COMMUNITY AND CULTURAL SERVICES.....	27	DONATIONS	
FINANCIAL MANAGEMENT.....	74	FINANCIAL MANAGEMENT.....	74

DISPOSAL SCHEDULE FOR DARWIN CITY COUNCIL

DISPOSAL SCHEDULE No. 2010/5
DECEMBER 2010

ECONOMIC DEVELOPMENT	40	FLEET, PLANT, EQUIPMENT AND STORES	84
EDUCATION		GOVERNANCE (Council)	94
ENVIRONMENT AND CLIMATE CHANGE MANAGEMENT.....	58	GOVERNMENT RELATIONS	117
REGULATORY SERVICES.....	252	GRANT APPLICATIONS	
ELECTED MEMBERS		COMMUNITY AND CULTURAL SERVICES	28
GOVERNANCE (Council).....	105	GRANTS AND SUBSIDIES	123
ELECTIONS		GREETINGS	
GOVERNANCE (Council).....	107	PUBLIC AFFAIRS	233
EMERGENCY MANAGEMENT	48	HUMAN RESOURCES	129
EMERGENCY RESPONSE		IMPLEMENTATION	
EMERGENCY MANAGEMENT.....	50	INFORMATION TECHNOLOGY	168
EMPLOYMENT HISTORY		INDUSTRIAL RELATIONS	
HUMAN RESOURCES.....	132	HUMAN RESOURCES.....	133
EMPLOYMENT SCHEMES		INDUSTRIES	
HUMAN RESOURCES.....	132	ECONOMIC DEVELOPMENT.....	42
ENFORCEMENT		INFORMATION MANAGEMENT	145
CEMETERY MANAGEMENT	15	INFORMATION TECHNOLOGY	163
FINANCIAL MANAGEMENT	75	INQUIRIES	
PUBLIC LIBRARIES	245	GOVERNANCE (Council).....	108
REGULATORY SERVICES.....	252	GOVERNMENT RELATIONS	119
ENQUIRIES		INFORMATION MANAGEMENT.....	154
CEMETERY MANAGEMENT	16	LEGAL SERVICES.....	184
FINANCIAL MANAGEMENT	76	INSPECTIONS	
GOVERNANCE (Council).....	107	CEMETERY MANAGEMENT.....	16
INFORMATION MANAGEMENT.....	153	OCCUPATIONAL HEALTH AND SAFETY	194
PUBLIC AFFAIRS.....	231	PARKS AND RESERVES MANAGEMENT	207
ENVIRONMENT AND CLIMATE CHANGE MANAGEMENT	54	INSURANCE	
ESTABLISHMENT		OCCUPATIONAL HEALTH AND SAFETY	195
HUMAN RESOURCES.....	133	INTELLECTUAL PROPERTY	
EVALUATION		INFORMATION MANAGEMENT.....	155
FLEET, PLANT, EQUIPMENT AND STORES	88	INVESTIGATIONS	
INFORMATION MANAGEMENT	154	GOVERNANCE (Council).....	108
INFORMATION TECHNOLOGY	168	INFORMATION MANAGEMENT.....	155
EVENTS		ROADS AND TRAFFIC CONTROL MANAGEMENT	265
COMMUNITY AND CULTURAL SERVICES.....	28	INVESTING	
PUBLIC AFFAIRS.....	232	FINANCIAL MANAGEMENT	76
PUBLIC LIBRARIES	245	JOINT VENTURE	
FINANCIAL MANAGEMENT	67	CEMETERY MANAGEMENT.....	17

DISPOSAL SCHEDULE FOR DARWIN CITY COUNCIL

**DISPOSAL SCHEDULE No. 2010/5
DECEMBER 2010**

JOINT VENTURES		OCCUPATIONAL HEALTH AND SAFETY	195
ENVIRONMENT AND CLIMATE CHANGE MANAGEMENT.....	58	PROPERTIES (Council)	220
PARKS AND RESERVES MANAGEMENT	207	REGULATORY SERVICES.....	254
LAND USE PLANNING	175	WASTE MANAGEMENT	286
LEASING		LITIGATION	
FLEET, PLANT, EQUIPMENT AND STORES	89	LEGAL SERVICES.....	184
INFORMATION TECHNOLOGY	169	MAINTENANCE	
PROPERTIES (Council)	219	CEMETERY MANAGEMENT.....	18
LEAVE		FLEET, PLANT, EQUIPMENT AND STORES.....	89
HUMAN RESOURCES.....	135	INFORMATION TECHNOLOGY	169
LEGAL SERVICES.....	182	PARKS AND RESERVES MANAGEMENT	208
LEGISLATION		PROPERTIES (Council)	220
ENVIRONMENT AND CLIMATE CHANGE MANAGEMENT.....	59	ROADS AND TRAFFIC CONTROL MANAGEMENT	266
GOVERNANCE (Council).....	109	STORMWATER AND DRAINAGE	277
LIAISON		WASTE MANAGEMENT	287
CEMETERY MANAGEMENT	17	MARKETING	
COMMUNITY AND CULTURAL SERVICES.....	29	PUBLIC AFFAIRS	234
ECONOMIC DEVELOPMENT.....	42	MEDIA LIAISON	
ENVIRONMENT AND CLIMATE CHANGE MANAGEMENT.....	59	PUBLIC AFFAIRS	234
GOVERNANCE (Council).....	109	MEDICAL EXAMINATIONS	
HUMAN RESOURCES.....	135	HUMAN RESOURCES.....	136
INFORMATION MANAGEMENT.....	156	MEETINGS	
OCCUPATIONAL HEALTH AND SAFETY	195	CEMETERY MANAGEMENT.....	18
REGULATORY SERVICES.....	254	COMMUNITY AND CULTURAL SERVICES	30
ROADS AND TRAFFIC CONTROL MANAGEMENT.....	265	CUSTOMER SERVICE	37
WASTE MANAGEMENT	286	ECONOMIC DEVELOPMENT.....	43
LIAISON (Federal)		EMERGENCY MANAGEMENT.....	50
GOVERNMENT RELATIONS.....	119	ENVIRONMENT AND CLIMATE CHANGE MANAGEMENT	59
LIAISON (International)		FINANCIAL MANAGEMENT	76
GOVERNMENT RELATIONS.....	119	FLEET, PLANT, EQUIPMENT AND STORES.....	90
LIAISON (Northern Territory Government)		GOVERNANCE (Council).....	110
GOVERNMENT RELATIONS.....	120	GOVERNMENT RELATIONS	121
LIAISON (Political Parties)		GRANTS AND SUBSIDIES.....	125
GOVERNMENT RELATIONS.....	120	HUMAN RESOURCES.....	136
LIAISON (Regional and National)		INFORMATION MANAGEMENT.....	156
GOVERNMENT RELATIONS.....	120	INFORMATION TECHNOLOGY	169
LICENSING		LAND USE PLANNING	177
CEMETERY MANAGEMENT	17	LEGAL SERVICES.....	185

DISPOSAL SCHEDULE FOR DARWIN CITY COUNCIL

DISPOSAL SCHEDULE No. 2010/5
DECEMBER 2010

OCCUPATIONAL HEALTH AND SAFETY	196
PARKS AND RESERVES MANAGEMENT	209
PROPERTIES (Council)	221
PUBLIC AFFAIRS.....	235
PUBLIC LIBRARIES	246
REGULATORY SERVICES.....	255
ROADS AND TRAFFIC CONTROL MANAGEMENT.....	267
STORMWATER AND DRAINAGE	277
WASTE MANAGEMENT	287
MEMORIALS	
PROPERTIES (Council)	221
MONITORING	
ENVIRONMENT AND CLIMATE CHANGE MANAGEMENT.....	60
PROPERTIES (Council)	222
OCCUPATIONAL HEALTH AND SAFETY	187
OPERATIONS	
INFORMATION TECHNOLOGY	170
PARKS AND RESERVES MANAGEMENT	203
PAYROLL	
HUMAN RESOURCES.....	136
PERFORMANCE APPRAISAL	
HUMAN RESOURCES.....	137
PERMITS	
CEMETERY MANAGEMENT	19
FLEET, PLANT, EQUIPMENT AND STORES	90
PARKS AND RESERVES MANAGEMENT	209
PROPERTIES (Council)	222
ROADS AND TRAFFIC CONTROL MANAGEMENT.....	267
PLANNING	
CEMETERY MANAGEMENT	20
COMMUNITY AND CULTURAL SERVICES.....	30
CUSTOMER SERVICE	37
ECONOMIC DEVELOPMENT.....	43
EMERGENCY MANAGEMENT.....	51
ENVIRONMENT AND CLIMATE CHANGE MANAGEMENT.....	60
FINANCIAL MANAGEMENT	77
FLEET, PLANT, EQUIPMENT AND STORES	91
GOVERNANCE (Council).....	110

HUMAN RESOURCES.....	138
INFORMATION MANAGEMENT.....	157
INFORMATION TECHNOLOGY	171
LAND USE PLANNING	178
OCCUPATIONAL HEALTH AND SAFETY	196
PARKS AND RESERVES MANAGEMENT	210
PROPERTIES (Council)	223
PUBLIC AFFAIRS	236
REGULATORY SERVICES.....	255
ROADS AND TRAFFIC CONTROL MANAGEMENT	269
STORMWATER AND DRAINAGE	278
WASTE MANAGEMENT	288
POLICY	
CEMETERY MANAGEMENT.....	20
COMMUNITY AND CULTURAL SERVICES	31
CUSTOMER SERVICE	38
ECONOMIC DEVELOPMENT.....	44
ENVIRONMENT AND CLIMATE CHANGE MANAGEMENT	61
FINANCIAL MANAGEMENT	77
FLEET, PLANT, EQUIPMENT AND STORES.....	91
GOVERNANCE (Council).....	111
GOVERNMENT RELATIONS	121
GRANTS AND SUBSIDIES	125
HUMAN RESOURCES.....	138
INFORMATION MANAGEMENT.....	157
INFORMATION TECHNOLOGY	171
LAND USE PLANNING	179
OCCUPATIONAL HEALTH AND SAFETY	197
PARKS AND RESERVES MANAGEMENT	210
PROPERTIES (Council)	223
PUBLIC AFFAIRS	236
REGULATORY SERVICES.....	256
ROADS AND TRAFFIC CONTROL MANAGEMENT	269
STORMWATER AND DRAINAGE	278
WASTE MANAGEMENT	288
PROCEDURES	
CEMETERY MANAGEMENT.....	21
COMMUNITY AND CULTURAL SERVICES	31

DISPOSAL SCHEDULE FOR DARWIN CITY COUNCIL

DISPOSAL SCHEDULE No. 2010/5
DECEMBER 2010

CUSTOMER SERVICE	38	PUBLIC LIBRARIES	241
ECONOMIC DEVELOPMENT	44	PUBLICATIONS	
EMERGENCY MANAGEMENT	51	COMMUNITY AND CULTURAL SERVICES	32
ENVIRONMENT AND CLIMATE CHANGE MANAGEMENT	61	ENVIRONMENT AND CLIMATE CHANGE MANAGEMENT	62
FINANCIAL MANAGEMENT	78	PUBLIC AFFAIRS	237
FLEET, PLANT, EQUIPMENT AND STORES	92	RATING	
GOVERNANCE (Council)	112	FINANCIAL MANAGEMENT	78
GRANTS AND SUBSIDIES	126	RECRUITMENT	
HUMAN RESOURCES	139	HUMAN RESOURCES	139
INFORMATION MANAGEMENT	158	REFERENCE SERVICES	
INFORMATION TECHNOLOGY	172	PUBLIC LIBRARIES	247
LAND USE PLANNING	179	REGULATORY SERVICES	249
OCCUPATIONAL HEALTH AND SAFETY	197	REPORTING	
PARKS AND RESERVES MANAGEMENT	211	CEMETERY MANAGEMENT	21
PROPERTIES (Council)	224	COMMUNITY AND CULTURAL SERVICES	32
PUBLIC AFFAIRS	237	CUSTOMER SERVICE	38
PUBLIC LIBRARIES	246	ECONOMIC DEVELOPMENT	45
REGULATORY SERVICES	256	EMERGENCY MANAGEMENT	52
WASTE MANAGEMENT	289	ENVIRONMENT AND CLIMATE CHANGE MANAGEMENT	63
PROGRAM MANAGEMENT		FINANCIAL MANAGEMENT	79
CEMETERY MANAGEMENT	21	FLEET, PLANT, EQUIPMENT AND STORES	92
COMMUNITY AND CULTURAL SERVICES	32	GOVERNANCE (Council)	113
PUBLIC LIBRARIES	247	GOVERNMENT RELATIONS	122
ROADS AND TRAFFIC CONTROL MANAGEMENT	270	GRANTS AND SUBSIDIES	126
PROJECT MANAGEMENT		HUMAN RESOURCES	140
ECONOMIC DEVELOPMENT	45	INFORMATION MANAGEMENT	159
EMERGENCY MANAGEMENT	52	INFORMATION TECHNOLOGY	172
ENVIRONMENT AND CLIMATE CHANGE MANAGEMENT	62	LAND USE PLANNING	180
GOVERNANCE (Council)	112	LEGAL SERVICES	186
INFORMATION MANAGEMENT	158	OCCUPATIONAL HEALTH AND SAFETY	198
INFORMATION TECHNOLOGY	172	PARKS AND RESERVES MANAGEMENT	212
PARKS AND RESERVES MANAGEMENT	211	PROPERTIES (Council)	225
PROPERTIES (Council)	224	PUBLIC AFFAIRS	238
STORMWATER AND DRAINAGE	279	REGULATORY SERVICES	256
PROMOTION		ROADS AND TRAFFIC CONTROL MANAGEMENT	270
ECONOMIC DEVELOPMENT	45	STORMWATER AND DRAINAGE	279
PROPERTIES (Council)	214	WASTE MANAGEMENT	289
PUBLIC AFFAIRS	227	RESEARCH	

DISPOSAL SCHEDULE FOR DARWIN CITY COUNCIL

**DISPOSAL SCHEDULE No. 2010/5
DECEMBER 2010**

COMMUNITY AND CULTURAL SERVICES.....	33	EMERGENCY MANAGEMENT.....	53
ECONOMIC DEVELOPMENT.....	46	WASTE MANAGEMENT.....	290
ENVIRONMENT AND CLIMATE CHANGE MANAGEMENT.....	64	SIGNS	
GOVERNANCE (Council).....	113	PARKS AND RESERVES MANAGEMENT.....	213
INFORMATION MANAGEMENT.....	159	ROADS AND TRAFFIC CONTROL MANAGEMENT.....	271
LAND USE PLANNING.....	180	SPONSORSHIP	
OCCUPATIONAL HEALTH AND SAFETY.....	198	GRANTS AND SUBSIDIES.....	128
PARKS AND RESERVES MANAGEMENT.....	212	STANDARDS	
PUBLIC LIBRARIES.....	247	CEMETERY MANAGEMENT.....	22
ROADS AND TRAFFIC CONTROL MANAGEMENT.....	271	CUSTOMER SERVICE.....	39
REVENUE		ENVIRONMENT AND CLIMATE CHANGE MANAGEMENT.....	65
FINANCIAL MANAGEMENT.....	80	GOVERNANCE (Council).....	115
GRANTS AND SUBSIDIES.....	127	HUMAN RESOURCES.....	141
REVIEWING		INFORMATION MANAGEMENT.....	161
CUSTOMER SERVICE.....	39	OCCUPATIONAL HEALTH AND SAFETY.....	201
FINANCIAL MANAGEMENT.....	81	ROADS AND TRAFFIC CONTROL MANAGEMENT.....	272
GOVERNANCE (Council).....	114	STORMWATER AND DRAINAGE.....	280
INFORMATION MANAGEMENT.....	160	WASTE MANAGEMENT.....	291
LEGAL SERVICES.....	186	STOCKTAKE	
OCCUPATIONAL HEALTH AND SAFETY.....	199	PUBLIC LIBRARIES.....	248
REGULATORY SERVICES.....	257	STORMWATER AND DRAINAGE.....	274
RISK ASSESSMENT		SUBMISSIONS	
ENVIRONMENT AND CLIMATE CHANGE MANAGEMENT.....	64	ENVIRONMENT AND CLIMATE CHANGE MANAGEMENT.....	65
RISK MANAGEMENT		GOVERNMENT RELATIONS.....	122
ENVIRONMENT AND CLIMATE CHANGE MANAGEMENT.....	64	SUGGESTION SCHEMES	
GOVERNANCE (Council).....	115	HUMAN RESOURCES.....	141
OCCUPATIONAL HEALTH AND SAFETY.....	199	SUSTAINABILITY INITIATIVES	
ROADS AND TRAFFIC CONTROL MANAGEMENT.....	259	ENVIRONMENT AND CLIMATE CHANGE MANAGEMENT.....	65
SECURITY		TAXATION	
HUMAN RESOURCES.....	140	FINANCIAL MANAGEMENT.....	81
INFORMATION MANAGEMENT.....	160	TENDERING	
INFORMATION TECHNOLOGY.....	173	CEMETERY MANAGEMENT.....	22
PROPERTIES (Council).....	225	COMMUNITY AND CULTURAL SERVICES.....	34
PUBLIC LIBRARIES.....	248	ENVIRONMENT AND CLIMATE CHANGE MANAGEMENT.....	66
SEPARATIONS		FINANCIAL MANAGEMENT.....	82
HUMAN RESOURCES.....	141	FLEET, PLANT, EQUIPMENT AND STORES.....	93
SERVICE PROVISION (Council)		GOVERNANCE (Council).....	115
ECONOMIC DEVELOPMENT.....	46	HUMAN RESOURCES.....	142

DISPOSAL SCHEDULE FOR DARWIN CITY COUNCIL

**DISPOSAL SCHEDULE No. 2010/5
DECEMBER 2010**

INFORMATION MANAGEMENT161
 INFORMATION TECHNOLOGY173
 OCCUPATIONAL HEALTH AND SAFETY201
 PARKS AND RESERVES MANAGEMENT213
 PROPERTIES (Council)226
 PUBLIC AFFAIRS.....239
 REGULATORY SERVICES258
 ROADS AND TRAFFIC CONTROL MANAGEMENT272
 STORMWATER AND DRAINAGE280
 WASTE MANAGEMENT291
 TOURS/VISITS
 PUBLIC AFFAIRS.....239
 TRADE
 ECONOMIC DEVELOPMENT47
 TRAINING
 FINANCIAL MANAGEMENT83
 HUMAN RESOURCES142
 INFORMATION MANAGEMENT162

OCCUPATIONAL HEALTH AND SAFETY202
 REGULATORY SERVICES258
 TRAINING AND DEVELOPMENT
 EMERGENCY MANAGEMENT53
 TRAVEL
 HUMAN RESOURCES.....143
 TRUSTS
 FINANCIAL MANAGEMENT83
 URBAN DESIGN
 PROPERTIES (Council)226
 ROADS AND TRAFFIC CONTROL MANAGEMENT273
 VOLUNTEERS
 EMERGENCY MANAGEMENT53
 HUMAN RESOURCES.....143
WASTE MANAGEMENT281
 WORK EXPERIENCE
 HUMAN RESOURCES.....143

