

**Disposal Schedule  
for  
functional records of Local  
Government**

**Disposal Authorisation No. DA2200**

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## **INTRODUCTION**

### **Archives legislation**

The *Archives Act 1983* stipulates that State and local government organisations, must not dispose of **records of any type or format** without the written approval of the State Archivist. Disposal of records involves their destruction, their removal from the custody of their creating Agency, or their transfer to the Tasmanian Archive & Heritage Office.

### **Schedule elements and arrangement**

The administrative functions covered by this schedule are arranged in alphabetical order as function headings. The activities performed under each function are listed in alphabetical order within each function.

- **Reference**

All function and activity headings and disposal classes are allocated a reference number. These reference numbers are used, in conjunction with the schedule number, to identify records in the Tasmanian Archive & Heritage Office disposal documentation. These numbers can also be used by agencies, in the same way, to indicate disposal authorisation in their records control systems, where the records have been registered in these systems.

- **Disposal classes**

The groups of records that document, and are derived from, the performance of the functions and activities are listed as disposal classes under each function/activity set.

It should be noted that Disposal Classes have been described in functional terms irrespective of the format or medium in which the records were created.

- **Status**

All disposal classes have either 'PERMANENT' or 'TEMPORARY' status. Records identified as 'PERMANENT' are those that will be transferred to the Archives Office to be retained as State archives. 'TEMPORARY' records are those that can be destroyed under the authority of this schedule.

- **Disposal action**

All temporary records identified in this schedule will have a disposal action which specifies the length of time for which the record must be retained before it can be destroyed under this authorisation.

### **Review of the schedule**

It is the responsibility of agencies to monitor administrative, legal or regulatory changes which may result in the need to alter disposal class descriptions or disposal actions for records covered by this schedule. When this occurs, this schedule should not be used to dispose of those records and the State Archivist should be informed of the need to revise the schedule. If necessary, the procedures for the disposal of unscheduled records can be used in the interim. Reviews may also be initiated by the Tasmanian Archive & Heritage Office.

### **Contacts**

Any enquiries relating to this schedule should be directed in writing to the Tasmanian Archive & Heritage Office, 91 Murray Street, Hobart, email [GISU@education.tas.gov.au](mailto:GISU@education.tas.gov.au) or by phoning 03 6165 5581.

**Acknowledgements**

The Tasmanian Archive & Heritage Office wishes to acknowledge the advice and input of many agencies and individuals, here and interstate, in the development of this schedule. Staff from many Councils around Tasmania participated in a Reference Group that provided advice and comments on successive drafts. In particular staff from Hobart (David Banks, Fiona Gipters and Matthew Alcock) Glenorchy (Sam Foster-Davies) and Kingborough (Nicole Wescombe) played a major role in preparation of the final document.

The Tasmanian Archive & Heritage Office also wishes to thank State Records New South Wales for permission to use the function and activity terms from its *Keywords for Councils* thesaurus as the basis for the schedule.

**TASMANIAN ARCHIVE & HERITAGE OFFICE****DISPOSAL AUTHORISATION No. 2200**

**Title:** Disposal Schedule for functional records of Local Government

**Authorisation:**

Under Section 20 (2) (b) of the Archives Act 1983, I hereby authorise 'relevant authorities' (as defined in Section 3 of that Act) to manage the disposal of the records described in this schedule in accordance with the procedures specified herein.

Ross Latham  
State Archivist

**Document Development History**  
**Build Status**

Version	Date	Author	Reason	Sections
4	26-04-2017	David Bloomfield	To reword the disposal trigger to better reflect the business requirements for rate remissions.	25.07.00
3	10-06-2014	David Bloomfield and Sam Foster-Davies	To insert, alter or delete classes for records relating to the Work Health and Safety Act 2012 and its regulations.	21.12.00, 21.13.00, 21.26.00, 22.01.00, 22.08.00, 22.09.00, 23.07.00, 23.09.00, 27.01.00, 27.03.00, 27.07.00
2	July 2013	Deborah Drinkell	Change of disposal action	02.02.00
1	2010	David Benjamin and Robert Dooley	Initial Release	All

**Amendments in this Release**

<b>Section Title</b>	<b>Section Number</b>	<b>Amendment Summary</b>
Rate Payments (RATES AND VALUATIONS)	25.07.00	Amended class 25.07.04

## INTERPRETATION

### Definitions

**Permanent records** are those that will be transferred to the Tasmanian Archive & Heritage Office to be retained as State Archives. The Archives Act 1983 establishes 25 years as the maximum required timeframe for the transfer of permanent records to the Tasmanian Archive & Heritage Office unless an extension of time has been approved by the State Archivist.

**Temporary records** are those that can be destroyed under the authority of this schedule after a minimum retention period, or once certain requirements have been met.

### Coverage

This schedule covers functional records of (name of agency or sector).

This schedule **does not cover pre-1960 records**. The disposal of those records should be managed according to the procedures for unscheduled records.

The *Disposal Schedule for Short-term Value Records - DA No. 2158* covers the disposal of short-term value records which are created by most agencies. These documents are usually of a trivial nature or of such short-term value that they do not support or contribute to the business functions of the agency.

Records not covered by these schedules, or other authorised disposal schedules, should be disposed of according to the current Tasmanian Archive & Heritage Office procedures for unscheduled records.

### Preservation of records

Section 10 (1) (a) of the *Archives Act 1983* requires agencies to preserve records until they are dealt with under the Act. This places a statutory obligation on agencies to ensure that all records, regardless of format, remain accessible while they are in the custody of the agency.

### Permanent records

All disposal classes of records identified as having 'PERMANENT' status in this schedule should be transferred to the Archives Office 25 years after the date of creation. Agencies may make application to the Tasmanian Archive & Heritage Office for earlier transfer of particular groups of records and the Tasmanian Archive & Heritage Office may also initiate an earlier transfer arrangement.

Records for transfer should be arranged and described in accordance with any instruction provided by the Tasmanian Archive & Heritage Office.

### Temporary records

All records identified as having 'TEMPORARY' status in this schedule will have a disposal action which is the authorised date for destruction. These disposal actions specify minimum retention periods. Temporary records can be kept as long as the agency wishes following the expiration of the specified period, but the provisions of the *Archives Act 1983* regarding their proper care and custody will still apply to them.

Frequently the disposal actions will refer to '**after action completed**' which means after completion of the transaction to which the records relate. The disposal action '**destroy when reference ceases**' authorises the destruction of records when all business needs to refer to the records have ceased.



**Destruction of records**

The destruction method chosen for records authorised for destruction in this schedule should be appropriate to the medium in which the record exists. It is the responsibility of the agency to ensure that the identified records are actually destroyed, and that this process is confidential and secure. The following issues should be considered before destruction of any documents.

**Right to Information**

Right to Information legislation prescribe rights and processes for access to documents held by government agencies. If a request for access under the legislation has been lodged, all records relevant to the request, regardless of whether they are due for destruction, must be identified and preserved until action on the request and any subsequent reviews are completed.

**Personal Information Protection**

Personal Information Protection legislation provides appropriate safeguards for government agencies in collecting and handling individual's personal information, creating statutory obligations and a right to make a privacy complaint. If an application is in progress, all records relevant to the application must be identified and preserved until the action and any subsequent actions are completed.

**Other investigations or inquiries**

If an investigation or inquiry is in progress, all records relevant to the investigation or inquiry must be identified and preserved until the action and any subsequent actions are completed.

**Records relating to indigenous people**

Key recommendations of the Bringing Them Home Report 1997 relate to the need for the identification, preservation, indexing, management and access to records relating to Indigenous individuals, families and/or communities in accordance with established privacy principles.

Records relating to indigenous families and communities or which document links between indigenous people and localities are not to be destroyed and should be the subject of consultation with the Tasmanian Archive & Heritage Office.

**Native title**

If a native title claim is in progress, all documents relevant to the claim must be identified and preserved until the action and any subsequent actions are completed.

**Registration of destruction**

Central to the accountability process built into the disposal schedules is the requirement that agencies maintain a *Register of Records Destroyed*. It is important to recognise that the formal evidential record of destruction is contained in this registration process. The register is to be made available to the State Archivist (or his nominee) on request.

The register must be clearly identified as the *Register of Records Destroyed* (under Section 20 (2) (b) of the *Archives Act 1983*) and should include the name of the agency. The register can be the same used for registering destructions authorised under other disposal schedules. A sample format indicating the required elements for the register and related procedures are available on the Tasmanian Archive & Heritage Office website.

<b>01.00.00</b>	<b>ANIMAL MANAGEMENT</b> The function of managing the control of livestock, domestic and feral animals.  <i>See 11.01.01 for activities relating to the conservation of native animals.</i>	
<b>01.01.00</b>	<b>Appointments (ANIMAL MANAGEMENT)</b> The activity of managing appointments of animal management related persons or officers.	
01.01.01	Records of the appointment of authorised persons or officers.	TEMPORARY Destroy 7 years after expiry of appointment.
01.01.02	Formal identification or warrants issued to authorised persons or officers to enable them to carry out their function.	TEMPORARY Destroy 2 years after expiry of appointment.
<b>01.02.00</b>	<b>Campaigns (ANIMAL MANAGEMENT)</b> Activities associated with raising awareness of a special program to achieve a purpose.	
01.02.01	Records associated with domestic animal rebate campaigns.	TEMPORARY Destroy 7 years after action completed.
01.02.02	Education and awareness campaign records associated with providing information and training to increase understanding and awareness of issues regarding domestic animals, these include: <ul style="list-style-type: none"> <li>• dog kits for school children</li> <li>• Responsible Dog Ownership Campaign.</li> </ul>	TEMPORARY Destroy 5 years after superseded or revoked.
01.02.03	Administrative records including organisation of campaigns, project planning and development and co-ordination of minor campaign projects.	TEMPORARY Destroy 2 years after action completed.
<b>01.03.00</b>	<b>Guidelines (ANIMAL MANAGEMENT)</b> The activity of setting standards or determining a course of action. Includes devising guidelines for internal and external sources of authority, rules and instructions.  <i>See 01.06.00 for procedures developed for Council.</i>	
01.03.01	Records documenting the development of guidelines and final versions of guidelines, rules and instructions relating to the Animal Management function.	TEMPORARY Destroy 7 years after date superseded.
<b>01.04.00</b>	<b>Inspections (ANIMAL MANAGEMENT)</b> The process of officially examining facilities, properties, equipment and items, to ensure compliance with standards.	
01.04.01	Records of inspections conducted by council compliance officers in relation to complaints of nuisances and breaches. Records may include: inspector's diaries.	TEMPORARY Destroy 5 years after action completed.
<b>01.05.00</b>	<b>Notifications (ANIMAL MANAGEMENT)</b> The activities of notifying businesses and residents of Council's intention to undertake an action or notifying businesses and residents of a failure to comply with a statute or regulation, or the need to undertake an action or abate a nuisance. Includes the management of notices.  <i>See 19.10.00 for the formal order and declarations directing compliance with regulations and by laws.</i> <i>See 19.05.00 for Council's commencement of legal action.</i>	
01.05.01	Notices issued to owners of dangerous dogs.	TEMPORARY Destroy 10 years after action completed.

01.05.02	Records of notification to abate domestic animal nuisances and breaches which may result in an infringement or prosecution.	TEMPORARY Destroy 7 years after action completed.
01.05.03	Records of notification to abate domestic animal nuisances and breaches that are unlikely to result in an infringement or prosecution, such as: <ul style="list-style-type: none"> <li>• Barking dog</li> <li>• Dog at large</li> </ul>	TEMPORARY Destroy 2 years after action completed.
01.05.04	Notices requesting that impounded animals be reclaimed and notices of intent to sell unclaimed animals.	TEMPORARY Destroy 2 years after action completed.
<b>01.06.00</b>	<b>Procedures (ANIMAL MANAGEMENT)</b> The process of applying standard methods of operation to activities undertaken by Council according to formulated policy.  <i>See 13.08.00 for policies formally adopted by Council.</i>	
01.06.01	Records documenting the development of council procedures and final versions of council manuals and instructions relating to the Animal Management function.	TEMPORARY Destroy 7 years after superseded or revoked.
01.06.02	Copies of instructions, procedures, manuals and circulars issued by Local Government Association or the Local Government Board.	TEMPORARY Destroy after superseded or revoked.
01.06.03	Records documenting the internal and external notification of changes to, or the implementation of new policies, procedures, instructions or notification of significant events.	TEMPORARY Destroy 7 years after action completed.
01.06.04	Routine instructions to staff and contractors.	TEMPORARY Destroy 2 years after action completed.
<b>01.07.00</b>	<b>Public Reaction (ANIMAL MANAGEMENT)</b> The process of handling public reaction and complaints about Council's policies or services. Includes anonymous letters, letters of complaint and letters of congratulations or appreciation received from the public.  <i>See 07.04.00 for correspondence received not regarding domestic animals.</i>	
01.07.01	Complaints received regarding domestic animals.  <i>See 01.04.01 for the investigation of complaints regarding domestic animals.</i> <i>See 01.05.00 for the notices issued for the abatement of nuisances and breaches.</i>	TEMPORARY Destroy 2 years after action completed
<b>01.08.00</b>	<b>Registration (ANIMAL MANAGEMENT)</b> Activities to record, catalogue, inventory or list. Also includes managing registers.	
01.08.01	Dog registration records including applications and certificates of dog registration, lists of tag numbers, owner's particulars and associated particulars such as evidence of a dog being obedience trained and associated correspondence. Records may include: microchip registration records.  <i>See 01.08.02 for the registration of dangerous dogs and companion animals.</i>	TEMPORARY Destroy 3 years after action completed

01.08.02	Registration of dangerous dogs and companion animals.	TEMPORARY Destroy 10 years after action completed
<b>01.09.00</b>	<b>Reporting (ANIMAL MANAGEMENT)</b> The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements or findings of the results of the examination or investigation. Includes discussion papers, proposals, reports, questionnaires, reviews and returns.  <i>See 16.09.03 for the final version of the council's annual report.</i>	
01.09.01	Final versions of formal internal and external reports prepared by or for the Council.	TEMPORARY Destroy 5 years after action completed.
01.09.02	Statistical information collected by the Council and forwarded to the Australian Bureau of Statistics. Records may include: <ul style="list-style-type: none"> <li>• copies of returns</li> <li>• related correspondence</li> </ul>	TEMPORARY Destroy 2 years after action completed.
01.09.03	Statistical information collected by or for the Council relating to major park and reserve activities of the Council that is not forwarded to the Australian Bureau of Statistics.  <i>See 01.09.02 for statistics forwarded to the Australian Bureau of Statistics.</i>	PERMANENT
01.09.04	Statistical information collected by or for the council that does not relate to major park and reserve activities and is not reported to the Australian Bureau of Statistics.	TEMPORARY Destroy 2 years after action completed.
01.09.05	Records documenting responses to questionnaires and surveys requested by outside organisations.	TEMPORARY Destroy 2 years after action completed.
<b>01.10.00</b>	<b>Service Providers (ANIMAL MANAGEMENT)</b> The activity of managing those agencies or organisations involved in the provision of services to Council or to the local community in association with Council. Includes council negotiations and liaison with service providers.	
01.10.01	Records documenting major negotiations and consideration of policy issues concerning organisations involved in providing local community services in association with council. These include: <ul style="list-style-type: none"> <li>• Cats Home</li> <li>• Dogs Home</li> <li>• RSPCA</li> </ul>	PERMANENT
<b>01.11.00</b>	<b>Service Provision (ANIMAL MANAGEMENT)</b> The activities relating to services provided by Council on a long term basis or by other agencies. Includes requests and applications for services, assessment of eligibility and entitlements, liaison with other agencies regarding the provision of services. Also includes Council activities to lobby for services and to increase service provision.  <i>See 15.02.00 for the application for community service grants and subsidies.</i>	
01.11.01	Pound keeper's book	TEMPORARY Destroy 7 years after last entry.
01.11.02	Pound releases receipt book includes authorities to sell or destroy impounded animals.	TEMPORARY Destroy 3 years after action completed.

01.11.03	Records relating to dog obedience assessments for unruly/vicious animals.  <i>See 01.08.01 for the assessment of obedience trained dogs for a rebate on registration fees.</i>	TEMPORARY Destroy 10 years after action completed.
01.11.04	Records documenting the sale of animal equipment such as: <ul style="list-style-type: none"> <li>• anti-bark collars</li> <li>• "dangerous dog" and "restricted breed" signs</li> <li>• dog waste collection bags</li> </ul> Includes hire of anti-bark collars for up to a week.	TEMPORARY Destroy after audit.
<b>02.00.00</b>	<b>BUILDING CONTROLS</b> The function of regulating and approving building applications for specific properties, buildings, fences, signs, antennae, etc. covered by the Building Code of Australia.  <i>See 18.00.00 for Council's broader planning role in zoning, environmental and development plans which cover the whole Council area.</i>	
<b>02.01.00</b>	<b>Appeals (BUILDING CONTROLS)</b> The activity of managing an application or proceeding for review of Council's building decisions by a higher tribunal.	
02.01.01	Precedent setting cases and cases resulting in significant changes to council policies and standards. Records may include petitions.	PERMANENT
02.01.02	Non-precedent setting cases and cases not resulting in significant changes to council policies and standards. Records may include petitions.	TEMPORARY Destroy 7 years after action completed.
<b>02.02.00</b>	<b>Building Applications (BUILDING CONTROLS)</b> The activity of applying for consent under the Building Act 2000 and the Building Regulations 2004 to carry out building and changes. Note that the application does not include an application for a complying development certificate. Applications relate to new constructions, building permits, demolitions, driveways, footpaths and level crossings, registered premises, septic tanks and valuations.	
02.02.01	Summary records relating to building permit management.	PERMANENT

02.02.02	<p>. Records relating to successful building development applications that set a precedent or are significant due to the fact they are;</p> <ul style="list-style-type: none"> <li>• A recipient of a prestigious State, national or international architectural or design award</li> <li>• An important local landmark or holding a special association with the community for social, socio-economic or spiritual reasons</li> <li>• Highly aesthetic characteristics valued by the community</li> <li>• Heritage listed</li> <li>• Of innovative scientific, technical or architectural value or use materials in a unique or innovative way,</li> <li>• Developments of state significance</li> <li>• Controversial developments – ie the building or structure generated large protests or attracted extensive media attention</li> <li>• Significant buildings constructed by local government eg Council Chambers</li> </ul>	PERMANENT
02.02.03	<p>Records relating to successful applications for buildings or structures that do not fall within class 02.02.02</p> <p>NOTE: - original plans with an intrinsic artistic value should not be destroyed without consultation with TAHO</p>	<p>TEMPORARY</p> <p>Retain at Council until building or structure is removed or demolished, then destroy.</p>
02.02.04	<p>Records relating to unsuccessful applications for building approvals that :</p> <ul style="list-style-type: none"> <li>• Set a precedent</li> <li>• Result in significant changes to council policy and procedures</li> <li>• Cause public controversy</li> </ul> <p><i>See 02.02.07 for unsuccessful applications that are not precedent setting cases.</i></p>	PERMANENT
02.02.05	<p>Records relating to the registration of building permits issued by building surveyors for temporary buildings or structures within a municipal jurisdiction.</p>	<p>TEMPORARY</p> <p>Destroy 3 years after temporary building or structure removed or demolished</p>
02.02.06	<p>Records relating to the registration of building permits issued by building surveyors for domestic structures such as;</p> <ul style="list-style-type: none"> <li>• carports</li> <li>• private garages</li> <li>• fences</li> <li>• swimming pools.</li> </ul>	<p>TEMPORARY</p> <p>Retain at Council until building or structure is removed or demolished, then destroy</p>
02.02.07	<p>Records relating to unsuccessful applications for building approvals that do not involve precedent cases or cases of controversy, including cases withdrawn or cancelled.</p> <p><i>See 02.02.04 for precedent setting unsuccessful applications.</i></p>	<p>TEMPORARY</p> <p>Destroy 7 years after action completed</p>

02.02.08	Application for approval and copies of permits for on-site disposal systems including septic tanks and package treatment plant installation.	TEMPORARY Destroy 1 year after system is replaced
<b>02.03.00</b>	<p><b>Compliance (BUILDING CONTROLS)</b> 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.</p> <p><i>See 02.04.00 for initial inspection reports</i> <i>See 19.13.00 for a matter that results in a court action.</i> <i>See 23.07.02 Records documenting the removal and disposal of hazardous materials including asbestos from buildings</i></p>	
02.03.01	Records relating to serious breaches of compliance requirements that lead to negative public reaction or court action.	PERMANENT
02.03.02	Records relating to minor breaches of compliance requirements.	TEMPORARY Destroy 10 years after action completed
<b>02.04.00</b>	<p><b>Inspections (BUILDING CONTROLS)</b> The process of officially examining facilities, properties, equipment and items, to ensure compliance with standards.</p> <p><i>See 02.03.00 for failure to comply with standards and requirements.</i></p>	
02.04.01	<p>Inspection reports for buildings Class 1 to 9 in the Building Code of Australia. Records may include:</p> <ul style="list-style-type: none"> <li>• removal or demolition of houses and buildings listed on the Register of the National Estate or other official heritage listing.</li> <li>• buildings under construction</li> <li>• building repairs</li> <li>• building renovation</li> <li>• removal or demolition</li> <li>• checks for hazardous materials such as asbestos</li> <li>• temporary accommodation</li> </ul>	PERMANENT
02.04.02	Inspection reports for Class 10 (non-habitable) buildings, mobile homes and caravans.	TEMPORARY Destroy 10 years after action completed.
02.04.03	Building Inspector's diaries	TEMPORARY Destroy 2 years after action completed.
<b>02.05.00</b>	<p><b>Notifications (BUILDING CONTROLS)</b> The activities of notifying businesses and residents of Council's intention to undertake an action or notifying businesses and residents of a failure to comply with a statute or regulation, or the need to undertake an action or abate a nuisance. Includes notifications to the Council of compliance or action from businesses and residents. Also includes the management of notices.</p> <p><i>See 19.10.00 for formal orders and declarations directing compliance with regulations and by laws.</i> <i>See 19.05.00 for Council's commencement of legal action.</i></p>	
02.05.01	Abatement notices relating to failure to comply with regulations for buildings, including instructions for rectification or remediation.	TEMPORARY Destroy 20 years after action completed.

02.05.02	Records relating to notifications of inspections submitted by owners or business or service operators as evidence of compliance with building standards and regulations.	TEMPORARY Destroy 7 years after action completed.
02.05.03	Minor works notifications received by Council advising of works that do not require Council approval.	TEMPORARY Destroy 2 years after action completed.
<b>02.06.00</b>	<b>Planning (BUILDING CONTROLS)</b> The process of formulating ways in which objectives can be achieved. Includes the determination of services and needs, and the solution to those needs.	
02.06.01	Records relating to setting and implementing industry or organisational benchmarks for services and the evaluation of alternative delivery modes. Records may include: surveys.	TEMPORARY Destroy 2 years after superseded or revoked
<b>02.07.00</b>	<b>Procedures (BUILDING CONTROLS)</b> The process of applying standard methods of operation to activities undertaken by Council according to formulated policy.  <i>See 13.08.00 for policies formally adopted by Council.</i>	
02.07.01	Records documenting the development of council procedures and final versions of council manuals and instructions relating to the Building Controls function.	TEMPORARY Destroy 7 years after superseded or revoked.
02.07.02	Copies of instructions, procedures, manuals and circulars issued by a central agency or the Local Government Board.	TEMPORARY Destroy after superseded or revoked.
02.07.03	Records documenting the internal and external notification of changes to, or the implementation of new policies, procedures, instructions or notification of significant events.	TEMPORARY Destroy 7 years after action completed.
02.07.04	Routine instructions to staff and contractors.	TEMPORARY Destroy 2 years after action completed.
<b>02.08.00</b>	<b>Registration (BUILDING CONTROLS)</b> Activities to record, catalogue, inventory or list. Also includes managing registers.	
02.08.01	Register of: <ul style="list-style-type: none"> <li>• building applications and consents</li> <li>• complying development applications</li> <li>• building certificates</li> <li>• holdings</li> <li>• lands</li> <li>• private certificates</li> <li>• on-site disposal systems</li> </ul>	PERMANENT
<b>02.09.00</b>	<b>Reporting (BUILDING CONTROLS)</b> The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements or findings of the results of the examination or investigation. Includes discussion papers, proposals, reports, questionnaires, reviews and returns.  <i>See 16.09.03 for the final version of the council's annual report.</i>	
02.09.01	Final versions of formal internal and external reports prepared by or for the Council.	TEMPORARY Destroy 5 years after action completed.



02.09.02	Statistical information collected by the Council and forwarded to the Australian Bureau of Statistics Records may include: <ul style="list-style-type: none"> <li>• copies of returns</li> <li>• related correspondence</li> </ul>	TEMPORARY Destroy 2 years after action completed.
02.09.03	Statistical information collected by or for the Council relating to major building control activities of the Council that is not forwarded to the Australian Bureau of Statistics.  <u>See</u> 02.09.02 for statistics forwarded to the Australian Bureau of Statistics.	PERMANENT
02.09.04	Statistical information collected by or for the council that does not relate to major building control activities and is not reported to the Australian Bureau of Statistics.	TEMPORARY Destroy 2 years after action completed.
02.09.05	Records documenting responses to questionnaires and surveys requested by outside organisations.	TEMPORARY Destroy 2 years after action completed
<b>02.10.00</b>	<b>Standards (BUILDING CONTROLS)</b> The process of implementing industry or Council benchmarks for services and processes to enhance the quality and efficiency of the organisation.  <u>See</u> 07.06.00 for reviews and recommendations on benchmarking and evaluation of Council service delivery. <u>See</u> 18.11.00 for Council's broader planning role in zoning, environmental and development plans which cover the whole council area.	
02.10.01	Records relating to the implementation of building codes by the council.	PERMANENT
02.10.02	Council copies of records relating to the development of building codes and standards.	TEMPORARY Destroy 2 years after action completed.
<b>03.00.00</b>	<b>COMMERCIAL ACTIVITIES</b> The function of competing commercially or providing services to other councils or agencies on a fee for service basis. Includes undertaking activities on a consultancy or contract basis.  <b>Note:</b> For records relating to the provision of Council services to the local community use the relevant function/activity.	
<b>03.01.00</b>	<b>Booking Services (COMMERCIAL ACTIVITIES)</b> Ticket sales undertaken by council for community groups or to support tourism or other commercial operations, including Council's own tourism ventures.	
03.01.01	Council copies of tickets (and related records) these include tickets from: <ul style="list-style-type: none"> <li>• TT line</li> <li>• Wilderness Airlines</li> <li>• Redline Coaches</li> </ul>	TEMPORARY Destroy 12 months after action completed.
03.01.02	Records of ticket sales for council's own activities.	TEMPORARY Destroy 1 year after audit.

<b>03.02.00</b>	<b>Joint Ventures (COMMERCIAL ACTIVITIES)</b> 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 organisations.	
03.02.01	Records of the establishment, membership and abolition of controlling authorities or joint authorities.  <i>See 03.02.02 for the arrangements for and the management of joint ventures</i> <i>See 03.02.03 for the arrangements for and the management of joint ventures under seal.</i>	PERMANENT
03.02.02	Records documenting the arrangements for and the management of joint ventures and partnerships including the establishment, maintenance, and review of agreements and contracts. Records may include: <ul style="list-style-type: none"> <li>• Agreements</li> <li>• Contracts</li> <li>• memoranda of understanding</li> <li>• memoranda of agreement</li> <li>• service agreements</li> <li>• progress reports</li> <li>• correspondence</li> </ul> <i>See 03.02.03 for the arrangements for and the management of joint ventures under seal.</i>	TEMPORARY Destroy 7 years after completion or termination of agreements or contracts.
03.02.03	Records documenting joint venture contracts under seal including the establishment, maintenance, and review of joint venture agreements and contracts.  <i>See 03.02.02 for the arrangements for and the management of joint ventures</i>	TEMPORARY Destroy 13 years after expiry of contract.
<b>03.03.00</b>	<b>Marketing (COMMERCIAL ACTIVITIES)</b> The process of analysing, creating and selling products and services. Includes market research, forecasting, advertising, promotions, pricing and product evaluation so as to provide commercial services to the market.  <i>See 04.13.00 for marketing of services that are provided to the community on a non-commercial basis.</i>	
03.03.01	Records documenting the marketing of commercial activities including advertising campaigns, market research and promotions.	TEMPORARY Destroy 5 years after action completed.
03.03.02	Records documenting the operation of Tourist Information Kiosks and the display of advertising materials for tourism operators.  <i>See 03.01.01 for ticket sales on behalf of tourism operators.</i>	TEMPORARY Destroy 2 years after action completed.
<b>03.04.00</b>	<b>Procedures (COMMERCIAL ACTIVITIES)</b> The process of applying standard methods of operation to activities undertaken by Council according to formulated policy.  <i>See 13.08.00 for policies formally adopted by Council.</i>	

03.04.01	Records documenting the development of council procedures and final versions of council manuals and instructions relating to the Commercial Activities function.	TEMPORARY Destroy 7 years after superseded or revoked.
03.04.02	Copies of instructions, procedures, manuals and circulars issued by a central agency or the Local Government Board.	TEMPORARY Destroy after superseded or revoked.
03.04.03	Records documenting the internal and external notification of changes to, or the implementation of new policies, procedures, instructions or notification of significant events.	TEMPORARY Destroy 7 years after action completed.
03.04.04	Routine instructions to staff and contractors.	TEMPORARY Destroy 2 years after action completed.
<b>03.05.00</b>	<b>Projects (COMMERCIAL ACTIVITIES)</b> The process of bringing about change by the management of a group of inter-related activities that are planned and then executed in a certain sequence to create a unique product or service (output) within specific time and resource constraints. They may be critical components of council's business strategy or relate directly to policies and initiatives.	
03.05.01	Formal documentation as defined by project management methodology for the management of significant projects relating to the commercial activities of council. Records may include: <ul style="list-style-type: none"> <li>• project proposal/plan</li> <li>• business case</li> <li>• implementation plans</li> <li>• risk and issues registers</li> <li>• closure, review, and evaluation reports</li> <li>• stakeholder analysis</li> <li>• communication and marketing plans</li> </ul>	PERMANENT
03.05.02	Records documenting the management of council projects that are not considered significant and projects that do not affect policy. Records may include: <ul style="list-style-type: none"> <li>• briefing notes</li> <li>• correspondence</li> <li>• project plans</li> </ul>	TEMPORARY Destroy 7 years after action completed.
<b>03.06.00</b>	<b>Proposals (COMMERCIAL ACTIVITIES)</b> The activities relating to the development of quotes for proposed work to be undertaken on a commercial basis.  <i>See 03.05.00 for successful proposal that have become projects undertaken by Council.</i>	
03.06.01	Records documenting unsuccessful proposals.	TEMPORARY Destroy 2 years after action completed.
<b>03.07.00</b>	<b>Reporting (COMMERCIAL ACTIVITIES)</b> The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements or findings of the results of the examination or investigation. Includes discussion papers, proposals, reports, questionnaires, reviews and returns.  <i>See 16.09.03 for the final version of the council's annual report.</i>	

03.07.01	Final versions of formal internal and external reports prepared by or for the council.	TEMPORARY Destroy 5 years after action completed.
03.07.02	Statistical information collected by the council and forwarded to the Australian Bureau of Statistics. Records may include: <ul style="list-style-type: none"> <li>copies of returns</li> <li>related correspondence.</li> </ul>	TEMPORARY Destroy 2 years after action completed.
03.07.03	Statistical information collected by or for the council relating to major commercial activities of the council that is not forwarded to the Australian Bureau of Statistics.  <i>See 03.07.02 for statistics forwarded to the Australian Bureau of Statistics.</i>	PERMANENT
03.07.04	Statistical information collected by or for the council that does not relate to major commercial activities and is not reported to the Australian Bureau of Statistics.	TEMPORARY Destroy 2 years after action completed.
03.07.05	Records documenting responses to questionnaires and surveys conducted by outside organisations.	TEMPORARY Destroy 2 years after action completed.
<b>04.00.00</b>	<b>COMMUNITY RELATIONS</b> 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, celebrations, ceremonies, speeches, official representation at functions and participation in community activities. Also includes community consultation, the management of corporate image, and memorials.  <i>See 07.04.00 for managing reactions to services provided by Council and feedback.</i> <i>See 26.00.00 for recreation and cultural events.</i> <i>See 09.05.00 for events promoting the local area and council.</i>	
<b>04.01.00</b>	<b>Addresses (Presentations) (COMMUNITY RELATIONS)</b> The activity of giving addresses for training, professional, community relations or sales purposes. Includes speeches and multi-media presentations.  <i>See 21.26.00 for training Council's personnel.</i>	
04.01.01	Final versions of addresses and other public information released by the Mayor, General Manager and senior council officers relating to issues of local significance or presented at major public functions.  <i>See 04.14.00 for major and minor media releases.</i>	PERMANENT
04.01.02	Final versions of addresses and other public information released by the Council on non-significant local issues.  <i>See 04.01.01 for significant addresses</i>	TEMPORARY Destroy 2 years after action completed.
04.01.03	Records documenting the preparation of addresses and speeches.	TEMPORARY Destroy 2 years after action completed.

<b>04.02.00</b>	<b>Arrangements (COMMUNITY RELATIONS)</b> The activities involved in arranging community relations events and functions. Includes contact lists and preparing guest lists and invitations.  <i>See 21.01.02 for arranging personnel social activities.</i> <i>See 26.01.00 for cultural and heritage or sporting events organised in conjunction with council.</i> <i>See 26.02.00 for cultural and heritage or sporting events and functions managed by council.</i>	
04.02.01	Mailing lists and contact details of government agencies, companies and organisations, and members of the public.	TEMPORARY Destroy after date superseded.
04.02.02	Records documenting arrangements to support the community relations function including arrangements for guest speakers.	TEMPORARY Destroy after reference ceases.
<b>04.03.00</b>	<b>Awards (Honours) (COMMUNITY RELATIONS)</b> The activity of managing awards for recognition of outstanding public service or achievement. Includes awards for Australian of the Year and Order of Australia.  <i>See 04.04.00 for activities to provide awards, scholarships, prizes and honours awarded to or by community councils and residents in recognition of outstanding services and achievement.</i>	
04.03.01	Records documenting the nomination of community members for awards for outstanding community service achievement.	PERMANENT
04.03.02	Records documenting major awards initiated by council including Freedom of the City or Keys to the City or awards recognising environmental achievement.  <i>See 04.03.03 for minor council awards.</i> <i>See 04.03.01 for nominations for awards for outstanding community services.</i>	PERMANENT
04.03.03	Records documenting minor awards initiated or received by council including: <ul style="list-style-type: none"> <li>• Tidy Town</li> <li>• Town beautification schemes/garden prizes</li> </ul> <i>See 04.04.00 for Scholarships</i> <i>See 04.03.02 for major council awards.</i>	TEMPORARY Destroy 7 years after action completed.
<b>04.04.00</b>	<b>Awards (Prizes) (COMMUNITY RELATIONS)</b> The activity of managing awards, scholarships, prizes and honours awarded to or by community councils and residents in recognition of outstanding services and achievement. Includes the management of competition organised and administered by council.  <i>See 04.03.00 for activities to award Honours such as the Australian of the Year and Order of Australia.</i>	
04.04.01	Records documenting successful applications or nominations for awards and scholarship. Includes awards recognising environmental achievement.	PERMANENT
04.04.02	Unsuccessful applications or nominations for awards or scholarships administered by council.	TEMPORARY Destroy 7 years after action completed.
04.04.03	Records documenting winners of competitions organised by council.	TEMPORARY Destroy 7 years after action completed.

04.04.04	Records documenting conduct of competitions organised by council including the determination of winners and allocation of prizes. Records may include: <ul style="list-style-type: none"> <li>• entry forms</li> <li>• correspondence</li> <li>• advertisements</li> </ul>	TEMPORARY Destroy 2 years after action completed.
04.04.05	Routine correspondence assisting in the administration of competitions organised by other organisations.	TEMPORARY Destroy 2 years after action completed.
<b>04.05.00</b>	<b>Celebrations (COMMUNITY RELATIONS)</b> The activities associated with arranging and managing festivities to honour or commemorate a particular event.  <i>See 04.06.00 for formal ceremonial occasions.</i> <i>See 04.01.00 for addresses delivered at celebrations.</i>	
04.05.01	Records documenting the planning and management of celebrations to commemorate events of local, state or national significance and major anniversaries such as the centenary of a council. Records may include: a selection of programs, photographs and summary reports.  <i>See 04.05.02 for celebrations to commemorate events that do not have local, state or national significance.</i> <i>See 04.05.03 for administrative arrangements for all celebrations.</i>	PERMANENT
04.05.02	Records documenting the planning and management of celebrations to commemorate events that do not have local, state or national significance.  <i>See 04.05.03 for administrative arrangements for all celebrations.</i>	TEMPORARY Destroy 2 years after action completed.
04.05.03	Records documenting administrative arrangements for all celebrations. Records may include: <ul style="list-style-type: none"> <li>• invitations</li> <li>• guest lists</li> <li>• catering arrangements</li> </ul>	TEMPORARY Destroy after reference ceases.
<b>04.06.00</b>	<b>Ceremonies (COMMUNITY RELATIONS)</b> The activities associated with arranging and managing formalities observed on some solemn or important public or state occasion. Includes citizenship ceremonies.	
04.06.01	Records documenting ceremonies conducted by council including ceremonies to swear in new citizens including council copies of citizenship documentation. Records may include: <ul style="list-style-type: none"> <li>• invitations</li> <li>• guest lists</li> <li>• catering arrangements</li> </ul>	TEMPORARY Destroy 2 years after action completed.
<b>04.07.00</b>	<b>Community Consultation (COMMUNITY RELATIONS)</b> The activity of meeting regularly with the community and community consultative representatives. Community consultation provides comments and feedback to Council. Includes interaction with the community.	

04.07.01	Records of formal consultation with community groups through things such as: <ul style="list-style-type: none"> <li>• Precinct meetings</li> <li>• Community Participation programs</li> </ul> <p><i>See 06.02.01 or 06.02.04 where the group being consulted has been formally constituted and is administered by Council.</i></p>	TEMPORARY Destroy 7 years after action completed.
04.07.02	Records documenting informal public meetings and other forms of community consultation.	TEMPORARY Destroy 5 years after action completed.
<b>04.08.00</b>	<b>Corporate Image (COMMUNITY RELATIONS)</b> The activities of identifying and designing, and procuring logos, signs, letterhead, corporate uniforms and other symbols that incorporate the identity and image of Council.	
04.08.01	Records documenting the development and approval of designs. These include: <ul style="list-style-type: none"> <li>• chains of office</li> <li>• crest/logo</li> <li>• mayoral robes</li> <li>• presentation items</li> <li>• flag</li> </ul>	PERMANENT
04.08.02	Records documenting the development and approval of designs for letterhead, stationery and publications incorporating the corporate image of the Council.	TEMPORARY Destroy after date superseded.
04.08.03	Council style manuals.	TEMPORARY Destroy after reference ceases.
<b>04.09.00</b>	<b>Enquiries (COMMUNITY RELATIONS)</b> The activities associated with the handling of requests for information about Council and its services by the general public or other organisations. Includes general enquiries and requests for information about the functions and role of local government that are usually satisfied with published material.  <i>See 14.04.00 for investigations or inquiries by parliamentary committees. See 16.02.00 for requests for Geographical Information Systems data. See 16.03.00 for requests made under the Right to Information Act. See DA2158 for requests for information that is readily available to the public including publications and promotional material. For enquiries about specific council services see the relevant function.</i>	
04.09.01	Records documenting enquiries requesting general information about the council and its products and services.	TEMPORARY Destroy 2 years after action completed.
<b>04.10.00</b>	<b>Functions (Social) (COMMUNITY RELATIONS)</b> The activity of organising social functions for the local area. Includes organising Christmas parties and parties for senior citizens. Also includes civic receptions.	
04.10.01	Records documenting functions conducted by council. Records may include: <ul style="list-style-type: none"> <li>• invitations</li> <li>• guest lists</li> <li>• catering arrangements</li> </ul>	TEMPORARY Destroy 2 years after action completed.
<b>04.11.00</b>	<b>Greetings (COMMUNITY RELATIONS)</b> The activities associated with preparing and sending letters of congratulation or condolences.	

04.11.01	Records documenting the preparation and sending of greetings. Records may include: <ul style="list-style-type: none"> <li>• letters of appreciation</li> <li>• letters of condolence</li> <li>• letters of congratulations</li> <li>• letters of introduction</li> <li>• seasonal greetings</li> <li>• mailing lists</li> </ul>	TEMPORARY Destroy after reference ceases.
<b>04.12.00</b>	<b>Issues Management (COMMUNITY RELATIONS)</b> The activity of Council providing input into community issues that are not directly the responsibility of Council, such as Aboriginal reconciliation and multicultural relations.	
04.12.01	Records documenting significant council input into community issues that are not the direct responsibility of the council. These include: <ul style="list-style-type: none"> <li>• aboriginal reconciliation</li> <li>• multicultural and ethnic affairs</li> <li>• immigration</li> <li>• environmental matters where council is not the responsible body</li> </ul>	PERMANENT
04.12.02	Records relating to community issues where council takes no action, or does not take significant action.	TEMPORARY Destroy 2 years after action completed.
<b>04.13.00</b>	<b>Marketing (COMMUNITY RELATIONS)</b> The process of analysing and creating products and services. Includes market research, forecasting, advertising, promotions and product evaluation so as to provide services to the community.  <i>See 03.03.00 for marketing of services provided to the community on a commercial basis.</i>	
04.13.01	Records documenting marketing campaigns, and the promotion of community services including the distribution of promotional material and the provision of council souvenirs.	TEMPORARY Destroy 2 years after action completed.
04.13.02	Negatives/original prints of photographs taken, commissioned or collected by the Council.  <i>See 16.09.00 for images used in council publications.</i>	TEMPORARY Destroy 10 years after action completed.
04.13.03	Records documenting the preparation and placing of advertisements for Council services and programs. Includes copies of the advertisement.	TEMPORARY Destroy 2 years after action completed.
<b>04.14.00</b>	<b>Media Liaison (COMMUNITY RELATIONS)</b> The activities associated with establishing a relationship between the media and Council. Includes cultivating media contacts, coordinating access to the media, authorising and issuing press releases and briefings, and organising media interviews.	
04.14.01	Final versions of media releases relating to significant or controversial issues.	PERMANENT
04.14.02	Final versions of media releases relating to non-significant or non-controversial issues.	TEMPORARY Destroy 2 years after action completed.
04.14.03	Records documenting administrative arrangements with the media including provision of routine information to local media as editorial, 'what's on'; announcements, preparation and issuing of media releases and organising interviews and media coverage of council events or promotions.	TEMPORARY Destroy 2 years after action completed.



<b>04.15.00</b>	<b>Memorials (COMMUNITY RELATIONS)</b> Activities associated with the design of council owned or approved monuments to preserve the memory of a person or event through the design of memorials and monuments. Can include clocks.	
04.15.01	Records documenting the design, research, special funding and siting of memorials such as commemorative plaques, statues, clocks, time capsules etc. Records may include: <ul style="list-style-type: none"> <li>• letter of successful request</li> <li>• letters of support or objection to successful memorials.</li> </ul>	PERMANENT
04.15.02	Unsuccessful requests for a memorial including associated correspondence.	TEMPORARY Destroy 3 years after action completed
<b>04.16.00</b>	<b>Procedures (COMMUNITY RELATIONS)</b> The process of applying standard methods of operation to activities undertaken by Council according to formulated policy.  <i>See 13.08.00 for policies formally adopted by Council.</i>	
04.16.01	Records documenting the development of council procedures and final versions of council manuals and instructions relating to the Community Relations function.	TEMPORARY Destroy 7 years after superseded or revoked.
04.16.02	Copies of instructions, procedures, manuals and circulars issued by a central agency or the Local Government Board.	TEMPORARY Destroy after superseded or revoked.
04.16.03	Records documenting the internal and external notification of changes to, or the implementation of new policies, procedures, instructions or notification of significant events.	TEMPORARY Destroy 7 years after action completed.
04.16.04	Routine instructions to staff and contractors.	TEMPORARY Destroy 2 years after action completed.
<b>04.17.00</b>	<b>Reporting (COMMUNITY RELATIONS)</b> The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements or findings of the results of the examination or investigation. Includes discussion papers, proposals, reports, questionnaires, reviews and returns.  <i>See 16.09.03 for the final version of the council's annual report.</i>	
04.17.01	Final versions of formal internal and external reports prepared by or for the council.	TEMPORARY Destroy 5 years after action completed.
04.17.02	Statistical information collected by the council and forwarded to the Australian Bureau of Statistics. Records may include: <ul style="list-style-type: none"> <li>• copies of returns</li> <li>• related correspondence.</li> </ul>	TEMPORARY Destroy 2 years after action completed.
04.17.03	Statistical information collected by or for the council relating to major community relations activities of the council that is not forwarded to the Australian Bureau of Statistics.  <i>See 04.17.02 for statistics forwarded to the Australian Bureau of Statistics.</i>	PERMANENT
04.17.04	Statistical information collected by or for the council that does not relate to major community relations activities and is not reported to the Australian Bureau of Statistics.	TEMPORARY Destroy 2 years after action completed.

04.17.05	Records documenting responses to questionnaires and surveys requested by outside organisations.	TEMPORARY Destroy 2 years after action completed.
<b>04.18.00</b>	<b>Signs (COMMUNITY RELATIONS)</b> The activity of regulating and managing signage and advertising.  <i>See 29.12.00 for street signs and traffic directions. See 18.02.00 or 02.02.00 for private signs advertising a business and erected as a permanent fixture within privately owned properties and private signs occupying an area within council road reserves or council recreation reserves.</i>	
04.18.01	Records documenting the design, erection and maintenance of community signs, notices boards, welcome signs and banners.	TEMPORARY Destroy 5 years after action completed.
04.18.02	Records documenting requests for display and distribution of posters, handbills etc.	TEMPORARY Destroy 2 years after action completed.
<b>04.19.00</b>	<b>Sponsorships (COMMUNITY RELATIONS)</b> Activities to develop partnerships between Council and other organisations where one assists the other in return for a promotional benefit.  <i>See 15.00.00 for Grants and Subsidies administered by Council.</i>	
04.19.01	Records documenting sponsorship proposals, including agreements, arrangements, approvals and implementation.  <i>See 04.19.03 for unsuccessful proposals and applications.</i>	TEMPORARY Destroy 7 years after action completed.
04.19.02	Records documenting donations to community groups such as the Red Cross and Salvation Army and charitable sponsorships such as World Vision.	TEMPORARY Destroy 7 years after action completed.
04.19.03	Records relating to sponsorship proposals that are not adopted and unsuccessful applications for sponsorships.	TEMPORARY Destroy 2 years after action completed.
<b>04.20.00</b>	<b>Tours (COMMUNITY RELATIONS)</b> Activities to convey visitors around the Council premises or local area.	
04.20.01	Records documenting administrative arrangements for tours of the local area conducted by Council including bookings and fees.	TEMPORARY Destroy 7 years after action completed.
<b>04.21.00</b>	<b>Visits (COMMUNITY RELATIONS)</b> The activities involved in arranging visits by other organisations, the public and students, to the Council with a view to inform, educate, and promote the services, operation and role of the Council. Includes arranging visits by staff to other organisations for this purpose. Also includes invitations/requests to councillors to attend official engagements as a representative of Council.  <i>See 21.27.00 for arrangements for staff travel. See 06.03.03 for invitations to conferences.</i>	
04.21.01	Records documenting administrative arrangements for visits to the Council by members of the public.  <i>See 04.20.00 for tours of the local area conducted by Council.</i>	TEMPORARY Destroy 2 years after action completed.

04.21.02	Visitor books.	TEMPORARY Destroy 7 years after action completed.
04.21.03	Invitations to Councillors to attend local events.	TEMPORARY Destroy 2 years after action completed.
<b>05.00.00</b>	<p><b>COMMUNITY SERVICES</b> The function of providing, operating or contracting services to assist local residents and the community. Where Council operates the services, records of operations, finance and management should also be established under the most appropriate activity.</p> <p><i>See 07.04.00 for managing reactions to services provided by Council and feedback.</i> <i>See 15.07.01 for funding received to operate services.</i> <i>See 06.04.00 and 21.00.00 for the appointment of contractors or staff to operate services.</i> <i>See 24.00.00 for public health care services such as maternal and infant welfare, hospital services.</i> <i>See 26.00.00 for clubs, social, sporting and recreational activities supported and provided by Council.</i></p>	
<b>05.01.00</b>	<p><b>Agreements (COMMUNITY SERVICES)</b> The processes associated with the establishment, maintenance, review and negotiation of agreements. Includes agreements between Council and service providers and State agencies to provide services. Also includes agreements between councils to provide services.</p>	
05.01.01	Records documenting the establishment, maintenance, review and negotiation of agreements including final versions of agreements. Records may include: service level agreements.	TEMPORARY Destroy 7 years after expiry, completion or termination of agreement.
<b>05.02.00</b>	<p><b>Guidelines (COMMUNITY SERVICES)</b> The activity of setting standards or determining a course of action. Includes devising guidelines for internal and external sources of authority, rules and instructions.</p> <p><i>See 05.04.00 for procedures developed for Council.</i></p>	
05.02.01	Records documenting the development of guidelines and final versions of guidelines, rules and instructions relating to the Community Services function.	TEMPORARY Destroy 7 years after date superseded.
<b>05.03.00</b>	<p><b>Planning (COMMUNITY SERVICES)</b> The process of formulating ways in which objectives can be achieved. Includes the determination of services and needs, and the solution to those needs.</p> <p><i>See 06.00.00 for overall planning to achieve corporate objectives and Council administration.</i> <i>See 10.07.00 for planning measures to be taken to recover from the effects of disasters such as fire, flood, or earthquake, emergency procedures etc.</i></p>	
05.03.01	Records documenting the investigation, planning and assessment of facilities, services and programs to meet community needs. Includes the community development plan and social plan.	TEMPORARY Destroy 10 years after action completed.
<b>05.04.00</b>	<p><b>Procedures (COMMUNITY SERVICES)</b> The process of applying standard methods of operation to activities undertaken by Council according to formulated policy.</p> <p><i>See 13.08.00 for policies formally adopted by Council.</i></p>	

05.04.01	Records documenting the development of council procedures and final versions of council manuals and instructions relating to the Community Services function.	TEMPORARY Destroy 7 years after superseded or revoked.
05.04.02	Copies of instructions, procedures, manuals and circulars issued by a central agency or the Local Government Board.	TEMPORARY Destroy after superseded or revoked.
05.04.03	Records documenting the internal and external notification of changes to, or the implementation of new policies, procedures, instructions or notification of significant events.	TEMPORARY Destroy 7 years after action completed.
05.04.04	Routine instructions to staff and contractors.	TEMPORARY Destroy 2 years after action completed.
<b>05.05.00</b>	<b>Registration (COMMUNITY SERVICES)</b> Activities to record, catalogue, inventory or list. Also includes managing registers.	
05.05.01	Client Register	TEMPORARY Destroy 2 years after migration of system or last entry.
<b>05.06.00</b>	<b>Reporting (COMMUNITY SERVICES)</b> The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements or findings of the results of the examination or investigation. Includes discussion papers, proposals, reports, questionnaires, reviews and returns.  <i>See 16.09.03 for the final version of the council's annual report.</i>	
05.06.01	Final versions of formal internal and external reports prepared by or for the council.	TEMPORARY Destroy 5 years after action completed.
05.06.02	Statistical information collected by the council and forwarded to the Australian Bureau of Statistics Records may include: <ul style="list-style-type: none"> <li>• copies of returns</li> <li>• related correspondence.</li> </ul>	TEMPORARY Destroy 2 years after action completed.
05.06.03	Statistical information collected by or for the council relating to major community services activities of the council that is not forwarded to the Australian Bureau of Statistics.  <i>See 05.06.02 for statistics forwarded to the Australian Bureau of Statistics.</i>	PERMANENT
05.06.04	Statistical information collected by or for the council that does not relate to major community service activities and is not reported to the Australian Bureau of Statistics.	TEMPORARY Destroy 2 years after action completed.
05.06.05	Records documenting responses to questionnaires and surveys requested by outside organisations.	TEMPORARY Destroy 2 years after action completed.
<b>05.07.00</b>	<b>Service Providers (COMMUNITY SERVICES)</b> The activity of managing those agencies or organisations involved in the provision of services to Council or to the local community in association with Council. Includes council negotiations and liaison with service providers.	

05.07.01	Records documenting major negotiations and consideration of policy issues concerning organisations involved in providing local community services in association with council. Includes charities, religious organisations and welfare agencies.  <i>See 06.11.00 for routine negotiations and regular discussions with service providers.</i>	PERMANENT
<b>05.08.00</b>	<b>Service Provision (COMMUNITY SERVICES)</b> The activities relating to services provided by Council on a long term basis or by other agencies. Includes requests and applications for services, assessment of eligibility and entitlements, liaison with other agencies regarding the provision of services. Also includes Council activities to lobby for services and to increase service provision.  <i>See 15.02.00 for the application for community service grants and subsidies.</i>	
05.08.01	Records documenting childcare enrolment, contact information and child information where an incident occurs while the child is in care.	TEMPORARY Destroy 25 years after date of birth.
05.08.02	Records documenting childcare enrolment and contact information and child information where no incident occurs while the child is in care.	TEMPORARY Destroy 7 years after child leaves care.
05.08.03	Records documenting childcare attendance including attendance registers and notification of absences and authorisations for collection.	TEMPORARY Destroy 7 years after child leave care.
05.08.04	Records documenting childcare parental permissions for emergency medical, hospital and ambulance treatment and for routine and non-routine excursions.	TEMPORARY Destroy 7 years after action completed.
05.08.05	Records documenting childcare attendance, parental authorisations for collection, administration of medication, excursions and permissions for emergency medical, hospital and ambulance treatment to a child where an accident or incident occurs while the child is in care.	TEMPORARY Destroy 25 years after date of birth.
05.08.06	Records documenting authorisation for administration of medication to a child in care.	TEMPORARY Destroy 25 years after date of birth.
05.08.07	Childcare accident and injury report forms.	TEMPORARY Destroy 25 years after date of birth
05.08.08	Register of childcare accidents and injuries.	TEMPORARY Destroy when the youngest child recorded in the register reaches 25 years of age.
05.08.09	Records documenting illness and cases of notifiable diseases which occur at a childcare centre or home care or are notified by a child's parents.	TEMPORARY Destroy 25 years after date of birth.
05.08.10	Records relating to staff employed in childcare including: <ul style="list-style-type: none"> <li>• safety screening certificates</li> <li>• first aid and CPR certificates</li> <li>• approved qualifications</li> <li>• driving licences</li> <li>• approval to employ if under 18 years</li> </ul>	TEMPORARY Destroy 7 years after staff cease employment.

05.08.11	Childcare staff rosters.	TEMPORARY Destroy 25 years after action completed.
05.08.12	Safety screening certificates for persons who are volunteers, students or regular visitors to childcare centres.	TEMPORARY Destroy 7 years after action completed.
05.08.13	Records documenting investigations of complaints against persons working in childcare whether or not misconduct is proven and charges are laid. These may include: <ul style="list-style-type: none"> <li>• supervisor's notes</li> <li>• investigation documents</li> <li>• evidence</li> <li>• statements and responses made by the employee concerned</li> </ul>	TEMPORARY Destroy 25 years after action completed.
05.08.14	Records documenting the delivery and operation of youth programs and activities. Includes requests for services and programs, liaison with other organisations regarding services and council activities to lobby for services. Also includes the management of youth councils. Records may include: <ul style="list-style-type: none"> <li>• consent forms</li> <li>• behavioural contract</li> <li>• attendance forms</li> <li>• misconduct/suspension forms</li> </ul>	TEMPORARY Destroy 15 years after program completed.
05.08.15	Provision and hire of child care toys and equipment.	TEMPORARY Destroy 7 years after action completed.
05.08.16	Records documenting the delivery and operation of aged care programs and activities. Includes requests for services and programs, liaison with other organisations regarding services and council activities to lobby for services.	TEMPORARY Destroy 7 years after program completed.
05.08.17	Records documenting the development and delivery of programs aimed at improving the health of the community, or groups within it, such as: <ul style="list-style-type: none"> <li>• Community Safety</li> <li>• Alcohol and Drug Awareness</li> <li>• Gambling addiction</li> </ul>	TEMPORARY Destroy 7 years after action completed.
05.08.18	Records of the licensing and accreditation of childcare and aged-care services operated by Council.	TEMPORARY Destroy 3 years after action completed.
05.08.19	Records documenting significant services provided in collaboration with community groups. Includes services provided solely by community groups where Council provides financial or "in kind" assistance.  <i>See 05.08.20 for minor or routine collaborations.</i> <i>See 05.08.21 for applications for services.</i>	PERMANENT

05.08.20	<p>Records documenting minor or routine services provided in collaboration with community groups. Includes services provided solely by community groups where Council provides financial or "in kind" assistance. Services include:</p> <ul style="list-style-type: none"> <li>• befriending services</li> <li>• good neighbour services</li> </ul> <p><i>See 05.08.19 for significant collaborations.</i>  <i>See 05.08.21 for applications for services.</i></p>	<p>TEMPORARY  Destroy 7 years after action completed.</p>
05.08.21	<p>Enquiries about and applications for community services provided by, or supported by, Council.</p>	<p>TEMPORARY  Destroy 2 years after action completed.</p>
<b>06.00.00</b>	<p><b>CORPORATE MANAGEMENT</b></p> <p>The function of applying broad systematic planning to define the corporate mission and determine methods of Council operation. Includes the evaluation of strategies for service delivery and development of directions for future operations, the amendment of legislation that provides the legislative basis for the Council.</p> <p><i>See 18.00.00 for issues relating to the planning for the Council area.</i></p>	
<b>06.01.00</b>	<p><b>Audit (CORPORATE MANAGEMENT)</b></p> <p>The activities associated with officially checking, quality assurance and operational records to ensure that they have been kept and maintained in accordance with agreed or legislated standards and correctly record the events, processes and business of Council in a specified period. Includes compliance audits, operational audits, recordkeeping audits, skills audits, system audits, efficiency audits, and quality assurance audits.</p> <p><i>See 12.03.00 for financial audits of Council's accounts.</i>  <i>See 06.18.00 for the standards against which the project or procedure is being audited.</i>  <i>See 26.03.00 for records of stock takes of museums and galleries.</i>  <i>See 11.03.00 for environmental audits conducted in relation to Environmental Management and Pollution Control Act 1994.</i>  <i>See 22.03.00 for all plant, equipment and stores stock take audits</i>  <i>See 28.04.00 for all road audits.</i></p>	
06.01.01	<p>External and internal audit reports that result in changes to existing policy or procedures including recommendations and implementation plans.</p>	<p>PERMANENT</p>
06.01.02	<p>External and internal audit reports that do not result in change to policy or procedures.</p>	<p>TEMPORARY  Destroy 7 years after action completed.</p>
06.01.03	<p>Internal audit working papers and routine correspondence relating to internal and external audit.</p>	<p>TEMPORARY  Destroy 5 years after action completed.</p>
<b>06.02.00</b>	<p><b>Committees (CORPORATE MANAGEMENT)</b></p> <p>The activities associated with the management of committees and task forces (internal and external, private, local, State, Commonwealth etc.). Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes, reports, agenda etc.</p> <p><i>See 06.12.00 for forums and the meetings of individuals and groups that are not considered committees.</i></p>	

06.02.01	<p>Records documenting high-level corporate committees with responsibility for making major decisions in the area of council policy and council annual planning (e.g. senior management committees). Records may include:</p> <ul style="list-style-type: none"> <li>• documents establishing the committee</li> <li>• documents appointing members</li> <li>• final versions of minutes</li> <li>• agenda papers</li> <li>• reports presented to the committee</li> <li>• submissions presented to the committee</li> </ul>	PERMANENT
06.02.02	<p>Records of internal committees formed to address the issues of the administration of council function. Records may include:</p> <ul style="list-style-type: none"> <li>• documents establishing the committee</li> <li>• documents appointing members</li> <li>• master copies of minutes</li> <li>• agenda papers</li> <li>• reports presented to the committee</li> <li>• submissions presented to the committee</li> </ul>	TEMPORARY Destroy 7 years after action completed.
06.02.03	<p>Records of external committees established to examine service-wide or multiple council strategic issues where the Council has the administrative role. Records may include:</p> <ul style="list-style-type: none"> <li>• documents establishing the committee</li> <li>• documents appointing members</li> <li>• master copies of minutes</li> <li>• agenda papers</li> <li>• reports presented to the committee</li> <li>• submissions presented to the committee</li> </ul> <p><i>See 06.02.04 for external committees that are not established to examine service-wide or multiple council strategic issues.</i></p>	PERMANENT
06.02.04	<p>Records of external committees where the council has the administrative role. Records may include:</p> <ul style="list-style-type: none"> <li>• documents establishing the committee</li> <li>• documents appointing members</li> <li>• master copies of minutes</li> <li>• agenda papers</li> <li>• reports presented to the committee</li> <li>• submissions presented to the committee</li> </ul> <p><i>See 06.02.03 for external committees established to examine service-wide or multiple council strategic issues.</i></p>	TEMPORARY Destroy 7 years after action completed.
06.02.05	<p>Records of external committees where the Council does not have the administrative role. Records may include:</p> <ul style="list-style-type: none"> <li>• copies of minutes</li> <li>• agenda papers</li> <li>• copies of reports presented to the committee</li> <li>• copies of submissions presented to the committee</li> </ul>	TEMPORARY Destroy 2 years after action completed.
06.02.06	Records documenting the conduct and administration of committees.	TEMPORARY Destroy after reference ceases.



<b>06.03.00</b>	<b>Conferences (CORPORATE MANAGEMENT)</b> The activities involved in arranging or attending conferences either held by Council or other organisations. Includes registrations, publicity and reports of participants, etc. Place published reports and proceedings in Council's staff library or information centre. Link the file and reports and proceedings intellectually in the records management system.	
06.03.01	Records documenting conferences where the council acts as secretariat or convener. Records may include: <ul style="list-style-type: none"> <li>• copies of minutes</li> <li>• summaries of proceedings</li> <li>• agenda papers</li> <li>• published papers</li> <li>• reports</li> <li>• submissions</li> <li>• briefings</li> </ul>	PERMANENT
06.03.02	Records documenting administrative arrangements for conferences arranged by the council. Records may include: <ul style="list-style-type: none"> <li>• attendance details</li> <li>• promotional material</li> <li>• invitations</li> <li>• registrations</li> <li>• travel and accommodation arrangements</li> <li>• venue and facilities hire</li> </ul>	TEMPORARY Destroy 2 years after action completed.
06.03.03	Records documenting conferences arranged by other organisations. Records may include: <ul style="list-style-type: none"> <li>• copies of minutes</li> <li>• summaries of proceedings</li> <li>• agenda papers</li> <li>• published papers</li> <li>• reports</li> <li>• promotional material</li> <li>• notices</li> <li>• programs</li> <li>• invitations</li> </ul>	TEMPORARY Destroy after reference ceases.
06.03.04	Records presented by the council to conferences arranged by other organisations. Records may include: <ul style="list-style-type: none"> <li>• submissions</li> <li>• papers</li> <li>• briefings</li> </ul>	PERMANENT
<b>06.04.00</b>	<b>Contracting (CORPORATE MANAGEMENT)</b> 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>See 06.19.00 for the process of receiving and assessing tenders.</i>	
06.04.01	Contract registers.	PERMANENT
06.04.02	Contracts signed under seal and supporting documentation. Records may include: <ul style="list-style-type: none"> <li>• tender submissions</li> <li>• written offers</li> </ul>	TEMPORARY Destroy 13 years after expiry of contract.

06.04.03	Signed contracts and supporting documentation. Records may include: <ul style="list-style-type: none"> <li>tender submissions</li> <li>written offers</li> </ul> <p><i>See 06.04.02 for contracts under seal.</i></p>	TEMPORARY Destroy 7 years after expiry of contract.
06.04.04	Records documenting the management of contracts including: <ul style="list-style-type: none"> <li>parameters of consultancy/service</li> <li>terms and conditions</li> <li>performance and evaluation reports</li> <li>meetings with stakeholders</li> </ul>	TEMPORARY Destroy 7 years after action completed.
06.04.05	Bank guarantees for contractor's liabilities	Return to contractor after guarantee discharged.
<b>06.05.00</b>	<b>Council Meetings (CORPORATE MANAGEMENT)</b> The activity associated undertaking action in response to decisions of the elected Council by staff. Includes the processes of tracking actions and when action is due.  <i>See 13.04.01 for the master set of Council minutes.</i> <i>See 13.05.08 for the preparation of responses to questions raised by Councillors on behalf of residents and ratepayers.</i>	
06.05.01	Records documenting the tracking of action taken on issues in minutes of council meetings.	TEMPORARY Destroy 2 years after action completed.
06.05.02	Records documenting the arrangements for and conduct of council meetings.	TEMPORARY Destroy after reference ceases.
<b>06.06.00</b>	<b>Establishment (CORPORATE MANAGEMENT)</b> The activities associated with changing and establishing the Council administrative structure, allocation of functional responsibility to business units and reporting relationships between staff.  <i>See 21.08.00 for management of positions and duties</i>	
06.06.01	Records documenting the development of a new council structure.	PERMANENT
06.06.02	Final versions of council-wide organisation charts.	PERMANENT
06.06.03	Organisation charts showing business unit levels of the council.	TEMPORARY Destroy after reference ceases.
06.06.04	Records documenting reviews and reassessments of council organisational structures including final reports.	TEMPORARY Destroy 5 years after action completed.
06.06.05	Records of forward staffing estimates, and average staffing levels.	TEMPORARY Destroy 5 years after action completed.
<b>06.07.00</b>	<b>Evaluation (CORPORATE MANAGEMENT)</b> 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.	
06.07.01	Records documenting the suitability of potential or existing programs, systems or services.	TEMPORARY Destroy 2 years after action completed.

<b>06.08.00</b>	<b>Guidelines (CORPORATE MANAGEMENT)</b> The activity of setting standards or determining a course of action. Includes devising guidelines for internal and external sources of authority, rules and instructions.  <i>See 06.15.00 for guidelines developed by Council.</i>	
06.08.01	Records documenting the development of guidelines and final versions of guidelines, rules and instructions relating to the Corporate Management function.	TEMPORARY Destroy 7 years after date superseded.
<b>06.09.00</b>	<b>Joint Ventures (CORPORATE MANAGEMENT)</b> 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 organisations. Includes partnerships.	
06.09.01	Records of the establishment, membership and abolition of controlling authorities or joint authorities.  <i>See 06.09.02 for the arrangements for and management of joint ventures. See 06.09.03 for the arrangements for and management of joint ventures under seal.</i>	PERMANENT
06.09.02	Records documenting the arrangements for and management of joint ventures and partnerships including the establishment, maintenance, and review of agreements and contracts not under seal. Records may include: <ul style="list-style-type: none"> <li>• agreements</li> <li>• contracts</li> <li>• memoranda of understanding</li> <li>• memoranda of agreement</li> <li>• service agreements</li> <li>• progress reports</li> <li>• correspondence</li> </ul> <i>See 06.09.03 for the arrangements for and management of joint ventures under seal.</i>	TEMPORARY Destroy 7 years after action completed.
06.09.03	Records documenting joint venture contracts under seal including the establishment, maintenance, and review of joint venture agreements and contracts.  <i>See 06.09.02 for the arrangements for and management of joint ventures</i>	TEMPORARY Destroy 13 years after expiry of contract.
<b>06.10.00</b>	<b>Legislation (CORPORATE MANAGEMENT)</b> The activity of managing and making legislation, regulations and orders.  <i>See 19.08.00 for making local laws.</i>	
06.10.01	Records documenting formal consultation and council submissions on draft legislation, amendments and review of legislation concerning the operation and functions of the council, such as the <i>Local Government Act</i> and regulations.  <i>See 19.08.00 for council regulations and by laws.</i>	TEMPORARY Destroy 10 years after action completed.

<b>06.11.00</b>	<p><b>Liaison (CORPORATE MANAGEMENT)</b> 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.</p> <p><i>See 14.03.00 for relationships with Federal Government.</i> <i>See 14.09.00 for relationships with State Government.</i> <i>See 14.05.00 for relationships with other Councils and Local Bodies.</i></p>	
06.11.01	<p>Record relating to liaison on matters of major significance, public interest or controversy with local industry and community groups these may include:</p> <ul style="list-style-type: none"> <li>• Chamber of Commerce</li> <li>• Progress Associations</li> <li>• Professional Associations</li> </ul> <p><i>See 06.11.02 for routine liaisons with professional associations.</i></p>	<p>TEMPORARY Destroy 7 years after action completed.</p>
06.11.02	<p>Records documenting liaison with industry, professional and community groups on routine matters.</p> <p><i>See 06.11.01 for significant liaisons with professional associations</i></p>	<p>TEMPORARY Destroy 3 years after action completed.</p>
<b>06.12.00</b>	<p><b>Meetings (CORPORATE MANAGEMENT)</b> The activities associated with gatherings held to formulate, discuss, update, or resolve issues and matters pertaining to the management of a business unit, the Council, or with other organisations. Includes arrangements, agenda, taking of minutes etc.</p> <p><i>See 04.07.00 for informal public meetings.</i> <i>See 06.05.00 for the processes of managing actions arising from Council decisions.</i> <i>See 06.02.00 for meetings of committees and task forces.</i></p>	
06.12.01	<p>Minutes agendas and supporting documentation of meetings.</p>	<p>TEMPORARY Destroy 7 years after action completed.</p>
<b>06.13.00</b>	<p><b>Performance Management (CORPORATE MANAGEMENT)</b> The process of implementing performance management in Council. Includes the implementation of continuous improvement and service level agreements, in order to achieve Council's goals and objectives.</p> <p><i>See 21.15.00 for the evaluation of the performance of staff and their achievements in relation to set goals.</i></p>	
06.13.01	<p>Records documenting the corporate performance management process including determination and evaluation of performance indicators and preparation of performance reports.</p>	<p>TEMPORARY Destroy 5 years after action completed.</p>
<b>06.14.00</b>	<p><b>Planning (CORPORATE MANAGEMENT)</b> The process of formulating ways in which objectives can be achieved. Includes the determination of services and needs, and the solution to those needs.</p> <p><i>See 05.03.00 for planning the delivery of services, facilities and programs to the community.</i> <i>See 10.07.00 for planning measures to be taken to recover from the effects of disasters such as fire, flood, or earthquake, emergency procedures etc.</i></p>	
06.14.01	<p>Records documenting the development and revision of annual, strategic, corporate, or business plans including final versions of plans.</p>	<p>PERMANENT</p>
06.14.02	<p>Business unit action plans, otherwise known as annual plans and organisational plans.</p>	<p>TEMPORARY Destroy after reference ceases.</p>

06.14.03	Records documenting the administration of the planning process, including copies of public notices of proposed strategic plan.	TEMPORARY Destroy 2 years after action completed.
<b>06.15.00</b>	<b>Procedures (CORPORATE MANAGEMENT)</b> The process of applying standard methods of operation to activities undertaken by Council according to formulated policy. Includes the management of complaints received by council.  <i>See 13.08.00 for policies formally adopted by Council.</i>	
06.15.01	Records documenting the development of council procedures and final versions of council manuals and instructions relating to the Corporate Management Function.	TEMPORARY Destroy 7 years after superseded or revoked.
06.15.02	Copies of instructions, procedures, manuals and circulars issued by a central agency or the Local Government Board.	TEMPORARY Destroy after superseded or revoked.
06.15.03	Records documenting the internal and external notification of changes to, or the implementation of new policies, procedures, instructions or notification of significant events.	TEMPORARY Destroy 7 years after action completed.
06.15.04	Routine instructions to staff and contractors.	TEMPORARY Destroy 2 years after action completed.
<b>06.16.00</b>	<b>Reporting (CORPORATE MANAGEMENT)</b> The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements or findings of the results of the examination or investigation. Includes discussion papers, proposals, reports, questionnaires, reviews and returns.  <i>See 16.09.00 for the final version of the council's annual report.</i>	
06.16.01	Final versions of formal internal and external reports prepared by or for the council.  <i>See 16.09.00 for final versions of annual reports.</i>	TEMPORARY Destroy 5 years after action completed.
06.16.02	Statistical information collected by the council and forwarded to the Australian Bureau of Statistics. Records may include: <ul style="list-style-type: none"> <li>• copies of returns</li> <li>• related correspondence</li> </ul>	TEMPORARY Destroy 2 years after action completed.
06.16.03	Statistical information collected by or for the Council relating to major Corporate Management activities that is not forwarded to the Australian Bureau of Statistics.  <i>See 06.16.02 for statistics forwarded to the Australian Bureau of Statistics.</i>	PERMANENT
06.16.04	Statistical information collected by or for the council that is not related to major strategic issues and not forwarded to the Bureau of Statistics.	TEMPORARY Destroy 2 years after action completed.
06.16.05	Records documenting responses to questionnaires and surveys requested by outside organisations.	TEMPORARY Destroy 2 years after action completed.
<b>06.17.00</b>	<b>Reviewing (CORPORATE MANAGEMENT)</b> The activities involved in re-evaluating or re-examining products, processes, procedures, standards and systems. Includes recommendations and advice resulting from these activities.	

06.17.01	Records documenting reviews of strategic management programs and operations including final reports.	TEMPORARY Destroy 5 years after action completed.
<b>06.18.00</b>	<b>Standards (CORPORATE MANAGEMENT)</b> The process of implementing industry or Council benchmarks for services and processes to enhance the quality and efficiency of the organisation.  <i>See 07.06.01 for reviews and recommendations on benchmarking and evaluation of Council service delivery.</i>	
06.18.01	Records documenting the implementation of industry, government and council standards.	TEMPORARY Destroy 7 years after action completed.
<b>06.19.00</b>	<b>Tendering (CORPORATE MANAGEMENT)</b> 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>See 06.04.00 for contracts and records relating to performance of work or the provision of goods or services by an external contractor.</i>	
06.19.01	Records of the development and issue of tender documents and the evaluation of tenders. Records may include: <ul style="list-style-type: none"> <li>• statement of requirements</li> <li>• request for proposals</li> <li>• expression of interest</li> <li>• request for tender (RFT)</li> <li>• draft contracts</li> <li>• reports</li> <li>• public notices</li> <li>• quotations</li> </ul>	TEMPORARY Destroy 7 years after tender process completed.
06.19.02	Records documenting unsuccessful tenders and offers and tenders received where the tender process does not proceed.	TEMPORARY Destroy 7 years after tender process completed.
06.19.03	Tender registers.	TEMPORARY Destroy 7 years after last entry.
<b>07.00.00</b>	<b>CUSTOMER SERVICE</b> The function of planning, monitoring and evaluating services provided to customers by Council. Includes integrated service provision at shopfront locations and the introduction of new types of customer services such as electronic trading facilities. Also includes handling reactions to services, customer consultation, and feedback.  <i>See 06.14.00 for Council's overall planning for the delivery of services.</i>	
<b>07.01.00</b>	<b>Access (CUSTOMER SERVICE)</b> Activities to provide fair, efficient and impartial access to council services.	

07.01.01	Records relating to the provision of access to council services. These may include: <ul style="list-style-type: none"> <li>• User education programs</li> <li>• After hours support</li> <li>• Call centres</li> <li>• Information desks</li> <li>• Counter service arrangements</li> <li>• Programs designed for disadvantaged clients</li> <li>• Interpreter services</li> </ul>	TEMPORARY Destroy 5 years after action completed.
<b>07.02.00</b>	<b>Planning (CUSTOMER SERVICE)</b> The process of formulating ways in which objectives can be achieved. Includes the determination of services and needs, and the solution to those needs.  <i>See 05.03.00 for planning the delivery of services, facilities and programs to the community.</i> <i>See 06.14.00 for overall planning to achieve corporate objectives and Council administration.</i> <i>See 10.07.00 for planning measures to be taken to recover from the effects of disasters such as fire, flood, or earthquake, emergency procedures etc.</i>	
07.02.01	Records relating to setting and implementing industry or organisational benchmarks for services and the evaluation of alternative delivery modes, including surveys.	TEMPORARY Destroy 2 years after action completed.
<b>07.03.00</b>	<b>Procedures (CUSTOMER SERVICE)</b> The process of applying standard methods of operation to activities undertaken by Council according to formulated policy.  <i>See 13.08.00 for policies formally adopted by Council.</i>	
07.03.01	Records documenting the development of Council procedures and final versions of Council manuals and instructions relating to the Customer Service function. Records may include: service guidelines.	TEMPORARY Destroy 7 years after superseded or revoked.
07.03.02	Copies of instructions, procedures, manuals and circulars issued by a central agency or the Local Government Board.	TEMPORARY Destroy after superseded or revoked.
07.03.03	Records documenting the internal and external notification of changes to, or the implementation of new policies, procedures, instructions or notification of significant events.	TEMPORARY Destroy 7 years after action completed.
07.03.04	Routine instructions to staff and contractors.	TEMPORARY Destroy 2 years after action completed.
<b>07.04.00</b>	<b>Public Reaction (CUSTOMER SERVICE)</b> The process of handling public reaction and complaints about Council's policies or services. Includes anonymous letters, letters of complaint and letters of congratulations or appreciation received from the public.  <i>See 01.07.01 for complaints about domestic animals.</i>	
07.04.01	Records relating to public reaction resulting in reversal of a Council decision or changes to Council policy and/or procedures or that set a precedent.	PERMANENT

07.04.02	Records relating to public reaction which do not result in a change of policy. Records may include: <ul style="list-style-type: none"> <li>• anonymous letters</li> <li>• letters of complaint</li> <li>• letters of congratulations or appreciation</li> <li>• suggestions</li> </ul>	TEMPORARY Destroy 2 years after action completed.
07.04.03	Register of complaints	TEMPORARY Destroy 10 years after date of last action.
07.04.04	Public request forms providing details of requests for work or inspections.	TEMPORARY Destroy 7 years after action completed.
<b>07.05.00</b>	<p><b>Reporting (CUSTOMER SERVICE)</b>  The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements or findings of the results of the examination or investigation. Includes discussion papers, proposals, reports, questionnaires, reviews and returns.</p> <p><i>See 16.09.03 for the final version of the council's annual report.</i></p>	
07.05.01	Final versions of formal internal and external reports prepared by or for the Council.	TEMPORARY Destroy 5 years after action completed.
07.05.02	Statistical information collected by the Council and forwarded to the Australian Bureau of Statistics including: <ul style="list-style-type: none"> <li>• copies of returns</li> <li>• related correspondence</li> </ul>	TEMPORARY Destroy 2 years after action completed.
07.05.03	Statistical information collected by or for the Council relating to major customer service activities of the Council that is not forwarded to the Australian Bureau of Statistics.  <i>See 07.05.02 for statistics forwarded to the Australian Bureau of Statistics.</i>	PERMANENT
07.05.04	Statistical information collected by or for the council that does not relate to major customer service activities and is not reported to the Australian Bureau of Statistics.	TEMPORARY Destroy 2 years after action completed.
07.05.05	Records documenting reviews, responses to questionnaires and customer satisfaction surveys.	TEMPORARY Destroy 2 years after action completed.
<b>07.06.00</b>	<p><b>Standards (CUSTOMER SERVICE)</b>  The process of implementing industry or Council benchmarks for services and processes to enhance the quality and efficiency of the organisation.</p>	
07.06.01	Records relating to the development, implementation and review of local government services. Records may include: Service standards.	TEMPORARY Destroy 2 years after action completed.
07.06.02	Master copy of customer service charter	TEMPORARY Destroy after when superseded.



<b>08.00.00</b>	<b>DRAINAGE</b> The function of designing and constructing, maintaining and managing the liquid waste system, including drainage, collection and treatment of stormwater and flood mitigation works. Also includes the provision of infrastructure.  <i>See 11.12.00 for the protection and conservation of natural waterways, rivers and coasts, and foreshores.</i>	
<b>08.01.00</b>	<b>Agreements (DRAINAGE)</b> The processes associated with the establishment, maintenance, review and negotiation of agreements. Includes agreements between Council and service providers and State agencies to provide services. Also includes agreements between councils to provide services, or to provide services to other agencies.  <i>See 06.04.00 for formal agreements</i> <i>See 06.09.00 for agreements relating to joint ventures.</i>	
08.01.01	Records documenting the establishment, maintenance, review and negotiation of agreements including final versions of agreements. Agreements may include: <ul style="list-style-type: none"> <li>• sharing facilities with neighbouring councils, water corporations or State agencies</li> <li>• running council pipelines over private land</li> <li>• allowing industrial or trade waste to be discharged into council drains</li> </ul>	<b>TEMPORARY</b> Destroy 7 years after expiry, completion or termination of agreement.
<b>08.02.00</b>	<b>Applications (DRAINAGE)</b> The activity of managing applications and approvals.	
08.02.01	Private work applications and related records.	<b>TEMPORARY</b> Destroy 7 years after action completed.
<b>08.03.00</b>	<b>Design and Construction (DRAINAGE)</b> The activity of designing and constructing drainage infrastructure and equipment.	
08.03.01	Records documenting the design and construction of drainage works and structures that are considered to be: <ul style="list-style-type: none"> <li>• of local, state or national significance</li> <li>• unique examples of design styles</li> <li>• or have won design awards</li> </ul>	<b>PERMANENT</b>
08.03.02	Records documenting the design and construction of drainage works and structures not considered to be significant.	<b>TEMPORARY</b> Destroy 7 years after demolition or replacement.
08.03.03	Records relating to daily work, records may include: <ul style="list-style-type: none"> <li>• Engineers instructions for work undertaken ("works authorities")</li> <li>• Working drawings</li> <li>• Other records relating to project management of minor works</li> </ul>	<b>TEMPORARY</b> Destroy 7 years after action completed.

<b>08.04.00</b>	<b>Enquiries (DRAINAGE)</b> The activities associated with the handling of requests for information about Council and its services by the general public or other organisations.  <i>See 04.09.00 for general enquiries about council services.</i> <i>See 14.04.00 for investigations of inquiries by parliamentary committees.</i> <i>See DA2158 for requests for information that is readily available to the public including publications and promotional material.</i>	
08.04.01	Records documenting enquiries about the provision and location of stormwater drainage in the council area. Includes enquiries and complaints about seepage and soakage.	TEMPORARY Destroy 2 years after action completed.
<b>08.05.00</b>	<b>Inspections (DRAINAGE)</b> The process of officially examining facilities, properties, equipment and items, to ensure compliance with standards.  <i>See 14.04.00 for external investigations governed by terms of reference, for example Royal Commissions.</i>	
08.05.01	Records documenting inspections of drainage infrastructure including stormwater filtering facilities such as settling ponds. Includes CCTV footage of pipeline inspections.	TEMPORARY Destroy 5 years after action completed.
08.05.02	Inspections carried out to identify the location of stormwater drains on private land (for which a fee may be charged).	TEMPORARY Destroy 2 years after action completed.
<b>08.06.00</b>	<b>Maintenance (DRAINAGE)</b> The activities associated with the upkeep, repair, servicing and preservation of internal/external conditions of premises, equipment, infrastructure, and public facilities.	
08.06.01	Records documenting major maintenance projects including major structural repairs and renovations for drainage systems and flood mitigation works.	TEMPORARY Destroy 7 years after demolition or replacement.
08.06.02	Records documenting minor maintenance works such as routine repairs and landscaping. Records may include: <ul style="list-style-type: none"> <li>• maintenance requests</li> <li>• work orders.</li> </ul>	TEMPORARY Destroy 7 years after action completed.
<b>08.07.00</b>	<b>Monitoring (DRAINAGE)</b> Activities that check, observe, or record the operation of equipment, infrastructure, services or systems. Includes checks, records and observations of the effects of flood on drainage systems as well as the location and extent of flooding.	
08.07.01	Rainfall readings provided to the Bureau of Meteorology.	TEMPORARY Destroy after reference ceases.
08.07.02	Records of stormwater flows and quantities harvested and re-used.  <i>See 08.10.02 for summaries of this data.</i>	TEMPORARY Destroy 10 years after action completed.
08.07.03	The collection and analysis of samples to monitor compliance with environmental standards.	TEMPORARY Destroy 2 years after action completed.

<b>08.08.00</b>	<b>Notifications (DRAINAGE)</b> The activities of notifying businesses and residents of Council's intention to undertake an action or notifying businesses and residents of a failure to comply with a statute or regulation, or the need to undertake an action or abate a nuisance. Includes the management of notices.  <i>See 19.10.00 for the formal order and declarations directing compliance with regulations and by laws.</i>	
08.08.01	Notices to drain land, such as private laneways.	TEMPORARY Destroy 2 years after action completed.
08.08.02	Notice to enter private land to inspect seepage and soakage or undertake works.	TEMPORARY Destroy 2 years after action completed.
<b>08.09.00</b>	<b>Permits (DRAINAGE)</b> The activities involved in granting authoritative permission, either short term or temporary, to do something in accordance with an Act or By-law. Includes the processes associated with granting, transferring or suspension of the permit.  <i>See 19.07.00 for authorising and granting licences</i>	
08.09.01	Records documenting permits to access land to undertake council work including pipeline construction.	TEMPORARY Destroy 2 years after action completed.
<b>08.10.00</b>	<b>Planning (DRAINAGE)</b> The process of formulating ways in which objectives can be achieved. Includes the determination of services and needs, and the solution to those needs.  <i>See 06.14.00 for overall planning to achieve corporate objectives and Council administration.</i> <i>See 10.07.00 for planning measures to be taken to recover from the effects of disasters such as fire, flood, or earthquake, emergency procedures etc.</i>	
08.10.01	Records documenting the development and implementation of flood mitigation plans.	PERMANENT
08.10.02	Summary data for flood plain and stormwater management.	PERMANENT
08.10.03	Records of the planning process for drainage infrastructure, including stormwater harvesting and re-use. Records may include: copy of final plan.	TEMPORARY Destroy 10 years after action completed.
<b>08.11.00</b>	<b>Procedures (DRAINAGE)</b> The process of applying standard methods of operation to activities undertaken by Council according to formulated policy.  <i>See 13.08.00 for policies formally adopted by Council.</i>	
08.11.01	Records documenting the development of Council procedures and final versions of Council manuals and instructions relating to the Drainage function.	TEMPORARY Destroy 7 years after superseded or revoked.
08.11.02	Copies of instructions, procedures, manuals and circulars issued by a central agency or the Local Government Board.	TEMPORARY Destroy after superseded or revoked.
08.11.03	Records documenting the internal and external notification of changes to, or the implementation of new policies, procedures, instructions or notification of significant events.	TEMPORARY Destroy 7 years after action completed.

08.11.04	Routine instructions to staff and contractors.	TEMPORARY Destroy 2 years after action completed.
<b>08.12.00</b>	<b>Registration (DRAINAGE)</b> Activities to record, catalogue, inventory or list. Also includes managing registers.	
08.12.01	Register and index to drainage plans.	PERMANENT
08.12.02	Drainage inspection registers.	TEMPORARY Destroy 10 years after action completed.
08.12.03	Private work authority register.	TEMPORARY Destroy 10 years after last entry.
<b>08.13.00</b>	<b>Reporting (DRAINAGE)</b> The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements or findings of the results of the examination or investigation. Includes discussion papers, proposals, reports, questionnaires, reviews and returns.  <i>See 16.09.03 for the final version of the council's annual report</i>	
08.13.01	Final versions of formal internal and external reports relating to major floods.  <i>See 08.13.02 for drainage reports not relating to major floods.</i>	PERMANENT
08.13.02	Final versions of formal internal and external reports prepared by or for the Council.  <i>See 08.13.01 for reports relating to major floods.</i>	TEMPORARY Destroy 5 years after action completed.
08.13.03	Statistical information collected by the Council and forwarded to the Australian Bureau of Statistics. Records may include: <ul style="list-style-type: none"> <li>• copies of returns</li> <li>• related correspondence</li> </ul>	TEMPORARY Destroy 2 years after action completed.
08.13.04	Statistical information collected by or for the Council relating to major drainage activities of the Council that is not forwarded to the Australian Bureau of Statistics.  <i>See 08.13.03 for statistics forwarded to the Australian Bureau of Statistics.</i>	PERMANENT
08.13.05	Statistical information collected by or for the council that does not relate to major drainage activities and is not reported to the Australian Bureau of Statistics.	TEMPORARY Destroy 2 years after action completed.
08.13.06	Records documenting responses to questionnaires and surveys requested by outside organisations.	TEMPORARY Destroy 2 years after action completed.
<b>08.14.00</b>	<b>Service Providers (DRAINAGE)</b> The activity of managing those agencies or organisations involved in the provision of services to Council or to the local community in association with Council. Includes council negotiations and liaison with service providers.	

08.14.01	Records of council negotiations with service providers to ensure acceptable levels of service in the local area. These include: <ul style="list-style-type: none"> <li>• drainage</li> <li>• effluent services</li> </ul>	TEMPORARY Destroy 7 years after action completed.
08.14.02	Records relating to the provision of temporary sanitary services for: outdoor entertainment areas building sites.	TEMPORARY Destroy after reference ceases.
08.14.03	Notices and plans of intended work received from supply authorities.	TEMPORARY Destroy 5 years after action completed.
<b>08.15.00</b>	<b>Standards (DRAINAGE)</b> The process of implementing industry or Council benchmarks for services and processes to enhance quality and efficiency.  <i>See 07.06.01 for reviews and recommendations on benchmarking and evaluation of Council service delivery.</i>	
08.15.01	Technical files on drainage including professional literature on product and equipment specifications.	TEMPORARY Destroy 10 years after date of last action.
<b>09.00.00</b>	<b>ECONOMIC DEVELOPMENT</b> The function of improving the local economy through encouragement of industry, employment, tourism, regional development and trade.	
<b>09.01.00</b>	<b>Industries (ECONOMIC DEVELOPMENT)</b> The activity associated with the development of strategies for the promotion of local industries such as agriculture, mining and extractive industries.  <i>See 09.05.00 for activities undertaken to promote local industries.</i>	
09.01.01	Records of implementation of industry policies and strategies relating to industries that have a significant impact on the local area.	PERMANENT
09.01.02	Records of strategy implementation on local industries which do not have significant impacts on the wider community. Includes early studies and proposals prior to development application stage of development.  <i>See 09.07.01 for market research on local industries</i>	TEMPORARY Destroy 10 years after action completed.
<b>09.02.00</b>	<b>International Relations (ECONOMIC DEVELOPMENT)</b> The activity of managing relations, agreements and contracts with other countries, including Sister City agreements.	
09.02.01	Records relating to the establishment and maintenance of agreements with other countries, such as Sister City agreements, which may involve cultural, work or economic exchange. Records may include: <ul style="list-style-type: none"> <li>• records of meetings</li> <li>• records of negotiations</li> <li>• contracts and agreements</li> <li>• records of major gifts</li> </ul>	PERMANENT

09.02.02	Records of all other negotiations, activities and arrangements. Records may include: <ul style="list-style-type: none"> <li>• draft agreements</li> <li>• agreements not preceded with</li> <li>• arrangements for visits</li> <li>• records of exchange of minor gifts</li> </ul>	TEMPORARY Destroy 5 years after action completed.
<b>09.03.00</b>	<b>Planning (ECONOMIC DEVELOPMENT)</b> The process of formulating ways in which objectives can be achieved. Includes the determination of services and needs, and the solution to those needs.  <i>See 05.03.00 for the delivery of services, facilities and programs to the community.</i> <i>See 06.14.00 for overall planning to achieve corporate objectives and Council administration.</i> <i>See 10.07.00 for measures to be taken to recover from the effects of disasters such as fire, flood, or earthquake, emergency procedures etc.</i> <i>See DA2158 for copies of State Government plans and strategic development documents for economic development.</i>	
09.03.01	Records of council input into plans and strategic development for economic development of the region.	TEMPORARY Destroy 10 years after action completed.
<b>09.04.00</b>	<b>Procedures (ECONOMIC DEVELOPMENT)</b> The process of applying standard methods of operation to activities undertaken by Council according to formulated policy.  <i>See 13.08.00 for policies formally adopted by Council.</i>	
09.04.01	Records documenting the development of council procedures and final versions of council manuals and instructions relating to the Economic Development function.	TEMPORARY Destroy 7 years after superseded or revoked.
09.04.02	Copies of instructions, procedures, manuals and circulars issued by a central agency or the Local Government Board.	TEMPORARY Destroy after superseded or revoked.
09.04.03	Records documenting the internal and external notification of changes to, or the implementation of new policies, procedures, instructions or notification of significant events.	TEMPORARY Destroy 7 years after action completed.
09.04.04	Routine instructions to staff and contractors.	TEMPORARY Destroy 2 years after action completed.
<b>09.05.00</b>	<b>Promotion (ECONOMIC DEVELOPMENT)</b> Activities undertaken to promote the local area and Council, particularly to attract new business and economic activities. Includes details of programs and events and promotional materials.  <i>See 26.00.00 for events which the council arranges, promotes or encourages in the areas of recreation and cultural services</i>	
09.05.01	Records of arrangements, bookings and support for local suppliers to undertake activities to promote trade and economic development. Includes activities such as programs and trade displays. Records may include: <ul style="list-style-type: none"> <li>• Promotion of programs</li> <li>• Applications and evaluations</li> <li>• Liaison with applicants</li> <li>• Project management records</li> <li>• Grant funding</li> </ul>	TEMPORARY Destroy 5 years after action completed.

09.05.02	Records relating to projects to attract major developments in the municipal area including planning and negotiations which may/may not result in a development application.	PERMANENT
09.05.03	Records relating to arrangements of promotional materials.	TEMPORARY Destroy 5 years after action completed.
<b>09.06.00</b>	<b>Reporting (ECONOMIC DEVELOPMENT)</b> The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements or findings of the results of the examination or investigation. Includes discussion papers, proposals, reports, questionnaires, reviews and returns.  <i>See 16.09.03 for the final version of the council's annual report.</i>	
09.06.01	Reports relating to major and significant Council activities to promote the local economy, including major reviews.	PERMANENT
09.06.02	Summaries and reports on Council activities to promote the local economy, including evaluations of rate of success.  <b>Note:</b> Reports on significant Council activities to promote the local economy will be filed as agenda papers in council meetings.	TEMPORARY Destroy 10 years after action completed.
09.06.03	Statistical information collected by the Council and forwarded to the Australian Bureau of Statistics. Records may include: <ul style="list-style-type: none"> <li>• copies of returns</li> <li>• related correspondence</li> </ul>	TEMPORARY Destroy 2 years after action completed.
09.06.04	Statistical information collected by or for the Council relating to major economic activities of the Council that is not forwarded to the Australian Bureau of Statistics.  <i>See 09.06.03 for statistics forwarded to the Australian Bureau of Statistics.</i>	PERMANENT
09.06.05	Statistical information collected by or for the council that does not relate to major economic activities and is not reported to the Australian Bureau of Statistics.	TEMPORARY Destroy 2 years after action completed.
09.06.06	Records documenting responses to questionnaires and surveys requested by outside organisations.	TEMPORARY Destroy 2 years after action completed.
<b>09.07.00</b>	<b>Research (ECONOMIC DEVELOPMENT)</b> The activities involved in investigating or 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. Includes following up enquiries relating to organisational programs, projects, working papers, literature searches, etc. Also includes undertaking market research.	
09.07.01	Market research on local industries. These include: <ul style="list-style-type: none"> <li>• Agriculture</li> <li>• Aquaculture and fishing</li> <li>• Forestry</li> <li>• Manufacturing</li> <li>• Mining and extractive industries</li> <li>• Retailing</li> </ul> <i>See 09.01.01 for strategy implementation on local industries.</i>	TEMPORARY Destroy 5 years after action completed.

09.07.02	Records of local demographic trends, planning studies and employment studies.	PERMANENT
<b>09.08.00</b>	<b>Service Provision (ECONOMIC DEVELOPMENT)</b> The activities relating to services provided by Council on a long term basis or by other agencies. Includes requests and applications for services, assessment of eligibility and entitlements, liaison with other agencies regarding the provision of services. Also includes Council activities to lobby for services and to increase service provision.	
09.08.01	Records of assistance incentives such as the provision of services on a long-term basis by the Council, or by other agencies under contract to Council, to support economic development and activities in the area.	TEMPORARY Destroy 10 years after action completed.
<b>09.09.00</b>	<b>Trade (ECONOMIC DEVELOPMENT)</b> The activity of managing measures to promote and support local, regional and national trade and retailing.	
09.09.01	Records of information collected on trade and trade conditions; impact of trade negotiations and amendments on local trade.	TEMPORARY Destroy 5 years after action completed.
<b>10.00.00</b>	<b>EMERGENCY MANAGEMENT</b> The support and management, as appropriate, of identified emergency situations within municipal jurisdiction for the purposes of ensuring the safety of life and property within the jurisdiction.  <i>See 21.26.00 for the training of volunteers and staff</i> <i>See 22.00.00 for acquisition, audit and maintenance of emergency equipment.</i> <i>See 27.00.00 for the identification of risks and the development of appropriate ways to deal with them.</i> <i>See 04.04.00 for Awards given to emergency volunteers.</i> <i>See 15.07.00 for Federal and State involvement in State of Emergency relief programs.</i>	
<b>10.01.00</b>	<b>Advice (EMERGENCY MANAGEMENT)</b> The activities associated with offering opinions by or to Council as to an action or judgement. Includes the process of advising the public during an emergency.	
10.01.01	Provision of high level advice, relating to substantive aspects of Council policies, procedures, functions, obligations and liabilities.	PERMANENT
10.01.02	Advice and warnings issued to the public during an emergency situation.	TEMPORARY Destroy 7 years after action completed.
10.01.03	Records relating to advice concerning routine operational matters.	TEMPORARY Destroy 5 years after action completed.
<b>10.02.00</b>	<b>Appointments (EMERGENCY MANAGEMENT)</b> The activity of managing appointments of emergency management related persons or officers.	
10.02.01	Records of the appointment of authorised persons or officers.	TEMPORARY Destroy 10 years after expiry of appointment.
<b>10.03.00</b>	<b>Communications (EMERGENCY MANAGEMENT)</b> The activity of operating emergency communication equipment, including operating procedures, schedules and routine operations. Also includes the establishment of emergency control centres.	



10.03.01	Records relating to operating procedures, schedules and routine operation of emergency communication equipment, including the establishment and operation of emergency control centres.	TEMPORARY Destroy 10 years after action completed.
<b>10.04.00</b>	<b>Education (EMERGENCY MANAGEMENT)</b> The activities associated with providing information and training programs to the local community to increase understanding and awareness of emergency management and prevention strategy programs.	
10.04.01	Internally produced resources, materials and aides.	PERMANENT
10.04.02	Externally produced resources, materials and aides.	TEMPORARY Destroy 2 years after action completed.
10.04.03	Records relating to arrangements for education programmes.	TEMPORARY Destroy 2 years after action completed.
<b>10.05.00</b>	<b>Joint Ventures (EMERGENCY MANAGEMENT)</b> 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. Includes private sector ventures with Council, and co-research or collaboration between Councils and/or other organisations. Includes partnerships.	
10.05.01	Records of the establishment, membership and abolition of controlling authorities or joint authorities.  <i>See 10.05.02 for arrangements for and management of joint ventures</i> <i>See 10.05.03 for arrangements for and management of joint ventures under seal.</i>	PERMANENT
10.05.02	Records documenting the arrangements for and the management of joint ventures and partnerships including the establishment, maintenance, and review of agreements and contracts. Records may include: <ul style="list-style-type: none"> <li>• agreements</li> <li>• contracts</li> <li>• memoranda of understanding</li> <li>• memoranda of agreement</li> <li>• service agreements</li> <li>• progress reports</li> <li>• correspondence</li> </ul> <i>See 10.05.03 for the arrangements for and the management of joint ventures under seal.</i>	TEMPORARY Destroy 7 years after expiry of contract.
10.05.03	Records documenting joint venture contracts under seal including the establishment, maintenance, and review of joint venture agreements and contracts.  <i>See 10.05.02 for the arrangements for and the management of joint ventures</i>	TEMPORARY Destroy 13 years after expiry of contract.
<b>10.06.00</b>	<b>Notifications (EMERGENCY MANAGEMENT)</b> The activities of notifying businesses and residents of Council's intention to undertake an action or notifying businesses and residents of a failure to comply with a statute or regulation, or the need to undertake an action or abate a nuisance. Includes the management of notices.  <i>See 27.07.00 for the assessment and identification of risks.</i> <i>See 19.10.00 for the formal order and declarations directing compliance with regulations and by laws.</i> <i>See 19.05.00 for Council's commencement of legal action.</i>	

10.06.01	Records relating to notifications issued to businesses or individuals to abate a hazard or comply with a regulation.	TEMPORARY Destroy 7 years after action completed.
<b>10.07.00</b>	<b>Planning (EMERGENCY MANAGEMENT)</b> The process of formulating ways in which objectives can be achieved. Includes the determination of services and needs, and the solution to those needs.  <i>See 05.03.00 for planning the delivery of services, facilities and programs to the community. See 06.14.00 for overall planning to achieve corporate objectives and Council administration. See 27.03.00 for the development and revision of emergency management plans. See DA2158 for copies of State Government plans and strategic development documents for emergency management.</i>	
10.07.01	Implemented emergency management plans.  <i>See 27.03.01 for master set of plans that have not been implemented.</i>	PERMANENT
<b>10.08.00</b>	<b>Procedures (EMERGENCY MANAGEMENT)</b> The process of applying standard methods of operation to activities undertaken by Council according to formulated policy.  <i>See 13.08.00 for policies formally adopted by Council.</i>	
10.08.01	Records documenting the development of council procedures and final versions of council manuals and instructions relating to the Emergency Management function.	TEMPORARY Destroy 7 years after superseded or revoked.
10.08.02	Copies of instructions, procedures, manuals and circulars issued by a central agency or the Local Government Board.	TEMPORARY Destroy after superseded or revoked.
10.08.03	Records documenting the internal and external notification of changes to, or the implementation of new policies, procedures, instructions or notification of significant events.	TEMPORARY Destroy 7 years after action completed.
10.08.04	Routine instructions to staff and contractors.	TEMPORARY Destroy 2 years after action completed.
<b>10.09.00</b>	<b>Registration (EMERGENCY MANAGEMENT)</b> Activities to record, catalogue, inventory or list. Also includes managing registers.	
10.09.01	Register of equipment and stores held for the purpose of emergency responses.	TEMPORARY Destroy 3 years after superseded or revoked.
<b>10.10.00</b>	<b>Reporting (EMERGENCY MANAGEMENT)</b> The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements or findings of the results of the examination or investigation. Includes discussion papers, proposals, reports, questionnaires, reviews and returns.  <i>See 16.09.03 for the final version of the council's annual report.</i>	
10.10.01	Reports relating to major and significant Council activities, including the Emergency Management Plan and major reviews.	PERMANENT
10.10.02	Reports by council and delegated authorities of significant emergencies, bushfires and major incidents where the council applies to State Government for special assistance.	PERMANENT

10.10.03	Reports by council and delegated authorities of minor cases and copies of external reports collected for information.	TEMPORARY Destroy after reference ceases.
10.10.04	Statistical information collected by the Council and forwarded to the Australian Bureau of Statistics. Records may include: <ul style="list-style-type: none"> <li>copies of returns</li> <li>related correspondence</li> </ul>	TEMPORARY Destroy 2 years after action completed.
10.10.05	Statistical information collected by or for the Council relating to major emergency activities of the Council that is not forwarded to the Australian Bureau of Statistics.  <i>See 10.10.04 for statistics forwarded to the Australian Bureau of Statistics.</i>	PERMANENT
10.10.06	Statistical information collected by or for the council that does not relate to major emergency activities and is not reported to the Australian Bureau of Statistics.	TEMPORARY Destroy 2 years after action completed.
10.10.07	Records documenting responses to questionnaires and surveys requested by outside organisations.	TEMPORARY Destroy 2 years after action completed.
<b>10.11.00</b>	<b>Service Provision (EMERGENCY MANAGEMENT)</b> The activities relating to services provided by Council in an emergency or by other agencies. Includes requests and applications for services, assessment of eligibility and entitlements, liaison with other agencies regarding the provision of services. Also includes Council activities to lobby for services and to increase service provision.	
10.11.01	Records of liaison with emergency services providers on coverage, planning and welfare relief.	TEMPORARY Destroy 10 years after date of last action.
<b>10.12.00</b>	<b>Standards (EMERGENCY MANAGEMENT)</b> The process of implementing industry or Council benchmarks for services and processes to enhance the quality and efficiency of the organisation.	
10.12.01	Records documenting the implementation of emergency management standards.	TEMPORARY Destroy 2 years after date superseded.
<b>11.00.00</b>	<b>ENVIRONMENTAL MANAGEMENT</b> The function of managing, conserving and planning of air, soil and water qualities, and environmentally sensitive areas such as remnant bushlands and threatened species. Includes the development of environment management plans and activities to preserve and protect natural environments. Also includes activities to protect existing landforms, restoration of degraded bushland and retention of bushland in parcels of a size and configuration that will enable the existing plant and animal communities to survive in the long term, and protect bushland as a natural stabiliser of the soil surface. Also includes the regulation of noise pollution and other nuisances.  <i>See 23.00.00 for the planning of and facilities provided in parks.</i> <i>See 18.00.00 for matters relating to planning and management of built environments and plans for sustainable development within the environment.</i> <i>See 24.00.00 for general community health and well being affected by matters of environment.</i> <i>See 01.00.00 for the management of domestic animals.</i>	

<b>11.01.00</b>	<b>Animal Conservation (ENVIRONMENTAL MANAGEMENT)</b> The activity of managing the control of fauna and flora and supporting the humane treatment and preservation of wildlife.  <i>See 01.00.00 for the management of domestic animals.</i>	
11.01.01	Records relating to protection of native fauna and flora including animal rescue and rehabilitation.	PERMANENT
11.01.02	Records of service delivery for animal welfare.	TEMPORARY Destroy 5 years after action completed
<b>11.02.00</b>	<b>Appointments (ENVIRONMENTAL MANAGEMENT)</b> The activity of managing appointments of environmental related persons or officers.	
11.02.01	Records of the appointment of authorised persons or officers.	TEMPORARY Destroy 7 years after expiry of appointment
11.02.02	Formal identification or warrants issued to authorised persons or officers to enable them to carry out their function.	TEMPORARY Destroy 2 years after expiry of appointment.
<b>11.03.00</b>	<b>Audit (ENVIRONMENTAL MANAGEMENT)</b> The activities associated with officially checking quality assurance and operational records to ensure that they have been kept and maintained in accordance with agreed or legislated standards and correctly record the events, processes and business of Council in a specified period.  <i>See 12.03.00 for financial audits of Council's accounts.</i> <i>See 11.13.00 for environmental audits referred to the Board of the Environmental Protection Authority to conduct.</i> <i>See 26.03.00 for records of stock takes of museums and galleries.</i> <i>See 06.01.00 for all corporate and process audits.</i> <i>See 22.03.00 for all plant, equipment and stores stock take audits</i> <i>See 28.04.00 for all road audits.</i>	
11.03.01	Audit reports that result in changes to existing policy or procedures including recommendations and implementation plans.	PERMANENT
11.03.02	External and internal audit reports that do not result in change to policy or procedures.	TEMPORARY Destroy 25 years after action completed.
11.03.03	Internal audit working papers and routine correspondence relating to internal and external audits.	TEMPORARY Destroy 5 years after action completed.
<b>11.04.00</b>	<b>Campaigns (ENVIRONMENTAL MANAGEMENT)</b> Activities associated with raising awareness of a special program to achieve a purpose, such as climate change, energy conservation, environmental management and protection, rubbish removal.	
11.04.01	Administrative records relating to the development of an environmental rebate campaign. These include: the organisation of campaigns, project planning and development and co-ordination of projects.  <i>See 11.04.02 for campaigns that do not involve council rebates.</i> <i>See 11.04.03 for campaigns that involve climate change.</i>	PERMANENT

11.04.02	Administrative records including organisation of campaigns, project planning and development and co-ordination of minor campaign projects.  <i>See 11.04.01 for campaigns that involve council rebates. See 11.04.03 for council climate change campaign.</i>	TEMPORARY Destroy 2 years after action completed.
11.04.03	Administrative records relating to a climate change campaign including organisation of campaign, project planning and development and co-ordination of projects.  <i>See 11.04.01 for campaigns that involve council rebates. See 11.04.02 for campaigns that do not involve council rebates.</i>	TEMPORARY Destroy 25 years after action completed.
<b>11.05.00</b>	<b>Education (ENVIRONMENTAL MANAGEMENT)</b> The activities associated with providing information and training programs to the local community to increase understanding and awareness of environmental issues.	
11.05.01	Records documenting the provision of community information to increase understanding and awareness of environmental and conservation issues.	TEMPORARY Destroy 5 years after edit date.
11.05.02	Administrative records relating to community education programs to increase understanding and awareness of issues of environmental and conservation issues.	TEMPORARY Destroy 7 years after action completed.
<b>11.06.00</b>	<b>Inspections (ENVIRONMENTAL MANAGEMENT)</b> The process of officially examining facilities, properties, equipment and items, to ensure compliance with standards.  <i>See 14.04.00 for external investigations governed by terms of reference, for example Royal Commissions. See 11.03.00 for the formal process of checking and validating against records. See 11.07.00 for routine observations and measurements. See 11.08.00 for the process of issuing notices for failure to comply with environmental standards.</i>	
11.06.01	Records of inspections conducted by officers in relation to ensuring compliance with the Environmental Management and Pollution Control Act 1994. Records may include: Inspector's diaries.  <i>See 11.06.02 for inspector's records relating to other inspections of nuisances and breaches.</i>	TEMPORARY Destroy 25 years after action completed.
11.06.02	Records of inspections conducted by council compliance officers in relation to nuisances and breaches other than those relating to the Environmental Management and Pollution Control Act 1994. Includes Inspector's diaries.  <i>See 11.06.01 for inspection records relating to Environmental Management and Pollution Act 1994.</i>	TEMPORARY Destroy 5 years after action completed.
<b>11.07.00</b>	<b>Monitoring (ENVIRONMENTAL MANAGEMENT)</b> Activities that check, observe, or record the operation of equipment, infrastructure, services or systems. Includes monitoring the effects of pollution, particularly air pollution, the effect of water pollution on water quality and beaches, and sewerage outfalls in coastal areas. Also includes checks, records and observations of the effects of flood on drainage systems as well as the location and extent of flooding. Also includes complaints about pollution that require monitoring by Council staff in response.  <i>See 11.06.00 for examining of specific events. See 19.13.00 for a matter that results in a court action.</i>	

11.07.01	Replace with disposal class description (Use table insert row for additional classes)  <i>See 02.01.01 etc. (add see references as required)</i>	Insert status and disposal action
11.07.02	Records of environmental monitoring where impact may have long term impacts on public health and safety, or industry. These include: <ul style="list-style-type: none"> <li>• Air pollution</li> <li>• Contaminated sites</li> <li>• Quarantine</li> <li>• Use of agricultural chemicals and herbicides</li> <li>• Weed control</li> <li>• Property inspections in landslip areas</li> <li>• Borehole data from landslip area surveys</li> </ul>	PERMANENT
11.07.03	Records, including reports, of environmental monitoring where there is little or no impact on public health and safety or pollution control responsibilities. These include: <ul style="list-style-type: none"> <li>• Registered industries</li> <li>• Noise pollution</li> <li>• Home heaters</li> <li>• Water quality</li> </ul>	TEMPORARY Destroy 15 years after action completed.
11.07.04	Major complaints relating to contaminated air, water and land.	TEMPORARY Destroy 20 years after action completed.
11.07.05	Minor complaints relating to contaminated air, water and land.	TEMPORARY Destroy 10 years after action completed.
<b>11.08.00</b>	<b>Notifications (ENVIRONMENTAL MANAGEMENT)</b> The activities of notifying businesses and residents of Council's intention to undertake an action or notifying businesses and residents of a failure to comply with a statute or regulation, or the need to undertake an action or abate a nuisance. Includes the management of notices.  <i>See 19.10.00 for the formal order and declarations directing compliance with regulations and by laws.</i>	
11.08.01	Records of notification in relation to the Environmental Management and Pollution Control Act 1994. These include environmental protection notices and environmental infringement notices.  <i>See 11.08.02 for notifications relating to all other nuisance or breaches.</i> <i>See 11.08.03 for notifications of pesticide use.</i>	PERMANENT
11.08.02	Records of notification to abate nuisances and breaches other than those relating to the Environmental Management and Pollution Control Act 1994  <i>See 11.08.01 for notifications relating to the Environmental Management and Pollution Act 1994.</i> <i>See 11.08.03 for notifications of pesticide use.</i>	TEMPORARY Destroy 7 years after action completed.
11.08.03	Records of pesticide use notification.	TEMPORARY Destroy 20 years after action completed.
11.08.04	Records documenting notifications that Council is to carry out management burns to reduce fire hazards.	TEMPORARY Destroy 7 years after action completed.

<b>11.09.00</b>	<b>Permits (ENVIRONMENTAL MANAGEMENT)</b> The activities involved in granting authoritative permission, either short term or temporary, to do something in accordance with an Act or By-law. Includes the processes associated with granting, transferring or suspension of the permit.  <i>See 19.07.00 for authorising and granting licences.</i>	
11.09.01	Permit to light fires in residential areas.	TEMPORARY Destroy 7 years after action completed.
11.09.02	Records relating to permits for the supply, removal and lopping of trees.	TEMPORARY Destroy 7 years after action completed.
11.09.03	Records relating to permits to carry out blasting operations within the municipal area, including details of conditions imposed on the permit.	TEMPORARY Destroy 7 years after action completed.
<b>11.10.00</b>	<b>Planning (ENVIRONMENTAL MANAGEMENT)</b> The process of formulating ways in which objectives can be achieved. Includes the determination of services and needs, and the solution to those needs.  <i>See 05.03.00 for planning the delivery of services, facilities and programs to the community.</i> <i>See 06.14.00 for overall planning to achieve corporate objectives and Council administration.</i> <i>See 10.07.00 for planning measures to be taken to recover from the effects of disasters such as fire, flood, or earthquake, emergency procedures etc.</i>	
11.10.01	Master copy of the local environment plan and accompanying submissions.	PERMANENT
11.10.02	Records relating to environmental studies undertaken for council, including commissioned reports. Records may include: final versions of studies and reports.	PERMANENT
11.10.03	Records relating to the selection of tree species and the selection of land and plots for tree planting projects.	PERMANENT
11.10.04	Submissions and results of consultation process to develop or review environmental plans.  <i>See 04.07.00 for the community consultation process</i>	TEMPORARY Destroy 5 years after action completed.
<b>11.11.00</b>	<b>Procedures (ENVIRONMENTAL MANAGEMENT)</b> The process of applying standard methods of operation to activities undertaken by Council according to formulated policy.  <i>See 13.08.00 for policies formally adopted by Council.</i>	
11.11.01	Records documenting the development of council procedures and final versions of council manuals and instructions relating to the Environmental Management function.	TEMPORARY Destroy 7 years after superseded or revoked.
11.11.02	Copies of instructions, procedures, manuals and circulars issued by a central agency or the Local Government Board.	TEMPORARY Destroy after superseded or revoked.
11.11.03	Records documenting the internal and external notification of changes to, or the implementation of new policies, procedures, instructions or notification of significant events.	TEMPORARY Destroy 7 years after action completed.

11.11.04	Routine instructions to staff and contractors.	TEMPORARY Destroy 2 years after action completed.
<b>11.12.00</b>	<b>Programs (ENVIRONMENTAL MANAGEMENT)</b> Activities relating to a grouping of related projects managed under a common business strategy to achieve a desired outcome.	
11.12.01	Summary records of programs to address environmental issues, including program objectives, final reports, evaluations and reviews. These include: <ul style="list-style-type: none"> <li>• Bushland regeneration</li> <li>• Catchment management</li> <li>• Coastal and marine management</li> <li>• Foreshores</li> <li>• Landcare</li> <li>• Native vegetation</li> <li>• Pest controls (including aquatic pests)</li> <li>• Rehabilitation</li> <li>• Remediation/contaminated land</li> <li>• Rivers</li> <li>• Salinity control</li> <li>• Soil conservation</li> <li>• Threatened species</li> <li>• Tree preservation</li> <li>• Waterways protection</li> <li>• Wetlands conservation</li> <li>• Water conservation</li> <li>• Quarried/mined land</li> </ul> <p><i>See 11.12.02 for the administrative arrangements associated with the management of the environmental program.</i></p>	PERMANENT
11.12.02	Records of the administrative arrangements associated with the management of environmental programs.  <i>See 11.12.01 for a summary record of the environmental program.</i>	TEMPORARY Destroy 5 years after action completed.
11.12.03	Records relating to fire prevention and control including reduction of fire hazards.	TEMPORARY Destroy 7 years after action completed.
<b>11.13.00</b>	<b>Referrals (ENVIRONMENTAL MANAGEMENT)</b> The referral of council environmental responsibilities to the Board of the Environmental Protection Authority.	
11.13.01	Records documenting the reason why a referral is made to the Environmental Protection Authority Board.	TEMPORARY Destroy 7 years after action completed.
<b>11.14.00</b>	<b>Registration (ENVIRONMENTAL MANAGEMENT)</b> Activities to record, catalogue, inventory or list. Also includes managing registers.	
11.14.01	Registration of matters of long term environmental concern. Records may include: <ul style="list-style-type: none"> <li>• Contaminated sites</li> <li>• Significant trees/Street trees</li> <li>• Environment protection notices issued.</li> </ul>	PERMANENT



11.14.02	Environmental management register for litter and noise notices.	TEMPORARY Destroy 7 years after last entry.
<b>11.15.00</b>	<b>Reporting (ENVIRONMENTAL MANAGEMENT)</b> The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements or findings of the results of the examination or investigation. Includes discussion papers, proposals, reports, questionnaires, reviews and returns.  <i>See 16.09.03 for the final version of the council's annual report.</i>	
11.15.01	Records of reports on the environment or pollution affecting the local area, where council holds the master record includes 'State of the Environment' reports.	PERMANENT
11.15.02	Statistical information collected by the Council and forwarded to the Australian Bureau of statistics. Records may include: <ul style="list-style-type: none"> <li>• copies of returns</li> <li>• related correspondence</li> </ul>	TEMPORARY Destroy 2 years after action completed.
11.15.03	Statistical information collected by or for the Council relating to major environmental activities of the Council that is not forwarded to the Australian Bureau of Statistics.  <i>See 11.15.02 for statistics forwarded to the Australian Bureau of Statistics.</i>	PERMANENT
11.15.04	Statistical information collected by or for the council that does not relate to major environmental activities and is not reported to the Australian Bureau of Statistics.	TEMPORARY Destroy 2 years after action completed.
11.15.05	Records documenting responses to questionnaires and surveys requested by outside organisations.	TEMPORARY Destroy 2 years after action completed.
<b>11.16.00</b>	<b>Service Provision (ENVIRONMENTAL MANAGEMENT)</b> The activities relating to services provided by Council on a long term basis or by other agencies. Includes requests and applications for services, assessment of eligibility and entitlements, liaison with other agencies regarding the provision of services. Also includes Council activities to lobby for services and to increase service provision.	
11.16.01	Records relating to services provided on a long-term basis by council, or by other agencies under contract to council, for the control and protection of animals and animal welfare. Includes management plans and schedules. These include: <ul style="list-style-type: none"> <li>• Animal rescue and rehabilitation</li> <li>• Pounds</li> <li>• Stables</li> </ul>	TEMPORARY Destroy 10 years after action completed.
11.16.02	Records relating to the control, eradication and removal of pests and noxious weeds through the use of chemicals.  <i>See 11.16.03 for the removal and eradication of weeds and pests that does not involve the use of chemicals.</i>	TEMPORARY Destroy 25 years after action completed.
11.16.03	Pest and weed control programs not involving the use of chemicals or herbicides.  <i>See 11.16.02 for the removal and eradication of weeds and pests that involves the use of chemicals.</i>	TEMPORARY Destroy 2 years after action completed.

<b>11.17.00</b>	<b>Standards (ENVIRONMENTAL MANAGEMENT)</b> The process of implementing industry or Council benchmarks for services and processes to enhance the quality and efficiency of the organisation.  <i>See 07.06.01 for reviews and recommendations on benchmarking and evaluation of Council service delivery.</i>	
11.17.01	Records relating to the implementation of environmental standards by the council.	PERMANENT
<b>11.18.00</b>	<b>Survey (ENVIRONMENTAL MANAGEMENT)</b> The activity of conducting surveys to determine boundaries and document the geographical landscape of the local government area.	
11.18.01	Aerial photographs produced specifically for the council which document significant or major developments in the environment of the local government area.	PERMANENT
11.18.02	Aerial photographs produced specifically for the local government which does not document significant changes in the environment of the local government area	TEMPORARY Destroy 5 years after action completed.
11.18.03	Surveys of landslip areas and areas of potential landslip hazard.  <i>See 11.07.01 for borehole data and inspections of individual buildings.</i> <i>See 27.07.04 for scientific analysis of the survey data.</i>	PERMANENT
<b>12.00.00</b>	<b>FINANCIAL MANAGEMENT</b> The function of managing Council's financial resources. Includes establishing, operating and maintaining accounting systems, controls and procedures, financial planning, budgeting, estimates of expenditure and receipts, forecasting, and managing revenue from charging and investments. Also includes managing allocations of resources and accountability.  <i>See 21.14.00 for the management of pay and allowances.</i> <i>See 14.00.00 for the management of payments to Council from State and Federal Governments for special purposes and from Council to other agencies.</i>	
<b>12.01.00</b>	<b>Accounting (FINANCIAL MANAGEMENT)</b> The process of collecting, recording, classifying, summarising and analysing financial transactions. Includes financial statements, and the implementation, maintenance, monitoring and auditing of Council's accounting systems and internal controls. Also includes analysing the financial position and operating results of Council.  <i>See 12.08.01 for annual statements of accounts.</i>	

12.01.01	<p>Records documenting the day-to-day financial management of a council such as General Ledgers, including:</p> <ul style="list-style-type: none"> <li>• Records of receipts/revenue and payments/expenditure</li> <li>• Journal input forms, vouchers, write-offs</li> <li>• Supporting documentation including vouchers, invoices, receipts, debit notes</li> <li>• Reports</li> <li>• Supporting system structures such as chart of accounts, etc.</li> <li>• Debtors and Creditors ledgers, including</li> <li>• Input forms and documentation</li> <li>• Input update and transaction reports</li> <li>• Reconciliations</li> </ul> <p><i>See 12.01.02 for financial records relating to Contracts under Seal.</i>  <i>See 12.01.12 for trial balances.</i></p>	<p>TEMPORARY  Destroy 7 years after action completed.</p>
12.01.02	<p>Records documenting the financial management of contracts under seal.</p>	<p>TEMPORARY  Destroy 13 years after action completed.</p>
12.01.03	<p>Records documenting banking transactions. Records may include:</p> <ul style="list-style-type: none"> <li>• deposits/withdrawals</li> <li>• electronic funds transfer</li> <li>• statements</li> <li>• certificates of balance</li> <li>• reconciliations</li> <li>• cheques</li> </ul> <p><i>See 12.01.02 for financial records relating to Contracts under Seal.</i></p>	<p>TEMPORARY  Destroy 7 years after action completed.</p>
12.01.04	<p>Petty cash and postage records.</p>	<p>TEMPORARY  Destroy 2 years after action completed.</p>
12.01.05	<p>Costing records for program and project outputs and outcomes.</p>	<p>TEMPORARY  Destroy 7 years after action completed.</p>
12.01.06	<p>Cash register records. Records may include:</p> <ul style="list-style-type: none"> <li>• audit rolls</li> <li>• computer tapes</li> <li>• discs</li> <li>• analysis lists</li> <li>• summaries</li> </ul>	<p>TEMPORARY  Destroy 7 years after action completed.</p>
12.01.07	<p>Inward mail remittance records.</p>	<p>TEMPORARY  Destroy 2 years after action completed.</p>
12.01.08	<p>Records documenting the recovery of debts and overpayments. Records may include:</p> <ul style="list-style-type: none"> <li>• recovery proceedings</li> <li>• write-offs</li> </ul> <p><i>See 12.01.01 for financial transactions relating to write-offs.</i></p>	<p>TEMPORARY  Destroy 7 years after action completed.</p>

12.01.09	Records documenting taxation matters. These include: <ul style="list-style-type: none"> <li>• fringe benefits tax</li> <li>• wholesale sales tax</li> <li>• goods and services tax (GST)</li> <li>• ABN registration</li> <li>• Business Activity Statements</li> </ul> <p><i>See 21.14.00 for taxation records required for the payment of employees salaries.</i></p>	TEMPORARY Destroy 5 years after action completed.
12.01.10	Council copies of purchase orders and requisitions.	TEMPORARY Destroy 7 years after action completed.
12.01.11	Records documenting communications with Creditors or Debtors relating to financial transactions. <p><i>See 12.18.00 for records relating to unclaimed money that reverts to Council.</i></p>	TEMPORARY Destroy 2 years after action completed.
12.01.12	Trial balances. <p><i>See 12.01.01 for General Ledgers and other day-to-day financial management records.</i></p>	TEMPORARY Destroy 13 years after action completed.
<b>12.02.00</b>	<b>Agreements (FINANCIAL MANAGEMENT)</b> The processes associated with the establishment, maintenance, review and negotiation of agreements. Includes agreements between Council, State agencies and individuals and organisations.  <i>See 06.04.00 for formal agreements</i>	
12.02.01	Records documenting the establishment, maintenance and review of agreements. Records may include: <ul style="list-style-type: none"> <li>• Final versions of agreements</li> <li>• Service level agreements</li> </ul> <p><i>See 06.04.00 for contracts.</i></p>	TEMPORARY Destroy 7 years after agreement expired.
<b>12.03.00</b>	<b>Audit (FINANCIAL MANAGEMENT)</b> The activities associated with officially checking financial, quality assurance and operational records to ensure that they have been kept and maintained in accordance with agreed or legislated standards and correctly record the events, processes and business of Council in a specified period.  <i>See 12.16.00 for the standards against which the project or procedure is being audited.</i>	
12.03.01	External and Internal audit reports that result in changes to existing policy or procedures including recommendations and implementation plans.	PERMANENT
12.03.02	External and Internal audit reports that do not result in changes to existing policy or procedures.	TEMPORARY Destroy 7 years after action completed.
12.03.03	Internal audit working papers and routine correspondence relating to internal and external audit.	TEMPORARY Destroy 7 years after action completed.

<b>12.04.00</b>	<b>Authorisations (FINANCIAL MANAGEMENT)</b> The process of seeking and granting permission to undertake a requested action. Includes authorising delegations.  <i>See 13.02.00 for the use of the Council seal.</i>	
12.04.01	Records documenting delegations of power to authorise financial transactions on behalf of the Council including delegations to approve expenditure or authorisation to conduct financial transactions.  <i>See 12.04.02 for lists of authorised signatories.</i>	TEMPORARY Destroy 7 years after date superseded or revoked.
12.04.02	Lists of authorised signatories for bank accounts and cheques.  <i>See 12.04.01 for records of financial delegations.</i>	TEMPORARY Destroy 6 months after action completed.
12.04.03	Records documenting authorisations to conduct financial transactions on behalf of clients. Records may include: <ul style="list-style-type: none"> <li>• credit card authorisations</li> <li>• direct debit/credit authorisations</li> </ul> <i>See 12.01.03 for records documenting banking transactions.</i>	TEMPORARY Destroy 1 year after action completed.
<b>12.05.00</b>	<b>Budgeting (FINANCIAL MANAGEMENT)</b> 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.	
12.05.01	Budget Statements and Notes on Estimates (i.e. formal explanatory notes and supplementary information used in the process of budget formulation).  <i>See 12.08.01 for Annual Financial Statements.</i>	TEMPORARY Destroy 7 years after action completed.
12.05.02	Records documenting spending progress or revenue collection against budget allocations.	TEMPORARY Destroy 7 years after action completed.
<b>12.06.00</b>	<b>Depreciation (FINANCIAL MANAGEMENT)</b> The activity of managing a decrease in value due to wear and tear, decay, or decline, and the notional amount of money involved in such a decrease.	
12.06.01	Records documenting asset valuation/revaluation and asset management processes. Includes valuation/revaluation and depreciation schedule.	TEMPORARY Destroy 7 years after action completed.
<b>12.07.00</b>	<b>Fees and Charges (FINANCIAL MANAGEMENT)</b> The activities relating to management payment for items or services rendered by Council.	
12.07.01	Records relating to the determination of fees and charges (if not included in Council Minutes).  <i>See 13.07.01 for fees and charges set by the elected Council.</i> <i>See 13.04.00 for the setting of rates.</i>	PERMANENT
12.07.02	Lists of fees and charges (including charges levied by outside organisations which may affect the determinations of Council charges).	TEMPORARY Destroy after date superseded.
12.07.03	Ticket sales records	TEMPORARY Destroy 1 year after audit.

<b>12.08.00</b>	<b>Financial Reporting (FINANCIAL MANAGEMENT)</b> The activity of preparing reports and summaries of financial transactions.  <i>See 12.01.00 for reports that form part of day-to-day accounting processes.</i>	
12.08.01	Annual financial statements and formal interim financial statements and supporting documentation. Records may include: <ul style="list-style-type: none"> <li>• annual statement of assets and liabilities</li> <li>• balance sheets</li> <li>• statement of financial position</li> <li>• statements of cash flows</li> </ul>	PERMANENT
12.08.02	Records documenting responses to questionnaires and surveys requested by outside organisations.	TEMPORARY Destroy 2 years after action completed.
<b>12.09.00</b>	<b>Investments (FINANCIAL MANAGEMENT)</b> The activity of managing capital that has been invested by Council.	
12.09.01	Records documenting investments undertaken by the Council.  <i>See 12.14.01 for registers of loans, debentures, inscribed stock and mortgages.</i>	TEMPORARY Destroy 7 years after investment matures or loan is paid in full.
<b>12.10.00</b>	<b>Levies (FINANCIAL MANAGEMENT)</b> The activity of obtaining and managing money for emergency fire services, planning and development. Also includes levies paid to Tasmania Fire Service.	
12.10.01	Records of money raised by the imposition of a charge or tax on a service. Includes the Community Assets charge imposed on developers.	TEMPORARY Destroy 7 years after action completed.
<b>12.11.00</b>	<b>Loans (FINANCIAL MANAGEMENT)</b> The activity of managing loans that enable Council to perform its functions and exercise its powers. Includes managing loans where the Council is guarantor on a loan.	
12.11.01	Records relating to borrowings including the issue of debentures and inscribed stock.  <i>See 12.14.01 for registers of loans, debentures, inscribed stock and mortgages.</i>	TEMPORARY Destroy 7 years after borrowing is repaid in full.
12.11.02	Records relating to loans where the Councils acts as a guarantor.	TEMPORARY Destroy 7 years after action completed.
<b>12.12.00</b>	<b>Planning (FINANCIAL MANAGEMENT)</b> The process of formulating ways in which objectives can be achieved. Includes the determination of services and needs, and the solution to those needs.  <i>See 06.14.00 for overall planning to achieve corporate objectives and Council administration.</i>	
12.12.01	Records relating to information collected, other agencies plans, and general information relating to the planning and implementation of national and state wide directives.	TEMPORARY Destroy 10 years after action completed.
<b>12.13.00</b>	<b>Procedures (FINANCIAL MANAGEMENT)</b> The process of applying standard methods of operation to activities undertaken by Council according to formulated policy.  <i>See 13.08.00 for policies formally adopted by Council.</i>	

12.13.01	Records documenting the development of Council procedures and final versions of Council manuals and instructions relating to the financial management function.	TEMPORARY Destroy 7 years after superseded or revoked.
12.13.02	Copies of instructions, procedures, manuals and circulars issued by a central agency or the Local Government Board.	TEMPORARY Destroy after superseded or revoked.
12.13.03	Records documenting the internal and external notification of changes to, or the implementation of new policies, procedures, instructions or notification of significant events.	TEMPORARY Destroy 7 years after action completed.
12.13.04	Routine instructions to staff and contractors.	TEMPORARY Destroy after superseded or revoked.
<b>12.14.00</b>	<b>Registration (FINANCIAL MANAGEMENT)</b> Activities to record, catalogue, inventory or list. Also includes managing registers.	
12.14.01	Registers of financial instruments. Registers may include: <ul style="list-style-type: none"> <li>• loans</li> <li>• debentures</li> <li>• inscribed stock</li> <li>• mortgages</li> </ul>	PERMANENT
<b>12.15.00</b>	<b>Sponsorships (FINANCIAL MANAGEMENT)</b> Activities to develop partnerships between Council and other organisations where one assists the other in return for a promotional benefit.	
12.15.01	Records of the donations received or granted under sponsorship agreements where these are reported separately.	TEMPORARY Destroy 5 years after action completed.
12.15.02	Records of the management of donation requests and associated correspondence.	TEMPORARY Destroy 5 years after action completed.
<b>12.16.00</b>	<b>Standards (FINANCIAL MANAGEMENT)</b> The process of implementing industry or Council benchmarks for services and processes to enhance the quality and efficiency of the organisation.  <i>See 07.06.00 for reviews and recommendations on benchmarking and evaluation of Council service delivery, including reports by the Office of the Government Economic Regulator.</i>	
12.16.01	Records documenting the implementation of Industry, government and council financial and accounting standards.	TEMPORARY Destroy 7 years after action completed.
<b>12.17.00</b>	<b>Trusts (FINANCIAL MANAGEMENT)</b> The activities associated with managing trusts. Includes trusts dedicated to funds and assets held by trustees on behalf of investors.	
12.17.01	Records documenting the administration of trust accounts.  <i>See 12.01.00 for specific accounting records e.g. receipts, invoices, etc.</i>	TEMPORARY Destroy 7 years after action completed.
<b>12.18.00</b>	<b>Unclaimed Money (FINANCIAL MANAGEMENT)</b> The activity of managing money that has been unclaimed by creditors.	
12.18.01	Records relating to unclaimed money which has reverted to Council.	TEMPORARY Destroy 7 years after action completed.

<b>13.00.00</b>	<b>GOVERNANCE</b> The function of managing the election of Council representatives, the boundaries of the Council districts and wards, and the terms and conditions for Councillors. Includes the election processes and results of Council elections.  <i>See 06.00.00 for matters relating to the strategic direction of the Council.</i> <i>See 04.21.00 for the councillor's public appearances.</i> <i>See 14.02.00 for partnership agreements with the State Government.</i>	
<b>13.01.00</b>	<b>Amalgamations (GOVERNANCE)</b> The activities associated with policies, monitoring and review of Council's boundaries and proposals for amalgamation of administrations. Also includes proposing changes to the Electoral Commissioner and the Australian Statistician.	
13.01.01	Records illustrating policy and establishing precedents relating to alterations to municipal area boundaries, amalgamations and the creation and abolition of towns and alterations to town boundaries, including reports and studies.  <i>See 13.01.02 for representations made relating to council amalgamations.</i>	PERMANENT
13.01.02	Representation made in relation to council amalgamations that bear no weight in the decision making process.  <i>See 13.01.01 for precedent records relating to the alterations to municipal area.</i>	TEMPORARY Destroy 2 years after action completed.
<b>13.02.00</b>	<b>Authorisations (GOVERNANCE)</b> The process of seeking and granting permission to undertake a requested action. Includes using the Council seal.	
13.02.01	Records of authorisation for the use of council Seal.	PERMANENT
13.02.02	Records of ministerial delegation.	PERMANENT
<b>13.03.00</b>	<b>Boundaries (GOVERNANCE)</b> The process of monitoring and reviewing the Council and ward boundaries within a Council area.	
13.03.01	Records of policies, monitoring and review of the ward boundaries within a council area.	PERMANENT
<b>13.04.00</b>	<b>Council Meetings (GOVERNANCE)</b> The activity associated with the formal decision-making processes of Council, recording the official minutes of meetings, and of summarising decisions of the meetings of elected Councillors with action in response by Council staff. Includes attendance records of meetings of elected Councillors. Also includes the processes of tracking actions and when action is due. Includes Council Committees.	
13.04.01	Master set of minutes, agendas, Terms of References and related papers of Council and its Committees.	PERMANENT
13.04.02	Draft minutes of meetings.	TEMPORARY Destroy after minutes confirmed at next meeting.
13.04.03	Audio recordings of meetings used for the preparation of minutes.	TEMPORARY Destroy after minutes confirmed at next meeting.



13.04.04	Records relating to the conduct of meetings including advertisements of meetings, notices and routine correspondence.	TEMPORARY Destroy 2 years after action completed.
13.04.05	Petitions, submissions, objections and results of elector polls considered by Council and summarised or incorporated in Council Minutes.  <i>See 13.04.06 for petitions not summarised or incorporated in Council minutes.</i>	TEMPORARY Destroy after minutes have been confirmed.
13.04.06	Petitions, submissions, objections and results of elector polls considered by Council not summarised or incorporated in Council Minutes.  <i>See 13.04.05 for petitions summarised or incorporated in Council minutes</i>	TEMPORARY Destroy 5 years after presentation to Council.
13.04.07	Reports to Council which are not included in Council Minutes.	PERMANENT
13.04.08	Register and indexes of items submitted to Council and Council meetings.	PERMANENT
<b>13.05.00</b>	<b>Councillors (GOVERNANCE)</b> The activities associated with managing councillors, who are the elected representatives of the Council area and are members of the governing body of the corporation. Includes the registration of councillor's interests, including pecuniary interests, to ensure impartiality, councillor's benefits, managing contact lists, fees and facilities provided for councillors, and professional development. Councillors have the responsibility of directing and controlling the affairs of the Council in accordance with the enabling legislation and regulation. Their role is to participate in the optimum allocation of the Council's resources for the benefit of the area and its community, to play a key role in the creation and review of the Council's policies and objectives and criteria relating to the exercise of the Council's regulatory functions, and to review the performance of the Council and its delivery of services, and the management plans and revenue policies of the Council	
13.05.01	Councillor's signed declaration of office.	PERMANENT
13.05.02	Policies relating to the rights, entitlements and responsibilities of councillors.	PERMANENT
13.05.03	Register of councillor's declarations and disclosures of pecuniary interest and benefits.  <i>See 13.05.04 for Councillors notices of confirmation or denial of interests.</i>	PERMANENT
13.05.04	Councillors' declaration of interest and notification of a Councillor's interest by a member of the public and associated records including enquiries and notices of confirmation or denial.  <i>See 13.05.03 for the register of Councillors' interests.</i>	TEMPORARY Destroy 7 years after exit from Council.
13.05.05	Records of dismissals of the council or individual councillors for any reason, such as poor attendance, or performance, corruption or mismanagement.  <i>See 13.05.09 for resignation of councillors.</i>	PERMANENT
13.05.06	Past Mayors/ Presidents/ councillors - career summaries and information.	PERMANENT

13.05.07	Records of appointment conditions; entitlements including allowances; leave; code of conduct including professional development records; fees and facilities provided.  <i>See 12.01.00 for the payment of allowances.</i>	TEMPORARY Destroy 5 years after date superseded.
13.05.08	Records of representations made by councillors on behalf of ratepayers.	TEMPORARY Destroy 5 years after action completed.
13.05.09	Records relating to the resignation of a councillor or councillors.  <i>See 13.05.05 for dismissal of councillors.</i>	PERMANENT
13.05.10	List of councillors and senior staff representing Council on outside bodies.	TEMPORARY Destroy when superseded.
<b>13.06.00</b>	<b>Elections (GOVERNANCE)</b> The process undertaken by the Tasmanian Electoral Office to prepare electoral rolls and conduct local government elections for the purpose of election of councillors to represent the residents and ratepayers of a council area. Includes the arrangements for conducting elections, including the setting up of polling booths.	
13.06.01	Records of election results and casual vacancies including register of results, summary polling place statistics, certification of results and Councillor's signed declaration of office.	PERMANENT
13.06.02	Records of the administration of elections (where council appoints its own Returning Officer) including venues, lists of supervising officers, payments to supervising officers and declarations of expenditure by nominees.	TEMPORARY Destroy 7 years after action completed
13.06.03	Ballot papers	To be held by the Electoral Commissioner and destroyed in accordance with section 306 of the LGA 1993.
13.06.04	Electoral Roll kept by the General Manager.	TEMPORARY Destroy after date superseded.
13.06.05	Certified list of electors.	TEMPORARY Destroy 1 year after the election is held.
13.06.06	Electoral enrolment form.	TEMPORARY Destroy after when superseded or when the name is removed from General Manager's Roll.
13.06.07	Notice of nomination of person to vote on behalf of corporate body.	TEMPORARY Destroy after date superseded.
13.06.08	Returns of candidate's electoral advertising (General Manager's Copy)	TEMPORARY Destroy after the provisions of the LGA 1993 have expired.
13.06.09	Council copies of certificate of election (Original to be forwarded to the Electoral Commissioner.)	TEMPORARY Destroy after reference ceases.

<b>13.07.00</b>	<b>Fees and Charges (GOVERNANCE)</b> The activities relating to management payment for items or services rendered by Council.  <i>See 12.01.00 for records of the payment of fees and charges.</i>	
13.07.01	Records documenting fees and charges for services, including terms and conditions and any exemptions.  <i>See 12.07.01 for fees and charges set by Council staff.</i>	TEMPORARY Destroy 7 years after action completed.
<b>13.08.00</b>	<b>Policy (GOVERNANCE)</b> The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making and as the basis from which Council's procedures are determined. Includes formulation, research, drafting, reviewing, amending, adopting, and implementation.	
13.08.01	Records illustrating the development of policy and documenting policy decisions and the establishment of precedents.	PERMANENT
13.08.02	Supplementary records relating to the background and review of Council policies.	TEMPORARY Destroy 5 years after action completed.
<b>13.09.00</b>	<b>Procedures (GOVERNANCE)</b> The process of applying standard methods of operation to activities undertaken by Council according to formulated policy.  <i>See 13.08.00 for policies formally adopted by Council.</i>	
13.09.01	Records documenting the development of governance procedures including final versions as issued to Councillors and Council staff.	PERMANENT
13.09.02	Copies of instructions, procedures, manuals and circulars issued by a central agency or the Local Government Board.	TEMPORARY Destroy after superseded or revoked.
13.09.03	Records documenting the internal and external notification of changes to, or the implementation of new policies, procedures, instructions or notification of significant events.	TEMPORARY Destroy 7 years after action completed.
<b>13.10.00</b>	<b>Reporting (GOVERNANCE)</b> The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements or findings of the results of the examination or investigation. Includes discussion papers, proposals, reports, questionnaires, reviews and returns.  <i>See 16.09.03 for the final version of the council's annual report.</i>	
13.10.01	Final versions of formal internal and external reports prepared by or for the Council.	PERMANENT
13.10.02	Statistical information collected by the Council and forwarded to the Australian Bureau of Statistics. Records may include: <ul style="list-style-type: none"> <li>• copies of returns</li> <li>• related correspondence</li> </ul>	TEMPORARY Destroy 2 years after action completed.
13.10.03	Statistical information collected by or for the Council relating to major Council governance activities of the Council that is not forwarded to the Australian Bureau of Statistics.  <i>See 13.10.02 for statistics forwarded to the Australian Bureau of Statistics.</i>	PERMANENT

13.10.04	Statistical information collected by or for the council that does not relate to major Council governance activities and is not reported to the Australian Bureau of Statistics.	TEMPORARY Destroy 2 years after action completed.
13.10.05	Records documenting responses to questionnaires and surveys requested by outside organisations.	TEMPORARY Destroy 2 years after action completed.
<b>13.11.00</b>	<b>Standards (GOVERNANCE)</b> The process of implementing industry or Council benchmarks for services and processes to enhance the quality and efficiency of the organisation.	
13.11.01	Records documenting the adoption and implementation of government and Council standards.	TEMPORARY Destroy 7 years after action completed.
<b>14.00.00</b>	<b>GOVERNMENT RELATIONS</b> The function of managing the relationship between the Council and other governments particularly on issues which are not related to normal Council business such as land use and planning or environment management. 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 Royal Commissions, inquiries by Parliamentary Committees and the Ombudsman.  <i>See 06.09.00 for partnerships with government organisations.</i>	
<b>14.01.00</b>	<b>Advice (GOVERNMENT RELATIONS)</b> The activities associated with offering opinions by or to Council as to an action or judgement. Includes the process of advising.  <i>See 14.08.00 where Council is responding to the Government's request for advice or comments.</i>	
14.01.01	Records documenting the provision of advice to the Minister or the Local Government Board on significant public issues. Records may include: <ul style="list-style-type: none"> <li>• minutes</li> <li>• reports</li> <li>• correspondence</li> <li>• source data that is considered necessary to substantiate advice</li> </ul>	PERMANENT
14.01.02	Records documenting the provision of advice to the Minister or the Local Government Board on public issues not significant or controversial. Records may include: <ul style="list-style-type: none"> <li>• reports</li> <li>• comments on submissions prepared by other councils</li> <li>• correspondence</li> <li>• source data that is considered necessary to substantiate advice</li> </ul>	TEMPORARY Destroy 7 years after action completed.
14.01.03	Correspondence with government agencies and other local authorities. Records may include: <ul style="list-style-type: none"> <li>• enquiries</li> <li>• provision of routine information</li> <li>• complaints</li> <li>• suggestions etc.</li> </ul>	TEMPORARY Destroy 5 years after action completed.

14.01.04	Source data that is not considered necessary to substantiate advice.	TEMPORARY Destroy after reference ceases.
<b>14.02.00</b>	<b>Agreement (GOVERNMENT RELATIONS)</b> The processes associated with the establishment, maintenance, review and negotiation of agreements. Includes partnership agreements - Bilateral, Regional, Statewide, Tripartite between State and Commonwealth governments.	
14.02.01	Final versions and records documenting the establishment, maintenance and review of Partnership Agreements. Setting out actions and timeframes for a range of social, environmental and economic issue for local government area.	TEMPORARY Destroy 5 years after expiry of agreement.
<b>14.03.00</b>	<b>Federal Liaison (GOVERNMENT RELATIONS)</b> Activities relating to liaison, consultation and provision of information to the Federal Government, and the potential impacts for local government of Federal elections and budgets.	
14.03.01	Records relating to the collection of information and liaison with the Federal Government on issues not directly affecting local government functions and services, such as Federal budgets and elections.	TEMPORARY Destroy 10 years after action completed.
14.03.02	Routine information supplied to council by Federal agencies including advice of change of personnel, change of contact details and notification of changes to services provided.	TEMPORARY Destroy 2 years after action completed.
<b>14.04.00</b>	<b>Inquiries (GOVERNMENT RELATIONS)</b> 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 Royal Commissions or the Ombudsman. Includes the Council's participation in the inquiry by providing evidence in the form of records, submissions etc.	
14.04.01	Records documenting the development of council submissions and information supplied to the Inquiry including copies of submissions.	PERMANENT
14.04.02	Records documenting the implementation of the recommendations of an Inquiry.	PERMANENT
14.04.03	Information distributed from Inquiries. Records may include: <ul style="list-style-type: none"> <li>• requests for submissions</li> <li>• circulars</li> </ul>	TEMPORARY Destroy 2 years after action completed.
<b>14.05.00</b>	<b>Local and Regional Liaison (GOVERNMENT RELATIONS)</b> The activity of liaison with other councils and representatives of regional bodies such as Local Aboriginal Land Councils.	
14.05.01	Records relating to the representation of council on statutory authorities and regional bodies including notification of appointment.	PERMANENT
14.05.02	Records of liaison with other councils and regional bodies.	TEMPORARY Destroy 10 years after action completed.
14.05.03	Routine information supplied by councils, regional bodies and organisations. These include: <ul style="list-style-type: none"> <li>• change of personnel</li> <li>• change of address</li> <li>• products and services</li> </ul>	TEMPORARY Destroy 2 years after action completed.
<b>14.06.00</b>	<b>Political Parties (GOVERNMENT RELATIONS)</b> The activity of receiving information from political parties, including copies of policies.	

14.06.01	Information received from political parties including copies of policies.	TEMPORARY Destroy after reference ceases.
<b>14.07.00</b>	<b>Procedures (GOVERNMENT RELATIONS)</b> The process of applying standard methods of operation to activities undertaken by Council according to formulated policy.  <i>See 13.08.00 for policies formally adopted by Council.</i>	
14.07.01	Records documenting the development of council procedures and final versions of council manuals and instructions relating to the Government Relations function.	TEMPORARY Destroy 7 years after superseded or revoked.
14.07.02	Copies of instructions, procedures, manuals and circulars issued by a central agency or the Local Government Board.	TEMPORARY Destroy after superseded or revoked.
14.07.03	Records documenting the internal and external notification of changes to, or the implementation of new policies, procedures, instructions or notification of significant events.	TEMPORARY Destroy 7 years after action completed.
14.07.04	Routine instructions to staff and contractors.	TEMPORARY Destroy 2 years after action completed.
<b>14.08.00</b>	<b>Reporting (GOVERNMENT RELATIONS)</b> The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements or findings of the results of the examination or investigation. Includes discussion papers, proposals, reports, questionnaires, reviews and returns.  <i>See 16.09.03 for the final version of the council's annual report.</i>	
14.08.01	Final versions of formal internal and external reports prepared by or for the council.	TEMPORARY Destroy 5 years after action completed.
14.08.02	Statistical information collected by the council and forwarded to the Australian Bureau of Statistics. Records may include: <ul style="list-style-type: none"> <li>• copies of returns</li> <li>• related correspondence</li> </ul>	TEMPORARY Destroy 2 years after action completed.
14.08.03	Statistical information collected by or for the council relating to major council activities that is not forwarded to the Australian Bureau of Statistics.	PERMANENT
14.08.04	Statistical information collected by or for the council that does not relate to major activities and is not reported to the Australian Bureau of Statistics.	TEMPORARY Destroy 2 years after action completed.
14.08.05	Records documenting responses to questionnaires and surveys requested by other councils, state or federal government agencies.	TEMPORARY Destroy 2 years after action completed.
<b>14.09.00</b>	<b>State Liaison (GOVERNMENT RELATIONS)</b> Activities relating to liaison and consultation with, and providing information to the State Government. Includes liaison with the State Government on issues not directly affecting local government functions and services, such as State budgets and elections.	
14.09.01	Records relating to the collection of information and liaison with the State Government on issues not directly affecting local government functions and services, such as State budgets and elections.	TEMPORARY Destroy 10 years after action completed.

14.09.02	Records relating to the representation of Council on Statutory Authorities including notification of appointment.	PERMANENT
14.09.03	Routine information supplied to council by State agencies including advice of change of personnel, change of contact details and notification of changes to services provided.	TEMPORARY Destroy 2 years after action completed.
14.09.04	Records relating to the sale or lease of Crown Land in the council area including correspondence with Government agencies relating to council requirements and enquiries from ratepayers.	TEMPORARY Destroy 2 years after action completed.
<b>14.10.00</b>	<b>Submissions (GOVERNMENT RELATIONS)</b> The preparation and submission of a formal statement (eg. report, statistics, etc.) supporting a case or opinion held by Council which is submitted to another Council or organisation, or within Council.  <i>See 14.04.00 for submissions regarding formal committees of inquiry.</i>	
14.10.01	Submissions and supporting documents made to the Minister or government bodies on significant or controversial issues.	PERMANENT
14.10.02	Submissions and supporting documents made to the Minister or government bodies on issues not deemed to be significant or controversial.	TEMPORARY Destroy 5 years after action completed.
<b>14.11.00</b>	<b>Visits (GOVERNMENT RELATIONS)</b> The activities involved in arranging official visits to the Council. Includes arranging interstate travel by councillors and staff to attend official engagements as representatives of Council and all visits by councillors to other countries for conferences, seminars, and presentations.  <i>See 21.27.00 for arrangements for staff travel.</i> <i>See 06.03.00 for invitations for staff to attend conferences.</i> <i>See DA2158 for invitations/requests for staff to attend official engagements as a representative of Council.</i>	
14.11.01	Records documenting visits to the council by Royalty and Heads of State.	PERMANENT
14.11.02	Records documenting interstate or overseas visits made by Councillors and council personnel.	TEMPORARY Destroy 7 years after action completed.
<b>15.00.00</b>	<b>GRANTS AND SUBSIDIES</b> The function of managing financial payments to Council from the State and Federal Governments and other agencies for specific purposes and the allocation of grants to community groups by Council. Includes the advertising for grant applications, the evaluation of applications from organisations seeking grants, grant allocations and accounting for a grant.  <i>See 11.04.00 for the development of Council environmental rebate campaigns.</i> <i>See 25.07.00 for rebate applications.</i>  <b>Note:</b> See relevant function for details of the expenditure of grants received by council.	
<b>15.01.00</b>	<b>Advertisements (GRANTS AND SUBSIDIES)</b> The activities relating to any device or public announcement, designed to solicit applications for grants.	

15.01.01	Records relating to advertising the availability of grants.	TEMPORARY Destroy 2 years after action completed.
<b>15.02.00</b>	<b>Applications (GRANTS AND SUBSIDIES)</b> The activity of managing applications and approvals for grant funding or subsidy.	
15.02.01	Successful applications by Council which lead to the establishment of new and significant programs, events or outcomes.	PERMANENT
15.02.02	Successful applications by Council that do not lead to the establishment of new and significant programs, events or outcomes.	TEMPORARY Destroy 7 years after program completed.
15.02.03	Successful applications to Council from community groups seeking grants.	TEMPORARY Destroy 7 years after program completed.
15.02.04	Unsuccessful applications for grants by Council and to Council	TEMPORARY Destroy 2 years after action completed.
15.02.05	Records documenting requests from community groups for Council assistance or support in their applications to funding bodies. Includes letters of support provided by Council.	TEMPORARY Destroy 2 years after action completed.
<b>15.03.00</b>	<b>Evaluation (GRANTS AND SUBSIDIES)</b> The process of assessing the value or amount of grants and subsidies.	
15.03.01	Records of program evaluations and reviews.	TEMPORARY Destroy 7 years after action completed.
<b>15.04.00</b>	<b>Guidelines (GRANTS AND SUBSIDIES)</b> The activity of setting standards or determining a course of action. Includes devising guidelines for internal and external sources of authority, rules and instructions.	
15.04.01	Guidelines outlining the eligibility criteria, assessment criteria and the assessment process for the grants programs.	TEMPORARY Destroy 7 years after date superseded.
<b>15.05.00</b>	<b>Monitoring (GRANTS AND SUBSIDIES)</b> Activities that check, observe, or record the allocation and expenditure of grants.  <i>See 12.03.00 for the process of validating compliance against records.</i>	
15.05.01	Records of monitoring progress of programs and grant conditions.	TEMPORARY Destroy 7 years after action completed.
<b>15.06.00</b>	<b>Procedures (GRANTS AND SUBSIDIES)</b> The process of applying standard methods of operation to activities undertaken by Council according to formulated policy.  <i>See 13.08.00 for policies formally adopted by Council.</i>	
15.06.01	Records documenting the development of council procedures and final versions of council manuals and instructions relating to the grants and subsidies function.	TEMPORARY Destroy 7 years after superseded or revoked.
15.06.02	Copies of instructions, procedures, manuals and circulars issued by a central agency or the Local Government Board.	TEMPORARY Destroy after superseded or revoked.



15.06.03	Records documenting the internal and external notification of changes to, or the implementation of new policies, procedures, instructions or notification of significant events.	TEMPORARY Destroy 7 years after action completed.
15.06.04	Routine instructions to staff and contractors.	TEMPORARY Destroy 2 years after action completed.
<b>15.07.00</b>	<b>Programs (GRANTS AND SUBSIDIES)</b> Activities relating to a grouping of related projects managed under a common business strategy to achieve a desired outcome.	
15.07.01	Records of terms and conditions of funding and subsidy programs, including project management, correspondence with funding bodies.	TEMPORARY Destroy 7 years after action completed.
<b>15.08.00</b>	<b>Registration (GRANTS AND SUBSIDIES)</b> Activities to record, catalogue, inventory or list. Also includes managing registers.	
15.08.01	Summary records of grants provided by council to community groups and other agencies to deliver services, including community services, environmental projects, economic development activities. Register includes: <ul style="list-style-type: none"> <li>• Names of granting body</li> <li>• Project description</li> <li>• Amount granted for each period</li> <li>• Outcome</li> </ul>	PERMANENT
<b>15.09.00</b>	<b>Reporting (GRANTS AND SUBSIDIES)</b> The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements or findings of the results of the examination or investigation. Includes discussion papers, proposals, reports, questionnaires, reviews and returns.  <i>See 16.09.03 for the final version of the council's annual report.</i>	
15.09.01	Records of final reports to funding bodies on projects undertaken under significant grants and subsidies where there is a long term local outcome or effect.	PERMANENT
15.09.02	Records of reports to funding bodies on recurrent or routine grants, where outcome is not long term or significant.	TEMPORARY Destroy 7 years after action completed.
15.09.03	Statistical information collected by the Council and forwarded to the Australian Bureau of Statistics. Records may include: <ul style="list-style-type: none"> <li>• copies of returns</li> <li>• related correspondence</li> </ul>	TEMPORARY Destroy 2 years after action completed.
15.09.04	Statistical information collected by or for the Council relating to major grants and subsidy activities of the Council that is not forwarded to the Australian Bureau of Statistics.  <i>See 15.09.03 for statistics forwarded to the Australian Bureau of Statistics.</i>	PERMANENT
15.09.05	Statistical information collected by or for the council that does not relate to major grant and subsidy activities and is not reported to the Australian Bureau of Statistics.	TEMPORARY Destroy 2 years after action completed.
15.09.06	Records documenting responses to questionnaires and surveys requested by outside organisations.	TEMPORARY Destroy 2 years after action completed.

<b>16.00.00</b>	<p><b>INFORMATION MANAGEMENT</b></p> <p>The function of managing Council's information resources, including the storage, retrieval, archiving, processing and communication of all information in any format. Includes the management of current, inactive and archival records. Also includes reporting and requests for information in accordance with <i>Freedom of Information</i> and <i>Right to Information</i> legislation.</p> <p><i>See 17.00.00 for installation and maintenance of desktop computer systems, database and file servers, and telephone services.</i></p> <p><i>See 17.05.00 for building, prototyping and testing databases, and administration and protection of databases.</i></p>	
<b>16.01.00</b>	<p><b>Agreements (INFORMATION MANAGEMENT)</b></p> <p>The processes associated with the establishment, maintenance, review and negotiation of agreements. Includes agreements between Council and service providers and State agencies to provide services. Also includes agreements between councils to provide services.</p>	
16.01.01	Data sharing agreements. Includes informal arrangements for the sharing of GIS data, aerial photography and the like.	TEMPORARY Destroy 2 years after agreement expired.
<b>16.02.00</b>	<p><b>Enquiries (INFORMATION MANAGEMENT)</b></p> <p>The activities associated with handling requests for information for which the Council charges fees.</p> <p><i>See 14.04.00 for investigations of inquiry by parliamentary committees.</i></p> <p><i>See 04.09.00 for general requests for information about the council and its products and services.</i></p> <p><i>See 16.03.00 for Freedom of Information Requests.</i></p> <p><i>See 16.12.00 for requests dealt with under the Right to Information Act.</i></p> <p><i>See DA2158 for requests for information that is readily available to the public including publications and promotional material.</i></p>	
16.02.01	Records documenting enquiries requesting Geographical Information System data.	TEMPORARY Destroy 2 years after action completed.
<b>16.03.00</b>	<p><b>Freedom of Information (INFORMATION MANAGEMENT)</b></p> <p>The activity of managing access to information held as records by Council in accordance with Freedom of Information legislation.</p> <p><i>See 16.12.00 for requests made after 1 July 2010 which will be dealt with under the Right to Information Act.</i></p>	
16.03.01	<p>Records documenting requests for information made under Freedom of Information (FOI) legislation in cases where all information requested was supplied. Records may include:</p> <ul style="list-style-type: none"> <li>• letter of request</li> <li>• acknowledgment</li> <li>• notice of decision</li> <li>• details of charges</li> <li>• copies of information provided</li> </ul>	TEMPORARY Destroy 2 years after action completed.

16.03.02	Records documenting requests for information made under Freedom of Information (FOI) legislation in cases where all information requested was denied. Records may include: <ul style="list-style-type: none"> <li>• letter of request</li> <li>• acknowledgment</li> <li>• notice of decision</li> <li>• details of charges</li> <li>• copies of information provided</li> </ul>	TEMPORARY Destroy 7 years after action completed.
16.03.03	Records documenting internal and external reviews of decisions relating to access to information under Freedom of Information legislation.	TEMPORARY Destroy 7 years after final determination.
16.03.04	Records documenting requests for information made under Freedom of Information legislation where: <ul style="list-style-type: none"> <li>• the request was not relevant to the council</li> <li>• the applicant was referred to another council</li> <li>• the applicant was referred to another local or regional body</li> <li>• the applicant was referred to a State or Federal agency, or</li> <li>• the information was not supplied because it was readily available to the public</li> </ul>	TEMPORARY Destroy 2 years after action completed.
16.03.05	Records relating to the nomination of council personnel as FOI authorised officers and associated correspondence.	TEMPORARY Destroy 5 years after nomination lapses.
16.03.06	General enquiries and requests for information about the Freedom of Information process.	TEMPORARY Destroy 2 years after action completed.
16.03.07	Statistical records of FOI requests and quarterly reports for inclusion in the annual report of the Ombudsman.	TEMPORARY Destroy 3 years after action completed.
<b>16.04.00</b>	<b>Geographical/Land Information Systems (GIS/LIS) (INFORMATION MANAGEMENT)</b> The activity of managing land and environmental information that incorporates map base, property information, environmental data, street and reserve naming and house numbering, as well as comprehensive population analysis and forecasting systems, used to support strategic planning.	
16.04.01	Lists of maps of public land within the municipal area. Will include maps relating to land slip areas.	PERMANENT
16.04.02	Master copies of surveys. Records may include: <ul style="list-style-type: none"> <li>• Cadastral Surveys</li> <li>• Engineering Surveys</li> <li>• Geodetic Surveys</li> </ul> <p><b>Note:</b> These are source data for GIS stored in LIST</p>	TEMPORARY Destroy 1 year after action completed.
16.04.03	Survey field notes.	PERMANENT
16.04.04	Original/certified copies of survey plans drawn or commissioned by council.	PERMANENT
16.04.05	Source data for GIS/LIS systems, such as: <ul style="list-style-type: none"> <li>• aerial photographs</li> <li>• satellite data</li> <li>• lidar data</li> </ul>	TEMPORARY Destroy 2 years after action completed.

<b>16.05.00</b>	<b>Intellectual Property (INFORMATION MANAGEMENT)</b> 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) and Right to Information legislation.	
16.05.01	Records relating to copyright held by the council including registration of copyright.	PERMANENT
16.05.02	Applications to reproduce material held under council copyright.  <i>See 16.09.10 where council is applying to use material copyrighted by others.</i>	TEMPORARY Destroy 7 years after action completed.
16.05.03	Records relating to infringement of council copyright.  <i>See 20.06.00 for prosecution of breaches.</i>	TEMPORARY Destroy 7 years after action completed.
16.05.04	Records documenting the copying service within council including the administration of payments to collecting societies. Includes council payments to the Australasian Performing Rights Association (APRA).	TEMPORARY Destroy 7 years after action completed.
16.05.05	Copyright declaration forms.	TEMPORARY Destroy 4 years after action completed.
<b>16.06.00</b>	<b>Planning (INFORMATION MANAGEMENT)</b> The process of formulating ways in which objectives can be achieved. Includes the determination of services and needs, and the solution to those needs.  <i>See 06.14.00 for overall planning to achieve corporate objectives and Council administration.</i>	
16.06.01	Final versions of council information management plans. Records may include: <ul style="list-style-type: none"> <li>• information security plans</li> <li>• counter disaster plans</li> <li>• vital records plans</li> </ul>	TEMPORARY Destroy 7 years after date superseded.
16.06.02	Records documenting the development of information management plans. Records may include: <ul style="list-style-type: none"> <li>• reports analysing issues</li> <li>• comments received from other areas of council</li> </ul>	TEMPORARY Destroy 1 year after adoption of the final plan.
<b>16.07.00</b>	<b>Privacy (INFORMATION MANAGEMENT)</b> The activities associated with applying the principles of privacy as set out in the <i>Personal Information Protection Act 2004</i> . Includes data protection in relation to privacy. Also includes the process of collection, handling, use and disclosure of records of a private, personal or confidential nature to maintain that the rights of a living person (or immediate family) are secure from unauthorised disclosure or access to such information. Also includes privacy management plans.	
16.07.01	Records documenting the application of any privacy guidelines. Records may include: <ul style="list-style-type: none"> <li>• the development of procedures for access to personal information</li> <li>• correction of personal information</li> <li>• complaints concerning privacy</li> </ul>	TEMPORARY Destroy 7 years after action completed.

<b>16.08.00</b>	<b>Procedures</b> The process of applying standard methods of operation to activities undertaken by Council according to formulated policy.  <i>See 13.08.00 for policies formally adopted by Council.</i>	
16.08.01	Records documenting the development of council procedures and final versions of council manuals and instructions relating to the Information Management function.	TEMPORARY Destroy 7 years after superseded or revoked.
16.08.02	Copies of procedures issued by the Local Government Board, or other government agency. Includes procedures issued by the Local Government Association of Tasmania.	TEMPORARY Destroy after superseded or revoked.
16.08.03	Records documenting the internal and external notification of changes to, or the implementation of new policies, procedures, instructions or notification of significant events.	TEMPORARY Destroy 7 years after action completed.
16.08.04	Routine instructions to staff and contractors.	TEMPORARY Destroy 2 years after action completed.
<b>16.09.00</b>	<b>Publications (INFORMATION MANAGEMENT)</b> 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. Also includes distribution lists for printed publications.	
16.09.01	Records documenting the production of Council publications (including websites). Records may include: <ul style="list-style-type: none"> <li>• administrative arrangements</li> <li>• design</li> <li>• layout</li> <li>• typesetting</li> <li>• desktop publishing</li> <li>• printing</li> <li>• binding</li> <li>• production scripts</li> </ul> <i>See 16.13.01 for the assignment of ISBN, ISSN and URL identifiers.</i>	TEMPORARY Destroy 2 years after action completed.
16.09.02	Records documenting the distribution of council publications. Records may include: <ul style="list-style-type: none"> <li>• requests for publications</li> <li>• distribution lists</li> </ul>	TEMPORARY Destroy 2 years after action completed.
16.09.03	Master copies of all significant council publications. Includes final version of council Annual Report. Record may include: <ul style="list-style-type: none"> <li>• films</li> <li>• videos</li> <li>• master set of maps</li> <li>• plans referred to in by-laws</li> <li>• public notices</li> <li>• municipal orders</li> </ul> <b>Note:</b> Where the publication provides advice to ratepayers relating to council functions - see the relevant classes in this disposal schedule.	PERMANENT

16.09.04	Council publications used for promotional purposes that do not provide advice to ratepayers.  <b>Note:</b> Where the publication provides advice to ratepayers relating to council functions - see the relevant classes in this disposal schedule.	TEMPORARY Destroy after reference ceases.
16.09.05	Publications for distribution by council. Records may include: <ul style="list-style-type: none"> <li>• State and Federal Government publications</li> <li>• publications of other councils</li> <li>• publications of the Local Government Association of Tasmania</li> <li>• community services directory, leaflets and brochures</li> </ul>	TEMPORARY Destroy after reference ceases.
16.09.06	Records documenting the development and approval of designs for council logos, emblems, letterhead, stationery and publications incorporating the corporate image of the council.	TEMPORARY Destroy when corporate style is superseded.
16.09.07	Council style manuals.	TEMPORARY Destroy after reference ceases.
16.09.08	Records documenting research carried out to support council publications.	TEMPORARY Destroy 2 years after action completed.
16.09.09	Records documenting the drafting of council publications including the compilation and co-ordination of the annual report.	TEMPORARY Destroy 2 years after action completed.
16.09.10	Applications made by the council to reproduce material held under copyright.  <i>See 16.05.02 for external requests to reproduce material copyrighted by council.</i>	TEMPORARY Destroy 7 years after action completed.
16.09.11	Records documenting the promotion of Council publications including advertising, launches, and displays.	TEMPORARY Destroy 2 years after action completed.
16.09.12	Records documenting the sale of council's publications including the receipt and processing of orders.  <i>See 12.01.00 for financial transactions.</i>	TEMPORARY Destroy 1 year after action completed.
16.09.13	Records documenting reviews of publication programs and operations including final reports.	TEMPORARY Destroy 5 years after action completed.
16.09.14	Records relating to arrangements for subscriptions to publications and distribution of copies within the council.	TEMPORARY Destroy when subscription lapses or arrangements are superseded.
<b>16.10.00</b>	<b>Records Management (INFORMATION MANAGEMENT)</b> The activities associated with creating, capturing, registering, classifying, indexing, storing, retrieving and disposing of records, and developing strategies to manage records. Includes the transfer of records to the Tasmanian Archive & Heritage Office.	

16.10.01	Control records for council recordkeeping systems including registers and indexes giving details of control numbers, titles, date, disposal details etc.  <i>See 16.10.07 for the Register of Records Destroyed.</i>	PERMANENT
16.10.02	Final versions of authorised recordkeeping classification schemes, business classification schemes and metadata rules.	PERMANENT
16.10.03	Records documenting the research, development and implementation of recordkeeping control systems. Records may include: <ul style="list-style-type: none"> <li>• records classification schemes</li> <li>• business classification schemes</li> <li>• file storage systems</li> </ul> <i>See 17.00.00 for technology applications.</i>	TEMPORARY Destroy 7 years after date superseded.
16.10.04	Records documenting the receipt and dispatch of Council mail, including registered mail receipts.  <i>See 16.10.13 for internal distribution of mail.</i>	TEMPORARY Destroy 2 years after action completed.
16.10.05	Records documenting the maintenance and use of data held in systems including data migration strategies and the application of processes to protect data from accidental loss or corruption.  <i>See 16.10.17 for management of security arrangements for information resources.</i>	TEMPORARY Destroy 2 years after action completed.
16.10.06	Council copies of records destruction authorities authorised by the State Archivist.	TEMPORARY Destroy 25 years after action completed.
16.10.07	Registers of Records Destroyed under disposal schedules authorised by the State Archivist.	PERMANENT
16.10.08	Documentation of the appraisal of council records to support disposal recommendations made to the State Archivist.	TEMPORARY Destroy 2 years after issue of the relevant disposal authority.
16.10.09	Council copies of applications to dispose of state records and covering letters submitted to the Tasmanian Archive & Heritage Office.	TEMPORARY Destroy when relevant disposal documentation is received from the Tasmanian Archive & Heritage Office.
16.10.10	Council copies of Transfer and Access Agreements and Accession Records for records transferred to the Tasmanian Archive & Heritage Office.  <b>Note:</b> <i>These records should remain accessible to enable identification of reference numbers to be quoted when borrowing records from the Tasmanian Archive &amp; Heritage Office.</i>	TEMPORARY Destroy 25 years after action completed.

16.10.11	Records documenting transfer of custody or ownership of State Records authorised by the State Archivist including details of the records.  <i>See 16.10.01 for master control records, e.g. indexes and registers.</i>	TEMPORARY Destroy 25 years after action completed.
16.10.12	Records documenting the transfer of temporary records to commercial storage providers.	TEMPORARY Destroy 2 years after destruction of the records.
16.10.13	Records documenting the internal and external distribution of information items (e.g. newspaper clippings, mail, internal circulars & notices) including distribution lists.  <b>Note:</b> <i>See relevant functions/activities in this schedule for records documenting the internal and external notification of changes to, or the implementation of new policies, procedures, instructions or notification of significant events.</i>	TEMPORARY Destroy after reference ceases.
16.10.14	Security incident register.  <i>See 16.10.15 for records documenting major security incidents</i> <i>See 16.10.16 for records documenting minor security incidents</i>	PERMANENT
16.10.15	Records documenting major security incidents including referral to a law enforcement agency.  <i>See 16.10.16 for records documenting minor security incidents</i>	PERMANENT
16.10.16	Records documenting minor security incidents. Includes all those not reported to a law enforcement agency.  <i>See 16.10.15 for records documenting major security incidents</i>	TEMPORARY Destroy 7 years after action completed.
16.10.17	Records documenting the management of security arrangements for information resources. Records may include: <ul style="list-style-type: none"> <li>• authentication</li> <li>• encryption</li> <li>• security classification</li> </ul> <i>See 16.10.05 for the application of processes to protect data from accidental loss or corruption.</i> <i>See 16.06.00 for the information security plan.</i> <i>See 27.00.00 for risk management.</i>	TEMPORARY Destroy 7 years after action completed.
16.10.18	Records documenting the acquisition of library and record materials and services including online services and media monitoring services. Records may include: <ul style="list-style-type: none"> <li>• subscriptions</li> <li>• orders</li> </ul> <i>See 12.01.00 for financial transactions.</i> <i>See 17.01.00 for technical applications and systems.</i>	TEMPORARY Destroy 7 years after action completed.
16.10.19	Control records documenting library systems. Records may include: <ul style="list-style-type: none"> <li>• catalogues</li> <li>• classification schemes</li> <li>• thesauri</li> </ul> <i>See 16.10.20 for records of items culled from the catalogue.</i>	TEMPORARY Destroy 2 years after date superseded.



16.10.20	Records documenting loans, including inter-library loans, and the culling of library collections.	TEMPORARY Destroy 2 years after action completed.
<b>16.11.00</b>	<b>Reporting (INFORMATION MANAGEMENT)</b> The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements or findings of the results of the examination or investigation. Includes discussion papers, proposals, reports, questionnaires, reviews and returns.  <i>See 16.09.03 for the final version of the council's annual report.</i> <i>See 16.12.07 for reporting statistics relating to Right to Information requests.</i>	
16.11.01	Final versions of formal internal and external reports prepared by or for the Council.	TEMPORARY Destroy 5 years after action completed.
16.11.02	Statistical information collected by council and forwarded to the Australian Bureau of Statistics. Records may include: <ul style="list-style-type: none"> <li>• copies of returns</li> <li>• related correspondence</li> </ul>	TEMPORARY Destroy 2 years after action completed.
16.11.03	Statistical information collected by or for the council relating to major information management activities of the Council that is not sent to the Australian Bureau of Statistics.	PERMANENT
16.11.04	Statistical information collected by or for council that is not forwarded to the Australian Bureau of Statistics and does not relate to major activities of the council.	TEMPORARY Destroy 2 years after action completed.
16.11.05	Records documenting responses to questionnaires and surveys requested by outside organisations.	TEMPORARY Destroy 2 years after action completed.
<b>16.12.00</b>	<b>Right to Information (INFORMATION MANAGEMENT)</b> The activity of managing access to information held by Council in accordance with Right to Information legislation.  <i>See 04.09.01 for general enquiries about the Right to Information process.</i> <i>See 16.03.00 for enquiries received before 1 July 2010 which will be dealt with under the Freedom of Information Act.</i>	
16.12.01	Records documenting requests under the Right to Information Act where the information was published immediately in response. Includes requests which were, in part, referred to other councils or agencies.	TEMPORARY Destroy 2 years after action completed.
16.12.02	Records documenting requests for information under the Right to Information Act which were rejected on the grounds that active, routine or required disclosure had been, or was about to be, made. Includes requests which were, in part, referred to other councils or agencies.	TEMPORARY Destroy 2 years after action completed.
16.12.03	Records documenting the process of assessed disclosure in response to a request under the Right to Information Act, whether or not any or all of the information was published. Includes requests which were, in part, referred to other councils or agencies. Also includes details of any third party consultations and any negotiations with the applicant to extend the response time and applications to the Ombudsman to extend the response time in complex cases where negotiation has failed.	TEMPORARY Destroy 7 years after action completed.

16.12.04	Records documenting requests under the Right to Information Act which were referred, in their entirety, to other councils or agencies.	TEMPORARY Destroy 2 years after action completed.
16.12.05	Records documenting internal and external reviews of decisions made in relation to requests under the Right to Information Act.	TEMPORARY Destroy 7 years after action completed.
16.12.06	Records of delegations to officers in accordance with Section 21 of the Right to Information Act.	TEMPORARY Destroy 5 years after expiry of appointment.
16.12.07	Statistical records of requests under the Right to Information Act and council's response to them including reports forwarded to the Department of Justice.	TEMPORARY Destroy 3 years after action completed.
<b>16.13.00</b>	<b>Standards (INFORMATION MANAGEMENT)</b> The process of implementing industry or Council benchmarks for services and processes to enhance the quality and efficiency of the organisation.	
16.13.01	Records documenting Council compliance with mandatory or optional standards or with statutory requirements. These include: <ul style="list-style-type: none"> <li>• Archives Act 1983</li> <li>• Libraries Act 1984</li> <li>• AS ISO 15489 Records Management</li> <li>• allocation of ISBN, ISSN and URL identifiers</li> </ul>	TEMPORARY Destroy 7 years after action completed.
<b>17.00.00</b>	<b>INFORMATION TECHNOLOGY</b> The function of acquiring and managing communications and information technology and databases 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 e-mail, internet, intranet and web sites.	
<b>17.01.00</b>	<b>Acquisition (INFORMATION TECHNOLOGY)</b> The process of gaining ownership or use of property and other items required in the conduct of business through purchase or requisitions.  <i>See 06.04.00 for obtaining the services of contractors and consultants.</i> <i>See 06.19.00 for the process of receiving and assessing tenders.</i>	
17.01.01	Records documenting the acquisition of technology and telecommunications equipment, goods and services where there is no tender or contract process. Records may include: <ul style="list-style-type: none"> <li>• quotations</li> <li>• orders</li> <li>• correspondence</li> </ul>	TEMPORARY Destroy 7 years after the equipment is superseded.
17.01.02	Records documenting the acquisition of software licenses and upgrades.	TEMPORARY Destroy 7 years after agreement expired.
<b>17.02.00</b>	<b>Agreements (INFORMATION TECHNOLOGY)</b> The processes associated with the establishment, maintenance, review and negotiation of agreements. Includes agreements between Council and service providers and State agencies to provide services. Also includes agreements between councils to provide services.	

17.02.01	Records documenting the establishment, maintenance and review of agreements including final versions of agreements, maintenance agreements and service level agreements.	TEMPORARY Destroy 7 years after expiry of agreement.
<b>17.03.00</b>	<b>Application Development (INFORMATION TECHNOLOGY)</b> The activities associated with developing software and programming codes to run business applications. Includes specifications, testing, pilot testing or studies, prototyping and metadata requirements.	
17.03.01	Records relating to the development of applications or adaptations of software acquired from outside council.	TEMPORARY Destroy 3 years after system is replaced.
<b>17.04.00</b>	<b>Compliance (INFORMATION TECHNOLOGY)</b> 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>See 06.01.00 for the process of validating compliance against records. See 17.10.00 for records relating to the monitoring of day to day operations.</i>	
17.04.01	Records documenting Council compliance with mandatory or optional standards and with statutory requirements.	TEMPORARY Destroy 7 years after action completed.
<b>17.05.00</b>	<b>Data Management (INFORMATION TECHNOLOGY)</b> The activities associated with the building, prototyping and testing of databases. Includes the administration and protection of databases.	
17.05.01	Data logging records for on-line and internet resources that provide information or advice which may have possible legal significance (e.g. system access logs, internet access logs, system change logs and audit trails, etc which show a history of access or change to data).  <i>See 17.05.02 for data logging records that do not have legal significances.</i>	TEMPORARY Destroy 7 years after action completed.
17.05.02	Records relating to the maintenance of data integrity, including data logging records that do not provide information or advice that may have possible legal significance.  <i>See 17.05.01 for data logging records that may have legal significances.</i>	TEMPORARY Destroy 2 years after action completed.
17.05.03	Records relating to the migration of information and communications systems and data from one platform to another.	TEMPORARY Destroy after next cycle.
<b>17.06.00</b>	<b>Disposal (INFORMATION TECHNOLOGY)</b> The process of disposing of equipment no longer required by Council, by sale, transfer, termination of lease, auction, or destruction.	
17.06.01	Records relating to disposal by sale or other means of council's equipment	TEMPORARY Destroy 7 years after action completed.
17.06.02	Records relating to disposal arrangements which are not finalised	TEMPORARY Destroy 2 years after action completed.
<b>17.07.00</b>	<b>Evaluation (INFORMATION TECHNOLOGY)</b> 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.	

17.07.01	Records documenting the evaluation of services and systems.	TEMPORARY Destroy 5 years after action completed.
<b>17.08.00</b>	<b>Implementation (INFORMATION TECHNOLOGY)</b> The activities associated with carrying out or putting into action, plans, policies, procedures or instructions. 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.	
17.08.01	Records documenting the application of counter disaster plan or business continuity plan following a significant incident including a copy of the plan implemented.  <i>See 17.08.02 for the implementation of plans that do not have a significant impact on council.</i>	PERMANENT
17.08.02	Records documenting the application of counter disaster plan or business continuity plan following an incident that does not have a significant impact on council.  <i>See 17.08.01 for the implementation of plans that are significant.</i>	TEMPORARY Destroy 7 years after action completed.
17.08.03	Records documenting the implementation of systems including project management of the implementation.	TEMPORARY Destroy 5 years after action completed.
17.08.04	Records documenting the implementation of plans, policies and procedures.  <i>See 17.11.00 for development of plans</i> <i>See 17.12.00 for development of procedures</i>	TEMPORARY Destroy 5 years after action completed.
<b>17.09.00</b>	<b>Maintenance (INFORMATION TECHNOLOGY)</b> The activities associated with the upkeep, repair, servicing and preservation of internal/external conditions of premises, equipment, infrastructure, and public facilities.	
17.09.01	Records relating to the maintenance and upkeep of systems.	TEMPORARY Destroy 5 years after action completed.
<b>17.10.00</b>	<b>Monitoring (INFORMATION TECHNOLOGY)</b> Activities that check, observe, or record the operation of equipment, infrastructure, services or systems.  <i>See 17.04.00 for records that result in the Councils compliance with mandatory or optional standards and with statutory requirements.</i>	
17.10.01	Records relating to the activities associated with monitoring and performance management of computer systems and communications network systems operations on a daily basis.	TEMPORARY Destroy 3 years after action completed.
<b>17.11.00</b>	<b>Planning (INFORMATION TECHNOLOGY)</b> The process of formulating ways in which objectives can be achieved. Includes the determination of services and needs, and the solution to those needs.	
17.11.01	Records relating to the development of strategic planning for information technology in the organisation. Including final version of plan.	TEMPORARY Destroy 10 years after date superseded.

17.11.02	Records documenting the development of information technology plans. Records may include: <ul style="list-style-type: none"> <li>• reports analysing issues</li> <li>• comments received from other areas of council</li> </ul>	TEMPORARY Destroy 1 year after adoption of the final plan.
<b>17.12.00</b>	<b>Procedures (INFORMATION TECHNOLOGY)</b> The process of applying standard methods of operation to activities undertaken by Council according to formulated policy.  <i>See 13.08.00 for policies formally adopted by Council.</i>	
17.12.01	Records documenting the development of Council procedures and final versions of Council manuals and instructions relating to the Information Technology function.	TEMPORARY Destroy 7 years after superseded or revoked.
17.12.02	Copies of instructions, procedures, manuals and circulars issued by a central agency or the Local Government Board.  <i>See 17.12.05 for hardware and software operating manuals.</i>	TEMPORARY Destroy after superseded or revoked.
17.12.03	Records documenting the internal and external notification of changes to, or the implementation of new policies, procedures, instructions or notification of significant events.	TEMPORARY Destroy 7 years after action completed.
17.12.04	Routine instructions to staff and contractors.	TEMPORARY Destroy 2 years after action completed.
17.12.05	Operating manuals for technology and telecommunications equipment, facilities or software not developed by the Council.	TEMPORARY Destroy after reference ceases.
<b>17.13.00</b>	<b>Reporting (INFORMATION TECHNOLOGY)</b> The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements or findings of the results of the examination or investigation. Includes discussion papers, proposals, reports, questionnaires, reviews and returns.  <i>See 16.09.03 for the final version of the council's annual report.</i>	
17.13.01	Final versions of formal internal and external reports prepared by or for the Council.  <i>See 16.09.03 for final versions of council's annual report.</i>	TEMPORARY Destroy 5 years after action completed.
<b>17.14.00</b>	<b>Security (INFORMATION TECHNOLOGY)</b> 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.	
17.14.01	Records relating to the security of information technology systems	TEMPORARY Destroy 5 years after system closed or migrated to successor system.
<b>17.15.00</b>	<b>Standards (INFORMATION TECHNOLOGY)</b> The process of implementing industry or Council benchmarks for services and processes to enhance the quality and efficiency of the organisation.  <i>See 07.06.01 for reviews and recommendations on benchmarking and evaluation of Council service delivery.</i>	

17.15.01	Records documenting the implementation of industry, government and council standards.	TEMPORARY Destroy 7 years after action completed.
<b>17.16.00</b>	<b>User Support (INFORMATION TECHNOLOGY)</b> The activity of providing advice and technical support to end users to resolve problems, difficulties and undertake improvements in information technology.	
17.16.01	Records relating to the user service delivery and arrangements for after hours support, help desk access and user groups.	TEMPORARY Destroy 2 years after action completed.
<b>18.00.00</b>	<b>LAND USE AND PLANNING</b> The function of establishing a medium to long term policy framework for the management of the natural and built environments. Includes development applications that are assessed against relevant planning scheme provisions.  <i>See 04.07.00 for the community consultation process</i>	
<b>18.01.00</b>	<b>Appeals (LAND USE AND PLANNING)</b> The activity of managing an application or proceeding for review of Council's development decisions by a higher tribunal.	
18.01.01	Precedent setting cases and cases resulting in significant changes to council policies and standards. Records may include: petitions.	PERMANENT
18.01.02	Non-precedent setting cases and cases not resulting in significant changes to council policies and standards. Records may include: petitions.	TEMPORARY Destroy 7 years after action completed.
<b>18.02.00</b>	<b>Development Applications (LAND USE AND PLANNING)</b> Development applications relate to planning permits for sites or subdivision, these relate to specific addresses or locations and not to broader regional plans.  <i>See 12.17.00 for bonds held by councils for uncompleted works or maintenance relating to subdivisions.</i>	
18.02.01	Successful and unsuccessful development applications. Records may include: <ul style="list-style-type: none"> <li>• Application</li> <li>• Plan</li> <li>• Advertisement</li> <li>• Neighbourhood notification</li> <li>• Letters of representation</li> <li>• Mediation Minutes</li> <li>• Permit</li> <li>• Records relating to possible appeal.</li> </ul> <i>See 18.02.02 for development applications for non-habitable buildings or structures.</i>	PERMANENT
18.02.02	Development applications for non-habitable buildings or structures such as carports, private garages, fences, swimming pools and signs within a municipal jurisdiction.  <i>See 18.02.01 for all other development applications</i>	TEMPORARY Destroy 10 years after action completed.

<b>18.03.00</b>	<b>Inspections (LAND USE AND PLANNING)</b> The process of officially examining facilities, properties, equipment and items, to ensure compliance with standards.  <i>See 18.04.00 for the process of issuing notices for failure to comply with zoning standards.</i>	
18.03.01	Inspection of unauthorised use of zoned areas.	TEMPORARY Destroy 7 years after action completed.
<b>18.04.00</b>	<b>Notifications (LAND USE AND PLANNING)</b> The activities of notifying businesses and residents of Council's intention to undertake an action or notifying businesses and residents of a failure to comply with a statute or regulation, or the need to undertake an action or abate a nuisance. Includes notifications to the Council of compliance or action from businesses or residents. Also includes the management of notices.  <i>See 19.10.00 for the formal order and declarations directing compliance with regulations and by laws. See DA2158 for heritage and conservation orders issued by State or Federal government organisations or classification by the National Trust</i>	
18.04.01	Notifications of unauthorised use of zoned areas.	PERMANENT
18.04.02	Copies of development notices and conformity notices.	TEMPORARY Destroy 7 years after action completed.
<b>18.05.00</b>	<b>Planning (LAND USE AND PLANNING)</b> The process of formulating ways in which objectives can be achieved. Includes the determination of services and needs, and the solution to those needs.	
18.05.01	Records relating to establishing planning instruments and controls and providing for them to be amended, including certified master copy of Planning Scheme approved by the Minister. Includes records relating to the development and support of the planning scheme such as local area plans.	PERMANENT
18.05.02	Records relating to representations made to planning schemes.  <i>See 04.07.00 for the community consultation process</i>	PERMANENT
18.05.03	Records relating to the advertisement of planning schemes and amendments.	TEMPORARY Destroy 5 years after action completed.
<b>18.06.00</b>	<b>Procedures (LAND USE AND PLANNING)</b> The process of applying standard methods of operation to activities undertaken by Council according to formulated policy.  <i>See 13.08.00 for policies formally adopted by Council.</i>	
18.06.01	Records documenting the development of council procedures and final versions of council manuals and instructions relating to the Land Use and Planning function.	TEMPORARY Destroy 7 years after date superseded.
18.06.02	Copies of instructions, procedures, manuals and circulars issued by a central agency or the Local Government Board.	TEMPORARY Destroy after superseded or revoked.
18.06.03	Records documenting the internal and external notification of changes to, or the implementation of new policies, procedures, instructions or notification of significant events.	TEMPORARY Destroy 7 years after action completed.

18.06.04	Routine instructions to staff and contractors.	TEMPORARY Destroy 2 years after action completed.
<b>18.07.00</b>	<b>Programs (LAND USE AND PLANNING)</b> Activities relating to a grouping of related projects managed under a common business strategy to achieve a desired outcome.	
18.07.01	Heritage protection programs including submissions to heritage bodies, National Trust, Australian Heritage Commission. Historical studies may include significant trees.  <i>See 18.09.00 for the registration of the outcome.</i>	TEMPORARY Destroy 5 years after action completed.
<b>18.08.00</b>	<b>Referrals (LAND USE AND PLANNING)</b> The activity of referring development applications to the Tasmanian Water and Sewerage Corporation and the referral of development applications affecting land close to Council boundaries to the neighbouring council for comment.	
18.08.01	Records documenting referral, as a matter of courtesy, of development applications near Council boundaries to neighbouring councils or authorities and any comments or representations received in response. Includes Council's comments or representations in response to development applications referred to it, as a matter of courtesy, by neighbouring councils.	TEMPORARY Destroy 2 years after action completed.
18.08.02	Record documenting the tracking of the referral of development applications to the Tasmanian Water and Sewerage Corporation.  <i>See 18.02.00 for the response from the Tasmanian Water and Sewerage Corporation.</i>	TEMPORARY Destroy 2 years after action completed.
<b>18.09.00</b>	<b>Registration (LAND USE AND PLANNING)</b> Activities to record, catalogue, inventory or list. Also includes managing registers.	
18.09.01	Register of significant sites records may include: <ul style="list-style-type: none"> <li>• Register of significant trees</li> <li>• Register of heritage schedule</li> </ul> <i>See 11.14.01 for the registration of contaminated sites</i>	PERMANENT
18.09.02	Registers and indexes recording summary details of each application.	PERMANENT
<b>18.10.00</b>	<b>Reporting (LAND USE AND PLANNING)</b> The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements or findings of the results of the examination or investigation. Includes discussion papers, proposals, reports, questionnaires, reviews and returns.  <i>See 16.09.03 for the final version of the council's annual report.</i>	
18.10.01	Final versions of formal internal and external reports prepared by or for the Council.	TEMPORARY Destroy 5 years after action completed.
18.10.02	Statistical information collected by the Council and forwarded to the Australian Bureau of Statistics. Records may include: <ul style="list-style-type: none"> <li>• copies of returns</li> <li>• related correspondence</li> </ul>	TEMPORARY Destroy 2 years after action completed.



18.10.03	Statistical information collected by or for the Council relating to major land use and planning activities of the Council that is not forwarded to the Australian Bureau of Statistics.  <i>See 18.10.02 for statistics forwarded to the Australian Bureau of Statistics.</i>	PERMANENT
18.10.04	Statistical information collected by or for the council that does not relate to major land use and planning activities and is not reported to the Australian Bureau of Statistics.	TEMPORARY Destroy 2 years after action completed.
18.10.05	Records documenting responses to questionnaires and surveys requested by outside organisations.	TEMPORARY Destroy 2 years after action completed.
<b>18.11.00</b>	<b>Standards (LANDUSE AND PLANNING)</b> The process of implementing industry or Council benchmarks for services and processes to enhance the quality and efficiency of the organisation.	
18.11.01	Records relating to the establishment and implementation of development standards and codes. Issues covered may include: <ul style="list-style-type: none"> <li>• Headworks</li> <li>• Public open space</li> <li>• Car parks</li> </ul>	PERMANENT
<b>18.12.00</b>	<b>Zoning (LAND USE AND PLANNING)</b> The activity of managing the classification of land in the Council area according to permitted uses and issues including flood prone areas.	
18.12.01	Zoning summary records including the official map.	PERMANENT
18.12.02	Records of administration of scheme amendments, including exhibitions, preliminary studies.	TEMPORARY Destroy 10 years after action completed.
18.12.03	Applications for reclassification and changing of zones to allow for different land uses.	PERMANENT
<b>19.00.00</b>	<b>LAWS AND ENFORCEMENT</b> The function of regulating, notifying, prosecuting, and applying penalties in relation to Council's regulatory role.	
<b>19.01.00</b>	<b>Agreements (LAWS AND ENFORCEMENT)</b> The processes associated with the establishment, maintenance, review and negotiation of agreements. Includes agreements between Council and service providers and State agencies to provide services. Also includes agreements between councils to provide services.	
19.01.01	Records documenting the establishment, maintenance and review of agreements. Records may include: <ul style="list-style-type: none"> <li>• final versions of agreements</li> <li>• maintenance agreements</li> <li>• service level agreements.</li> </ul>	TEMPORARY Destroy 7 years after expiry of agreement.
<b>19.02.00</b>	<b>Appeals (LAWS AND ENFORCEMENT)</b> The activity of appealing the decision of a court or tribunal.	
19.02.01	Records documenting Council appeals against decisions of courts or tribunals where the outcome arouses public controversy or affects a significant local amenity.	PERMANENT

19.02.02	Records documenting appeals against the decisions of courts and tribunals that are neither controversial nor affect significant local amenities.	TEMPORARY Destroy 5 years after action completed.
<b>19.03.00</b>	<b>Campaigns (LAWS AND ENFORCEMENT)</b> Activities associated with raising awareness of a special program to achieve a purpose.	
19.03.01	Publicity and awareness raising campaigns in relation to laws and regulatory requirements and/or improve compliance.	TEMPORARY Destroy 5 years after action completed.
<b>19.04.00</b>	<b>Certification (LAWS AND ENFORCEMENT)</b> The activity of providing a statement, written and signed, which is by law evidence of the truth of the facts stated.	
19.04.01	Applications for and copies of certificates notifying intending purchaser of Council rights and powers over property being sold.	TEMPORARY Destroy 7 years after superseded or revoked.
19.04.02	Records relating to certifications and notifications that land is not subject to outstanding notices or orders.	TEMPORARY Destroy 7 years after action completed.
<b>19.05.00</b>	<b>Infringements (LAWS AND ENFORCEMENT)</b> Activities associated with handling breaches of rules and laws.  <i>See 19.10.00 for the formal order and declarations directing compliance with regulations and by laws.</i> <i>See 19.13.00 for a matter that results in a court action.</i> <i>See 21.04.00 for disciplinary matters concerning Council employees.</i> <i>See 22.06.07 for parking and speeding infringements incurred by Council employees.</i>  <b>Note:</b> See Notifications under the relevant function for matters that are resolved by negotiation.	
19.05.01	Records of infringements for offences where legal action results.  <i>See 19.05.03 for records of infringements for offences relating to dangerous dogs.</i>	TEMPORARY Destroy 7 years after action completed.
19.05.02	Records of infringements for minor offences where no legal action results. These include: <ul style="list-style-type: none"> <li>• domestic animals and livestock</li> <li>• traffic and parking regulations</li> <li>• fire prevention</li> <li>• occupancy and building regulations</li> <li>• withdrawal of infringements</li> </ul> <i>See 19.05.03 for records of infringements for offences relating to dangerous dogs.</i>	TEMPORARY Destroy 3 years after action completed.
19.05.03	Records of infringements for offences regarding Dangerous Dogs.	TEMPORARY Destroy 10 years after action completed.
<b>19.06.00</b>	<b>Investigations (LAWS AND ENFORCEMENT)</b> The activity of investigating breaches of laws and regulations.  <i>See 19.09.00 for notices issued by investigation.</i>	
19.06.01	Records of investigations of offences under regulations.	TEMPORARY Destroy 10 years after action completed.

<b>19.07.00</b>	<b>Licensing (LAWS AND ENFORCEMENT)</b> The activities associated with authorising and granting permission to conduct business on premises.  <i>See 01.08.00 for dog and companion animal registration</i>  <b>Note:</b> See Permits under the relevant function for short term or temporary permits, issued in accordance with an Act or By-law.	
19.07.01	Records relating to the licensing of marine structures (including boatsheds and jetties) for public use.	PERMANENT
19.07.02	Records relating to licensing including applications, investigations of applicants, and transferrals licences. Includes licences for: <ul style="list-style-type: none"> <li>• Place of Assembly</li> <li>• markets</li> <li>• stallholders</li> <li>• hawkers</li> <li>• kennels</li> <li>• stables</li> <li>• prescribed food premises (including kerbside vendors)</li> <li>• advertising billboards</li> <li>• liquor</li> <li>• caravans</li> <li>• fireworks</li> <li>• weighbridges.</li> </ul>	TEMPORARY Destroy 1 year after expiry of licence.
19.07.03	Records of licence applications or renewals that were refused or declined and related documentation.	TEMPORARY Destroy 5 years after action completed.
<b>19.08.00</b>	<b>Local Laws (LAWS AND ENFORCEMENT)</b> The process of enactment of State legislation and regulation by the powers invested in the council.	
19.08.01	Final record of each by-law endorsed by the Council.	PERMANENT
19.08.02	Records relating to the development of each by-law endorsed by Council.	TEMPORARY Destroy 15 years after expiry or revocation.
19.08.03	Records relating to the development of each by-law that is not endorsed by Council.	TEMPORARY Destroy 5 years after action completed.
19.08.04	Records relating to the advertisement of proposed by-laws and amendments.	TEMPORARY Destroy 5 years after action completed.
<b>19.09.00</b>	<b>Notifications (LAWS AND ENFORCEMENT)</b> The activities of notifying businesses and residents of Council's intention to undertake an action or notifying businesses and residents of a failure to comply with a statute or regulation, or the need to undertake an action or abate a nuisance. Includes the management of notices.  <i>See 19.10.00 for the formal order and declarations directing compliance with regulations and by laws.</i> <i>See 19.05.00 for Council's commencement of legal action.</i>  <b>Note:</b> Use this for notices that result from a formal investigation. For all other notices see the relevant function.	
19.09.01	Abatement notices issued relating to offences under local and other laws, and instructions for rectification or remediation.	TEMPORARY Destroy 7 years after action completed.

<b>19.10.00</b>	<b>Orders (LAWS AND ENFORCEMENT)</b> The activities associated with managing orders. Includes orders or declarations issued by Council that direct compliance with regulations or controls such as building orders, emergency orders, or health orders.  <i>See 19.09.00 for notices issued by investigation.</i> <i>See 19.05.00 for Council's commencement of legal action.</i>	
19.10.01	Orders and declarations relating directly to compliance with building regulations and by laws.  <i>See 19.10.02 for orders that do not relate to building compliance.</i>	TEMPORARY Destroy 20 years after action completed.
19.10.02	Orders and declarations relating directly to compliance with regulations and by laws.  <i>See 19.10.01 for orders that relate to building compliance.</i>	TEMPORARY Destroy 7 years after action completed.
<b>19.11.00</b>	<b>Penalties (LAWS AND ENFORCEMENT)</b> The activities associated with managing a fine or other punishment incurred for an infringement of a law, regulation, notice or order.  <i>See 12.01.00 for the payment of monetary fines.</i>	
19.11.01	Records relating to the seizure and sale of property.  <i>See 19.11.02 for abandoned cars</i>	TEMPORARY Destroy 7 years after action completed.
19.11.02	Records relating to the impounding and disposal of abandoned vehicles. Includes notices from Tasmanian Police and any records created by Council or its contractor in selling or otherwise disposing of the vehicle.	TEMPORARY Destroy 2 years after action completed.
<b>19.12.00</b>	<b>Procedures (LAWS AND ENFORCEMENT)</b> The process of applying standard methods of operation to activities undertaken by Council according to formulated policy.  <i>See 13.08.00 for policies formally adopted by Council.</i>	
19.12.01	Records documenting the development of council procedures and final versions of council manuals and instructions relating to the laws and enforcement function.	TEMPORARY Destroy 7 years after superseded or revoked.
19.12.02	Copies of instructions, procedures, manuals and circulars issued by a central agency or the Local Government Board.	TEMPORARY Destroy after superseded or revoked.
19.12.03	Records documenting the internal and external notification of changes to, or the implementation of new policies, procedures, instructions or notification of significant events.	TEMPORARY Destroy 7 years after action completed.
19.12.04	Routine instructions to staff and contractors.	TEMPORARY Destroy 2 years after action completed.
<b>19.13.00</b>	<b>Prosecutions (LAWS AND ENFORCEMENT)</b> The activities involved in managing lawsuits or legal proceedings between Council and other parties, where there is a dispute over notices, infringements, etc.	
19.13.01	Records of cases which involved legal proceedings for enforcement.	TEMPORARY Destroy 7 years after action completed.

<b>19.14.00</b>	<b>Registration (LAWS AND ENFORCEMENT)</b> Activities to record, catalogue, inventory or list. Also includes managing registers.	
19.14.01	Registers and indexes of prosecutions for infringements of Acts, Regulations and By-laws.	PERMANENT
19.14.02	Register of infringements	TEMPORARY Destroy 7 years after date of last action.
19.14.03	Register of licences.	PERMANENT
<b>19.15.00</b>	<b>Reporting (LAWS AND ENFORCEMENT)</b> The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements or findings of the results of the examination or investigation. Includes discussion papers, proposals, reports, questionnaires, reviews and returns.  <i>See 16.09.03 for the final version of the council's annual report.</i>	
19.15.01	Final versions of formal internal and external reports prepared by or for the Council.	TEMPORARY Destroy 5 years after action completed.
19.15.02	Statistical information collected by the Council and forwarded to the Australian Bureau of Statistics. Records may include: <ul style="list-style-type: none"> <li>• copies of returns</li> <li>• related correspondence</li> </ul>	TEMPORARY Destroy 2 years after action completed.
19.15.03	Statistical information collected by or for the Council relating to major laws and enforcement activities of the Council that is not forwarded to the Australian Bureau of Statistics.  <i>See 19.15.02 for statistics forwarded to the Australian Bureau of Statistics.</i>	PERMANENT
19.15.04	Statistical information collected by or for the council that does not relate to major laws and enforcement activities and is not reported to the Australian Bureau of Statistics.	TEMPORARY Destroy 2 years after action completed.
19.15.05	Records documenting responses to questionnaires and surveys requested by outside organisations.	TEMPORARY Destroy 2 years after action completed.
<b>19.16.00</b>	<b>Standards (LAWS AND ENFORCEMENT)</b> The process of implementing industry or Council benchmarks for services and processes to enhance the quality and efficiency of the organisation.	
19.16.01	Records documenting the implementation of industry, government and council standards.	TEMPORARY Destroy 7 years after action completed.
<b>19.17.00</b>	<b>Submissions (LAWS AND ENFORCEMENT)</b> The preparation and submission of a formal statement (eg. report, statistics, etc.) supporting a case or opinion held by Council which is submitted to another Council or organisation, or within Council.	
19.17.01	Records of substantive submissions made on matters not relating directly to Council's functions.  <i>See 06.10.01 for submissions relating directly to Council functions.</i>	PERMANENT
19.17.02	Requests for comments, cases where only routine information is provided or no response.	TEMPORARY Destroy 1 year after action completed.

<b>20.00.00</b>	<b>LEGAL SERVICES</b> 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.  <i>See 19.00.00 for prosecutions and enforcement of regulations.</i> <i>See 14.04.00 for Councils participation in inquiries through the provision of evidence in the form of records, submissions, etc.</i>	
<b>20.01.00</b>	<b>Acquisition and Disposal (LEGAL SERVICES)</b> Acquisition is the process of gaining use of property, whether by agreement or by obtaining easements on land titles. Disposal is the process of relinquishing easements.	
20.01.01	Records documenting Council's easement on a title.	TEMPORARY Destroy 3 years after date registered.
<b>20.02.00</b>	<b>Advice (LEGAL SERVICES)</b> The activities associated with offering opinions by or to Council as to an action or judgement, including the process of advising. Includes the provision of formal opinions by Council's legal advisers.	
20.02.01	Legal opinions, advice and interpretations of legislation.	PERMANENT
20.02.02	General advice to the public on legislation administered by the council.	TEMPORARY Destroy 2 years after action completed.
<b>20.03.00</b>	<b>Agreements (LEGAL SERVICES)</b> The processes associated with the establishment, maintenance, review and negotiation of agreements. Includes agreements between Council and service providers and State agencies to provide services. Also includes agreements between councils to provide law enforcement services, such as rangers, or to provide services to other agencies such as Police, National Parks and Wildlife Service (NPWS) or Quarantine Services.	
20.03.01	Records documenting the establishment, maintenance and review of agreements including final versions of agreements.	TEMPORARY Destroy 7 years after expiry, completion or termination of agreement.
<b>20.04.00</b>	<b>Appeals (LEGAL SERVICES)</b> The activity of responding to an application or proceeding for review of Council's decisions by a court or tribunal.	
20.04.01	Records documenting Council response to appeals against its decisions where the outcome arouses public controversy or affects a significant local amenity.	PERMANENT
20.04.02	Records documenting Council response to appeals against its decisions where the outcome does not arouse public controversy or affect a significant local amenity.	TEMPORARY Destroy 5 years after action completed.
<b>20.05.00</b>	<b>Compliance (LEGAL SERVICES)</b> 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>See 21.13.00 for records of notifiable incidents under the Work Health and Safety Act 2012 and its associated regulations</i>	

20.05.01	Records documenting Council compliance with mandatory or optional standards and with statutory requirements. Includes those set out in Quality System Guidelines AS/NZ 3905.6: 1995 for the Legal Profession.	TEMPORARY Destroy 7 years after action completed.
<b>20.06.00</b>	<b>Litigation (LEGAL SERVICES)</b> The activities involved in managing lawsuits or legal proceedings between Council and other parties.  <i>See 21.13.00 for records of notifiable incidents under the Work Health and Safety Act 2012 and its associated regulations</i>	
20.06.01	Records documenting litigation matters that result in legal precedent.	PERMANENT
20.06.02	Records documenting litigation matters that do not result in legal precedent.	TEMPORARY Destroy 7 years after action completed.
<b>20.07.00</b>	<b>Planning (LEGAL SERVICES)</b> The process of formulating ways in which objectives can be achieved. Includes the determination of services and needs, and the solution to those needs.	
20.07.01	Records documenting the development and revision of legal service plans including final versions of plans.	TEMPORARY Destroy 10 years after action completed.
<b>20.08.00</b>	<b>Procedures (LEGAL SERVICES)</b> The process of applying standard methods of operation to activities undertaken by Council according to formulated policy.  <i>See 13.08.00 for policies formally adopted by Council.</i>	
20.08.01	Records documenting the development of Council procedures and final versions of Council manuals and instructions relating to the Legal Services function.	TEMPORARY Destroy 7 years after superseded or revoked.
20.08.02	Copies of instructions, procedures, manuals and circulars issued by a central agency or the Local Government Board.	TEMPORARY Destroy after superseded or revoked.
20.08.03	Records documenting the internal and external notification of changes to, or the implementation of new policies, procedures, instructions or notification of significant events.	TEMPORARY Destroy 7 years after action completed.
20.08.04	Routine instructions to staff and contractors.	TEMPORARY Destroy 2 years after action completed.
<b>20.09.00</b>	<b>Reporting (LEGAL SERVICES)</b> The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements or findings of the results of the examination or investigation. Includes discussion papers, proposals, reports, questionnaires, reviews and returns.  <i>See 16.09.03 for final versions of annual reports.</i>	
20.09.01	Final versions of formal internal and external reports prepared by or for the Council.	TEMPORARY Destroy 5 years after action completed.

20.09.02	Statistical information collected by the Council and forwarded to the Australian Bureau of Statistics. Records may include: <ul style="list-style-type: none"> <li>• copies of returns</li> <li>• related correspondence</li> </ul>	TEMPORARY Destroy 2 years after action completed.
20.09.03	Statistical information collected by or for the Council relating to major legal services activities of the Council that is not forwarded to the Australian Bureau of Statistics.	PERMANENT
20.09.04	Statistical information collected by or for the Council that does not relate to major legal services activities and is not reported to the Australian Bureau of Statistics.	TEMPORARY Destroy 2 years after action completed.
20.09.05	Records documenting responses to questionnaires and surveys requested by outside organisations.	TEMPORARY Destroy 2 years after action completed.
<b>20.10.00</b>	<b>Reviewing (LEGAL SERVICES)</b> The activities involved in re-evaluating or re-examining products, processes, procedures, standards and systems. Includes recommendations and advice resulting from these activities.	
20.10.01	Records documenting reviews of Council legal services programs and operations including final reports.	TEMPORARY Destroy 5 years after action completed.
<b>20.11.00</b>	<b>Submissions (LEGAL SERVICES)</b> The preparation and submission of a formal statement (eg. report, statistics, etc.) supporting a case or opinion held by Council which is submitted to another Council or organisation, or within Council.  <i>See 14.04.00 for submissions regarding formal committees of inquiry.</i>	
20.11.01	Records documenting the preparation of Council submissions.  <i>See 14.10.00 for submissions to government bodies.</i>	TEMPORARY Destroy 2 years after action completed.
<b>21.00.00</b>	<b>PERSONNEL</b> 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, occupational health and safety, staff training and development, and arrangements for staff travel.  <i>See 13.08.00 for employment policies adopted by council.</i>	
<b>21.01.00</b>	<b>Arrangements (PERSONNEL)</b> The activities involved in arranging events and personnel functions. Includes preparing guest lists and invitations.  <i>See 04.02.00 for arranging community events.</i> <i>See 26.01.00 for cultural and heritage or sporting events organised in conjunction with council.</i>	
21.01.01	Records of arrangements for social events and personnel functions	TEMPORARY Destroy 1 year after action completed.



<b>21.02.00</b>	<b>Authorisations (PERSONNEL)</b> The process of seeking and granting permission to undertake a requested action. Includes authorising delegations.  <i>See 13.02.00 for the use of the Council seal.</i>	
21.02.01	Register of delegations granted to Council staff.	PERMANENT
21.02.02	Records documenting notifications of, and conditions of, delegations granted to employees.	TEMPORARY Destroy 10 years after superseded or revoked.
21.02.03	Records of firearm licences held by employees.	TEMPORARY Destroy 2 years after expiry of licence.
21.02.04	Records documenting the authorisation of internal Contact Officers to assist staff with grievances.	TEMPORARY Destroy 2 years after authority ceases.
<b>21.03.00</b>	<b>Awards (Prizes) (PERSONNEL)</b> The activity of managing awards for the recognition of service for employees.  <i>See 04.03.00 for activities to award Honours such as the Australian of the Year and Order of Australia.</i>	
21.03.01	Records of awards recognising significant service by employees.	PERMANENT
21.03.02	Records of routine or periodic awards for service such as "employee of the month".	TEMPORARY Destroy 5 years after action completed.
<b>21.04.00</b>	<b>Discipline (PERSONNEL)</b> The activities and actions associated with the disciplinary process. Includes investigation, charges, formal inquiries, punishment and appeals.  <i>See 21.29.00 for counselling or guidance provided to individual employees.</i>	
21.04.01	Records documenting investigations of suspected misconduct and unproved charges. Records may include: <ul style="list-style-type: none"> <li>• supervisor's notes</li> <li>• investigation documents</li> <li>• evidence</li> <li>• statements and responses made by the employee concerned</li> </ul> <i>See 21.07.00 for investigations of discrimination or harassment complaints.</i>	TEMPORARY Destroy 2 years after action completed.
21.04.02	Records documenting infringements by an employee.	TEMPORARY Destroy 2 years after action completed.
21.04.03	Records documenting the handling of proven offences which result in admonition. Records may include: <ul style="list-style-type: none"> <li>• supervisor's notes of interview</li> <li>• investigation documents</li> <li>• evidence</li> <li>• statements and responses made by the employee concerned</li> <li>• counselling (and a record of any warning given)</li> </ul>	TEMPORARY Destroy 2 years after the offence was proven.

21.04.04	<p>Records documenting disciplinary action relating to proven offences and action proposed as a result of a criminal offence. Includes sanctions such as fines, transfer, demotion or dismissal. Records may include:</p> <ul style="list-style-type: none"> <li>• supervisor's notes of interview</li> <li>• investigation documents</li> <li>• evidence</li> <li>• statements and responses made by the employee concerned</li> </ul>	<p>TEMPORARY Destroy 7 years after the offence was proven.</p>
21.04.05	<p>Records documenting appeals or reviews of any action that relates to an employee. Includes internal processes and those conducted by a higher authority.</p>	<p>TEMPORARY Destroy 2 years after action completed.</p>
21.05.00	<p><b>Employment Conditions (PERSONNEL)</b> The activities associated with managing the general conditions of employment for personnel. Includes managing records of employment conditions, policy and entitlements, including work practices, allowances and leave.</p> <p><i>See 21.13.00 for records of notifiable incidents under the Work Health and Safety Act 2012 and its associated regulations</i></p>	
21.05.01	<p>Summary employee history records documenting the monitoring and management of all employees. These include:</p> <ul style="list-style-type: none"> <li>• name</li> <li>• date of birth</li> <li>• date of appointment</li> <li>• work history details</li> <li>• position/designation titles and dates held</li> <li>• location of employment</li> <li>• rates of salaries and allowances</li> </ul> <p><b>Note:</b> These records may be maintained in various formats and media including:</p> <ul style="list-style-type: none"> <li>• personal history cards</li> <li>• electronic Human Resource Management Systems</li> <li>• employment registers</li> <li>• consolidated leave records</li> <li>• superannuation history cards</li> </ul>	<p>PERMANENT</p>
21.05.02	<p>Employment history records of General Manager, senior professional officers, and employees who have made a significant contribution to the community in areas outside their work.</p> <p><b>Note:</b> these employees should be identified by senior council officers in consultation with the Tasmanian Archive &amp; Heritage Office.</p> <p><b>Note:</b> These records may be maintained in various formats and media including:</p> <ul style="list-style-type: none"> <li>• personal files</li> <li>• electronic human resource management systems (such as Empower)</li> </ul>	<p>PERMANENT</p>

21.05.03	<p>Employment history records of individual employees not described in class 21.05.02. Records may include:</p> <ul style="list-style-type: none"> <li>• successful applications</li> <li>• contracts of employment</li> <li>• appointment and confirmation documents</li> <li>• records of transfers or promotions</li> <li>• secondment agreements</li> <li>• documentation of conjoint appointments</li> <li>• details of previous service</li> <li>• probation reports</li> <li>• applications and approvals for leave without-pay not to count as service</li> <li>• applications and approvals for long service leave</li> <li>• medical reports and immunisation details</li> <li>• confirmation of personal details e.g. date of birth, change of name</li> <li>• approvals to undertake outside employment</li> <li>• confirmation of qualifications</li> <li>• documentation of health and safety complaints and objections</li> <li>• documentation of scholarships or fellowships</li> <li>• documentation of awards and honours and copies of citations</li> <li>• documentation of resignation, retirement or redundancy</li> <li>• documentation of superannuation history</li> </ul> <p><i>See DA2158 for copies of documents containing personal information.</i></p> <p><b>Note:</b> These records may be maintained in various formats and media including:</p> <ul style="list-style-type: none"> <li>• personal files</li> <li>• electronic human resource management systems (such as Empower)</li> </ul>	TEMPORARY Destroy when the employee reaches 75 years of age or 7 years after separation, whichever is the later.
21.05.04	Register of employees interests as required by the <i>Local Government Act</i> .	PERMANENT
21.05.05	Declarations of pecuniary or other interests which may conflict with an employee's duties, as required by the <i>Local Government Act</i> .	TEMPORARY Destroy 2 years after separation or termination.
21.05.06	<p>Attendance records. Records may include:</p> <ul style="list-style-type: none"> <li>• time sheets</li> <li>• cards</li> <li>• attendance books</li> <li>• flextime recording sheets</li> </ul>	TEMPORARY Destroy 3 years after completion of the annual audit.
21.05.07	Duty rosters.	TEMPORARY Destroy after date superseded.
21.05.08	Records documenting the removal or storage of household furniture and personal effects of an employee.	TEMPORARY Destroy 2 years after action completed.
<b>21.06.00</b>	<p><b>Employment Schemes (PERSONNEL)</b></p> <p>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.</p>	

21.06.01	Records documenting the administration and funding of apprenticeships and traineeships including correspondence with Commonwealth and State government agencies and educational institutions.  <i>See 21.05.01 for summary history records of persons employed under these schemes.</i> <i>See 21.05.03 for other employment history records of persons employed under these schemes.</i>	TEMPORARY Destroy 7 years after action completed.
21.06.02	Records documenting special employment schemes. These include: <ul style="list-style-type: none"> <li>• vacation employment</li> <li>• voluntary employment</li> <li>• special employment schemes</li> <li>• funding arrangements</li> </ul> <i>See 21.05.03 for personal documents of persons employed under these schemes.</i> <i>See 21.30.00 for work experience programs.</i>	TEMPORARY Destroy 2 years after action completed.
<b>21.07.00</b>	<b>Equal Employment Opportunity (PERSONNEL)</b> The activity of managing programs to provide workplaces that are free from all forms of unlawful discrimination and harassment, and which assist members of Equal Employment Opportunity (EEO) groups to overcome past or present disadvantage.	
21.07.01	Programs established to investigate and eliminate discrimination.	PERMANENT
21.07.02	Records of the implementation and on-going monitoring of Workplace Diversity Plans and programs.  <i>See 21.16.00 for development of the plan.</i>	TEMPORARY Destroy 7 years after date superseded.
<b>21.08.00</b>	<b>Establishment (PERSONNEL)</b> The activities associated with managing positions and duties.  <i>See 06.06.00 for maintaining and changing the organisational structure.</i>	
21.08.01	Records documenting approvals to vary establishment including creation, reclassification and abolition of positions. These may include instrument to vary establishment.  <i>See 21.08.03 for Statement of Duties.</i>	PERMANENT
21.08.02	Documentation of the occupancy history of positions. Records may include: <ul style="list-style-type: none"> <li>• position cards</li> <li>• electronic records (such as Empower)</li> </ul>	PERMANENT
21.08.03	Final versions of statement of duties.	PERMANENT
21.08.04	Records documenting the management of vacant positions.  <i>See 21.18.00 for the filling of vacant positions, including approval to fill vacancies.</i>	TEMPORARY Destroy 2 years after action completed.
21.08.05	Documentation of the creation, reclassification (including classification reviews) and abolition of positions not included in 21.08.01.  <i>See 21.08.03 for Statement of Duties.</i>	TEMPORARY Destroy 7 years after position abolished.

<b>21.09.00</b>	<p><b>Grievances (PERSONNEL)</b> The activities associated with the handling and resolution of grievances. Includes handling complaints over perceived discrimination, or those arising over the work environment, organisation and distribution of work, peers, supervisors, or subordinates. Also includes complaints regarding the provision of access to opportunities such as training, equipment, promotion or higher duties.</p>	
21.09.01	<p>Records documenting complaints which are proven. Records may include:</p> <ul style="list-style-type: none"> <li>• workplace diversity incident forms</li> <li>• grievance Incident Forms</li> <li>• notes documenting oral complaints</li> <li>• notes documenting oral explanation of respondents</li> <li>• evidence of the complaints</li> <li>• action/outcome of such complaints</li> <li>• statements and responses made by both the complainant and respondent</li> </ul> <p><i>See 21.09.03 for working notes used in the preparation of incident forms. See 21.04.00 for discipline records relating to a proven offence.</i></p>	PERMANENT
21.09.02	<p>Records documenting complaints which are unproved, unsubstantiated and/or resolved at an informal level. Records may include:</p> <ul style="list-style-type: none"> <li>• workplace diversity incident forms</li> <li>• grievance Incident Forms</li> <li>• notes documenting oral complaints</li> <li>• notes documenting oral explanation of respondents</li> <li>• evidence of the complaints</li> <li>• action/outcome of such complaints</li> <li>• statements and responses made by both the complainant and respondent</li> </ul> <p><i>See 21.09.03 for working notes used in the preparation of incident forms.</i></p>	TEMPORARY Destroy 2 years after action completed.
21.09.03	<p>Working notes used solely in the preparation of Workplace Diversity and Grievance Incident Forms.</p> <p><i>See 21.09.01 or 21.09.02 for notes that document complaints.</i></p>	TEMPORARY Destroy at the end of the investigation.
<b>21.10.00</b>	<p><b>Industrial Relations (PERSONNEL)</b> 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.</p>	
21.10.01	<p>Records documenting the receipt and provision of advice relating to Industrial Relations. Includes advice to unions and staff associations concerning changes to establishment or working conditions.</p> <p><i>See 20.02.00 for legal advice and opinions.</i></p>	TEMPORARY Destroy 5 years after action completed.
21.10.02	<p>Information about union and staff association policies and representations from unions and other employee associations.</p>	TEMPORARY Destroy 10 years after action completed.

21.10.03	Records documenting negotiations for awards and agreements relating to pay and working conditions where the council was a major participant in negotiations.  <i>See 21.10.07 for appeals against decisions. See 21.10.09 for disputes.</i>	PERMANENT
21.10.04	Records documenting negotiations for awards and agreements relating to pay and working conditions where the council was not a major participant in negotiations.  <i>See 21.10.07 for appeals against decisions. See 21.10.09 for disputes.</i>	TEMPORARY Destroy 5 years after action completed.
21.10.05	Records documenting the negotiation, establishment and implementation of Enterprise Bargaining Agreements, including final versions of agreements.  <i>See 21.10.11 for staff ballots on the adoption or amendment of an agreement.</i>	PERMANENT
21.10.06	Records documenting determinations and decisions of the Industrial Commission and arrangements for distributing them. Records may include: <ul style="list-style-type: none"> <li>• copies of determinations</li> <li>• copies of awards</li> <li>• copies of decisions</li> <li>• transcripts of hearings</li> <li>• copies of council exhibits at hearings</li> <li>• reports on award progress</li> </ul>	TEMPORARY Destroy after reference ceases.
21.10.07	Records documenting appeals against an industrial relations decision where the council was a major participant in negotiations.  <i>See 21.10.04 where the council was not a major participant in negotiations.</i>	PERMANENT
21.10.08	Records of claims about pay or working conditions.  <i>See 21.10.09 for claims which develop into disputes.</i>	PERMANENT
21.10.09	Records documenting disputes involving council staff or management. Records may include: <ul style="list-style-type: none"> <li>• reports</li> <li>• statistical returns</li> </ul>	PERMANENT
21.10.10	Records documenting the management of industrial actions.	PERMANENT
21.10.11	Records documenting staff ballots on Enterprise Bargaining Agreements.  <i>See 21.10.05 for records of the negotiation of the Agreement.</i>	TEMPORARY Destroy after agreement expired.
<b>21.11.00</b>	<b>Leave (PERSONNEL)</b> The process of administering leave for which staff are eligible. Includes unauthorised leave taken by staff.	
21.11.01	Applications for leave and supporting documentation.  <i>See 21.05.00 for long service leave and approval for leave without pay not to count as service.</i>	TEMPORARY Destroy 3 years after action completed.

21.11.02	Authorities to carry over credits and associated correspondence.	TEMPORARY Destroy 3 years after action completed.
21.11.03	Leave rosters.	TEMPORARY Destroy after reference ceases.
21.11.04	Summary leave history records documenting the monitoring and management of all employees leave.  <b>Note:</b> These records may be maintained in various formats and media including: <ul style="list-style-type: none"> <li>• personal history cards</li> <li>• electronic Human Resource Management Systems</li> <li>• leave history cards</li> </ul>	TEMPORARY Destroy when the employee reaches 75 years of age or 7 years after separation, whichever is the later.
21.11.05	Routine correspondence including general enquiries about leave provisions.	TEMPORARY Destroy 2 years after action completed.
<b>21.12.00</b>	<b>Medical Examinations (PERSONNEL)</b> The activity of arranging and managing medical examinations of personnel to determine fitness or injury.	
21.12.01	Records of the implementation and administration of medical examinations of employees.  <b>Note:</b> Medical reports should be managed as part of the personal history record.	TEMPORARY Destroy 10 years after action completed.
21.12.02	Health monitoring reports and asbestos registers of workers undertaking lead or asbestos work according to the Work Health and Safety regulations.  <i>See 21.13.06 for records documenting routine inspections of hazardous materials located in the workplace</i>	TEMPORARY Destroy 75 years after action completed OR authorisation has expired whichever is later
21.12.03	Health monitoring reports of workers relating to hazardous chemicals according to the Work Health and Safety regulations.	TEMPORARY Destroy 30 years after action completed OR authorisation has expired whichever is later
<b>21.13.00</b>	<b>Occupational Health &amp; Safety (PERSONNEL)</b> The activity of implementing and co-ordinating occupational health and safety, and the 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.  <i>See 27.01.00 for claims management involving members of the public</i> <i>See 22.01.04 for protective clothing</i>	

21.13.01	<p>Records documenting 'notifiable incidents' as defined according to the Work Health and Safety Act 2012 involving Council employees or members of the public that result in serious injury or death. These may include:</p> <ul style="list-style-type: none"> <li>• accident/incident report forms</li> <li>• investigation reports</li> <li>• work health and safety management plans</li> <li>• confined space entry permits and risk assessments</li> <li>• electrical safety risk assessments and safe work method statements</li> <li>• dive plan or dive risk assessment</li> <li>• safe work statements for high risk construction work</li> <li>• excavation work records</li> <li>• asbestos removal control plans and licences</li> </ul> <p><i>See 21.13.02 for records of notifiable dangerous incidents that do not result in serious injury or death</i>  <i>See 27.01.00 for accidents/incidents involving council employees or members of the public where a compensation claim is made.</i></p>	PERMANENT
21.13.02	<p>Records documenting 'notifiable' dangerous incidents as defined according to the Work Health and Safety Act 2012 involving Council employees or members of the public that do <u>not</u> result in serious injury or death. These may include:</p> <ul style="list-style-type: none"> <li>• accident/incident report forms</li> <li>• investigation reports</li> <li>• confined space entry permits and risk assessments</li> <li>• work health and safety management plans</li> <li>• electrical safety risk assessments and safe work method statements</li> <li>• dive plan or dive risk assessment</li> <li>• safe work statements for high risk construction work</li> <li>• excavation work records</li> <li>• asbestos removal control plans and licences</li> </ul> <p><i>See 21.13.01 for records of notifiable incidents that result in serious injury or death</i>  <i>See 27.01.00 for accidents/incidents where a compensation claim is made.</i></p>	TEMPORARY Destroy 7 years after action completed provided the person has reached the age of 25 years.
21.13.03	Records documenting the promotion of safe work practices in the workplace and provision of health and safety facilities and equipment. Includes the development and distribution of promotional material.	TEMPORARY Destroy 7 years after action completed.
21.13.04	Records documenting inspections of Council workplaces consequent on a major accident (resulting in serious injury or death) in the workplace. Includes inspections carried out by a regulatory authority.	PERMANENT
21.13.05	Records documenting inspections resulting from a minor accident/incident (that does not result in serious injury or death) and routine inspections of Council workplaces for safety purposes or as a result of a safety dispute. Includes self-audit and inspections carried out by a regulatory authority.	TEMPORARY Destroy 7 years after action completed.



21.13.06	Records documenting routine inspections of hazardous materials located in the workplace. According to the Work Health and Safety regulations, records may include: <ul style="list-style-type: none"> <li>• hazardous chemicals register</li> <li>• hazardous chemicals manifest</li> <li>• record of name, date of birth and address of workers</li> </ul> <p><i>See 02.04.00 for inspections to determine the presence of asbestos or other hazardous materials in buildings.</i></p>	TEMPORARY Destroy 75 years after action completed.
21.13.07	Records documenting the appointment of members to workplace Health and Safety Committees and council consultative committees. <p><i>See 06.12.00 for agenda and minutes of meetings.</i></p>	TEMPORARY Destroy 2 years after expiry of appointment.
21.13.08	Records documenting the election of workplace Employee's Safety Representatives. Records may include: <ul style="list-style-type: none"> <li>• appointment of returning officer</li> <li>• notice of meeting</li> <li>• notice of election</li> <li>• nominations</li> <li>• election results</li> <li>• returning officer's declaration</li> <li>• elected employees' safety representative declaration</li> <li>• notices to regulatory body</li> </ul>	TEMPORARY Destroy 2 years after expiry or cancellation of appointment, or the resignation of the representative.
21.13.09	Records documenting the nomination and appointment of first aid officers, fire wardens and safety officers. <p><i>See 21.14.05 for details of allowances paid to individual employees.</i></p>	TEMPORARY Destroy 2 years after expiry of appointment.
21.13.10	Master copies of instructions relating to health and safety issues and precautions.	PERMANENT
21.13.11	Record of each worker likely to be exposed to a prohibited carcinogen or restricted carcinogen during the worker's period of authorisation.	TEMPORARY Destroy 30 years after expiry of authorisation
<b>21.14.00</b>	<b>Payroll (PERSONNEL)</b> The activities associated with managing Council's payroll. Includes adjustments to the payroll, managing deductions, overtime and variations of salaries.	
21.14.01	Taxation declaration forms.	TEMPORARY Destroy after date superseded.
21.14.02	Overtime claims, approvals and returns.	TEMPORARY Destroy 7 years after action completed.
21.14.03	Authorities to deduct money from pays. Records may include: <ul style="list-style-type: none"> <li>• garnishee/salary attachment orders</li> <li>• requests to pay salary direct to financial organisations.</li> </ul>	TEMPORARY Destroy 2 years after superseded or ceases to be operative.
21.14.04	Salary authority advices notifying of a change to an employee's wage e.g. following a pay increase or promotion.	TEMPORARY Destroy 2 years after superseded or ceases to be operative.

21.14.05	Records documenting the payment of allowances to employees. These include: <ul style="list-style-type: none"> <li>overtime</li> <li>first-aid</li> <li>clothing</li> <li>travel</li> <li>study</li> <li>extra duties</li> </ul>	TEMPORARY Destroy 7 years after action completed.
21.14.06	Records documenting the payment of salaries to council personnel. Records may include: <ul style="list-style-type: none"> <li>Employee pay history records (such as salary cards or registers)</li> <li>Salary and wages pay sheets</li> <li>Yearly master file and ledger listings</li> </ul>	TEMPORARY Destroy 7 years after action completed.
21.14.07	Edit, update and exception reports and salary abstracts.	TEMPORARY Destroy 2 years after action completed.
21.14.08	Taxation records documenting the payment of employees' salaries. Records may include: <ul style="list-style-type: none"> <li>duplicate copies of statement of termination payment forms</li> <li>group employers reconciliation statements</li> <li>records documenting the management of special salary packaging arrangements including salary sacrifice and fringe benefits tax arrangements</li> </ul>	TEMPORARY Destroy 5 years after action completed.
21.14.09	Quarterly master file, ledger listings and deduction and allowance listings.	TEMPORARY Destroy after date superseded.
21.14.10	Records documenting enquiries and the provision of general information relating to salaries and wages.	TEMPORARY Destroy 2 years after action completed.
<b>21.15.00</b>	<b>Performance Appraisal (PERSONNEL)</b> The evaluation of the performance of staff and their achievements in relation to set goals.	
21.15.01	Records documenting the design, review and operation of performance management schemes for employees.  <i>See 21.17.00 for the development of procedures.</i>	TEMPORARY Destroy 5 years after date superseded.
21.15.02	Records documenting arrangements for the conduct of performance evaluations.	TEMPORARY Destroy 2 years after action completed.
21.15.03	Records documenting performance evaluations including assessment reports relating to individual employees.  <i>See 21.15.06 for records of work performance counselling.</i> <i>See 21.05.00 for probation reports.</i>	TEMPORARY Destroy 2 years after action completed.
21.15.04	Statistical information consolidated elsewhere (e.g. in reviews of schemes).	TEMPORARY Destroy after reference ceases.
21.15.05	Statistical information not consolidated elsewhere.	PERMANENT

21.15.06	Records of work performance counselling.  <i>See 21.29.00 for general counselling or guidance to employees.</i>	TEMPORARY Destroy 2 years after last instance of counselling.
<b>21.16.00</b>	<b>Planning (PERSONNEL)</b> The process of formulating ways in which objectives can be achieved. Includes the determination of services and needs, and the solution to those needs.	
21.16.01	Final versions of council personnel plans including Workplace Diversity Plans.	TEMPORARY Destroy 7 years after date superseded.
21.16.02	Records documenting the development of personnel plans including reports analysing issues, and comments received from staff.	TEMPORARY Destroy 1 year after adoption of the final plan.
<b>21.17.00</b>	<b>Procedures (PERSONNEL)</b> The process of applying standard methods of operation to activities undertaken by Council according to formulated policy.  <i>See 13.08.00 for policies formally adopted by Council.</i>	
21.17.01	Master copies of instructions and guidelines relating to sex-based harassment and anti-discrimination.	PERMANENT
21.17.02	Records documenting the development of council procedures and final versions of Council manuals and instructions relating to the Personnel function.	TEMPORARY Destroy 7 years after superseded or revoked.
21.17.03	Copies of instructions, procedures, manuals and circulars issued by a central agency or the Local Government Board.	TEMPORARY Destroy after superseded or revoked.
21.17.04	Records documenting the internal and external notification of changes to, or the implementation of new policies, procedures, instructions or notification of significant events.	TEMPORARY Destroy 7 years after action completed.
21.17.05	Routine instructions to staff and contractors.	TEMPORARY Destroy 2 years after action completed.
<b>21.18.00</b>	<b>Recruitment (PERSONNEL)</b> The process of recruiting which includes applying for approval to fill existing vacancies, the advertising of vacant positions, and the handling of applications, interviews, selection, culling and appointment.	
21.18.01	Recruitment records. Records may include: <ul style="list-style-type: none"> <li>• advertising documentation</li> <li>• schedules of applicants</li> <li>• interview notifications</li> <li>• selection panel reports</li> <li>• selection notifications</li> <li>• unsuccessful applications</li> <li>• medical reports of unsuccessful applicants</li> </ul>	TEMPORARY Destroy 2 years after action completed.
21.18.02	Employment enquiries received by the council for positions not advertised including enquiries regarding availability of apprenticeships or traineeships.  <i>See 21.06.00 for the administration of apprenticeships and traineeships.</i>	TEMPORARY Destroy 6 months after action completed.

<b>21.19.00</b>	<b>Reporting (PERSONNEL)</b> The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements or findings of the results of the examination or investigation. Includes discussion papers, proposals, reports, questionnaires, reviews and returns.  <i>See 16.09.03 for the final version of the council's annual report.</i>	
21.19.01	Reports on overseas travel/visits undertaken by Council employees.  <i>See 21.19.02 for reports on interstate travel/visits undertaken by Council employees.</i>	PERMANENT
21.19.02	Reports on interstate travel/visits undertaken by Council employees.  <i>See 21.19.01 for reports on overseas travel/visits undertaken by Council employees.</i>	TEMPORARY Destroy 5 years after action completed.
21.19.03	Final versions of formal internal and external reports prepared by of for the council. Records may include: <ul style="list-style-type: none"> <li>• reports on Workplace Diversity programs</li> <li>• status reports</li> <li>• outcomes of strategies</li> </ul>	TEMPORARY Destroy 5 years after action completed.
21.19.04	Statistical information collected by the council and forwarded to the Australian Bureau of Statistics. Records may include: <ul style="list-style-type: none"> <li>• copies of returns</li> <li>• related correspondence</li> </ul>	TEMPORARY Destroy 2 years after action completed.
21.19.05	Statistical information collected by or for the council relating to major personnel activities of the council that is not forwarded to the Australian Bureau of Statistics.  <i>See 21.19.04 for statistics forwarded to the Australian Bureau of Statistics.</i>	PERMANENT
21.19.06	Statistical information collected by or for the council that is not forwarded to the Australian Bureau of Statistics and does not relate to major personnel activities.	TEMPORARY Destroy 2 years after action completed.
21.19.07	Records documenting responses to questionnaires and surveys from outside organisations.	TEMPORARY Destroy 2 years after action completed.
<b>21.20.00</b>	<b>Security (PERSONNEL)</b> 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.	
21.20.01	Records documenting the issue of security passes to council employees.	TEMPORARY Destroy 5 years after pass expires.
21.20.02	Records documenting the outcome of police checks carried out as part of pre-engagement and pre-employment checks or periodic reviews.  <i>See DA2158 for documents recording personal information e.g. records of conviction checks.</i>	TEMPORARY Destroy 7 years after separation or date of last check.
<b>21.21.00</b>	<b>Separations (PERSONNEL)</b> The activity of managing the departure of employees from Council due to resignation, retirement, retrenchment, redeployment, or termination.	

21.21.01	Records documenting the selection of positions to be abolished and the process of offering redundancy to Council employees.	PERMANENT
21.21.02	Records documenting the administration of redundancy programs including expressions of interest not acted upon.	TEMPORARY Destroy 5 years after action completed.
21.21.03	Records documenting the evaluation of staff reasons for leaving Council including exit interviews.	TEMPORARY Destroy 5 years after action completed.
<b>21.22.00</b>	<b>Social Clubs (PERSONNEL)</b> The activities involved in council's relationship with social clubs.	
21.22.01	Records documenting staff social clubs including support and sponsorship provided by the Council.	TEMPORARY Destroy 2 years after action completed.
<b>21.23.00</b>	<b>Standards (PERSONNEL)</b> The process of implementing industry or Council benchmarks for services and processes to enhance the quality and efficiency of the organisation.	
21.23.01	Master set of council instructions, guidelines and standards relating to personnel matters.	PERMANENT
21.23.02	Records documenting the implementation of industry, government and Council standards, regulations and codes of practice relating to occupational health and safety.  <i>See 21.13.00 for records of notifiable incidents under the Work Health and Safety Act 2012 and its associated regulations</i>	TEMPORARY Destroy 7 years after action completed.
<b>21.24.00</b>	<b>Suggestion Schemes (PERSONNEL)</b> Suggestions from personnel to improve the services and processes of Council.	
21.24.01	Records documenting the management and implementation of staff suggestion schemes.	TEMPORARY Destroy 5 years after action completed.
21.24.02	Suggestions made by staff.	TEMPORARY Destroy 2 years after action completed.
<b>21.25.00</b>	<b>Superannuation (PERSONNEL)</b> The activity of managing the administration of employee superannuation entitlements and contributions.	
21.25.01	Routine correspondence including requests for information, promotional material, etc.	TEMPORARY Destroy 2 years after action completed.
21.25.02	Agreements with individual employees relating to the structure of their superannuation scheme.	TEMPORARY Destroy 7 years after expiry, completion or termination of agreement.
<b>21.26.00</b>	<b>Training and Development (PERSONNEL)</b> The activities associated with all aspects of training (external/internal) available to staff and volunteers. Includes training in asbestos removal work or training in other asbestos-related work.  <i>See 04.01.00 for addresses given to visitors and the public aimed at promoting Council and educating the community about Council's role, activities and services.</i>	

21.26.01	Records documenting content, attendance, and financing of training programs. Records may include: <ul style="list-style-type: none"> <li>• training plans</li> <li>• lists of attendees</li> </ul>	TEMPORARY Destroy 7 years after action completed.
21.26.02	Records documenting administrative arrangements for training programs. Records may include: <ul style="list-style-type: none"> <li>• notifications</li> <li>• registration forms</li> <li>• applications for attendance</li> <li>• confirmations</li> <li>• evaluations</li> </ul>	TEMPORARY Destroy 2 years after action completed.
21.26.03	Final versions of training material used in training programs run internally by the Council. Records may include: <ul style="list-style-type: none"> <li>• programs</li> <li>• course notes</li> <li>• hand-outs</li> <li>• power point presentations</li> <li>• slides</li> <li>• films</li> <li>• audio cassettes</li> <li>• videos</li> </ul>	TEMPORARY Destroy when material is superseded or course is no longer delivered.
21.26.04	Records documenting the availability of scholarships including correspondence with other organisations and educational institutions.	TEMPORARY Destroy 2 years after action completed.
21.26.05	Reviews of the purpose, structure and effectiveness of training and development programs.	TEMPORARY Destroy 5 years after action completed.
21.26.06	Records documenting study assistance programs including: <ul style="list-style-type: none"> <li>• contributions to course costs</li> <li>• paid leave</li> <li>• time in lieu</li> </ul>	TEMPORARY Destroy 5 years after action completed.
<b>21.27.00</b>	<b>Travel (PERSONNEL)</b> The activity of managing arrangements for staff travel within Australia and overseas by air, rail, sea and motor vehicle.	
21.27.01	Records documenting arrangements for employees to undertake work related travel. These include: <ul style="list-style-type: none"> <li>• overseas travel</li> <li>• interstate travel</li> <li>• vehicle hire</li> <li>• use of taxis</li> </ul> <p><i>See 21.19.01 for reports on overseas travel/visits undertaken by Council employees.</i> <i>See 21.19.02 for reports on interstate travel/visits undertaken by Council employees.</i></p>	TEMPORARY Destroy 2 years after action completed.
21.27.02	Routine correspondence including notifications of allowances and entitlements and notifications from travel agents and accommodation houses, etc.	TEMPORARY Destroy after reference ceases.

<b>21.28.00</b>	<b>Volunteers (PERSONNEL)</b> The activity of managing persons providing community or information services on a voluntary basis.  <i>See 21.26.00 for the training and development of volunteers.</i>	
21.28.01	Records relating to volunteers working with children. These include the co-ordination, recruitment and welfare of volunteers.  <i>See 21.28.02 for records relating to the management of emergency service volunteers.</i> <i>See 21.28.03 for records relating to the management of all other volunteers.</i>	TEMPORARY Destroy 25 years after action completed.
21.28.02	Records relating to Emergency Management volunteer co-ordination, recruitment and welfare.  <i>See 21.28.01 for records relating to the management of volunteers working with children.</i> <i>See 21.28.03 for records relating to the management of all other volunteers.</i>	TEMPORARY Destroy 10 years after action completed.
21.28.03	Records of volunteer coordination. These include: <ul style="list-style-type: none"> <li>• task allocation</li> <li>• supervision</li> </ul> <i>See 21.28.02 for records relating to the management of emergency service volunteers.</i> <i>See 21.28.01 for records relating to the management of volunteers working with children.</i>	TEMPORARY Destroy 2 years after action completed.
<b>21.29.00</b>	<b>Welfare (PERSONNEL)</b> The activity of managing the provision of health and well-being support and counselling services to employees.	
21.29.01	Records of programs for personal health, welfare, assistance and counselling schemes.	TEMPORARY Destroy 5 years after action completed.
21.29.02	Case records of counselling relating to an employee's personal problems, equal opportunity issues, etc.	TEMPORARY Destroy 7 years after action completed.
21.29.03	Records documenting the provision of staff amenities. These include: <ul style="list-style-type: none"> <li>• Tea and Coffee</li> <li>• Television</li> </ul>	TEMPORARY Destroy 3 years after action completed.
21.29.04	Records documenting the provision of general advice relating to the personnel function to managers and employees. Includes advice on leave entitlements, policies, procedures etc.  <i>See 21.29.02 for counselling/guidance provided to individual employees.</i>	TEMPORARY Destroy 2 years after action completed.
<b>21.30.00</b>	<b>Work Experience (PERSONNEL)</b> The process of undertaking work, usually by volunteers or students, within Council to gain experience.	
21.30.01	Records of the administration of work experience programs including individual cases of work experience undertaken by students.	TEMPORARY Destroy 2 years after action completed.

<b>22.00.00</b>	<p><b>PLANT, EQUIPMENT AND STORES</b></p> <p>The function of managing the purchase, hire or lease of all plant and vehicles, and other equipment. Includes the management of Council's stores. Does not include the acquisition of information technology.</p> <p><i>See 23.00.00 for records relating to playground equipment.</i></p>	
<b>22.01.00</b>	<p><b>Acquisition (PLANT EQUIPMENT AND STORES)</b></p> <p>The process of gaining ownership or use of vehicles and other items required in the conduct of business through purchase or requisitions.</p> <p><i>See 06.04.00 for obtaining the services of contractors and consultants.</i>  <i>See 06.19.00 for the process of receiving and assessing tenders.</i>  <i>See 22.15.00 for short term casual hire.</i></p>	
22.01.01	<p>Records documenting the acquisition of vehicles. Records may include:</p> <ul style="list-style-type: none"> <li>• valuation/revaluation</li> <li>• orders</li> <li>• depreciation schedule</li> </ul> <p>and records documenting the acquisition of goods and services required to support the fleet management function where there is no tender or contracting-out process including:</p> <ul style="list-style-type: none"> <li>• vehicle accessories</li> <li>• vehicle parts</li> <li>• fuel issue records</li> </ul> <p><i>See 12.01.00 for financial records relating to the acquisition of vehicles, etc.</i>  <i>See 22.01.02 for records documenting the management of leased vehicles.</i>  <i>See 22.07.00 for records documenting vehicle maintenance.</i></p>	<p>TEMPORARY  Destroy 7 years after disposal.</p>
22.01.02	<p>Records documenting the administration and management of leased vehicles for long term use.</p> <p><i>See 22.15.00 for the casual hire of vehicles.</i></p>	<p>TEMPORARY  Destroy 7 years after expiry of lease.</p>
22.01.03	<p>Plant and equipment replacement schedule for:</p> <ul style="list-style-type: none"> <li>• Furniture</li> <li>• Office</li> <li>• Paintings</li> <li>• Mowers and slashers</li> <li>• Fuel and lubricants</li> <li>• Street furniture</li> <li>• Tools and appliances</li> <li>• Lighting</li> </ul>	<p>TEMPORARY  Destroy 7 years after action completed.</p>
22.01.04	<p>Records of specifications and investigations of purchase including statements, customs declarations where required, for:</p> <ul style="list-style-type: none"> <li>• Clothing</li> <li>• Equipment and plant</li> <li>• Vaccines</li> </ul>	<p>TEMPORARY  Destroy 2 years after action completed.</p>



22.01.05	Records relating to the commissioning, ordering, payment, distribution and usage of major plant, equipment and stores.	TEMPORARY Destroy 7 years after the plant has been scrapped OR transfer to new owner when ownership is transferred
22.01.06	Records relating to the ordering, payment, distribution and use of minor supplies. These include: <ul style="list-style-type: none"> <li>• Flags</li> <li>• Stationery and stores</li> </ul>	TEMPORARY Destroy 1 year after action completed.
22.01.07	Records documenting the leasing of individual items of equipment and stores including lease documents.	TEMPORARY Destroy 1 year after expiry of lease.
<b>22.02.00</b>	<b>Agreements (PLANT, EQUIPMENT AND STORES)</b> The processes associated with the establishment, maintenance, review and negotiation of agreements. Includes agreements between Council and service providers and State agencies to provide services. Also includes agreements between councils to share equipment for the provision of emergency management.  <i>See 06.04.00 for formal agreements</i> <i>See 10.05.00 for the agreement relating to the establishment of municipal volunteer SES units.</i>	
22.02.01	Records documenting the establishment, maintenance and review of agreements including final versions of agreements. Includes maintenance agreements and service level agreements.	TEMPORARY Destroy 7 years after expiry, completion or termination of agreement.
<b>22.03.00</b>	<b>Audit (PLANT, EQUIPMENT AND STORES)</b> The activities associated with officially checking quality assurance and operational records to ensure that they have been kept and maintained in accordance with agreed or legislated standards and correctly record the events, processes and business of Council in a specified period.  <i>See 12.03.00 for financial audits of Council's accounts.</i> <i>See 06.18.00 for the standards against which the project or procedure is being audited.</i> <i>See 26.03.00 for records of stock takes of museums and galleries.</i>	
22.03.01	External and internal audit reports that result in changes to existing policy or procedures including recommendations and implementation plans.	PERMANENT
22.03.02	External and internal audit reports that do not result in changes to existing policy or procedures.	TEMPORARY Destroy 7 years after action completed.
22.03.03	Internal audit working papers and routine correspondence relating to internal and external audit.	TEMPORARY Destroy 5 years after action completed.
22.03.04	Records relating to monitoring quantities and stocks, including missing stores including theft, damaged, vandalism and accidental loss and destruction.  <i>See 20.06.00 for records relating to prosecutions</i>	TEMPORARY Destroy 2 years after action completed.
22.03.05	Working records for stock take's including worksheets, total, data input forms, tally sheets	TEMPORARY Destroy after reference ceases.

<b>22.04.00</b>	<b>Disposal (PLANT, EQUIPMENT AND STORES)</b> The process of disposing of property no longer required by Council, by sale, transfer, termination of lease, auction, or destruction. Includes the disposal of impounded property.	
22.04.01	Records of arrangements for disposal by sale or other means of: <ul style="list-style-type: none"> <li>• Equipment</li> <li>• Plant</li> <li>• Scrap and unwanted stores</li> </ul>	TEMPORARY Destroy 7 years after action completed.
22.04.02	Records relating to arrangements which are not finalised, offers not acted upon, advertising material for: <ul style="list-style-type: none"> <li>• Equipment</li> <li>• Plant</li> </ul>	TEMPORARY Destroy 2 years after action completed.
22.04.03	Records relating to arrangements which are not finalised, offers not acted upon, advertising material for: <ul style="list-style-type: none"> <li>• Scrap and unwanted stores</li> <li>• Vehicles</li> </ul>	TEMPORARY Destroy 1 year after action completed.
22.04.04	Records relating to obsolete stores and stationery included unused forms and outdated publicity material.	TEMPORARY Destroy after date superseded.
22.04.05	Records documenting the disposal of vehicles. These records include: <ul style="list-style-type: none"> <li>• quotes</li> <li>• valuation</li> <li>• depreciation schedule</li> <li>• return of leased vehicles</li> </ul> <p><i>See 22.04.03 for arrangements which are not finalised and offers not acted upon</i>  <i>See 22.01.00 for the return of leased vehicles.</i>  <i>See 06.19.00 for tender documents.</i></p>	TEMPORARY Destroy 7 years after disposal.
<b>22.05.00</b>	<b>Evaluation (PLANT, EQUIPMENT AND STORES)</b> 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.	
22.05.01	Records of feasibility studies undertaken to determine council requirements and records of evaluation of equipment	TEMPORARY Destroy 2 years after action completed.
<b>22.06.00</b>	<b>Fleet Management (PLANT, EQUIPMENT AND STORES)</b> The activity of managing Council's vehicle fleet. Includes the allocation of Council vehicles and insurance  <p><i>See 22.01.01 for acquisition of fleet vehicles.</i>  <i>See 22.04.05 for disposal of fleet vehicles.</i>  <i>See 22.07.00 for maintenance of fleet vehicles.</i>  <i>See 22.15.00 for usage of fleet vehicles.</i></p>	
22.06.01	Records documenting accidents/incidents involving council vehicles. Records may include: <ul style="list-style-type: none"> <li>• accident report forms</li> <li>• investigation reports and supporting documents.</li> </ul> <p><i>See 27.01.00 for accident/incident reports detailing employee's personal injuries.</i>  <i>See 27.01.06 for insurance claim forms.</i></p>	TEMPORARY Destroy 7 years after action completed.

22.06.02	Records documenting allowances paid to employees for the use of private vehicles for official business.	TEMPORARY Destroy 7 years after action completed.
22.06.03	Records documenting authorisations for the use of vehicles involving financial arrangements. These include: <ul style="list-style-type: none"> <li>• use of Council vehicles for private business</li> <li>• use of vehicles while on leave</li> <li>• authority for maintenance and repairs</li> <li>• use of fuel card</li> </ul> <p><i>See 21.05.00 for managing allowances for the use of private vehicles for official business.</i>  <i>See 21.14.05 for payment of allowances to employees for the use of private vehicles for official business.</i></p>	TEMPORARY Destroy 7 years after authority ceases.
22.06.04	Records documenting authorisations for the use of vehicles not involving financial arrangements. These include: <ul style="list-style-type: none"> <li>• use of private vehicles for Council business</li> <li>• applications to drive Council vehicles</li> <li>• authority to carry non-council personnel</li> <li>• home garaging of vehicles</li> <li>• register of authorised drivers</li> </ul>	TEMPORARY Destroy 2 years after authority ceases.
22.06.05	Records documenting council compliance with mandatory or optional accountability requirements.	TEMPORARY Destroy 7 years after action completed.
22.06.06	Records documenting the registration of Council vehicles including inspections and renewal notices.	TEMPORARY Destroy 2 years after disposal.
22.06.07	Records documenting parking and traffic infringements involving official vehicles.	TEMPORARY Destroy 7 years after action completed.
<b>22.07.00</b>	<b>Maintenance (PLANT, EQUIPMENT AND STORES)</b> The activities associated with the upkeep, repair, servicing and preservation of internal/external conditions of premises, equipment, infrastructure, vehicles and public facilities.	
22.07.01	Records documenting the maintenance and management of Council owned and operated vehicles including fuel consumption.	TEMPORARY Destroy 2 years after disposal.
22.07.02	Records relating to maintenance and repairs of plant and equipment including works orders.	TEMPORARY Destroy 2 years after action completed.
22.07.03	Records of maintenance plans.	TEMPORARY Destroy after date superseded.
22.07.04	Records relating to guarantees and warranties for plant and equipment	TEMPORARY Destroy 2 years after expiry.
<b>22.08.00</b>	<b>Monitoring (PLANT, EQUIPMENT AND STORES)</b> Activities that check, observe, or record the operation of equipment, infrastructure, services or systems.	

22.08.01	Service history for major plant and equipment. Includes: <ul style="list-style-type: none"> <li>• Plant safety integrity tests</li> <li>• Plant inspections</li> </ul>	TEMPORARY Destroy 7 years after the plant has been scrapped OR transfer to new owner when ownership is transferred
<b>22.09.00</b>	<b>Plant (PLANT, EQUIPMENT AND STORES)</b> The activities associated with managing plant equipment, including preparing plant-on-hand listings and plant-in-use reports. Also includes the reporting of accidents concerning plant equipment.  <i>See 22.01.00 for the acquisition of plant equipment.</i>	
22.09.01	Plant statements including plant-on-hand listings and fuel issue records.	TEMPORARY Destroy 2 years after action completed.
22.09.02	Plant in use reports.	TEMPORARY Destroy after date superseded.
22.09.03	Records documenting the registration of council plant including inspections and renewal notices.	TEMPORARY Destroy 2 years after disposal.
22.09.04	Records documenting accidents/incidents involving council vehicles. Records may include: <ul style="list-style-type: none"> <li>• accident report forms</li> <li>• investigation reports and supporting documents.</li> </ul> <i>See 27.01.00 for accident/incident reports detailing employee's personal injuries.</i> <i>See 27.01.06 for insurance claim forms.</i>	TEMPORARY Destroy 7 years after action completed.
22.09.05	Records of any testing of electrical equipment or residual current devices according to the Work Health and Safety regulations.	TEMPORARY Destroy when superseded by next test results
<b>22.10.00</b>	<b>Procedures (PLANT, EQUIPMENT AND STORES)</b> The process of applying standard methods of operation to activities undertaken by Council according to formulated policy.  <i>See 13.08.00 for policies formally adopted by Council's.</i>	
22.10.01	Records documenting the development of council procedures and final versions of council manuals and instructions relating to the Plant, Equipment and Stores function.  <i>See 22.10.05 for operating manuals.</i>	TEMPORARY Destroy 7 years after superseded or revoked.
22.10.02	Copies of instructions, procedures, manuals and circulars issued by a central agency or the Local Government Board.	TEMPORARY Destroy after superseded or revoked.
22.10.03	Records documenting the internal and external notification of changes to, or the implementation of new policies, procedures, instructions or notification of significant events.	TEMPORARY Destroy 7 years after action completed.
22.10.04	Routine instructions to staff and contractors.	TEMPORARY Destroy 2 years after action completed.

22.10.05	Operating manuals and instructions for individual items of equipment and stores not developed by the Council.	TEMPORARY Destroy after reference ceases or transfer to new owner on disposal of item.
<b>22.11.00</b>	<b>Registration (PLANT, EQUIPMENT AND STORES)</b> Activities to record, catalogue, inventory or list. Also includes managing registers.	
22.11.01	Register of office furniture and equipment.	TEMPORARY Destroy 7 years after reference ceases or transfer to new owner on disposal of item.
22.11.02	Registration of plant operators.	TEMPORARY Destroy 2 years after expiry of licence.
22.11.03	Register of non-current assets.	PERMANENT
22.11.04	Register of general stores.	TEMPORARY Destroy 2 years after action completed.
<b>22.12.00</b>	<b>Reporting (PLANT, EQUIPMENT AND STORES)</b> The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements or findings of the results of the examination or investigation. Includes discussion papers, proposals, reports, questionnaires, reviews and returns.  <i>See 16.09.03 for the final version of the council's annual report.</i>	
22.12.01	Final versions of formal internal and external reports prepared by or for the Council.	TEMPORARY Destroy 5 years after action completed.
22.12.02	Reports documenting vandalism or theft.  <i>See 22.06.01 for accident reports.</i>	TEMPORARY Destroy 7 years after action completed.
22.12.03	Statistical information collected by the council and forwarded to the Australian Bureau of Statistics. Records may include: <ul style="list-style-type: none"> <li>• copies of returns</li> <li>• related correspondence</li> </ul>	TEMPORARY Destroy 2 years after action completed.
22.12.04	Statistical information collected by or for the council that is not related to major strategic issues and not forwarded to the Bureau of Statistics.	PERMANENT
22.12.05	Statistical information collected by or for the council that is not related to major strategic issues and not forwarded to the Bureau of Statistics.	TEMPORARY Destroy 2 years after action completed.
22.12.06	Records documenting responses to questionnaires and surveys requested by outside organisations.	TEMPORARY Destroy 2 years after action completed.
<b>22.13.00</b>	<b>Standards (PLANT, EQUIPMENT AND STORES)</b> The process of implementing industry or Council benchmarks for services and processes to enhance the quality and efficiency of the organisation.  <i>See 07.06.00 for reviews and recommendations on benchmarking and evaluation of Council service delivery.</i>	

22.13.01	Records documenting the development of council standards.	PERMANENT
22.13.02	Records documenting the development and implementation of Industry, government and council standards.	TEMPORARY Destroy 7 years after action completed.
<b>22.14.00</b>	<b>Stores (PLANT, EQUIPMENT AND STORES)</b> The activity of ordering and managing stores used by Council. Stores include chemicals, hardware, homeware items, kitchen/cleaning items, medical supplies and stationery.  <i>See 22.01.00 for the acquisition of stores.</i> <i>See 22.03.00 for records relating to stocktakes.</i>	
22.14.01	Records relating to receipt and dispatch of stores and goods.	TEMPORARY Destroy 2 years after action completed.
22.14.02	Goods outstanding list including outstanding orders reports, slow-moving stock reports	TEMPORARY Destroy after reference ceases.
22.14.03	Stores issued and returned record including requests for stores. Records may include: 'Tools in use' inventory (including tools issued)	TEMPORARY Destroy 1 year after action completed.
22.14.04	Printing of stationery including orders and requests	TEMPORARY Destroy 2 years after action completed.
22.14.05	Stock cards including stock on hand and valuations.	TEMPORARY Destroy 2 years after action completed.
22.14.06	Inter-office requests for equipment and supplies.	TEMPORARY Destroy after reference ceases.
<b>22.15.00</b>	<b>Usage (PLANT, EQUIPMENT AND STORES)</b> The activities associated with managing the use of facilities and properties. Includes bookings for the use of premises, occupancy rates, and short term hiring.	
22.15.01	Records relating to bookings including requests for loan of plant and equipment to other organisations.	TEMPORARY Destroy 2 years after action completed.
22.15.02	Records relating to bookings for vehicles and requests for use	TEMPORARY Destroy 1 year after action completed.
22.15.03	Plant logbooks	TEMPORARY Destroy 2 years after action completed.
22.15.04	Records relating to arrangements and approvals for casual hire of plant and vehicles including the use of taxis.  <i>See 12.01.01 for cab-charge vouchers.</i>	TEMPORARY Destroy 2 years after action completed.

<b>23.00.00</b>	<p><b>PROPERTY MANAGEMENT</b></p> <p>The function of acquiring, managing, designing, constructing, developing, maintaining and disposing of parks, reserves, facilities and premises owned, leased or otherwise occupied by Council. Includes the usage, hiring and management of all Council's halls and centres for multipurpose uses that meet the broad social and recreational needs of the community. Also includes playground equipment, providing security, management of kerb sides and access ways, and the provision of active and passive recreation opportunities.</p> <p><i>See 05.08.00 for the operation of Council community services such as aged care and senior citizens centres, childcare, and youth services.</i></p> <p><i>See 09.00.00 for the operation of services that are normally provided commercially, but may be provided by council for rural and remote communities such as airports, banking, communication, cyber cafés, abattoirs and saleyards.</i></p> <p><i>See 26.00.00 for arranging, promoting or encouraging cultural and sporting events, and access, use and bookings of Council operated sporting, cultural and recreational facilities.</i></p> <p><i>See 28.00.00 for Council construction and management of roads and roadsides.</i></p>	
<b>23.01.00</b>	<p><b>Access (PROPERTY MANAGEMENT)</b></p> <p>Activities to provide fair, efficient and impartial access to council facilities. Includes programs to increase and improve public access, including access for disabled persons to Council buildings and properties.</p>	
23.01.01	Records relating to requirements for provision of access and facilities for people with a disability.	<p><b>TEMPORARY</b></p> <p>Destroy 3 years after action completed.</p>
<b>23.02.00</b>	<p><b>Acquisition and Disposal (PROPERTY MANAGEMENT)</b></p> <p>Acquisition is the process of gaining ownership or use of property including open spaces. Disposal is the process of disposing of property no longer required by Council, by sale, transfer, termination of lease or auction. Includes disposal of land by a Native Title claim. Also includes the management of loans of artworks and heritage items.</p> <p><i>See 06.04.00 for obtaining the services of contractors and consultants.</i></p> <p><i>See 06.19.00 for the process of receiving and assessing tenders.</i></p>	
23.02.01	Records of native title claims to council property, both successful and unsuccessful.	<b>PERMANENT</b>
23.02.02	<p>Records relating to major resumptions or acquisition of large or significant proportions of properties considered to be of local, state or national heritage significance, including those registered by the Tasmanian Heritage Council or by the National Trust. Records may include:</p> <ul style="list-style-type: none"> <li>• deeds</li> <li>• leases</li> <li>• agreements</li> </ul> <p><i>See 23.02.03 for the resumption or purchase of properties not of local, state or national heritage significance.</i></p> <p><i>See 23.02.05 for the resumption or purchase of properties not proceeded with.</i></p>	<b>PERMANENT</b>

23.02.03	<p>Records documenting acquisition of property by resumption or purchase that are not local, state or national heritage significance. Includes land intended for the construction of council premises or for the purpose of public recreation, open space, conservation, parklands and reserves. Records may include:</p> <ul style="list-style-type: none"> <li>• correspondence</li> <li>• agreements</li> <li>• feasibility studies</li> <li>• contractual arrangements</li> </ul> <p><i>See 23.02.02 for the resumption or purchase of properties of local, state or national heritage significance.</i>  <i>See 23.02.05 for the resumption or purchase of properties NOT proceeded with.</i></p>	<p>TEMPORARY  Destroy 7 years after disposal.</p>
23.02.04	<p>Records documenting acquisition of land or buildings by lease. Records may include leases.</p>	<p>TEMPORARY  Destroy 7 years after expiry of lease.</p>
23.02.05	<p>Records relating to resumptions or acquisitions that are not proceeded with. Records may include:</p> <ul style="list-style-type: none"> <li>• Notices to owners</li> <li>• Correspondence</li> </ul>	<p>TEMPORARY  Destroy 7 years after action completed.</p>
23.02.06	<p>Records of sale and disposal of Council owned land or buildings. Records may include:</p> <ul style="list-style-type: none"> <li>• Valuation</li> <li>• Market analysis</li> <li>• Pricing and sales</li> </ul> <p><i>See 23.10.00 for records relating to the sale or disposal of land that are not proceeded with.</i></p>	<p>TEMPORARY  Destroy 7 years after disposal of land.</p>
23.02.07	<p>Registered deeds relating to Council owned land and buildings.</p>	<p>TEMPORARY  Retain in Council until premises are disposed of, when title deeds should be transferred to the new owner.</p>
23.02.08	<p>Unregistered deeds relating to Council-owned land and buildings.</p>	<p>TEMPORARY  Destroy 20 years after action completed.</p>
23.02.09	<p>Records documenting inward or outward loans of artworks and heritage items.</p>	<p>TEMPORARY  Destroy 7 years after action completed.</p>
23.03.00	<p><b>Agreements (PROPERTY MANAGEMENT)</b>  The processes associated with the establishment, maintenance, review and negotiation of agreements. Includes agreements between Council, State agencies and people and organisations to provide services, such as rangers, or to provide services to other agencies such as Parks and Wildlife Service (PWS).</p> <p><i>See 06.04.00 for formal contracts.</i>  <i>See 06.09.00 for Service Level Agreements, and agreements relating to joint ventures.</i></p>	



23.03.01	Agreements and licences granting Council staff access across private land	TEMPORARY Destroy 7 years after expiry of agreement.
23.03.02	Indigenous Land Use Agreements (ILUA) and related records, including legal advice and minutes of meetings of body corporates created under ILUA.	TEMPORARY Destroy 7 years after action completed.
23.03.03	Agreements with service providers or community organisations for the maintenance of council buildings, sports facilities, parks and natural areas.	TEMPORARY Destroy 2 years after expiry of agreement.
23.03.04	Records relating to agreements with private landholders to maintain a section of their holding as a conservation reserve.	PERMANENT
23.03.05	Tenancy agreements for caravan park residents, in particular long term residents.	TEMPORARY Destroy 1 year after agreement expired.
23.03.06	Records relating to negotiations which do not result in an agreement.	TEMPORARY Destroy 10 years after action completed.
<b>23.04.00</b>	<p><b>Design and Construction (PROPERTY MANAGEMENT)</b> The activity of designing and constructing Council premises, offices, depots, other places of council business and parks and reserves.</p> <p><i>See 23.07.00 for the maintenance of playground equipment.</i> <i>See 27.07.00 for the risk management of playground equipment.</i></p>	
23.04.01	<p>Records relating to the design and construction of council chambers, civic centres, and major alterations, repairs, &amp; structural changes to properties of local, state, and national significance, which are of major public interest, or have received architectural or design awards. Including but not limited to:</p> <ul style="list-style-type: none"> <li>• Specifications</li> <li>• Plans</li> <li>• Inspection reports</li> <li>• Conservation management plans</li> </ul> <p><i>See 23.04.02 for the design and construction of buildings that do not meet these criteria.</i></p>	PERMANENT
23.04.02	Records relating to the design and construction, alterations and repairs of buildings and structures that are not of local, state or national significance.	TEMPORARY Destroy 7 years after demolition or disposal of the building.
23.04.03	<p>Records relating to the design and construction of historical and significant parks and reserves. These include:</p> <ul style="list-style-type: none"> <li>• Local, state or national significance.</li> <li>• Received landscaping or design awards.</li> </ul> <p><i>See 23.04.04 for the design and construction of parks and reserves that do not meet these criteria.</i></p>	PERMANENT

23.04.04	Records relating to the design and construction of parks and reserves that have no significance beyond their use as open spaces.  <i>See 23.04.03 for the design and construction of parks and reserves that are considered as significant.</i>	TEMPORARY Destroy 25 years after sale of property.
23.04.05	Records relating to the design and construction of playground equipment.	TEMPORARY Destroy 25 years after the equipment is replaced.
<b>23.05.00</b>	<b>Horticultural Services (PROPERTY MANAGEMENT)</b> Activities associated with the major landscaping of parks and reserves, including reconstruction and remodelling of gardens, parks, playing fields, and reserves. Also includes the provision of horticultural advice to residents and committees.	
23.05.01	Records to the planting, maintenance and monitoring of heritage listed, protected or unique trees and plants in parks, reserves and gardens.	PERMANENT
23.05.02	Records relating to major design and landscaping of parks and reserves, including reconstruction and remodelling. For historical and significant parks, gardens, playing fields or reserves that have: <ul style="list-style-type: none"> <li>• Local, state or national significance</li> <li>• Received landscaping or design awards.</li> </ul> <i>See 23.05.03 for the design and landscaping of parks and reserves that do not meet these criteria.</i>	PERMANENT
23.05.03	Records relating to major design and landscaping of parks and reserves, playing fields and gardens, including remodelling and reconstructions.  <i>See 23.05.02 for the design and landscaping of parks and reserves that are considered significant.</i>	TEMPORARY Destroy 5 years after work superseded.
23.05.04	Records involving minor works and minor landscaping. Includes records relating to the planting, maintenance and monitoring of trees and plants in parks lands and gardens which are not heritage listed, protected or unique.  <i>See 23.05.01 for heritage listed, protected or unique trees and plants in parks, reserves and gardens.</i>	TEMPORARY Destroy 2 years after action completed.
23.05.05	Records relating to the provision of horticultural services. These include: <ul style="list-style-type: none"> <li>• Free trees</li> <li>• Street trees</li> </ul>	TEMPORARY Destroy 5 years after action completed.
23.05.06	Records of trees or plants available for distribution.	TEMPORARY Destroy after date superseded.
23.05.07	Records for acquisition of plants, seeds and landscaping supplies for council nurseries.	TEMPORARY Destroy 2 years after action completed.
<b>23.06.00</b>	<b>Leasing-Out (PROPERTY MANAGEMENT)</b> The activity of leasing or licensing public land and open spaces for uses such as perpetual or 99 year leases, including public land classified as community land.  <i>See 28.20.00 for short term leases and uses of public spaces.</i>	

23.06.01	Records relating to the leasing or licensing of public land and open spaces, for significant and long term uses such as perpetual or 99 year leases, including public land classified as community land.	PERMANENT
23.06.02	Records documenting leasing-out of council owned property for non-significant and short term uses including conditions and lease documents.	TEMPORARY Destroy 7 years after lease expires or is terminated.
23.06.03	Unsuccessful application for lease of council land or buildings.	TEMPORARY Destroy 2 years after action completed.
<b>23.07.00</b>	<b>Maintenance (PROPERTY MANAGEMENT)</b> The activities associated with the upkeep, repair, servicing and preservation of internal/external conditions of premises, equipment, infrastructure, and public facilities.  <i>See 23.03.00 for the provision of maintenance by agreements with community groups.</i> <i>See 06.04.00 for the provision of maintenance services by contractors.</i>	
23.07.01	Records relating to major maintenance, conservation work and fit-outs within buildings and structures of local, state or national significance including those registered by the Tasmanian Heritage Council or by the National Trust or which have received architectural or design awards. Records may include: <ul style="list-style-type: none"> <li>• conservation management plans</li> <li>• specifications, plans, drawings.</li> </ul> <i>See 23.07.07 or 23.07.09 for all other building maintenance.</i>	PERMANENT
23.07.02	Records documenting the removal and disposal of hazardous materials including asbestos from buildings. Includes: <ul style="list-style-type: none"> <li>• asbestos removal control plans</li> <li>• asbestos removal licences</li> </ul> <i>See 21.13.01 and 21.13.02 for asbestos removal control plans and licences when a notifiable incident occurs</i>	TEMPORARY Destroy 7 years after demolition of the building.
23.07.03	Pest and weed control programs involving the use of chemicals or herbicides.  <i>See 23.07.04 for the removal and eradication of weeds and pests that does not involve the use of chemicals.</i>	TEMPORARY Destroy 25 years after action completed.
23.07.04	Pest and weed control programs not involving the use of chemicals or herbicides.  <i>See 23.07.03 for the removal and eradication of weeds and pests that involves the use of chemicals.</i>	TEMPORARY Destroy 2 years after action completed.
23.07.05	Records documenting the maintenance and repair of playground equipment.	TEMPORARY Destroy 25 years after action completed.
23.07.06	Records of water quality testing of swimming pools and air conditioning monitoring.  <i>See 23.07.10 for fire protection testing and air monitoring results</i>	TEMPORARY Destroy 7 years after action completed.

23.07.07	Records documenting major repairs and maintenance projects including consultant's reports.  <i>See 23.07.01 for records relating to major repairs and maintenance projects to buildings of local, state or national significance. See 23.07.09 for records relating to minor repairs and building maintenance.</i>	PERMANENT
23.07.08	Maintenance programs and repair of parks, reserves and nature strips. These include: <ul style="list-style-type: none"> <li>• Caravan parks and camping grounds</li> <li>• Gardens</li> <li>• Golf Courses</li> <li>• Nurseries [Plants]</li> <li>• Parks</li> <li>• Playing fields</li> <li>• Reserves</li> <li>• Cemeteries</li> </ul> <i>See 23.07.05 for maintenance of playground equipment. See 06.04.03 for mowing services that are contracted out. See 23.03.03 for agreements with community groups for the maintenance of parks and reserves.</i>	TEMPORARY Destroy 7 years after action completed.
23.07.09	Records documenting minor repairs and routine maintenance. Records may include: <ul style="list-style-type: none"> <li>• grounds maintenance</li> <li>• utilities maintenance</li> <li>• routine cleaning arrangements</li> <li>• waste removal</li> <li>• pest control</li> </ul> <i>See 23.07.01 for records relating to major repairs and maintenance projects to buildings of local, state or national significance. See 23.07.07 Records relating to major repairs and maintenance projects</i>	TEMPORARY Destroy 2 years after action completed.
23.07.10	Fire protection testing and air monitoring results undertaken according to the Work Health and Safety regulations	TEMPORARY Destroy 30 years after action completed
<b>23.08.00</b>	<b>Naming (PROPERTY MANAGEMENT)</b> The activities associated with managing titles by which a building, park or reserve, is designated or known.	
23.08.01	Records relating to the naming of parks and reserves including renaming and notifications.	PERMANENT
23.08.02	Records relating to naming suggestions for parks and reserves not accepted.	TEMPORARY Destroy 2 years after action completed.
<b>23.09.00</b>	<b>Permits (PROPERTY MANAGEMENT)</b> The activities involved in granting authoritative permission, either short term or temporary, to do something in accordance with an Act or By-law. Includes the processes associated with granting, transferring or suspension of the permit.  <i>See 19.07.00 for authorising and granting licences.</i>	

23.09.01	Permit to use Council parks and reserves to collect flora and fauna specimens.	TEMPORARY Destroy 7 years after permit expired.
23.09.02	Permits for use of Parks and Recreation Areas.	TEMPORARY Destroy 1 year after expiry of permit.
23.09.03	Confined space entry permits and risk assessments	TEMPORARY Destroy 7 years after permit expired.
<b>23.10.00</b>	<b>Planning (PROPERTY MANAGEMENT)</b> The process of formulating ways in which objectives can be achieved. Includes the determination of services and needs, and the solution to those needs.  <i>See 05.03.00 for planning the delivery of services, facilities and programs to the community.</i> <i>See 06.14.00 for overall planning to achieve corporate objectives and Council administration.</i> <i>See 02.02.00 for the building application</i> <i>See 18.02.00 for development applications</i>	
23.10.01	Records of planning for significant uses of Council accommodation such as respite centres, youth and child centres and for the overall management of parks and reserves. Includes cases where planning proceeds to acquisition or disposal, and cases not proceeded with but where there is significant public interest or controversy.  <i>See 23.10.02 for records relating to Council's short term or temporary accommodation.</i>	PERMANENT
23.10.02	Records of planning for temporary and short term use of council accommodation and the development of operational plans and strategies for the day-to-day management of parks and reserves.  <i>See 23.10.01 for significant Council accommodation.</i>	TEMPORARY Destroy 10 years after action completed.
23.10.03	Planning records relating to the acquisition and cultivation of plants and landscaping supplies for council nurseries.	TEMPORARY Destroy 2 years after action completed.
<b>23.11.00</b>	<b>Procedures (PROPERTY MANAGEMENT)</b> The process of applying standard methods of operation to activities undertaken by Council according to formulated policy.  <i>See 13.08.00 for policies formally adopted by Council.</i>	
23.11.01	Records documenting the development of council procedures and final versions of council manuals and instructions relating to the property management function.	TEMPORARY Destroy 7 years after superseded or revoked.
23.11.02	Copies of instructions, procedures, manuals and circulars issued by a central agency or the Local Government Board.	TEMPORARY Destroy after superseded or revoked.
23.11.03	Records documenting the internal and external notification of changes to, or the implementation of new policies, procedures, instructions or notification of significant events.	TEMPORARY Destroy 7 years after action completed.
23.11.04	Routine instructions to staff and contractors.	TEMPORARY Destroy 2 years after action completed.

<b>23.12.00</b>	<b>Programs (PROPERTY MANAGEMENT)</b> Activities relating to a grouping of related projects managed under a common business strategy to achieve a desired outcome.	
23.12.01	Records relating to procedures and implementation of programs. Records may include: <ul style="list-style-type: none"> <li>• energy efficiency</li> <li>• conservation</li> </ul>	TEMPORARY Destroy 2 years after action completed.
<b>23.13.00</b>	<b>Registration (PROPERTY MANAGEMENT)</b> Activities to record, catalogue, inventory or list. Also includes managing registers.	
23.13.01	Property and deeds registers.	PERMANENT
23.13.02	Compulsory acquisition of land register or other summary records of compulsory acquisition.	PERMANENT
23.13.03	Register of leases for reserves.	PERMANENT
23.13.04	Asset register.	PERMANENT
23.13.05	Lists of maps of public land within the municipal area.	PERMANENT
<b>23.14.00</b>	<b>Reporting (PROPERTY MANAGEMENT)</b> The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements or findings of the results of the examination or investigation. Includes discussion papers, proposals, reports, questionnaires, reviews and returns.  <i>See 16.09.03 for the final version of the council's annual report.</i>	
23.14.01	Reports on events that have a significant impact on Council properties.	PERMANENT
23.14.02	Final versions of formal internal and external reports prepared by or for the Council.	TEMPORARY Destroy 5 years after action completed.
23.14.03	Statistical information collected by the Council and forwarded to the Australian Bureau of Statistics. Records may include: <ul style="list-style-type: none"> <li>• copies of returns</li> <li>• related correspondence</li> </ul>	TEMPORARY Destroy 2 years after action completed.
23.14.04	Statistical information collected by or for the Council relating to major road activities of the Council that is not forwarded to the Australian Bureau of Statistics.  <i>See 23.14.03 for statistics forwarded to the Australian Bureau of Statistics.</i>	PERMANENT
23.14.05	Statistical information collected by or for the council that does not relate to major property activities and is not reported to the Australian Bureau of Statistics	TEMPORARY Destroy 2 years after action completed.
23.14.06	Records documenting responses to questionnaires and surveys requested by outside organisations.	TEMPORARY Destroy 2 years after action completed.
<b>23.15.00</b>	<b>Security (PROPERTY MANAGEMENT)</b> The activities associated with measures taken to protect people, premises, equipment or information from accidental or intentional damage or from unauthorised access.  <i>See 21.20.00 for security classification of personnel and criminal record/police checks.</i>	

23.15.01	Security incident register.	TEMPORARY Destroy 7 years after action completed.
23.15.02	Records relating to security arrangements including installation & maintenance of electronic security & surveillance equipment. Also includes development of security procedures. Records may include: <ul style="list-style-type: none"> <li>• reports</li> <li>• registers</li> <li>• key tags</li> <li>• procedures</li> </ul>	TEMPORARY Destroy 2 years after premises vacated or systems/equipment superseded.
23.15.03	Records relating to routine security arrangements including issue of security pass, security key, building admittance and visitor's logs.	TEMPORARY Destroy 2 years after action completed.
23.15.04	Video surveillance tapes.	TEMPORARY Destroy or re-use 1 month after action completed.
23.15.05	Records relating to illegal entry, damage to premises and theft (including incident reports and copies of police reports).  <i>See 27.02.00 for insurance claims.</i>	TEMPORARY Destroy 7 years after action completed.
<b>23.16.00</b>	<b>Service Provision (PROPERTY MANAGEMENT)</b> The activities relating to services provided by Council on a long term basis or by other agencies. Includes requests and applications for services, and liaison with other agencies regarding the provision of services. Also includes Council activities to lobby for services and to increase service provision. Also includes the installation, operation and removal of temporary facilities in parks and reserves, such as water, electricity, temporary toilets, etc. for special outdoor events.  <i>See 26.10.00 for activities conducted within council properties.</i>	
23.16.01	Records relating to service provided in parks and open spaces on a long term basis by Council or other agencies such as contractors. These include: <ul style="list-style-type: none"> <li>• Caravan and camping parks</li> <li>• Golf Courses</li> <li>• Nurseries</li> </ul>	TEMPORARY Destroy 2 years after action completed.
23.16.02	Records relating to the provision of temporary facilities in parks and open spaces by Council or other agencies such as contractors for special outdoor events.	TEMPORARY Destroy 1 year after action completed.
<b>23.17.00</b>	<b>Standards (PROPERTY MANAGEMENT)</b> The process of implementing industry or Council benchmarks for services and processes to enhance the quality and efficiency of the organisation.  <i>See 07.06.00 for reviews and recommendations on benchmarking and evaluation of Council service delivery.</i>	
23.17.01	Records documenting the implementation of industry and government standards.	TEMPORARY Destroy 7 years after action completed.
<b>23.18.00</b>	<b>Trusts (PROPERTY MANAGEMENT)</b> The activities associated with managing trusts. Includes trusts dedicated to the creation and maintenance of parks and reserves, or funds and assets held by trustees on behalf of investors.	
23.18.01	Records of Trusts for the management and maintenance of reserves, including community representatives.	PERMANENT

<b>23.19.00</b>	<b>Urban Design (PROPERTY MANAGEMENT)</b> 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>See 23.04.00 or 06.19.00 for the execution of public art projects.</i>	
23.19.01	Records relating to the development of precincts and public spaces to create aesthetically pleasing environments. Records may include: <ul style="list-style-type: none"> <li>• art initiatives</li> <li>• sculpture</li> <li>• paving</li> <li>• urban wetlands</li> <li>• streetscapes</li> <li>• environment/heritage walks, tracks and trails</li> </ul>	PERMANENT
23.19.02	Records relating to minor initiatives.	TEMPORARY Destroy 10 years after action completed.
<b>23.20.00</b>	<b>Usage (PROPERTY MANAGEMENT)</b> The activities associated with managing the use of facilities and properties. Includes bookings for the use of premises, occupancy rates, and hiring premises or facilities.	
23.20.01	Records of leasing of council facilities for commercial enterprises or residences, such as houses, halls and meeting rooms, swimming pools, council facilities, sporting and cultural centres.	TEMPORARY Destroy 7 after expiry of lease.
23.20.02	Records relating to the hire of council facilities & buildings for sporting and other community purposes. Records may include: <ul style="list-style-type: none"> <li>• bookings</li> <li>• fees</li> <li>• conditions</li> </ul>	TEMPORARY Destroy 2 years after action completed.
23.20.03	Records relating to property management. Records may include: <ul style="list-style-type: none"> <li>• vacancies</li> <li>• tenants listings</li> </ul>	TEMPORARY Destroy 2 years after action completed.
23.20.04	Records of permissive occupancy agreements.	TEMPORARY Destroy 7 years after expiry of agreement.
23.20.05	Records of caravan and camping site occupancy.	TEMPORARY Destroy 7 years after action completed.
23.20.06	Booking registers and diaries for parks and reserves and related correspondence.	TEMPORARY Destroy 1 year after action completed.
<b>23.21.00</b>	<b>Valuations (PROPERTY MANAGEMENT)</b> The activities associated with the valuing of properties owned by Council.	
23.21.01	Records of valuations on local government properties.	TEMPORARY Destroy once superseded.



<b>24.00.00</b>	<b>PUBLIC HEALTH</b> The function of managing, monitoring and regulating activities to protect and improve public health under the terms of the Public Health Act, health codes, standards, regulations and by-laws. Includes the monitoring of food, pests, infectious diseases, immunisation and safety provisions in public places.  <i>See 19.13.00 for prosecutions.</i>	
<b>24.01.00</b>	<b>Agreements (PUBLIC HEALTH)</b> The processes associated with the establishment, maintenance, review and negotiation of agreements. Includes agreements between Council and service providers and State agencies to provide services. Also includes agreements between councils to provide services, or to provide services to other agencies such as Police or Quarantine Services.  <i>See 06.04.00 for formal agreements</i>	
24.01.01	Records documenting the establishment, maintenance and review of agreements including final versions of agreements.	TEMPORARY Destroy 7 years after expiry, completion or termination of agreement.
<b>24.02.00</b>	<b>Appointments (PUBLIC HEALTH)</b> The activity of managing appointments of food inspectors and health surveyors.	
24.02.01	Records of the appointment of authorised persons or officers such as food inspectors and health surveyors.	TEMPORARY Destroy 7 years after expiry of appointment.
24.02.02	Formal identification or warrants issued to authorised persons or officers to enable them to carry out their function.	TEMPORARY Destroy 2 years after expiry of appointment.
<b>24.03.00</b>	<b>Campaigns (PUBLIC HEALTH)</b> Activities associated with raising awareness of a special program to achieve a purpose, such as improving the health of the community.	
24.03.01	Records documenting enquiries and the provision of routine information about the introduction and implementation of health programs, such as immunisation programs, including details of the distribution and placement of promotional material and circulars.	TEMPORARY Destroy 2 years after action completed.
<b>24.04.00</b>	<b>Cemeteries (PUBLIC HEALTH)</b> The activity of managing a burial ground, especially one not attached to a church. Includes applications for cremations and the scattering of ashes on public land. Also includes permission to inter human remains in land other than a cemetery.  <i>See 23.07.00 for the maintenance of cemeteries.</i>	
24.04.01	Registers of burials and cremations and of the granting of an exclusive right to a specified plot or portion of a cemetery. Includes the renewal of an exclusive right to inter granted for a period of 25 years (rather than in fee simple).	PERMANENT
24.04.02	Records documenting exhumations for court cases or permanent relocation of remains.	PERMANENT

24.04.03	Records relating to the proposed or actual closure of cemeteries and their conversion to other uses, and the demolition or removal of: <ul style="list-style-type: none"> <li>• graves</li> <li>• monuments</li> <li>• vaults</li> <li>• plaques</li> <li>• tombstones</li> </ul>	PERMANENT
24.04.04	Records of the cancellation or transfer of an exclusive right of burial.	PERMANENT
24.04.05	Records documenting permission to inter human remains on private land. Records must include: <ul style="list-style-type: none"> <li>• written permission of the Director of Public Health</li> <li>• written permission of the landowner</li> <li>• statement whether there are any other graves on the land</li> <li>• plan depicting the exact location of the proposed grave and any other graves on the land</li> <li>• written permission of the general manager of the council.</li> </ul>	PERMANENT
24.04.06	Records of orders for burial, applications for plaques and headstones, and permission to scatter ashes on public land.	TEMPORARY Destroy 7 years after action completed.
<b>24.05.00</b>	<b>Inspections (PUBLIC HEALTH)</b> The process of officially examining facilities, properties, equipment and items, to ensure compliance with standards.	
24.05.01	Records documenting inspections relating to major health issues. These include: <ul style="list-style-type: none"> <li>• outbreaks of disease or illness</li> <li>• epidemics</li> <li>• matters involving major controversy</li> <li>• serious infringements</li> </ul> <p><i>See 11.06.00 where no health issues are involved.</i> <i>See 19.13.00 for legal action arising from inspections.</i></p> <p><b>Note:</b> Management of serious public health issues is the responsibility of the Director of Public Health.</p>	TEMPORARY Destroy 10 years after action completed.
24.05.02	Records of daily activities and inspections that do not identify significant problems.	TEMPORARY Destroy 1 year after action completed.
24.05.03	Government analysts' certificates, reports and associated correspondence.	TEMPORARY Destroy after reference ceases.
<b>24.06.00</b>	<b>Notifications (PUBLIC HEALTH)</b> The activities of notifying businesses and residents of Council's intention to undertake an action or notifying businesses and residents of a failure to comply with a statute or regulation, or the need to undertake an action or abate a nuisance. Includes the management of notices. <p><i>See DA2158 for notifications received from the Federal and State Governments.</i> <i>See 19.10.00 for the formal order and declarations directing compliance with regulations and by laws.</i></p>	

24.06.01	Abatement notices relating to failure to comply with health regulations and by-laws, including instructions for rectification or remediation. These include: <ul style="list-style-type: none"> <li>• buildings unfit for human habitation</li> <li>• condemned buildings</li> <li>• disinfecting property</li> <li>• rodent control.</li> </ul>	TEMPORARY Destroy 3 years after action completed.
24.06.02	Notifications of infectious diseases and associated correspondence.	TEMPORARY Destroy 1 year after action completed.
<b>24.07.00</b>	<b>Permits (PUBLIC HEALTH)</b> The activities involved in granting authoritative permission, either short term or temporary, to do something in accordance with an Act or By-law. Includes the processes associated with granting, transferring or suspension of the permit.  <i>See 19.07.00 for authorising and granting licences</i>	
24.07.01	Records documenting permits required by public health legislation, regulations or by-laws. Records may include: <ul style="list-style-type: none"> <li>• applications</li> <li>• copies of permits</li> <li>• renewals</li> <li>• associated correspondence</li> </ul>	TEMPORARY Destroy 7 years after expiry of permit.
<b>24.08.00</b>	<b>Planning (PUBLIC HEALTH)</b> The process of formulating ways in which objectives can be achieved. Includes the determination of services and needs, and the solution to those needs.  <i>See 06.14.00 for overall planning to achieve corporate objectives and Council administration.</i>	
24.08.01	Final versions of council public health plans.	TEMPORARY Destroy 7 years after date superseded.
24.08.02	Records documenting the development of public health plans including reports analysing issues, and comments received from other councils.	TEMPORARY Destroy 1 year after adoption of the final plan.
<b>24.09.00</b>	<b>Procedures (PUBLIC HEALTH)</b> The process of applying standard methods of operation to activities undertaken by Council according to formulated policy.  <i>See 13.08.00 for policies formally adopted by Council.</i>	
24.09.01	Records documenting the development of Council procedures and final versions of Council manuals and instructions relating to the Public Health function.	TEMPORARY Destroy 7 years after superseded or revoked.
24.09.02	Copies of instructions, procedures, manuals and circulars issued by a central agency or the Local Government Board.	TEMPORARY Destroy after superseded or revoked.
24.09.03	Records documenting the internal and external notification of changes to, or the implementation of new policies, procedures, instructions or notification of significant events.	TEMPORARY Destroy 7 years after action completed.
24.09.04	Routine instructions to staff and contractors.	TEMPORARY Destroy 2 years after action completed.

<b>24.10.00</b>	<b>Programs (PUBLIC HEALTH)</b> Activities relating to a grouping of related projects managed under a common business strategy to achieve a desired outcome.	
24.10.01	Records documenting the operation of public health programs administered or delivered by council. These include: <ul style="list-style-type: none"> <li>• immunisation</li> <li>• needle and syringe exchange</li> <li>• drug and alcohol strategy</li> <li>• food handling</li> </ul> <p><i>See 22.01.00 for the purchase of vaccines, syringes and other consumables.</i></p>	TEMPORARY Destroy 10 years after action completed.
<b>24.11.00</b>	<b>Registration (PUBLIC HEALTH)</b> Activities to record, catalogue, inventory or list. Also includes managing registers.	
24.11.01	Indexes and registers of: <ul style="list-style-type: none"> <li>• public health orders issued</li> <li>• regulated systems (air and water)</li> <li>• users and suppliers of water from private sources</li> <li>• premises used for public health risk activities</li> <li>• prescribed food premises (including kerbside vendors)</li> <li>• Infectious diseases</li> <li>• other public health permits issued by council</li> </ul>	PERMANENT
24.11.02	Immunisations records, general or single treatment, including consent forms.	TEMPORARY Destroy 12 years after action completed or 50 years after the birth of the person being immunised, whichever is the later.
24.11.03	Registers of samples analysed. These include: <ul style="list-style-type: none"> <li>• food</li> <li>• potable water</li> <li>• recycled water</li> <li>• wastewater</li> <li>• swimming pools</li> <li>• beaches</li> </ul>	TEMPORARY Destroy 7 years after last entry.
<b>24.12.00</b>	<b>Reporting (PUBLIC HEALTH)</b> The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements or findings of the results of the examination or investigation. Includes discussion papers, proposals, reports, questionnaires, reviews and returns.  <i>See 16.09.03 for the final version of the council's annual report.</i> <i>See 19.13.00 for reports on the investigation of public health complaints that result in prosecution.</i>	
24.12.01	Reports of significant environmental health and other health issues.	PERMANENT
24.12.02	Final versions of formal internal and external reports prepared by or for the Council.  <i>See 24.12.01 for significant environmental health and health reports.</i>	TEMPORARY Destroy 5 years after action completed.
24.12.03	Reports, statistics and summaries of samples where the information has not been included in the Council minutes.	PERMANENT

24.12.04	Copies of reports, statistics and summaries of food samples where the information has been included in Council minutes.	TEMPORARY Destroy after reference ceases.
<b>24.13.00</b>	<b>Service Provision (PUBLIC HEALTH)</b> The activities relating to services provided by Council on a long term basis or by other agencies. Includes requests and applications for services, assessment of eligibility and entitlements, liaison with other agencies regarding the provision of services. Also includes Council activities to lobby for services and to increase service provision. Also includes arrangements and bookings for services such as immunisation. Services may include: <ul style="list-style-type: none"> <li>• Immunisation clinic</li> <li>• food-handling training</li> </ul>	
24.13.01	Records documenting the logistical arrangements for and management of services such as immunisation clinics and the provision of food-handling training.	TEMPORARY Destroy 7 years after action completed.
<b>24.14.00</b>	<b>Standards (PUBLIC HEALTH)</b> The process of implementing industry or Council benchmarks for services and processes to enhance the quality and efficiency of the organisation. Includes standards for: <ul style="list-style-type: none"> <li>• Public Health</li> <li>• Food Safety</li> <li>• Vaccination</li> <li>• Wastewater</li> </ul>	
24.14.01	Records documenting the implementation of national health standards.	TEMPORARY Destroy 7 years after action completed.
<b>25.00.00</b>	<b>RATES AND VALUATIONS</b> The function of managing, regulating, setting and collecting Council income through the valuation of rateable land and other charges. Under the <i>Local Government Act 1993</i> , a report on rates is prepared and the Council sets the rates and charges.	
<b>25.01.00</b>	<b>Abandonments (RATES AND VALUATIONS)</b> The activity of managing financial liabilities relating to property and land that has been abandoned by owners or tenants, or that is unoccupied.  <i>See 25.03.00 for notices issued in relation to the sale of land.</i> <i>See 25.07.00 for the recovery of rate payments through the sale or assumption of land.</i>	
25.01.01	Records relating to rates abandonments, including titles searches, Government Gazette notices, etc.	TEMPORARY Destroy 2 years after action completed.
<b>25.02.00</b>	<b>Certification (RATES AND VALUATIONS)</b> The activity of providing a statement, written and signed, which is by law evidence of the truth of the facts stated. Includes certification for the provision of rates payable.	
25.02.01	Applications for certificates of liabilities.	TEMPORARY Destroy 1 year after action completed.
25.02.02	Copies of issued certificates of liabilities.	TEMPORARY Destroy 2 years after certificate issued.

<b>25.03.00</b>	<b>Notifications (RATES AND VALUATIONS)</b> The activities of notifying businesses and residents of Council's intention to undertake an action or notifying businesses and residents of a failure to comply with a statute or regulation, or the need to undertake an action or abate a nuisance. Includes notifications to the Council of compliance or action from businesses or residents. Also includes the management of notices.  <i>See 19.10.00 for the formal order and declarations directing compliance with regulations and by laws. See 19.05.00 for Council's commencement of legal action.</i>	
25.03.01	Records of notices issued in relation to the sale of land for overdue rates.	TEMPORARY Destroy 7 years after the unclaimed money has been received by Council.
25.03.02	Rate notices/demands including requests to reissue rates notices.	TEMPORARY Destroy after reference ceases.
25.03.03	Copies of notices of transfer and sale of property	TEMPORARY Destroy 3 years after action completed.
25.03.04	Change of address notified to the Valuer-General	TEMPORARY Destroy 1 year after action completed.
25.03.05	Change of address for delivery of rate notices	TEMPORARY Destroy after reference ceases.
25.03.06	Notices issued for rate charges or separate rate charges.	TEMPORARY Destroy 2 years after action completed.
<b>25.04.00</b>	<b>Procedures (RATES AND VALUATIONS)</b> The process of applying standard methods of operation to activities undertaken by Council according to formulated policy.  <i>See 13.08.00 for policies formally adopted by Council.</i>	
25.04.01	Records documenting the development of council procedures and final versions of council manuals and instructions relating to the Rates and Valuations function.	TEMPORARY Destroy 7 years after superseded or revoked.
25.04.02	Copies of instructions, procedures, manuals and circulars issued by Local Government Association or the Local Government Board.	TEMPORARY Destroy after superseded or revoked.
25.04.03	Records documenting the internal and external notification of changes to, or the implementation of new policies, procedures, instructions or notification of significant events.	TEMPORARY Destroy 7 years after action completed.
25.04.04	Routine instructions to staff and contractors.	TEMPORARY Destroy 2 years after action completed.
<b>25.05.00</b>	<b>Property History (RATES AND VALUATIONS)</b> The activity of managing the history of a property. Also includes the amendment of street numbers to properties.	
25.05.01	Summary records relating to the recognition of property identification numbers such as lot numbers, street numbers includes re-numbering of part or whole of municipality.	PERMANENT

<b>25.06.00</b>	<b>Rate Classifications (RATES AND VALUATIONS)</b> The activity of managing the classification schemes for determining rates payable and valuations. Rates payable are dependent on type of land use.  <i>See 13.08.00 for policies used to determine rating status and the classification of land for rating purposes.</i>	
25.06.01	Records relating to property within the municipality that is determined to be rates exempt.	PERMANENT
25.06.02	Records of changes and requests for a change of classification status, whether successful or unsuccessful that are precedents setting cases.  <i>See 25.06.03 for records of changes and requests for changes that are not precedent setting.</i>	PERMANENT
25.06.03	Records of changes and requests for a change of classification status, whether successful or unsuccessful that are not precedent setting cases.  <i>See 25.06.02 for records of changes and requests for changes that are precedent setting.</i>	TEMPORARY Destroy 7 years after action completed.
25.06.04	Records relating to the development of rating status and the classification of land for rating purpose.  <i>See 13.08.00 for the policy establishing the rating classification.</i>	TEMPORARY Destroy 7 years after superseded or revoked.
<b>25.07.00</b>	<b>Rate Payments (RATES AND VALUATIONS)</b> The activity of managing the payment of rates.  <i>See 12.01.00 for moneys associated with rate payment and recovery of unpaid rates.</i> <i>See 12.04.03 for direct debits and credit card transactions.</i>	
25.07.01	Successful applications to receive a rate rebate.  <i>See 25.06.00 for processing of rebate on rates notice.</i>	TEMPORARY Destroy 7 years after action completed.
25.07.02	Unsuccessful application for a rate rebate.	TEMPORARY Destroy 2 years after action completed.
25.07.03	Application for postponement of payment of rates and associated correspondence.	TEMPORARY Destroy 3 years after payment.
25.07.04	Rate remission applications and associated correspondence.	TEMPORARY Destroy 3 years after superseded or revoked.
25.07.05	Records relating to the recovery of rate payments where Council has requested the Minister to transfer ownership of the land to the Council or has sold all or part of the land using powers in the <i>Local Government Act</i> .	PERMANENT
25.07.06	Records relating to the recovery of rate payments where routine penalties are exacted upon the ratepayer and property is not acquired as a penalty.  <i>See 25.07.05 for records relating to the enforcement of rate payments where the council sell or assume ownership of the property.</i> <i>See 19.00.00 where Council takes legal action to recover arrears of rates.</i>	TEMPORARY Destroy 7 years after action completed.

25.07.07	Rates Notices Appeals/Objections.	TEMPORARY Destroy 7 years after valuation was made.
<b>25.08.00</b>	<b>Registration (RATES AND VALUATIONS)</b> Activities to record, catalogue, inventory or list. Also includes managing registers.	
25.08.01	Rates records. Records may include: <ul style="list-style-type: none"> <li>• Rate Ledgers</li> <li>• Rate Registers</li> </ul>	TEMPORARY Destroy 7 years after action completed.
25.08.02	Register of notices of transfer and sale of property	TEMPORARY Destroy 10 years after action completed.
25.08.03	Register of sale of land for overdue rates.	PERMANENT
25.08.04	Remission book.	PERMANENT
25.08.05	Register of rateable properties.	TEMPORARY Destroy 3 years after action completed.
25.08.06	Register of charges on land.	PERMANENT
<b>25.09.00</b>	<b>Reporting (RATES AND VALUATIONS)</b> The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements or findings of the results of the examination or investigation. Includes discussion papers, proposals, reports, questionnaires, reviews and returns.  <i>See 16.09.03 for the final version of the council's annual report.</i>	
25.09.01	Final versions of formal internal and external reports prepared by or for the Council. Records may include: <ul style="list-style-type: none"> <li>• annual pensioner rebate reports</li> <li>• rate remission reports</li> </ul>	TEMPORARY Destroy 5 years after action completed.
25.09.02	Statistical information collected by the Council and forwarded to the Australian Bureau of Statistics. Records may include: <ul style="list-style-type: none"> <li>• copies of returns</li> <li>• related correspondence</li> </ul>	TEMPORARY Destroy 2 years after action completed.
25.09.03	Statistical information collected by or for the Council relating to major rates and valuations activities of the Council that is not forwarded to the Australian Bureau of Statistics.  <i>See 25.09.02 for statistics forwarded to the Australian Bureau of Statistics.</i>	PERMANENT
25.09.04	Statistical information collected by or for the council that does not relate to major rate and valuations activities and is not reported to the Australian Bureau of Statistics.	TEMPORARY Destroy 2 years after action completed.
25.09.05	Records documenting responses to questionnaires and surveys requested by outside organisations.	TEMPORARY Destroy 2 years after action completed.
<b>25.10.00</b>	<b>Valuations (RATES AND VALUATIONS)</b> The activities associated with the valuing of land. Includes the valuation of properties owned by Council, and the valuation of rateable land within a municipal district for the purpose of determining a rate to be levied on the property owner.	



25.10.01	Authorisations to alter valuation lists	TEMPORARY Destroy 20 years after action completed.
25.10.02	Certified land valuation statements	TEMPORARY Destroy 7 years after action completed.
25.10.03	Reports on the valuation	TEMPORARY Destroy 10 years after valuation was made.
25.10.04	Records relating to valuation objections where the objection is upheld and the valuation is adjusted or disallowed.  <i>See 25.10.05 for valuations that are not upheld.</i>	PERMANENT
25.10.05	Records relating to objections to valuations that are not upheld.  <i>See 25.10.04 for valuations that are upheld.</i>	TEMPORARY Destroy 10 years after action completed.
25.10.06	Requests for valuations	TEMPORARY Destroy 2 years after action completed.
25.10.07	Supplementary valuation lists	TEMPORARY Destroy after date superseded.
25.10.08	Valuation books - master records compiled by council prior to the <i>Value of Land Act 2001</i> applying in the area.	PERMANENT
<b>26.00.00</b>	<b>RECREATION AND CULTURAL SERVICES</b> The function of the Council arranging, promoting or encouraging programs and events in visual arts, craft, music, performing arts, sports and recreation, cultural activities and services.  <i>See 23.20.00 for booking and use of council parks, reserves or council buildings for recreational and cultural events.</i>	
<b>26.01.00</b>	<b>Arrangements (RECREATION AND CULTURAL SERVICES)</b> The activities involved in council co-operation in events and functions arranged by other bodies. Includes preparing guest lists and invitations.  <i>See 04.02.00 for community events not related to recreation and cultural services.</i> <i>See 26.02.00 for events and functions managed by council.</i>	
26.01.01	Records relating to arrangements and bookings for events organised in conjunction with council.	TEMPORARY Destroy 5 years after action completed.
26.01.02	Indemnity agreements	TEMPORARY Destroy 1 year after agreement expired.

<b>26.02.00</b>	<b>Event Management (RECREATION AND CULTURAL SERVICES)</b> Activities relating to the arrangements, bookings and support for community events organised by council; the regular Christmas Pageant, Carols by Candlelight, etc.  <i>See 26.01.00 for records relating to the Council's collaboration in events organised by others.</i> <i>See 09.02.00 for arrangements around events relating to Sister City visits.</i> <i>See 09.05.00 for events organised by council for the improvement of the local economy</i> <i>See 03.01.00 for ticket sale records.</i>	
26.02.01	Summary records relating to the arrangements, promotion, displays, community liaisons, schedules for major events.  <i>See 26.02.02 for regular and routine events organised by council.</i> <i>See 26.02.03 for the routine administration of events.</i>	TEMPORARY Destroy 10 years after action completed.
26.02.02	Summary records relating to the management of regular and routine events organised by council.  <i>See 26.02.01 for major events organised by council.</i> <i>See 26.02.03 for the routine administration of events.</i>	TEMPORARY Destroy 5 years after action completed.
26.02.03	Records relating to the administration and implementation of events organised by Council.  <i>See 26.02.01 for major events organised by council.</i> <i>See 26.02.02 for regular and routine events organised by council.</i>	TEMPORARY Destroy 2 years after action completed.
<b>26.03.00</b>	<b>Museum and Galleries Management (RECREATION AND CULTURAL SERVICES)</b> The activities of operating museums and galleries, including development and management of collections, exhibitions, and public programs.  <i>See 06.11.00 for the liaison with cultural professional bodies.</i> <i>See 26.06.00 for the planning of Museums and Galleries.</i> <i>See 26.07.00 for the procedures relating to Museums and Galleries.</i> <i>See 27.03.00 for museum or gallery collection risk management plan.</i> <i>See 23.15.00 for security arrangements for the museum or gallery.</i>	
26.03.01	Stocktakes that relate to the management of the museum or gallery collection, its programs and operations.	TEMPORARY Destroy 20 years after action completed.
26.03.02	Register of accidents and incidents and records documenting the management of damage to items in the museum or gallery collection.	PERMANENT Retain in Council.
26.03.03	Detailed records documenting the process of acquiring items for the museum or gallery collection. Includes records of transfers, donations and donations made under incentive schemes such as Cultural Bequests and Cultural Gift Programs.	PERMANENT Retain in Council.
26.03.04	Records documenting offers of items deemed unsuitable for the museum or gallery collection.	TEMPORARY Destroy 2 years after action completed.
26.03.05	Records documenting the examination, assessment, preservation or restoration of items in the collection.	PERMANENT Retain in Council.
26.03.06	Records documenting the monitoring of environmental conditions such as light exposure, relative humidity, temperature, pollutants etc. pertaining to the museum or gallery collection.	TEMPORARY Destroy 10 years after action completed.
26.03.07	Records documenting the process for disposal of items from the museum or gallery collection.	PERMANENT Retain in Council.

26.03.08	Records documenting the contents of the museum or gallery collection.	PERMANENT Retain in Council.
26.03.09	Records documenting the evaluation of services or programs relating to the museum or gallery that result in significant recommendations.	PERMANENT Retain in Council.
26.03.10	Working papers and administration records documenting the evaluation of major requirements, services, equipment or programs of the museum or gallery.	TEMPORARY Destroy 7 years after action completed.
26.03.11	Records documenting the evaluation services, equipment or programs of the organisation that do not result in significant recommendations.	TEMPORARY Destroy 2 years after action completed.
26.03.12	Records documenting the layout and installation of the permanent collection in the museum or gallery.	PERMANENT Retain in Council.
26.03.13	Records documenting the layout and installation of items in a temporary or touring exhibition.	TEMPORARY Destroy 2 years after action completed.
26.03.14	Records documenting inward or outward museum or gallery loans.	PERMANENT Retain in Council.
26.03.15	Unsuccessful museum or gallery loan requests.	TEMPORARY Destroy 2 years after action completed.
26.03.16	Records documenting museum or gallery programs to explain works, artefacts, theories and movements.	PERMANENT Retain in Council.
26.03.17	Research and supporting documentation associated with museum or gallery programs to explain works, artefacts, theories and movements.	TEMPORARY Destroy 3 years after action completed.
26.03.18	Significant scientific study and research on the museum or gallery collection.	PERMANENT Retain in Council.
<b>26.04.00</b>	<b>Notification (RECREATION AND CULTURAL SERVICES)</b> The activities of notifying businesses and residents of Council's intention to undertake an action or notifying businesses and residents of a failure to comply with a statute or regulation, or the need to undertake an action or abate a nuisance. Includes the management of notices.  <i>See 19.10.00 for the formal order and declarations directing compliance with regulations and by laws.</i> <i>See 19.05.00 for Council's commencement of legal action.</i>	
26.04.01	Notification of recreation and cultural activities.	TEMPORARY Destroy 7 years after action completed.
<b>26.05.00</b>	<b>Permits (RECREATION AND CULTURAL SERVICES)</b> The activities involved in granting authoritative permission, either short term or temporary, to do something in accordance with an Act or By-law. Includes the processes associated with granting, transferring or suspension of the permit.  <i>See 19.07.00 for authorising and granting licences</i>	

26.05.01	Records relating to permission to use council premises, parks and reserves and roads for community and entertainment purposes. These include: <ul style="list-style-type: none"> <li>• Agricultural shows</li> <li>• Circuses</li> <li>• Festivals and ceremonies</li> <li>• Fireworks</li> <li>• Filming and commercials</li> </ul>	TEMPORARY Destroy 5 years after action completed.
26.05.02	Permits for performing in public spaces and collecting money.	TEMPORARY Destroy 1 year after action completed.
<b>26.06.00</b>	<b>Planning (RECREATION AND CULTURAL SERVICES)</b> The process of formulating ways in which objectives can be achieved. Includes the determination of services and needs, and the solution to those needs.  <i>See 06.14.00 for overall planning to achieve corporate objectives and Council administration.</i>	
26.06.01	Final versions of strategic plans relating to the museum or gallery collection.	PERMANENT
26.06.02	Final versions of short term operational plans.	TEMPORARY Destroy 5 years after date superseded.
26.06.03	Working papers used to develop organisation plans.	TEMPORARY Destroy 2 years after action completed.
<b>26.07.00</b>	<b>Procedures (RECREATION AND CULTURAL SERVICES)</b> The process of applying standard methods of operation to activities undertaken by Council according to formulated policy.  <i>See 13.08.00 for policies formally adopted by Council.</i>	
26.07.01	Master set of museum or galleries collection management procedures.	PERMANENT Retain in Council.
26.07.02	Records documenting the development of council procedures and final versions of council manuals and instructions relating to the Recreation and Cultural Services function.  <i>See 04.06.00 for events of state or national significance.</i> <i>See 26.07.01 for procedural records relating to museums and galleries.</i>	TEMPORARY Destroy 7 years after superseded or revoked.
26.07.03	Records documenting the internal and external notification of changes to, or the implementation of new policies, procedures, instructions or notification of significant events.	TEMPORARY Destroy 7 years after action completed.
26.07.04	Routine instructions to staff and contractors.	TEMPORARY Destroy 2 years after action completed.
<b>26.08.00</b>	<b>Programs (RECREATION AND CULTURAL SERVICES)</b> Activities relating to a grouping of related projects managed under a common business strategy to achieve a desired outcome.	

26.08.01	Records documenting the contents of special programs of local community significance, such as aboriginal community or multicultural programs. Includes records of planning and objectives, evaluations.  <i>See 04.05.00 for records relating to events of State or National significance.</i>	PERMANENT
26.08.02	Records of recreation and cultural programs.  <i>See 26.08.01 for special programs of local community significance, such as aboriginal community or multicultural programs.</i>	TEMPORARY Destroy 10 years after action completed.
26.08.03	Records of administration and implementation of recreational and cultural programs.	TEMPORARY Destroy 5 years after action completed.
26.08.04	Records of holiday learn to swim programs.	TEMPORARY Destroy 2 years after action completed.
<b>26.09.00</b>	<b>Reporting (RECREATION AND CULTURAL SERVICES)</b> The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements or findings of the results of the examination or investigation. Includes discussion papers, proposals, reports, questionnaires, reviews and returns.  <i>See 16.09.03 for the final version of the council's annual report.</i>	
26.09.01	Final versions of formal internal and external reports prepared by or for the Council.	TEMPORARY Destroy 5 years after action completed.
26.09.02	Statistical information collected by the council and forwarded to the Australian Bureau of Statistics. Records may include: <ul style="list-style-type: none"> <li>• copies of returns</li> <li>• related correspondence</li> </ul>	TEMPORARY Destroy 2 years after action completed.
26.09.03	Statistical information collected by or for the Council relating to major recreation and cultural activities of the Council that is not forwarded to the Australian Bureau of Statistics.  <i>See 26.09.02 for statistics forwarded to the Australian Bureau of Statistics.</i>	PERMANENT
26.09.04	Statistical information collected by or for the council that does not relate to major recreation and cultural activities and is not reported to the Australian Bureau of Statistics.	TEMPORARY Destroy 2 years after action completed.
26.09.05	Records documenting responses to questionnaires and surveys requested by outside organisations.	TEMPORARY Destroy 2 years after action completed.
<b>26.10.00</b>	<b>Service Provision (RECREATION AND CULTURAL SERVICES)</b> The activities relating to services provided by Council on a long term basis or by other agencies. Includes requests and applications for services, assessment of eligibility and entitlements, liaison with other agencies regarding the provision of services. Also includes Council activities to lobby for services and to increase service provision.	

26.10.01	<p>Records of services provided by council, or provided by other agencies under contract to council, on a long term basis. These include:</p> <ul style="list-style-type: none"> <li>• Migrant resource centre</li> <li>• Beach and water safety patrols</li> <li>• Swimming pools</li> <li>• Skate parks</li> <li>• Mountain bike parks/tracks</li> </ul>	TEMPORARY Destroy 10 years after action completed.
27.00.00	<p><b>RISK MANAGEMENT</b></p> <p>The function of managing and reducing the risk of loss of Council properties and equipment and risks to personnel. Also includes managing the risk to members of the general public, Councillors, Community Committees and liability to the public.</p> <p><i>See 21.13.00 for documentation of accidents and incidents affecting council staff.</i></p>	
27.01.00	<p><b>Claims Management (RISK MANAGEMENT)</b></p> <p>Activities relating to investigation and monitoring of insurance claims by Council. Includes claims arising from emergencies such as fire and floods where the Council may administer claims but is not solely responsible for the liability, and claims made by employees for work related injuries or death. Also includes compensation claims for damage caused by trees.</p> <p><i>See 21.13.00 for records of notifiable incidents under the Work Health and Safety Act 2012 and its associated regulations that do <u>not</u> result in a claim for compensation.</i></p> <p><i>See 20.06.00 for claims that result in legal action</i></p> <p><i>See 27.02.02 for insurance policies and any endorsements on them.</i></p>	
27.01.01	<p>Records documenting workers compensation claims made by a council employee. Records may include:</p> <ul style="list-style-type: none"> <li>• claim forms</li> <li>• accident reports</li> <li>• medical reports</li> <li>• medical certificates</li> <li>• details of payment</li> <li>• litigation documents</li> <li>• correspondence</li> <li>• legal advice</li> <li>• appeal records</li> <li>• progress reports</li> <li>• agreements</li> <li>• rehabilitation</li> </ul> <p><i>See 21.13.00 for accident reports submitted by employees that do <u>not</u> result in a claim for compensation.</i></p> <p><i>See 27.01.02 for claims for payment of compensation from members of the public for personal injury resulting from an accident/incident involving council property.</i></p>	TEMPORARY Destroy when employee would reach 75 years of age or 7 years after action completed, whichever is the later.
27.01.02	<p>Records documenting claims for payment of compensation from members of the public for personal injury resulting from an accident/incident involving council property.</p> <p><i>See 21.13.02 for accident reports submitted by members of the public that do <u>not</u> result in a claim for compensation.</i></p> <p><i>See 27.01.03 for claims from accidents/incidents involving members of the public that result in serious injury or death.</i></p>	TEMPORARY Destroy 7 years after finalisation of claim.

27.01.03	Records documenting claims from accidents/incidents involving members of the public that result in serious injury or death. These may include: <ul style="list-style-type: none"> <li>• accident report forms</li> <li>• investigation reports</li> </ul> <p><i>See 27.01.02 for claims from accidents/incidents involving members of the public that do <u>not</u> result in serious injury or death.</i></p>	PERMANENT
27.01.04	Records documenting compensation claims for loss or damage to personal property.	TEMPORARY Destroy 7 years after action completed.
27.01.05	Records documenting insurance claims. These may include: <ul style="list-style-type: none"> <li>• claim forms</li> <li>• correspondence</li> </ul> <p><i>See 22.06.01 for records documenting accidents/incidents involving council vehicles.</i></p>	TEMPORARY Destroy 7 years after action completed.
<b>27.02.00</b>	<b>Insurance (RISK MANAGEMENT)</b> The process of taking out premiums to cover the public for loss or damage to property or premises, and to cover customers against injury or death resulting from incidents on council premises.	
27.02.01	Records documenting arrangements for participation in, and contributions to, self-insurance funds. <p><i>See 27.01.06 for dealings with the fund manager in relation to claims.</i> <i>See 06.02.00 for fund management committees.</i> <i>See 12.01.00 for financial transactions.</i></p>	TEMPORARY Destroy 7 years after action completed.
27.02.02	Council copies of insurance policy documents and endorsements including new conditions imposed upon renewal.	TEMPORARY Destroy 7 years after policy expires.
27.02.03	Records relating to claims of fidelity guarantee and coverage for fraud.	TEMPORARY Destroy 7 years after action completed.
27.02.04	Records relating to insurance brokers and agents used to identify suppliers of insurance which best meets the needs of council.	TEMPORARY Destroy 7 years after action completed.
27.02.05	Records documenting administrative arrangements and determinations of amounts of cover, including policy renewals that do not vary the amount of conditions of the policy.	TEMPORARY Destroy 2 years after action completed.
<b>27.03.00</b>	<b>Planning (RISK MANAGEMENT)</b> The process of formulating ways in which objectives can be achieved. Includes the determination of services and needs, and the solution to those needs. <p><i>See 06.14.00 for overall planning to achieve corporate objectives and Council administration.</i></p>	
27.03.01	Final versions of risk management plans and disaster recovery plans, including business continuity plans and vital records register. <p><i>See 10.07.01 for plans that are implemented.</i></p>	TEMPORARY Destroy 7 years after plan superseded.
27.03.02	Records documenting the development of risk management and disaster recovery plans.	TEMPORARY Destroy 2 years after plan superseded.

27.03.03	Work Health and Safety management plans  <i>See 21.13.01 and 21.13.02 for management plans when a 'notifiable incident' occurs according to the Work Health and Safety Act.</i>	TEMPORARY Destroy after construction project has been completed
<b>27.04.00</b>	<b>Procedures (RISK MANAGEMENT)</b> The process of applying standard methods of operation to activities undertaken by Council according to formulated policy.  <i>See 13.08.00 for policies formally adopted by Council.</i>	
27.04.01	Records documenting the development of council procedures and final versions of council manuals and instructions relating to the Risk Management function and documenting the implementation of practices and procedures to control and reduce risk.	TEMPORARY Destroy 7 years after superseded or revoked.
27.04.02	Copies of instructions, procedures, manuals and circulars issued by a central agency or the Local Government Board.	TEMPORARY Destroy after superseded or revoked.
27.04.03	Records documenting the internal and external notification of changes to, or the implementation of new policies, procedures, instructions or notification of significant events.	TEMPORARY Destroy 7 years after action completed.
27.04.04	Routine instructions to staff and contractors.	TEMPORARY Destroy 2 years after action completed.
<b>27.05.00</b>	<b>Registration (RISK MANAGEMENT)</b> Activities to record, catalogue, inventory or list. Also includes managing registers.	
27.05.01	Register of insurance policies.	PERMANENT
27.05.02	Register of accidents/incidents where loss or injury occurs to staff or the public.	PERMANENT
27.05.03	Register of claims against the council or its insurer recording such details as: <ul style="list-style-type: none"> <li>• identification and age of claimant</li> <li>• date and location of incident</li> <li>• nature of injury</li> <li>• outcome of claim</li> </ul>	TEMPORARY Destroy 25 years after action completed.
27.05.04	Risk Register	TEMPORARY Destroy 25 years after date superseded.
<b>27.06.00</b>	<b>Reporting (RISK MANAGEMENT)</b> The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements or findings of the results of the examination or investigation. Includes discussion papers, proposals, reports, questionnaires, reviews and returns.  <i>See 16.09.03 for the final version of the council's Annual Report.</i>	
27.06.01	Reports prepared for Council, its insurers, or an external regulator such as Workplace Standards Tasmania, on accidents or incidents involving loss or injury to staff or the public, damage to Council properties or damage to property of third parties caused by Council staff or equipment.	TEMPORARY Destroy 20 years after action completed.



<b>27.07.00</b>	<b>Risk Assessment (RISK MANAGEMENT)</b> The activity of managing the analysis of potential risks, the rate of severity of risks, potential impact and also measures to prevent impacts. Includes records of compliance with the regulations of the Work Health and Safety Act 2012  <i>See 21.13.00 for records of notifiable incidents according to the Work Health and Safety regulations</i>	
27.07.01	Records documenting the assessment of risks relating to playgrounds including regular risk assessment reports on playground equipment.  <i>See 27.07.03 for records relating to risk assessments more generally.</i>	TEMPORARY Destroy 25 years after action completed.
27.07.02	Records documenting the assessment of risks relating to child-care centres.	TEMPORARY Destroy 25 years after action completed.
27.07.03	Risk assessments and records documenting the identification of risks and the selection of strategies to deal with them. Includes records of compliance with the regulations of the Work Health and Safety Act 2012 such as: <ul style="list-style-type: none"> <li>• Confined space risk assessments</li> <li>• Electrical safety risk assessments</li> <li>• Electrical safe work method statements</li> <li>• High risk work</li> </ul> <i>See 21.13.01 and 21.13.02 for records where a 'notifiable incident' occurs according to the Work Health and Safety Act.</i> <i>See 27.07.01 for risk assessments relating to playground equipment.</i> <i>See 10.06.00 for directives issued to the public as a result of the assessment.</i>	TEMPORARY Destroy 7 years after action completed.
27.07.04	Records assessing landslip hazards such as reports and graphs produced by scientific analysis of survey data from landslip areas and hazard mapping of potential landslip areas.  <i>See 11.18.03 for the survey data.</i>	PERMANENT
27.07.05	Underground essential services records relating to excavation work plans  <i>See 21.13.01 and 21.13.02 for records where a 'notifiable incident' occurs according to the Work Health and Safety Act.</i>	TEMPORARY Destroy once the work is completed
<b>27.08.00</b>	<b>Standards (RISK MANAGEMENT)</b> The process of implementing industry or Council benchmarks for services and processes to enhance the quality and efficiency of the organisation.	
27.08.01	Records documenting the implementation of risk management standards.	TEMPORARY Destroy 7 years after action completed.

<b>28.00.00</b>	<b>ROADS</b> The provision of road and bridge construction and maintenance of bridges, rural roads and associated street services to property owners within the Council area. Includes the design, construction and maintenance of local roads and associated infrastructure, such as kerbing, guttering and footpaths under Council jurisdiction. Also includes the acquisition and installation of street furniture, decorations, signs and traffic lights.  <i>See 29.00.00 for management of traffic and transport infrastructure and liaison with the State and Federal Governments over transport planning.</i>	
<b>28.01.00</b>	<b>Acquisition (ROADS)</b> The process of gaining ownership or use of property and other items required in the conduct of business through purchase or requisitions.  <i>See 06.04.00 for obtaining the services of contractors and consultants. See 06.19.00 for the process of receiving and assessing tenders.</i>	
28.01.01	Records documenting acquisition of property by resumption or purchase for the purpose of road or bridge infrastructure. Records may include: <ul style="list-style-type: none"> <li>• agreements</li> <li>• contractual arrangements</li> </ul> <i>See 28.12.00 for feasibility studies and records relating to planning for the resumptions or acquisitions of land that are not proceeded with.</i>	TEMPORARY Destroy 7 years after action completed.
28.01.02	Records documenting acquisition of land by lease for the maintenance or construction of roads. Records may include: leases.	TEMPORARY Destroy 7 years after expiry of lease.
<b>28.02.00</b>	<b>Agreements (ROADS)</b> The processes associated with the establishment, maintenance, review and negotiation of agreements. Includes agreements between Council and service providers and State agencies to provide services.  <i>See 06.19.00 for contracts between council and other agencies for the building, maintenance and repair of roads. See 06.09.00 for agreements relating to joint ventures.</i>	
28.02.01	Records documenting the establishment, maintenance, review and negotiation of agreements including final versions of agreements. Records may include: <ul style="list-style-type: none"> <li>• agreements for road relocations.</li> <li>• agreements for vehicle crossings constructed to link a road to private property.</li> <li>• agreements with utilities (TasGas, Aurora, Telstra, etc.)</li> </ul>	TEMPORARY Destroy 10 years after expiry, completion or termination of agreement.
<b>28.03.00</b>	<b>Applications (ROADS)</b> The activity of managing applications and approvals for road and street services, applications for new roads and opening of closed roads. Includes requests to alter the direction of traffic in streets.	
28.03.01	Records relating to successful applications for new roads, street realignments.	PERMANENT
28.03.02	Unsuccessful applications and related submissions for new roads and street realignments.	TEMPORARY Destroy 10 years after action completed.

<b>28.04.00</b>	<p><b>Audit (ROADS)</b> The activities associated with officially checking quality assurance and operational records to ensure that they have been kept and maintained in accordance with agreed or legislated standards and correctly record the events, processes and business of Council in a specified period.</p> <p><i>See 12.03.00 for financial audits of Council's accounts.</i> <i>See 06.18.00 for the standards against which the project or procedure is being audited.</i> <i>See 11.03.00 for environmental audits conducted in relation to Environmental Management and Pollution Control Act 1994.</i> <i>See 06.01.00 for all corporate and process audits.</i> <i>See 22.03.00 for all plant, equipment and stores stocktake audits</i></p>	
28.04.01	External and internal audit reports that result in changes to existing policy or procedures including recommendations and implementation plans.  <i>See 28.04.04 for Traffic Management Audits.</i>	PERMANENT
28.04.02	External and internal audit reports that do not result in changes to existing policy or procedures.  <i>See 28.04.04 for Traffic Management Audits.</i>	TEMPORARY Destroy 7 years after action completed.
28.04.03	Internal audit working papers and routine correspondence relating to internal and external audit.	TEMPORARY Destroy 5 years after action completed.
28.04.04	Traffic Management Audits.	TEMPORARY Destroy 5 years after action completed.
<b>28.05.00</b>	<p><b>Certification (ROADS)</b> The activity of providing a statement, written and signed, which is by law evidence of the truth of the facts stated. Includes certification for the provision of road ways.</p>	
28.05.01	Declaration of main road.	PERMANENT
28.05.02	Certificates of road completion.	PERMANENT
<b>28.06.00</b>	<p><b>Design and Construction (ROADS)</b> The activity of designing and constructing bridges, roads and streets within the Council district.</p>	
28.06.01	Records relating to the design and construction of major infrastructure. These include: <ul style="list-style-type: none"> <li>• roads</li> <li>• footpaths</li> <li>• bridges</li> <li>• inverts and crossovers</li> <li>• culverts</li> <li>• side entry pits</li> <li>• drains</li> <li>• traffic control devices.</li> </ul>	PERMANENT
28.06.02	Records relating to the design and construction of minor infrastructure. These include: <ul style="list-style-type: none"> <li>• paving</li> <li>• bollards</li> <li>• bins</li> <li>• seats</li> <li>• planter boxes.</li> </ul>	TEMPORARY Destroy 10 years after action completed.

<b>28.07.00</b>	<b>Maintenance (ROADS)</b> The activities associated with the upkeep, repair, servicing and preservation of internal/external conditions of road and bridge infrastructure.	
28.07.01	Records relating to the routine or ad hoc maintenance of road or bridge infrastructure. Includes records of maintenance undertaken following an emergency, routine inspection as well as ongoing scheduled maintenance.	TEMPORARY Destroy 7 years after action completed.
<b>28.08.00</b>	<b>Monitoring (ROADS)</b> Activities that check, observe, or record the operation of infrastructure, services or systems.	
28.08.01	Records relating to testing including sealing and resealing test results	TEMPORARY Destroy 2 years after action completed.
28.08.02	Records relating to testing the structural integrity of bridges.	TEMPORARY Destroy 7 years after repair or replacement.
<b>28.09.00</b>	<b>Naming (ROADS)</b> The activities associated with managing titles by which a road or bridge is designated or known.	
28.09.01	Records relating to the naming of service infrastructure within a municipal jurisdiction, where summary records are maintained at State Government level. Includes the naming of roads, streets and bridges.	TEMPORARY Destroy after reference ceases.
<b>28.10.00</b>	<b>Notifications (ROADS)</b> The activities of notifying businesses and residents of Council's intention to undertake an action or notifying businesses and residents of a failure to comply with a statute or regulation, or the need to undertake an action or abate a nuisance. Includes notifications to Council of action or intention from the State government. Also includes the management of notices.  <i>See 19.10.00 for the formal order and declarations directing compliance with regulations and by laws. See 19.05.00 for Council's commencement of legal action.</i>	
28.10.01	Notice of alteration of road levels by State roads authority	TEMPORARY Destroy 10 years after action completed.
28.10.02	Notice of entry. These include: <ul style="list-style-type: none"> <li>• Enclosed land for materials</li> <li>• Private land to conduct survey</li> </ul>	TEMPORARY Destroy 2 years after action completed.
28.10.03	Notices relating to: <ul style="list-style-type: none"> <li>• Alter private roads</li> <li>• Clear private lane-way</li> <li>• Remove fence or awning or to fence land near road</li> <li>• Remove road encroachments</li> <li>• Road closure</li> <li>• Road openings/reinstatements</li> </ul>	TEMPORARY Destroy 2 years after action completed.
28.10.04	Notices received from utilities, such as: <ul style="list-style-type: none"> <li>• Telstra land access notices</li> <li>• Aurora defective power pole notices</li> </ul>	TEMPORARY Destroy 2 years after action completed.
<b>28.11.00</b>	<b>Permits (ROADS)</b> The activities involved in granting authoritative permission, either short term or temporary, to do something in accordance with an Act or By-law. Includes the processes associated with granting, transferring or suspension of the permit.  <i>See 19.07.00 for authorising and granting licences</i>	

28.11.01	Timber and gravel toll records including returns, permits, payment advices.	TEMPORARY Destroy 7 years after action completed.
28.11.02	Permit to close a road or part of for building works.	TEMPORARY Destroy 7 years after action completed.
28.11.03	Records documenting permits issued to third parties to open roads for the installation or repair of infrastructure, including conditions such as the requirement to reinstate the road to council specifications.	TEMPORARY Destroy 7 years after action completed.
<b>28.12.00</b>	<b>Planning (ROADS)</b> The process of formulating ways in which objectives can be achieved. Includes the determination of services and needs, and the solution to those needs.  <i>See 05.03.00 for planning the delivery of services, facilities and programs to the community.</i> <i>See 06.14.00 for overall planning to achieve corporate objectives and Council administration.</i> <i>See 10.07.00 for planning measures to be taken to recover from the effects of disasters such as fire, flood, or earthquake, emergency procedures etc.</i>	
28.12.01	Records of long term plans for road construction and development, including identification of easements, land acquisitions	TEMPORARY Destroy after superseded or revoked.
28.12.02	Records relating to the development of operational plans and strategies for the day-to-day management of roads. Records may include: <ul style="list-style-type: none"> <li>• Cases where the planning does not proceed to the disposal or acquisition of land.</li> <li>• Log truck routes within council districts.</li> <li>• Notices to owners.</li> </ul>	TEMPORARY Destroy 10 years after action completed.
<b>28.13.00</b>	<b>Procedures (ROADS)</b> The process of applying standard methods of operation to activities undertaken by Council according to formulated policy.  <i>See 13.08.00 for policies formally adopted by Council.</i>	
28.13.01	Records documenting the development of council procedures and final versions of council manuals and instructions relating to the roads function.	TEMPORARY Destroy 7 years after superseded or revoked.
28.13.02	Copies of instructions, procedures, manuals and circulars issued by the Local Government Board.	TEMPORARY Destroy after superseded or revoked.
28.13.03	Records documenting the internal and external notification of changes to, or the implementation of new policies, procedures, instructions or notification of significant events.	TEMPORARY Destroy 7 years after action completed.
28.13.04	Routine instructions to staff and contractors.	TEMPORARY Destroy 2 years after action completed.
<b>28.14.00</b>	<b>Programs (ROADS)</b> Activities relating to a grouping of related projects managed under a common business strategy to achieve a desired outcome.  <i>See 15.02.00 for applications for Commonwealth funding.</i>	

28.14.01	Summary records relating to council road and traffic safety programs including black spot, local roads. Records may include: <ul style="list-style-type: none"> <li>• program objectives</li> <li>• reports</li> <li>• evaluation.</li> </ul>	PERMANENT
28.14.02	Records relating to the administration and implementation of road safety programs. Records may include: <ul style="list-style-type: none"> <li>• implementation plans</li> <li>• progress reports</li> <li>• notification</li> <li>• promotion of the program, etc.</li> </ul>	TEMPORARY Destroy 5 years after action completed.
<b>28.15.00</b>	<b>Registration (ROADS)</b> Activities to record, catalogue, inventory or list. Also includes managing registers.	
28.15.01	Register and indices of maps and plans. These include: <ul style="list-style-type: none"> <li>• Private works</li> <li>• Survey peg/mark</li> <li>• Bridges</li> <li>• Public gates</li> <li>• Roads</li> </ul> <p><i>See 16.04.00 for registers and indices of digital maps and plans.</i></p>	PERMANENT
28.15.02	Register of road maintenance, sealing and resealing.	TEMPORARY Destroy 10 years after action completed.
28.15.03	Street index/list of streets	TEMPORARY Destroy after date superseded.
<b>28.16.00</b>	<b>Reporting (ROADS)</b> The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements or findings of the results of the examination or investigation. Includes discussion papers, proposals, reports, questionnaires, reviews and returns.  <i>See 16.09.03 for the final version of the council's annual report.</i>	
28.16.01	Final versions of formal internal and external reports prepared by or for the Council.	TEMPORARY Destroy 5 years after action completed.
28.16.02	Statistical information collected by the Council and forwarded to the Australian Bureau of Statistics. Records may include: <ul style="list-style-type: none"> <li>• copies of returns</li> <li>• related correspondence</li> </ul>	TEMPORARY Destroy 2 years after action completed.
28.16.03	Statistical information collected by or for the Council relating to major road activities of the Council that is not forwarded to the Australian Bureau of Statistics.  <i>See 28.16.02 for statistics forwarded to the Australian Bureau of Statistics.</i>	PERMANENT
28.16.04	Statistical information collected by or for the council that does not relate to major road activities and is not reported to the Australian Bureau of Statistics.	TEMPORARY Destroy 2 years after action completed.

28.16.05	Records documenting responses to questionnaires and surveys requested by outside organisations.	TEMPORARY Destroy 2 years after action completed.
<b>28.17.00</b>	<b>Road Closures (ROADS)</b> The activity of managing the closure of roads.	
28.17.01	Records of successful applications for permanent road closures.	PERMANENT
28.17.02	Records of unsuccessful applications for permanent road closure, correspondence with Land Titles Office and other relevant parties/agencies.	TEMPORARY Destroy 7 years after action completed.
28.17.03	Records relating to temporary closures of roads for reasons such as street marches etc. for which a permit has been obtained.	TEMPORARY Destroy 5 years after action completed.
<b>28.18.00</b>	<b>Service Provision (ROADS)</b> The activities relating to services provided by Council on a long term basis or by other agencies. Includes requests and applications for services, assessment of eligibility and entitlements, liaison with other agencies regarding the provision of services. Also includes Council activities to lobby for services and to increase service provision.	
28.18.01	Records of services provided by council, by other agencies under contract to council, on a long term basis to provide materials for road building. These include Quarrying	TEMPORARY Destroy 10 years after expiry.
<b>28.19.00</b>	<b>Standards (ROADS)</b> The process of implementing industry or Council benchmarks for services and processes to enhance the quality and efficiency of the organisation.  <i>See 07.06.00 for reviews and recommendations on benchmarking and evaluation of Council service delivery.</i>	
28.19.01	Records documenting the implementation of Industry, government and Council standards.	TEMPORARY Destroy 10 years after action completed.
<b>28.20.00</b>	<b>Street Management (ROADS)</b> The activity of managing permission and control of the use of roadside facilities. Includes managing advertising on footpaths, street stalls, roadside dining, rights of way, street decoration, public telephone booths, and street furniture.	
28.20.01	Records relating to the management, including leasing, of space for advertising and roadside facilities. These include: <ul style="list-style-type: none"> <li>• Kiosks</li> <li>• Street furniture</li> <li>• Stalls</li> <li>• Clothing collection bins</li> <li>• Driveways</li> <li>• Footpaths</li> <li>• Right of ways</li> </ul>	TEMPORARY Destroy 7 years after action completed.
28.20.02	Records relating to provision of street decorations.	TEMPORARY Destroy 2 years after action completed.

<b>29.00.00</b>	<b>TRAFFIC AND TRANSPORT</b> The function of planning for transport infrastructure and the efficient movement and parking of traffic. Encompasses all service/facilities above the road surface and includes all forms of public transport.  <i>See 28.00.00 for the design, construction and maintenance of Council roads.</i> <i>See 19.05.00 for parking infringements.</i>	
<b>29.01.00</b>	<b>Authorisations (TRAFFIC AND TRANSPORT)</b> The process of seeking and granting permission to undertake a requested action. Includes authorising delegations to use Council property.  <i>See 13.02.00 for the use of the Council seal.</i>	
29.01.01	Records relating to delegation of public roads control to Council by the State authority responsible for roads.	PERMANENT
<b>29.02.00</b>	<b>Design and Construction (TRAFFIC AND TRANSPORT)</b> The activity of designing and constructing traffic and transport infrastructure and equipment.  <i>See 23.04.00 for records relating to the design and construction of multi-level car parks.</i>	
29.02.01	Records relating to the design, construction, installation and removal of minor traffic and transport works. These include: <ul style="list-style-type: none"> <li>• bus stops</li> <li>• shelters</li> <li>• seats and benches</li> <li>• traffic lights/signals; and</li> <li>• road and traffic signs e.g. parking, community, direction, road and street names, regulatory and warning signs.</li> </ul> <i>See 23.04.00 for records relating to the design and construction of multi-level car parks.</i>	TEMPORARY Destroy 7 years after action completed.
29.02.02	Records relating to the design and construction of on-street and off-street parking facilities including parking meters.  <i>See 23.04.00 for records relating to the design and construction of multi-level car parks.</i>	TEMPORARY Destroy 7 years after action completed.
29.02.03	Records documenting the design and construction of facilities to assist the efficient movement of traffic and parking of vehicles such as: <ul style="list-style-type: none"> <li>• Transport Interchanges</li> <li>• Public Transport Corridors</li> </ul>	TEMPORARY Destroy 7 years after the transfer, disposal or demolition of the facility or structure.
<b>29.03.00</b>	<b>Maintenance (TRAFFIC AND TRANSPORT)</b> The activities associated with the upkeep, repair, servicing and preservation of internal/external conditions of equipment, infrastructure, and public facilities.  <i>See 23.07.00 for the maintenance on multi-story car parks.</i>	
29.03.01	Records relating to major maintenance and structural repairs on structures and facilities under the control of the local government, that assist in the efficient movement and parking of traffic and transport.	TEMPORARY Destroy 7 years after the transfer, disposal or demolition of the facility or structure.



29.03.02	Records relating to routine maintenance on traffic, transport and parking facilities in the local government area.	TEMPORARY Destroy 7 years after last entry.
<b>29.04.00</b>	<b>Monitoring (TRAFFIC AND TRANSPORT)</b> Activities that check, observe, or record the operation of equipment, infrastructure, services or systems.	
29.04.01	Records relating to the monitoring of traffic flow, road safety and pedestrian issues. Records may include: <ul style="list-style-type: none"> <li>• traffic maps</li> <li>• reports</li> <li>• surveys</li> </ul>	TEMPORARY Destroy 5 years after action completed.
29.04.02	Monitoring the operational safety of airfields including equipment and signage.	TEMPORARY Destroy 3 years after action completed.
<b>29.05.00</b>	<b>Permits (TRAFFIC AND TRANSPORT)</b> The activities involved in granting authoritative permission, either short term or temporary, to do something in accordance with an Act or By-law. Includes the processes associated with granting, transferring or suspension of the permit.  <i>See 19.07.00 for authorising and granting licences.</i>	
29.05.01	Records relating to applications for special parking arrangements or for special or temporary parking zones that are granted.	TEMPORARY Destroy 2 years after action completed.
29.05.02	Records relating to applications/requests that are refused, including parking permits, bus stops, one-way streets, special parking zones and signs.	TEMPORARY Destroy 1 year after action completed.
29.05.03	Records relating to applications for road use permits assessed and approved by the relevant State Department. These include: <ul style="list-style-type: none"> <li>• heavy vehicles;</li> <li>• oversize or excess dimension loads or vehicles;</li> <li>• dwelling/house/building removals.</li> </ul>	TEMPORARY Destroy 2 years after action completed.
<b>29.06.00</b>	<b>Planning (TRAFFIC AND TRANSPORT)</b> The process of formulating ways in which objectives can be achieved. Includes the determination of services and needs, and the solution to those needs.	
29.06.01	Final version of traffic management plans.	TEMPORARY Destroy 10 years after plan superseded.
29.06.02	Records relating to the development of traffic management plans and the analysis of transport needs. Records may include studies and surveys of: <ul style="list-style-type: none"> <li>• traffic speed</li> <li>• bicycle safety</li> <li>• commuter and recreational cycleways</li> <li>• traffic volumes</li> <li>• pedestrian needs</li> <li>• school needs; and</li> <li>• road safety.</li> </ul>	TEMPORARY \\ Destroy 15 years after action completed.
29.06.03	Records relating to the management of traffic and pedestrian flows, such as on-street kerb side parking controls, development of parking strategies, signage and parking concepts for shopping centres.	TEMPORARY Destroy 7 years after action completed.

<b>29.07.00</b>	<b>Procedures (TRAFFIC AND TRANSPORT)</b> The process of applying standard methods of operation to activities undertaken by Council according to formulated policy.  <i>See 13.08.00 for policies formally adopted by Council.</i>	
29.07.01	Records documenting the development of council procedures and final versions of council manuals and instructions relating to the Traffic and Transport function.	TEMPORARY Destroy 7 years after superseded or revoked.
29.07.02	Copies of instructions, procedures, manuals and circulars issued by the Local Government Board.	TEMPORARY Destroy after superseded or revoked.
29.07.03	Records documenting the internal and external notification of changes to, or the implementation of new policies, procedures, instructions or notification of significant events.	TEMPORARY Destroy 7 years after action completed.
29.07.04	Routine instructions to staff and contractors.	TEMPORARY Destroy 2 years after action completed.
<b>29.08.00</b>	<b>Programs (TRAFFIC AND TRANSPORT)</b> Activities relating to a grouping of related projects managed under a common business strategy to achieve a desired outcome.	
29.08.01	Records of programs and campaigns to improve safety and efficiency in traffic and transport. These include: <ul style="list-style-type: none"> <li>• Community traffic safety awareness campaigns</li> <li>• Schools safety</li> <li>• Pedestrian safety</li> </ul>	TEMPORARY Destroy 5 years after action completed.
29.08.02	Records of the policies for operation of parking control schemes. These include resident parking schemes.	TEMPORARY Destroy after superseded or revoked.
<b>29.09.00</b>	<b>Reporting (TRAFFIC AND TRANSPORT)</b> The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements or findings of the results of the examination or investigation. Includes discussion papers, proposals, reports, questionnaires, reviews and returns.  <i>See 16.09.03 for the final version of the council's annual report.</i>	
29.09.01	Final versions of formal internal and external reports prepared by or for the Council.	TEMPORARY Destroy 5 years after action completed.
29.09.02	Statistical information collected by the Council and forwarded to the Australian Bureau of Statistics. Records may include: <ul style="list-style-type: none"> <li>• copies of returns</li> <li>• related correspondence</li> </ul>	TEMPORARY Destroy 2 years after action completed.
29.09.03	Statistical information collected by or for the Council relating to major traffic and transport activities of the Council that is not forwarded to the Australian Bureau of Statistics.  <i>See 29.09.02 for statistics forwarded to the Australian Bureau of Statistics.</i>	PERMANENT
29.09.04	Statistical information collected by or for the council that does not relate to major traffic and transport activities and is not reported to the Australian Bureau of Statistics.	TEMPORARY Destroy 2 years after action completed.

29.09.05	Records documenting responses to questionnaires and surveys requested by outside organisations.	TEMPORARY Destroy 2 years after action completed.
<b>29.10.00</b>	<b>Service Providers (TRAFFIC AND TRANSPORT)</b> The activity of managing those agencies or organisations involved in the provision of services to Council or to the local community in association with Council. Includes council negotiations and liaison with service providers over the provision of traffic and transport services (eg. air, bus, ferry, light rail, and taxi services). Also includes council liaison and negotiations relating to routes, frequency of services, timetables of transport services.	
29.10.01	Records relating to local government involvement with service providers regarding passenger transportation. These may include scheduling, routes, facilities, fares and timetabling. Services include: <ul style="list-style-type: none"> <li>• air services</li> <li>• buses</li> <li>• ferries</li> <li>• heavy and light rail services</li> <li>• taxis</li> <li>• trams.</li> </ul>	TEMPORARY Destroy 7 years after action completed.
29.10.02	Notices and plans of intended work received from supply authorities.	TEMPORARY Destroy 5 years after action completed.
<b>29.11.00</b>	<b>Service Provision (TRAFFIC AND TRANSPORT)</b> The activities relating to services provided by Council on a long term basis or by other agencies. Includes requests and applications for services, assessment of eligibility and entitlements, liaison with other agencies regarding the provision of services. Also includes Council activities to lobby for services and to increase service provision.	
29.11.01	Records of services provided on a long term basis by Council, or by agencies under contract to council, to provide adequate transport services to the area. These include: <ul style="list-style-type: none"> <li>• Airports and helicopter landings</li> <li>• Car parks</li> <li>• Parking stations</li> </ul>	TEMPORARY Destroy 10 years after action completed.
29.11.02	Records of landing fees, pavement concessions, allowances and entitlements to use facilities	TEMPORARY Destroy 7 years after action completed.
<b>29.12.00</b>	<b>Signs (TRAFFIC AND TRANSPORT)</b> The activity of regulating and managing street signs.  <i>See 02.02.00 for building applications for private signs advertising a business and erected as a permanent fixture within privately owned properties and private signs occupying an area within council road reserves or council recreation reserves.</i> <i>See 18.02.00 for development applications for private signs advertising a business and erected as a permanent fixture within privately owned properties and private signs occupying an area within council road reserves or council recreation reserves.</i>	
29.12.01	Daily signs checklist for temporary signs used in road maintenance work.	TEMPORARY Destroy 7 years after action completed.
29.12.02	Records documenting the location of warning signs. These include: <ul style="list-style-type: none"> <li>• speed signage,</li> <li>• town boundary signage,</li> <li>• wildlife signage.</li> </ul>	TEMPORARY Destroy 5 years after ceases to be operative.

<b>29.13.00</b>	<b>Standards (TRAFFIC AND TRANSPORT)</b> The process of implementing industry or Council benchmarks for services and processes to enhance the quality and efficiency of the organisation.  <i>See 07.06.00 for reviews and recommendations on benchmarking and evaluation of Council service delivery.</i>	
29.13.01	Records documenting the implementation of Industry, government and Council standards.	TEMPORARY Destroy 7 years after action completed.
<b>30.00.00</b>	<b>WASTE MANAGEMENT</b> The function of providing services by Council, or contractors, to ratepayers for the removal of solid waste, destruction and waste reduction. Includes the activities related to waste disposal operated by Council including tips, land fill, composting sites, worm farms, recycling operations and chemical waste disposal sites.  <i>See 08.00.00 for waste water treatment and the disposal of industrial or trade waste via council drains.</i>	
<b>30.01.00</b>	<b>Agreements (WASTE MANAGEMENT)</b> The processes associated with the establishment, maintenance, review and negotiation of agreements. Includes agreements between Council and service providers and State agencies to provide services. Also includes agreements between councils to provide or share services.	
30.01.01	Records documenting the establishment, maintenance and review of agreements including final versions of agreements.	TEMPORARY Destroy 7 years after expiry, completion or termination of agreement.
<b>30.02.00</b>	<b>Campaigns (WASTE MANAGEMENT)</b> Activities associated with raising awareness of a special program to achieve a purpose, such as rubbish removal and improving waste management.	
30.02.01	Records relating to campaigns to discourage littering and promote clean ups. These include: <ul style="list-style-type: none"> <li>• Clean-up Australia</li> <li>• illegally dumped rubbish</li> <li>• abandoned shopping trolleys</li> <li>• abandoned cars</li> </ul>	TEMPORARY Destroy 5 years after action completed.
<b>30.03.00</b>	<b>Design and Construction (WASTE MANAGEMENT)</b> The activity of designing and constructing waste management infrastructure and equipment.	
30.03.01	Records relating to the design, construction, development, and location of waste disposal sites (including toxic waste disposal). Includes maps and plans of sites and copies of any approvals required from external regulators (such as health and environment agencies).	PERMANENT
30.03.02	Records relating to the design and construction of waste collection systems, litter bins, etc.	TEMPORARY Destroy 1 year after equipment removed or replaced.
30.03.03	Waste collection schedules.	TEMPORARY Destroy after superseded or revoked.
<b>30.04.00</b>	<b>Maintenance (WASTE MANAGEMENT)</b> The activities associated with the upkeep, repair, servicing and preservation of internal/external conditions of premises, equipment, infrastructure, and public facilities.	

30.04.01	Records documenting major maintenance works and fit-outs within a facility or site.	TEMPORARY Destroy 7 years after action completed.
30.04.02	Records documenting requests and arrangements for routine maintenance and cleaning work on all facilities.	TEMPORARY Destroy 2 years after action completed.
30.04.03	Records relating to the replacement, cleaning and repair of public litter and recycling bins.  <i>See 30.10.05 for the provision of domestic refuse bins.</i>	TEMPORARY Destroy 2 years after action completed.
<b>30.05.00</b>	<b>Monitoring (WASTE MANAGEMENT)</b> Activities that check, observe, or record the operation of equipment, infrastructure, services or systems.  <i>See 11.07.00 for the environmental monitoring of a council tip or waste transfer station.</i>	
30.05.01	Monitoring the available space and rate of use of tip sites and waste transfer stations.	TEMPORARY Destroy 10 years after action completed.
<b>30.06.00</b>	<b>Notifications (WASTE MANAGEMENT)</b> The activities of notifying businesses and residents of Council's intention to undertake an action or notifying businesses and residents of a failure to comply with a statute or regulation, or the need to undertake an action or abate a nuisance. Includes the management of notices.  <i>See 19.10.00 for the formal order and declarations directing compliance with regulations and by laws. See 19.05.00 for Council's commencement of legal action.</i>	
30.06.01	Abatement notices issued relating to offences under local and other laws, and instructions for rectification or remediation.	TEMPORARY Destroy 7 years after action completed.
<b>30.07.00</b>	<b>Planning (WASTE MANAGEMENT)</b> The process of formulating ways in which objectives can be achieved. Includes the determination of services and needs, and the solution to those needs.  <i>See 06.14.00 for overall planning to achieve corporate objectives.</i>	
30.07.01	Records documenting medium to long-term plans for waste management including demand management and management of large events.	TEMPORARY Destroy 5 years after action completed.
<b>30.08.00</b>	<b>Procedures (WASTE MANAGEMENT)</b> The process of applying standard methods of operation to activities undertaken by Council according to formulated policy. Includes instructions for waste crews.  <i>See 13.08.00 for policies formally adopted by Council.</i>	
30.08.01	Records documenting the development of council procedures and final versions of council manuals and instructions for the operation and accessibility of waste transfer stations, depots and tips operated by or on behalf of council. Includes crew instructions for waste removal services.	TEMPORARY Destroy 7 years after superseded or revoked..
30.08.02	Copies of instructions, procedures, manuals and circulars issued by the Local Government Board, health or environmental authorities.	TEMPORARY Destroy after superseded or revoked.

30.08.03	Records documenting the internal and external notification of changes to, or the implementation of new policies, procedures, instructions or notification of significant events.	TEMPORARY Destroy 7 years after action completed.
30.08.04	Routine instructions to staff and contractors.	TEMPORARY Destroy 2 years after action completed.
<b>30.09.00</b>	<b>Reporting (WASTE MANAGEMENT)</b> The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements or findings of the results of the examination or investigation. Includes discussion papers, proposals, reports, questionnaires, reviews and returns.  <i>See 16.09.03 for the final version of the council's annual report.</i>	
30.09.01	Final versions of formal internal and external reports prepared by or for the Council.	TEMPORARY Destroy 5 years after action completed.
30.09.02	Statistical information collected by the Council and forwarded to the Australian Bureau of Statistics. Records may include: <ul style="list-style-type: none"> <li>• copies of returns</li> <li>• related correspondence</li> </ul>	TEMPORARY Destroy 2 years after action completed.
30.09.03	Statistical information collected by or for the Council relating to major waste management activities of the Council that is not forwarded to the Australian Bureau of Statistics.  <i>See 30.09.02 for statistics forwarded to the Australian Bureau of Statistics.</i>	PERMANENT
30.09.04	Statistical information collected by or for the council that does not relate to major waste management activities and is not reported to the Australian Bureau of Statistics.	TEMPORARY Destroy 2 years after action completed.
30.09.05	Records documenting responses to questionnaires and surveys requested by outside organisations.	TEMPORARY Destroy 2 years after action completed.
30.09.06	Records of returns of : <ul style="list-style-type: none"> <li>• Street cleaning water</li> <li>• Trade waste</li> <li>• Refuse disposal</li> </ul>	TEMPORARY Destroy 1 year after action completed.
<b>30.10.00</b>	<b>Service Provision (WASTE MANAGEMENT)</b> The activities relating to services provided by Council on a long term basis or by other agencies. Includes requests and applications for services, assessment of eligibility and entitlements, liaison with other agencies regarding the provision of services. Also includes Council activities to lobby for services and to increase service provision.	
30.10.01	Records of routine operations and daily volumes.	TEMPORARY Destroy 5 years after action completed.
30.10.02	Requests for garbage, cleansing and sanitary services, including complaints.	TEMPORARY Destroy 2 years after action completed.
30.10.03	Records relating to the removal, treatment and disposal of commercial and trade waste.	TEMPORARY Destroy 7 years after action completed.

30.10.04	Records relating to collection of domestic waste. These include: <ul style="list-style-type: none"> <li>• recycling</li> <li>• garden waste</li> <li>• special collections</li> </ul>	TEMPORARY Destroy 1 year after action completed.
30.10.05	Records relating to the provision of waste and recycling containers. <i>See 30.04.03 for public litter and recycling bins.</i>	TEMPORARY Destroy 2 years after action completed.
30.10.06	Records documenting recycling programs. These include: <ul style="list-style-type: none"> <li>• composting</li> <li>• glass</li> <li>• plastic</li> <li>• waste paper</li> <li>• worm farming</li> </ul>	TEMPORARY Destroy 2 years after action completed.
30.10.07	Records relating to arrangements for periodic, scheduled street cleaning.	TEMPORARY Destroy 2 years after action completed.
30.10.08	Records relating to the removal, treatment and disposal of hazardous waste.	PERMANENT
<b>30.11.00</b>	<b>Standards (WASTE MANAGEMENT)</b> The process of implementing industry or Council benchmarks for services and processes to enhance the quality and efficiency of the organisation. <i>See 07.06.00 for reviews and recommendations on benchmarking and evaluation of Council service delivery.</i>	
30.11.01	Records documenting the implementation of Industry, government and Council standards.	TEMPORARY Destroy 7 years after action completed.

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<b>Grievances</b> – PERSONNEL	21.09.00
<b>Guidelines</b> – ANIMAL MANAGEMENT	01.03.00
<b>Guidelines</b> – COMMUNITY SERVICES	05.02.00
<b>Guidelines</b> – CORPORATE MANAGEMENT	06.08.00
<b>Guidelines</b> – GRANTS AND SUBSIDIES	15.04.00
<b>H</b>	
Halls – hire of	23.20.00
Heritage Protection Programs	18.07.00
Historical Studies (undertaken by council)	18.07.01
<b>Horticultural Services</b> – PROPERTY MANAGEMENT	23.05.00
<b>I</b>	
Identification (animal management officers)	01.01.02

Identification (environmental management officers)	11.02.02
Identification (Public health officers)	24.02.02
Immunisation (Health services provided through Council)	24.13.00
Immunisation / vaccination programs	24.00.00
<b>Implementation – INFORMATION TECHNOLOGY</b>	17.08.00
Impounded property – disposal	20.01.01
Impounding of property (by council)	19.11.01
Incidents (involving council employees)	21.13.00
Incidents (involving public)	27.01.00
Indigenous Land Use Agreements (ILUA)	23.03.02
<b>Industrial Relations – PERSONNEL</b>	21.10.00
<b>Industries – ECONOMIC DEVELOPMENT</b>	09.01.00
Informal community meetings and consultation	04.07.02
<b>INFORMATION MANAGEMENT</b>	16.00.00
<b>INFORMATION TECHNOLOGY</b>	17.00.00
<b>Infringements – LAWS AND ENFORCEMENT</b>	19.05.00
<b>Inspections – ANIMAL MANAGEMENT</b>	01.04.00
<b>Inspections – BUILDING CONTROLS</b>	02.04.00
<b>Inspections – DRAINAGE</b>	08.05.00
<b>Inspections – ENVIRONMENTAL MANAGEMENT</b>	11.06.00
<b>Inspections – LAND USE AND PLANNING</b>	18.03.00
<b>Inspections – PUBLIC HEALTH</b>	24.05.00
<b>Insurance – RISK MANAGEMENT</b>	27.02.00
Insurance claims (by council)	27.01.00
Insurance claims (by employees)	27.01.01
Insurance claims (by public)	27.01.02
Insurance claims (tree damage)	27.01.00
<b>Intellectual Property – INFORMATION MANAGEMENT</b>	16.05.00
Interests (declared interests of council employees)	21.05.04; 21.05.05

Interests (declared interests of councillors)	13.05.00
<b>International Relations – ECONOMIC DEVELOPMENT</b>	09.02.00
Interpreter Services	07.01.00
<b>Investigations – LAWS AND ENFORCEMENT</b>	19.06.00
<b>Investments – FINANCIAL MANAGEMENT</b>	12.09.00
Invitations – to attend official occasions – received by councillors	04.21.00
Invitations – to attend official occasions – received by councillors	14.11.02
Invitations / attendance details for conferences – arranged by council	06.03.02
Invitations / attendance details for conferences – not arranged by council	06.03.03
Invitations / guest lists to celebrations – sent by council	04.05.03
Invitations / guest lists to ceremonies – sent by council	04.06.01
Invitations / guest lists to community relations events – sent by council	04.02.00
Invitations / guest lists to community social functions – sent by council	04.10.01
Invitations / guest lists to recreational events – sent by council	26.01.01
<b>Issues Management – COMMUNITY RELATIONS</b>	04.12.00
<b>J</b>	
<b>Joint Ventures – COMMERCIAL ACTIVITIES</b>	03.02.00
<b>Joint Ventures – CORPORATE MANAGEMENT</b>	06.09.00
<b>Joint Ventures – EMERGENCY MANAGEMENT</b>	10.05.00
<b>K</b>	
Kerbing – <b>Design And Construction</b>	28.00.00
Kerbsides – management of	23.00.00
<b>L</b>	
<b>LAND USE AND PLANNING</b>	18.00.00
<b>LAWS AND ENFORCEMENT</b>	19.00.00
Leasing – roadside facilities by council	28.20.01
<b>Leasing-Out – PROPERTY MANAGEMENT</b>	23.06.00
<b>Leave – PERSONNEL</b>	21.11.00
<b>LEGAL SERVICES</b>	20.00.00

<b>Legislation – CORPORATE MANAGEMENT</b>	06.10.00
Letters of appreciation/congratulation (received from public)	07.04.00
<b>Levies – FINANCIAL MANAGEMENT</b>	12.10.00
<b>Liaison – CORPORATE MANAGEMENT</b>	06.11.00
Library and Information Access Services (for staff use)	16.10.19; 16.10.20
Library and Information Access Services (provided by Council)	05.08.16
Library materials (acquisition)	16.10.18
Library systems	16.10.00
Licences – firearms held by employees	21.02.03
<b>Licensing – LAWS AND ENFORCEMENT</b>	19.07.00
Liquor licences	19.07.02
<b>Litigation – LEGAL SERVICES</b>	20.06.00
<b>Loans – FINANCIAL MANAGEMENT</b>	12.11.00
Lobbying	01.11.00
Lobbying	04.12.00
Local environment plan	11.10.01
<b>Local Laws – LAWS AND ENFORCEMENT</b>	19.08.00
Log truck routes	28.12.02
Logos (approved Council designs)	04.08.00
<b>M</b>	
<b>Maintenance – DRAINAGE</b>	08.06.00
<b>Maintenance – INFORMATION TECHNOLOGY</b>	17.09.00
<b>Maintenance – PLANT, EQUIPMENT AND STORES</b>	22.07.00
<b>Maintenance – PROPERTY MANAGEMENT</b>	23.07.00
<b>Maintenance – ROADS</b>	28.07.00
<b>Maintenance – TRAFFIC AND TRANSPORT</b>	29.03.00
<b>Maintenance – WASTE MANAGEMENT</b>	30.04.00
Management burns – records documenting notifications	11.08.04
Manuals (operating for technology or telecommunications)	17.12.05

Maps and plans – registers and indices for roads	28.15.01
Maps and plans – master sets	16.09.03
Market Research (council's commercial activities/services/products)	03.03.01
Market Research (into local industries)	09.07.01
<b>Marketing – COMMERCIAL ACTIVITIES</b>	03.03.00
<b>Marketing – COMMUNITY RELATIONS</b>	04.13.00
<b>Media Liaison – COMMUNITY RELATIONS</b>	04.14.00
Media Releases	04.14.00
<b>Medical Examinations – PERSONNEL</b>	21.12.00
<b>Meetings – CORPORATE MANAGEMENT</b>	06.12.00
<b>Memorials – COMMUNITY RELATIONS</b>	04.15.00
Migrant Resource Centre – <b>Service Provision</b>	26.10.01
<b>Monitoring – DRAINAGE</b>	08.07.00
<b>Monitoring – ENVIRONMENTAL MANAGEMENT</b>	11.07.00
<b>Monitoring – GRANTS AND SUBSIDIES</b>	15.05.00
<b>Monitoring – INFORMATION TECHNOLOGY</b>	17.10.00
<b>Monitoring – PLANT, EQUIPMENT AND STORES</b>	22.08.00
<b>Monitoring – ROADS</b>	28.08.00
<b>Monitoring – TRAFFIC AND TRANSPORT</b>	29.04.00
<b>Monitoring – WASTE MANAGEMENT</b>	30.05.00
Multicultural and ethnic affairs	04.12.00
Multicultural community programs	26.08.01
Municipal Orders (final versions)	16.09.00
<b>Museum and Galleries Management – RECREATION AND CULTURAL SERVICES</b>	26.03.00
Museums	26.03.00
Museums and galleries – <b>Procedures</b>	26.07.00
Museums and galleries – strategic and operational plans	26.06.00
<b>N</b>	
<b>Naming – PROPERTY MANAGEMENT</b>	23.08.00

<b>Naming – ROADS</b>	28.09.00
National Trust (heritage) – construction	02.02.02
Native animals	11.01.01
Native Title Claims	23.02.01
Needle exchange programs	24.10.01
Noise pollution	11.07.02
Notices (issued by Council)	various
Notices (litter)	11.14.00
Notices (noise)	11.07.00
Notices (property and land)	19.04.00
Notices (published by Council)	16.09.03
Notices (road works impacting residents)	28.12.02
Notifiable incidents according to the Work Health and Safety Act 2012	21.13.01, 21.13.02
<b>Notification – RECREATION AND CULTURAL SERVICES</b>	26.04.00
<b>Notifications – ANIMAL MANAGEMENT</b>	01.05.00
<b>Notifications – BUILDING CONTROLS</b>	02.05.00
<b>Notifications – DRAINAGE</b>	08.08.00
<b>Notifications – EMERGENCY MANAGEMENT</b>	10.06.00
<b>Notifications – ENVIRONMENTAL MANAGEMENT</b>	11.08.00
<b>Notifications – LAND USE AND PLANNING</b>	18.04.00
<b>Notifications – LAWS AND ENFORCEMENT</b>	19.09.00
<b>Notifications – PUBLIC HEALTH</b>	24.06.00
<b>Notifications – RATES AND VALUATIONS</b>	25.03.00
<b>Notifications – ROADS</b>	28.10.00
<b>Notifications – WASTE MANAGEMENT</b>	30.06.00
Noxious weeds – removal of	11.16.02
<b>O</b>	
<b>Occupational Health &amp; Safety – PERSONNEL</b>	21.13.00
Order of Australia	04.03.00

<b>Orders – LAWS AND ENFORCEMENT</b>	19.10.00
Organisational Charts	06.06.00
Organisational Charts (council structure)	21.08.00
<b>P</b>	
Parking – fines for infringements	19.05.00
Parking – fines for infringements – payment of	12.01.00
Parking – signs	29.02.01
Parking meters – <b>Design And Construction</b>	29.02.02
Parking permits	29.05.00
Parking stations	29.11.00
Parks and reserves – <b>Design And Construction</b>	23.04.00
Parks and reserves – maintenance	23.05.00
<b>Payroll – PERSONNEL</b>	21.14.00
<b>Penalties – LAWS AND ENFORCEMENT</b>	19.11.00
<b>Performance Appraisal – PERSONNEL</b>	21.15.00
<b>Performance Management – CORPORATE MANAGEMENT</b>	06.13.00
Performance Management Schemes	21.15.00
<b>Permits – Blasting</b>	11.09.03
<b>Permits – DRAINAGE</b>	08.09.00
<b>Permits – ENVIRONMENTAL MANAGEMENT</b>	11.09.00
<b>Permits – PROPERTY MANAGEMENT</b>	23.09.00
<b>Permits – PUBLIC HEALTH</b>	24.07.00
<b>Permits – RECREATION AND CULTURAL SERVICES</b>	26.05.00
<b>Permits – ROADS</b>	28.11.00
<b>Permits – TRAFFIC AND TRANSPORT</b>	29.05.00
Permits (authorising and granting licences)	19.07.00
Permits (building)	02.02.00
Permits (development)	18.02.00
Permits (for domestic animals)	01.08.00



Personal Information Protection (PIP)	16.07.00
<b>PERSONNEL</b>	21.00.00
Pesticides	11.00.00
Petitions	02.01.02
Petty Cash	12.01.04
<b>Planning – BUILDING CONTROLS</b>	02.06.00
<b>Planning – COMMUNITY SERVICES</b>	05.03.00
<b>Planning – CORPORATE MANAGEMENT</b>	06.14.00
<b>Planning – CUSTOMER SERVICE</b>	07.02.00
<b>Planning – DRAINAGE</b>	08.10.00
<b>Planning – ECONOMIC DEVELOPMENT</b>	09.03.00
<b>Planning – EMERGENCY MANAGEMENT</b>	10.07.00
<b>Planning – ENVIRONMENTAL MANAGEMENT</b>	11.10.00
<b>Planning – FINANCIAL MANAGEMENT</b>	12.12.00
<b>Planning – INFORMATION MANAGEMENT</b>	16.06.00
<b>Planning – INFORMATION TECHNOLOGY</b>	17.11.00
<b>Planning – LAND USE AND PLANNING</b>	18.05.00
<b>Planning – LEGAL SERVICES</b>	20.07.00
<b>Planning – PERSONNEL</b>	21.16.00
<b>Planning – PROPERTY MANAGEMENT</b>	23.10.00
<b>Planning – PUBLIC HEALTH</b>	24.08.00
<b>Planning – RECREATION AND CULTURAL SERVICES</b>	26.06.00
<b>Planning – RISK MANAGEMENT</b>	27.03.00
<b>Planning – ROADS</b>	28.12.00
<b>Planning – TRAFFIC AND TRANSPORT</b>	29.06.00
<b>Planning – WASTE MANAGEMENT</b>	30.07.00
<b>Plant – PLANT, EQUIPMENT AND STORES</b>	22.09.00
<b>PLANT, EQUIPMENT AND STORES</b>	22.00.00
Planter boxes (on footpaths or roads) – design and construction	28.06.02

Playground equipment – design and construction	23.04.05
Playground equipment – maintenance	23.07.05
Playing fields	23.05.00
Police checks (council employees)	21.20.02
<b>Policy – GOVERNANCE</b>	13.08.00
Polling Booths	13.06.00
Pollution	11.00.00
Presentations (given by council)	04.01.00
Presentations (training given to council)	21.26.00
<b>Privacy – INFORMATION MANAGEMENT</b>	16.07.00
Probation reports (council employees)	21.05.00
<b>Procedures – ANIMAL MANAGEMENT</b>	01.06.00
<b>Procedures – BUILDING CONTROLS</b>	02.07.00
<b>Procedures – COMMERCIAL ACTIVITIES</b>	03.04.00
<b>Procedures – COMMUNITY RELATIONS</b>	04.16.00
<b>Procedures – COMMUNITY SERVICES</b>	05.04.00
<b>Procedures – CORPORATE MANAGEMENT</b>	06.15.00
<b>Procedures – CUSTOMER SERVICE</b>	07.03.00
<b>Procedures – DRAINAGE</b>	08.11.00
<b>Procedures – ECONOMIC DEVELOPMENT</b>	09.04.00
<b>Procedures – EMERGENCY MANAGEMENT</b>	10.08.00
<b>Procedures – ENVIRONMENTAL MANAGEMENT</b>	11.11.00
<b>Procedures – FINANCIAL MANAGEMENT</b>	12.13.00
<b>Procedures – GOVERNANCE</b>	13.09.00
<b>Procedures – GRANTS AND SUBSIDIES</b>	15.06.00
<b>Procedures – INFORMATION MANAGEMENT</b>	16.08.00
<b>Procedures – INFORMATION TECHNOLOGY</b>	17.12.00
<b>Procedures – LAND USE AND PLANNING</b>	18.06.00
<b>Procedures – LAWS AND ENFORCEMENT</b>	19.12.00

<b>Procedures – LEGAL SERVICES</b>	20.08.00
<b>Procedures – PERSONNEL</b>	21.17.00
<b>Procedures – PLANT, EQUIPMENT AND STORES</b>	22.10.00
<b>Procedures – PROPERTY MANAGEMENT</b>	23.11.00
<b>Procedures – PUBLIC HEALTH</b>	24.09.00
<b>Procedures – RATES AND VALUATIONS</b>	25.04.00
<b>Procedures – RECREATION AND CULTURAL SERVICES</b>	26.07.00
<b>Procedures – RISK MANAGEMENT</b>	27.04.00
<b>Procedures – ROADS</b>	28.13.00
<b>Procedures – TRAFFIC AND TRANSPORT</b>	29.07.00
<b>Procedures – WASTE MANAGEMENT</b>	30.08.00
Professional Associations	06.11.00
<b>Programs – ENVIRONMENTAL MANAGEMENT</b>	11.12.00
<b>Programs – GRANTS AND SUBSIDIES</b>	15.07.00
<b>Programs – LAND USE AND PLANNING</b>	18.07.00
<b>Programs – PROPERTY MANAGEMENT</b>	23.12.00
<b>Programs – PUBLIC HEALTH</b>	24.10.00
<b>Programs – RECREATION AND CULTURAL SERVICES</b>	26.08.00
<b>Programs – ROADS</b>	28.14.00
<b>Programs – TRAFFIC AND TRANSPORT</b>	29.08.00
<b>Projects – COMMERCIAL ACTIVITIES</b>	03.05.00
<b>Promotion – ECONOMIC DEVELOPMENT</b>	09.05.00
<b>Property History – RATES AND VALUATIONS</b>	25.05.00
<b>PROPERTY MANAGEMENT</b>	23.00.00
<b>Proposals – COMMERCIAL ACTIVITIES</b>	03.06.00
<b>Prosecutions – LAWS AND ENFORCEMENT</b>	19.13.00
Protective Clothing	22.01.04
<b>PUBLIC HEALTH</b>	24.00.00
Public Notices (of Council plans)	06.14.03

Public Notices (of Council tenders)	06.19.01
Public programs – Council management of	26.03.00
<b>Public Reaction – ANIMAL MANAGEMENT</b>	01.07.00
<b>Public Reaction – CUSTOMER SERVICE</b>	07.04.00
<b>Publications – INFORMATION MANAGEMENT</b>	16.09.00
Publicity (conferences)	06.03.00
Publicity (council's commercial activities/services/products)	03.03.00
Publicity (promoting local area)	09.05.00
Publicity (promoting safe workplaces)	21.13.03
Publicity (promotional publications)	16.09.00
Publicity (raising awareness of health services)	24.03.00
Publicity (raising awareness of laws/regulations)	19.03.00
Publicity (recreational or cultural events)	26.00.00
Publicity (road safety)	28.14.02
<b>Q</b>	
Quarrying – provision of material to council for roads	28.18.01
Questionnaires <u>See Reporting</u>	
<b>R</b>	
<b>Rate Classifications – RATES AND VALUATIONS</b>	25.06.00
<b>Rate Payments – RATES AND VALUATIONS</b>	25.07.00
<b>RATES AND VALUATIONS</b>	25.00.00
Reconciliation – Aboriginal	04.12.01
Reconciliation – financial management	12.01.00
Reconciliation statements – employee salaries	21.14.08
<b>Records Management – INFORMATION MANAGEMENT</b>	16.10.00
<b>RECREATION AND CULTURAL SERVICES</b>	26.00.00
<b>Recruitment – PERSONNEL</b>	21.18.00
Recycling bins (public) – design and construction	30.03.00
Recycling bins (public) – maintenance	30.04.03

Recycling programs	30.10.06
Redundancy – offering of to council employees	21.21.01
Redundancy – council employee history	21.05.03
<b>Referrals – ENVIRONMENTAL MANAGEMENT</b>	11.13.00
<b>Referrals – LAND USE AND PLANNING</b>	18.08.00
<b>Registration – ANIMAL MANAGEMENT</b>	01.08.00
<b>Registration – BUILDING CONTROLS</b>	02.08.00
<b>Registration – COMMUNITY SERVICES</b>	05.05.00
<b>Registration – COUNCIL PLANT</b>	22.09.03
<b>Registration – DRAINAGE</b>	08.12.00
<b>Registration – EMERGENCY MANAGEMENT</b>	10.09.00
<b>Registration – ENVIRONMENTAL MANAGEMENT</b>	11.14.00
<b>Registration – FINANCIAL MANAGEMENT</b>	12.14.00
<b>Registration – GRANTS AND SUBSIDIES</b>	15.08.00
<b>Registration – LAND USE AND PLANNING</b>	18.09.00
<b>Registration – LAWS AND ENFORCEMENT</b>	19.14.00
<b>Registration – PLANT, EQUIPMENT AND STORES</b>	22.11.00
<b>Registration – PROPERTY MANAGEMENT</b>	23.13.00
<b>Registration – PUBLIC HEALTH</b>	24.11.00
<b>Registration – RATES AND VALUATIONS</b>	25.08.00
<b>Registration – RISK MANAGEMENT</b>	27.05.00
<b>Registration – ROADS</b>	28.15.00
Renovations (applications)	02.02.00
<b>Reporting – ANIMAL MANAGEMENT</b>	01.09.00
<b>Reporting – BUILDING CONTROLS</b>	02.09.00
<b>Reporting – COMMERCIAL ACTIVITIES</b>	03.07.00
<b>Reporting – COMMUNITY RELATIONS</b>	04.17.00
<b>Reporting – COMMUNITY SERVICES</b>	05.06.00
<b>Reporting – CORPORATE MANAGEMENT</b>	06.16.00

<b>Reporting – CUSTOMER SERVICE</b>	07.05.00
<b>Reporting – DRAINAGE</b>	08.13.00
<b>Reporting – ECONOMIC DEVELOPMENT</b>	09.06.00
<b>Reporting – EMERGENCY MANAGEMENT</b>	10.10.00
<b>Reporting – ENVIRONMENTAL MANAGEMENT</b>	11.15.00
<b>Reporting – GOVERNANCE</b>	13.10.00
<b>Reporting – GRANTS AND SUBSIDIES</b>	15.09.00
<b>Reporting – INFORMATION MANAGEMENT</b>	16.11.00
<b>Reporting – INFORMATION TECHNOLOGY</b>	17.13.00
<b>Reporting – LAND USE AND PLANNING</b>	18.10.00
<b>Reporting – LAWS AND ENFORCEMENT</b>	19.15.00
<b>Reporting – LEGAL SERVICES</b>	20.09.00
<b>Reporting – PERSONNEL</b>	21.19.00
<b>Reporting – PLANT, EQUIPMENT AND STORES</b>	22.12.00
<b>Reporting – PROPERTY MANAGEMENT</b>	23.14.00
<b>Reporting – PUBLIC HEALTH</b>	24.12.00
<b>Reporting – RATES AND VALUATIONS</b>	25.09.00
<b>Reporting – RECREATION AND CULTURAL SERVICES</b>	26.09.00
<b>Reporting – RISK MANAGEMENT</b>	27.06.00
<b>Reporting – ROADS</b>	28.16.00
<b>Reporting – TRAFFIC AND TRANSPORT</b>	29.09.00
<b>Reporting – WASTE MANAGEMENT</b>	30.09.00
Reports and graphs of landslip areas/ hazard mapping	27.07.04
Representations (by councillors for ratepayers)	13.05.08
Representations (from Unions / associations)	21.10.02
Representations (responding to planning schemes)	18.05.02
Representations (by councillors on outside bodies)	13.05.10
Requisitions and purchase orders	12.01.10
<b>Research – ECONOMIC DEVELOPMENT</b>	09.07.00

Resident parking schemes	29.08.02
Resignations – councillors	13.05.09
Retirement – council employees	21.05.03
<b>Reviewing – CORPORATE MANAGEMENT</b>	06.17.00
<b>Reviewing – LEGAL SERVICES</b>	20.10.00
<b>Right to Information – INFORMATION MANAGEMENT</b>	16.12.00
<b>Risk Assessment – RISK MANAGEMENT</b>	27.07.00
<b>RISK MANAGEMENT</b>	27.00.00
<b>Road Closures – ROADS</b>	28.17.00
Road infrastructure	29.02.00
Roads openings	28.11.03
Road safety – monitoring	29.04.01
Road Safety – planning	29.06.00
Road safety programs	28.14.00
<b>ROADS</b>	28.00.00
Rosters – leave (council employees)	21.11.02
Rosters (council employees)	21.05.06
Rubbish collection (domestic)	30.10.04
<b>S</b>	
Sanitary services (temporary)	08.14.00
Scholarships (council administered)	04.04.04
Seats (at bus stops) – design and construction	29.02.01
Seats (on footpaths or roads) – design and construction	28.06.02
<b>Security – INFORMATION TECHNOLOGY</b>	17.14.00
<b>Security – PERSONNEL</b>	21.20.00
<b>Security – PROPERTY MANAGEMENT</b>	23.15.00
Seizure of property (by council)	19.11.01
Senior Citizen Centres	05.08.16
<b>Separations – PERSONNEL</b>	21.21.00

Septic Tanks – construction	02.02.00
<b>Service Providers – ANIMAL MANAGEMENT</b>	01.10.00
<b>Service Providers – COMMUNITY SERVICES</b>	05.07.00
<b>Service Providers – DRAINAGE</b>	08.14.00
<b>Service Providers – TRAFFIC AND TRANSPORT</b>	29.10.00
<b>Service Provision – ANIMAL MANAGEMENT</b>	01.11.00
<b>Service Provision – COMMUNITY SERVICES</b>	05.08.00
<b>Service Provision – ECONOMIC DEVELOPMENT</b>	09.08.00
<b>Service Provision – EMERGENCY MANAGEMENT</b>	10.11.00
<b>Service Provision – ENVIRONMENTAL MANAGEMENT</b>	11.16.00
<b>Service Provision – PROPERTY MANAGEMENT</b>	23.16.00
<b>Service Provision – PUBLIC HEALTH</b>	24.13.00
<b>Service Provision – RECREATION AND CULTURAL SERVICES</b>	26.10.00
<b>Service Provision – ROADS</b>	28.18.00
<b>Service Provision – TRAFFIC AND TRANSPORT</b>	29.11.00
<b>Service Provision – WASTE MANAGEMENT</b>	30.10.00
Sewerage (outfalls in coastal areas)	11.07.00
<b>Signs – COMMUNITY RELATIONS</b>	04.18.00
<b>Signs – private (Building Applications)</b>	02.02.00
Signs – private ( <b>Development Applications</b> )	18.02.02
<b>Signs – TRAFFIC AND TRANSPORT</b>	29.12.00
<b>Signs – warning of hazards</b>	29.12.00
Skate Parks	26.10.01
<b>Social Clubs – PERSONNEL</b>	21.22.00
Social plan	05.03.00
Specifications – business application development	17.03.00
Specifications – <b>Design And Construction</b>	23.04.01
Specifications – drainage equipment	08.15.01
Specifications and investigations of purchase	22.01.04



Specifications – maintenance of property	23.07.01
Speeches (given by council)	04.01.00
<b>Sponsorships – COMMUNITY RELATIONS</b>	04.19.00
<b>Sponsorships – FINANCIAL MANAGEMENT</b>	12.15.00
Sponsorships – unsuccessful	04.19.03
Stallholders - licensing	19.07.02
Stalls - on roadside	28.20.01
<b>Standards - BUILDING CONTROLS</b>	02.10.00
<b>Standards - CORPORATE MANAGEMENT</b>	06.18.00
<b>Standards - CUSTOMER SERVICE</b>	07.06.00
<b>Standards - DRAINAGE</b>	08.15.00
<b>Standards - EMERGENCY MANAGEMENT</b>	10.12.00
<b>Standards - ENVIRONMENTAL MANAGEMENT</b>	11.17.00
<b>Standards - FINANCIAL MANAGEMENT</b>	12.16.00
<b>Standards - GOVERNANCE</b>	13.11.00
<b>Standards - INFORMATION MANAGEMENT</b>	16.13.00
<b>Standards - INFORMATION TECHNOLOGY</b>	17.15.00
<b>Standards - LAND USE AND PLANNING</b>	18.11.00
<b>Standards - LAWS AND ENFORCEMENT</b>	19.16.00
<b>Standards - PERSONNEL</b>	21.23.00
<b>Standards - PLANT, EQUIPMENT AND STORES</b>	22.13.00
<b>Standards - PROPERTY MANAGEMENT</b>	23.17.00
<b>Standards - PUBLIC HEALTH</b>	24.14.00
<b>Standards - RISK MANAGEMENT</b>	27.08.00
<b>Standards - ROADS</b>	28.19.00
<b>Standards - TRAFFIC AND TRANSPORT</b>	29.13.00
<b>Standards - WASTE MANAGEMENT</b>	30.11.00
Statements of Duties	21.08.05
Statistics (sent to Australian Bureau of Statistics)	various

Stocktake	22.03.00
Stocktake - registers of assets	22.11.00
<b>Stores - PLANT, EQUIPMENT AND STORES</b>	22.14.00
Stormwater	08.00.00
<b>Street Management - ROADS</b>	28.20.00
Street numbers	25.05.01
Street signs	29.12.00
Subdivisions - applications	02.02.00
<b>Submissions - LAWS AND ENFORCEMENT</b>	19.17.00
<b>Submissions - LEGAL SERVICES</b>	20.11.00
<b>Suggestion Schemes - PERSONNEL</b>	21.24.00
Suggestions (received from public)	07.04.00
<b>Superannuation - PERSONNEL</b>	21.25.00
Surveillance	23.15.00
<b>Survey - ENVIRONMENTAL MANAGEMENT</b>	11.18.00
Survey plans	16.04.04
Surveys (council responses to)	01.09.05
Surveys – of landslip or landslip hazard	11.18.03
Surveys (undertaken to determine a service need)	07.02.00
Surveys (undertaken to gauge customer satisfaction)	07.05.00
Swimming - learn to swim programs	26.08.04
Swimming Pools (council) - service provision	26.10.01
Swimming Pools (council) - water quality test registers	24.11.03
Swimming Pools (council) - water quality testing	23.07.06
Swimming Pools (domestic) - construction	02.02.06
Swimming Pools (domestic) - development application	18.02.02
<b>T</b>	
Tasmanian Electoral Office	13.06.00
Tasmanian Water and Sewerage Corporation	18.08.02

Taxation matters	12.01.09
Telephones (public booths)	28.20.01
<b>Tendering - CORPORATE MANAGEMENT</b>	06.19.00
Tenders (receiving and assessing)	06.19.00
Tenders (submissions)	06.04.00
Theft - of equipment - reports of	22.12.00
Theft - of equipment - reports of	22.12.02
Theft - to property - reports of	23.15.05
Ticket sales (by council for community groups)	03.01.01
Ticket sales (by council for council activities)	03.01.02
Ticket sales - financial records	12.07.03
Tidy Town Award	04.03.03
Timber toll	28.11.01
Time sheets (council employees)	21.05.06
Tips – WASTE MANAGEMENT	30.00.00
Tourism	09.00.00
Tourist Information Kiosks	03.03.02
<b>Tours - COMMUNITY RELATIONS</b>	04.20.00
Toxic or hazardous waste disposal	30.10.08
Toxic waste disposal - design, construction, and location of	30.03.00
Toy Libraries	05.08.15
<b>Trade - ECONOMIC DEVELOPMENT</b>	09.09.00
<b>TRAFFIC AND TRANSPORT</b>	29.00.00
Traffic lights & control devices - acquisition and installation	29.02.01
Traffic lights & control devices (Major) - design and construction	28.06.02
Traffic lights & control devices (Minor) - design and construction	29.02.01
Traffic signage	29.02.01
Trails / heritage walks	23.19.00
<b>Training and Development - PERSONNEL</b>	21.26.00

<b>Travel - PERSONNEL</b>	21.27.00
Tree planting projects	11.10.00
Trees, significant (registration of)	18.09.00
Trial balances	12.01.12
<b>Trusts - FINANCIAL MANAGEMENT</b>	12.17.00
<b>Trusts - PROPERTY MANAGEMENT</b>	23.18.00
<b>U</b>	
<b>Unclaimed Money - FINANCIAL MANAGEMENT</b>	12.18.00
Unions / Professional Associations	21.10.00
<b>Urban Design - PROPERTY MANAGEMENT</b>	23.19.00
<b>Usage - PLANT, EQUIPMENT AND STORES</b>	22.15.00
<b>Usage - PROPERTY MANAGEMENT</b>	23.20.00
<b>User Support - INFORMATION TECHNOLOGY</b>	17.16.00
<b>V</b>	
Vacancies - property management	23.20.03
Vacant positions	21.08.04
<b>Valuations - PROPERTY MANAGEMENT</b>	23.21.00
<b>Valuations - RATES AND VALUATIONS</b>	25.10.00
Vandalism - to equipment - reports of	22.12.00
Vandalism - to property - reports of	23.15.03
Vehicles - accidents (council's fleet)	22.06.00
Vehicles - disposal of	22.04.05
Vehicles - employee use of private	22.06.00
Vehicles - hiring (short term)	22.15.04
Vehicles - leasing (long term)	22.01.02
Vehicles - maintenance	22.07.00
Vehicles - management of council fleet	22.06.00
Vehicles - purchase	22.01.01
Vermin / Pests - removal of	23.07.00

Visitor's logs - routine security	23.15.03
<b>Visits - COMMUNITY RELATIONS</b>	04.21.00
<b>Volunteers - PERSONNEL</b>	21.28.00
Volunteers (awards given to)	04.04.00
Volunteers (emergency service)	21.28.02
Volunteers (implementation of schemes to manage)	21.06.02
Volunteers (work experience)	21.30.00
Volunteers (working with children)	21.28.01; 05.08.12
<b>W</b>	
Warning signs – locations	29.12.02
Warrants (for animal management related officers)	01.01.02
Warrants (for environmental management related officers)	11.02.02
Warrants (for public health related officers)	24.02.02
<b>WASTE MANAGEMENT</b>	30.00.00
Water Pollution - <b>Monitoring</b>	11.07.00
Waterways - natural	11.12.00
<b>Welfare - PERSONNEL</b>	21.29.00
Wildlife (conservation / management / rescue)	11.01.00
Wildlife (programs for threatened species)	11.12.00
<b>Work Experience - PERSONNEL</b>	21.30.00
Worm farms	30.10.06
<b>XYZ</b>	
Youth Programs	05.08.14
<b>Zoning - LAND USE AND PLANNING</b>	18.12.00