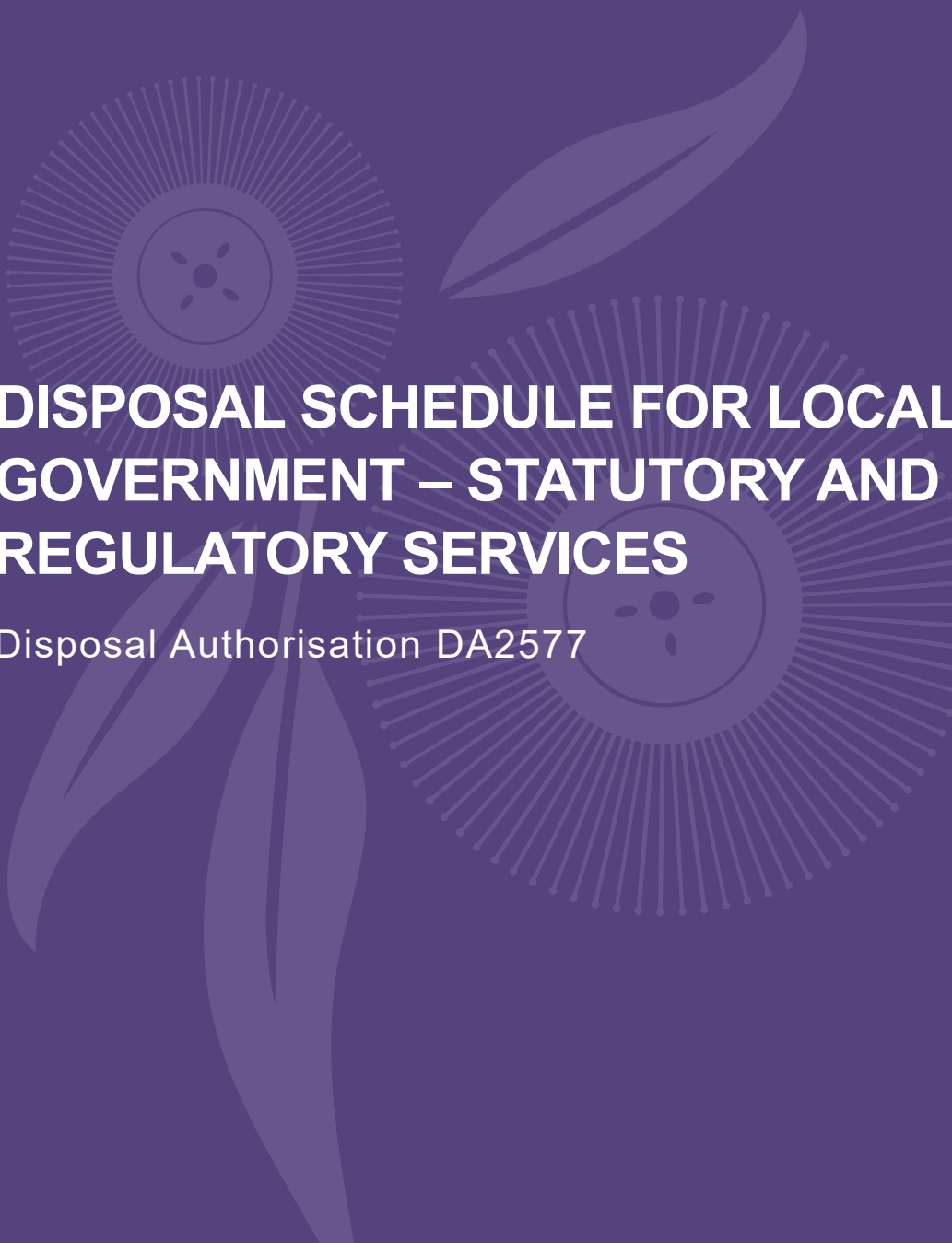


**Office of the
State Archivist**



**DISPOSAL SCHEDULE FOR LOCAL
GOVERNMENT – STATUTORY AND
REGULATORY SERVICES**

Disposal Authorisation DA2577

**Version 0.1
May 2026**

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Authorisation

Under Section 20 (2) (b) of the *Archives Act 1983* (Tas), I 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.

Ross Latham

State Archivist

Version	Date	Comments
0.1	27/05/2026	Consultation draft

Document Development History

Version	Date	Comments
0.1	27/05/2026	Consultation draft

Introduction

Disposal Schedules are the State Archivist’s ongoing permission to dispose of records.

They identify:

- which records have a permanent retention and will be transferred to the Tasmanian Archives
- the minimum time that temporary records need to be kept before they can be destroyed.

Authority

Tasmanian government organisations covered by the *Archives Act 1983* (Tas) can only dispose of records with the written permission of the State Archivist.

“Disposal of records” means destroying them, removing them from the creating organisation, or transferring them to the Tasmanian Archives.

Responsibility for review

You are responsible for monitoring legislative or regulatory changes which may affect disposal of records covered by this schedule. If this happens, please tell the Office of the State Archivist because we may need to review the disposal schedule.

Unscheduled Records

Unscheduled records are records not covered in this or any other disposal schedule and include all pre-1960 records.

Please contact us to discuss procedures to manage these records.

You Cannot Destroy Records, Even if the Retention Period has Passed, if:

- they are the subject of a **records retention notice** (“disposal freeze”) issued by the State Archivist or your organisation; or
- they may be required for an **investigation, inquiry or Royal Commission** which is in **progress** or expected; or
- they may be needed as **evidence** in a current or expected legal matter; or
- they are needed for applications in progress under the ***Personal Information Protection Act 2004* (Tas)** or ***Right to Information Act 2009* (Tas)**; or
- there is a **native title claim** in progress.

If any of these apply, identify all relevant records and keep them until the matter and any following reviews, appeals or actions are complete. This may be longer than retention periods in this schedule.

Records Of First Nations People

Keep records of First Nations’ people if they document cultural connection to place and/or the impact of government policies on individuals, families and communities.

More Information

- Outsourcing:
You are responsible for recordkeeping, even if your organisation outsources a function.
- Retention periods are minimums:
The retention periods in this schedule are minimum periods.
 - You can keep records longer where there is a business need for them.
 - Take a risk-based approach when deciding how long to keep records.
- Destruction of records:
Destroy temporary records securely and appropriately to the format or medium. Record their destruction in your *Register of Records Destroyed*.
- Transfer of records:
Transfer permanent records to the Tasmanian Archives, in line with procedures.
- Legal deposit:
Follow [National edeposit](#) (NED) guidelines for lodging print, digital and audio-visual publications, including government publications, under legal deposit legislation.
- Legislation:
This disposal schedule is issued under the *Archives Act 1983* (Tas).

Also, consider the legislation relevant to your own organisation to make sure you've met all recordkeeping requirements.

Other Disposal Schedules

- You can use other disposal schedules with this schedule, including:
- *Disposal Schedule for Common Administrative Functions – Human Resources* (DA2594)
- *Disposal Schedule for Common Administrative Functions – External Relations* (DA2595)
- *Disposal Schedule for Common Administrative Functions – Strategy and Governance* (DA2596)
- *Disposal Schedule for Common Administrative Functions – Finance and Procurement* (DA2597)
- *Disposal Schedule for Common Administrative Functions – Information Management and Systems* (DA2598)
- *Disposal Schedule for Common Administrative Functions – Property and Fleet Management* (DA2599)
- *Disposal Schedule for Short Term Value Records* (DA2158)
- *Disposal Schedule for Source Records* (DA2159)
- *Disposal Schedule for Statutory Governing Bodies* (DA2508)
- other disposal schedules relevant to your organisation.

Context

Tasmania is divided into Council areas, established under the *Local Government Act 1993* (Tas).

Councils have the following broad functions:

- essential services, such as:
 - managing waste
 - maintaining roads
 - providing public parks and community facilities.
- planning and development:
 - planning the use of land
 - enforcing building regulations.
- community participation in local decision-making
- enforcing by-laws, such as:
 - animal control
 - noise complaints
- budgeting and managing revenue from property rates and State Government grants
- environmental management of local area
- economic development to support:
 - local businesses
 - economic growth
 - tourism initiatives
 - community events.
- community welfare, such as providing:
 - support services
 - cultural, social and recreational activities.

COUNCIL STATUTORY AND REGULATORY SERVICES

This disposal schedule covers the functions of statutory and regulatory services.

These services protect and enhance the health, safety and general amenity of the community.

They are governed by state laws, including the *Local Government Act 1993 (Tas)*, and other relevant legislation, policies, and guidelines.

Key statutory and regulatory services are:

Planning and development control

Includes, managing:

- permits and other approvals to regulate building and ensure compliance with the *Building Act 2016 (Tas)* and relevant building codes
- development applications under the *Land Use Planning and Approvals Act 1993 (Tas)* to ensure:
 - compliance with land use and zoning regulations
 - development is in line with Council's strategic planning schemes.

Public health and safety:

Includes:

- managing public health requirements such as:
 - food safety
 - water quality
 - air quality
 - noise control.
- programs to control infectious diseases
- pest control programs
- licensing and inspecting premises, such as swimming pools and tattoo parlours.

Rates and valuations

- Issuing rates notices (the main source of funding for Councils)
- handling objections and appeals
- collecting property taxes and levies etc.

Local laws and by-laws.

Includes:

- managing parking, signage, nuisances and use of public spaces
- enforcement
- issuing permits for activities such as:
 - street trading
 - events
 - food businesses
 - street closures (e.g. for building works).

Animal control

Includes:

- managing animal registrations
- controlling stray or escaped animals.

Environmental management

Includes:

- protecting natural resources
- promoting sustainable land use practices

- conserving biodiversity
- protecting habitat
- adapting to and mitigating climate change.

Parking and traffic

Includes:

- issuing parking permits
- setting parking restrictions
- managing on-street parking, including:
 - meters
 - infringements
 - objections and appeals etc.

Disposal Schedule

Reference	Description	Status And Disposal Action
01.00	<p>ANIMAL MANAGEMENT</p> <p>The function of managing the control of livestock, domestic and feral animals. Includes registration of animals and businesses.</p> <p>See 03.01 Environmental management for records relating to the conservation of native animals, including rescue and rehabilitation.</p> <p>See 05.03 Laws and enforcement for records relating to licensing kennels.</p>	
01.01	<p>Permanent Records</p> <p>Permanent records which document:</p> <ul style="list-style-type: none"> • major negotiations and resolution of policy issues with agencies and organisations involved in the provision of Animal Management services to Council or to the local community in association with Council, eg Cats Home, Dogs Home, RSPCA • datasets collected to monitor trends and incidence of interactions between domestic animals and the natural environment e.g. capture/management of feral animals. <p>See Disposal Schedule for Local Government - Governance and Administration (DA2576) 01.01 Governance, for records of policy and other Animal Management governance documentation.</p> <p>See Disposal Schedule for Common Administrative Functions - Finance and Procurement (DA2597) 03.01 Tendering and procurement, for standard agreements; and 04.01 Contracts under seal / Deeds, for contracts or deeds under seal.</p>	<p>PERMANENT</p> <p>Retain as State archives</p>
01.02	<p>Medium-term Records</p> <p>Medium term-records documenting the animal management function, including:</p> <ul style="list-style-type: none"> • notices issued to owners of dangerous dogs, and of companion animals • registration of dangerous dogs, and of companion animals • obedience assessments for unruly/dangerous dogs/companion animals • notices, registrations and/or assessments of any dangerous animal subject to specific legislative control for which Council is nominated as the regulatory authority 	<p>TEMPORARY</p> <p>Destroy 15 years after action completed</p>

Reference	Description	Status And Disposal Action
	<ul style="list-style-type: none"> • infringements for offences regarding unruly/dangerous dogs or companion animals • records of managing services provided by or to Councils for domestic animal rescue and rehabilitation, includes pounds and stables. May include management plans and schedules • service management records for pounds and stables operated by, or contracted to, council to provide animal welfare and protection services • declaration of 'prohibited areas' that are to be kept free of domestic animals, and in which Council could run trapping and extermination programs. <p>Prohibited areas to be kept free of domestic animals may include:</p> <ul style="list-style-type: none"> • state and national parks • Council reserves • any area nominated/set aside for the preservation of native flora and fauna e.g. Fairy Penguin protection area in Burnie • any other area nominated by Council. <p>See 03.03 Environmental management for provision of services (to or by Councils) for the rescue and rehabilitation of native animals</p>	
01.03	<p>Short-term Records</p> <p>Records of short-term value documenting the Animal Management function, including records of:</p> <ul style="list-style-type: none"> • the appointment of authorised persons or officers. (Note: 'action completed' is when the officer no longer holds this role) • domestic animal rebate campaigns • notifications to abate domestic animal nuisances and breaches which may result in an infringement or prosecution • notification of significant events • register of animals entered/removed from a pound • education and awareness campaign records e.g. dog kits for school children, responsible cat/dog ownership campaign, awareness of areas in which it is prohibited to have/allow a domestic animal etc. • records of inspections undertaken by authorised person or officers in response to complaints of nuisance or breaches 	<p>TEMPORARY</p> <p>Destroy 7 years after action completed</p>

Reference	Description	Status And Disposal Action
	<ul style="list-style-type: none"> • formal reports prepared by or for Council regarding the Animal Management function. 	
<p>01.04</p>	<p>Facilitative Records</p> <p>Records that facilitate the Animal Management function, including records of:</p> <ul style="list-style-type: none"> • formal identification or warrants issued to authorised persons or officers • administrative records for the implementation of campaigns to raise awareness, including project planning and co-ordination of campaign launches and activities • notifications to abate domestic animal nuisances and breaches that are unlikely to result in an infringement or prosecution e.g. barking dog, dog at large, cat nuisance • notices requesting impounded animals be reclaimed • notices of intent to sell unclaimed impounded animals • authorities to sell or destroy impounded animals • pound release receipts • operational instructions to staff and contractors • complaints received regarding domestic animals and their management • pet registration records (excluding dangerous dogs and companion animals) • sale or hire of animal equipment such as anti-bark collars, 'dangerous dog'/'restricted breed' signage, and/or animal waste collection bags. <p>See 01.02 Animal management for registration of dangerous dogs and companion animals.</p> <p>See Disposal Schedule for Common Administrative Functions - Finance and Procurement (DA2597), 01.00 Financial management, for records of financial transactions relating to the sale or hire of animal equipment.</p>	<p>TEMPORARY</p> <p>Destroy 2 years after action completed</p>
<p>02.00</p>	<p>BUILDING CONTROLS</p> <p>The function of regulating and approving building and plumbing applications for specific works to properties, buildings, fences, signs, antennae, etc. covered by the Building Code of Australia.</p> <p>See 04.00 Land Use and Planning for Council's broader planning role in zoning, and writing environmental and development plans which cover the whole Council area.</p>	

Reference	Description	Status And Disposal Action
	<p>See 05.00 Laws and Enforcement for building compliance matters which result in court action.</p>	
<p>02.01</p>	<p>Permanent Records</p> <p>Permanent records documenting:</p> <ul style="list-style-type: none"> • detailed records of successful building and plumbing permit applications for significant building projects i.e. where the project receives a prestigious award, sets an industry precedent for innovative use of materials or techniques, or is highly controversial e.g. results in large scale protest and/or extensive media attention • detailed records of successful building permit applications for significant buildings i.e. where the building in question is recognised as an important local landmark, heritage-listed, holds state-significance and/or is a significant Council building e.g. Town Hall/Council Chambers • records relating to serious breaches of building control compliance requirements that are a direct cause of a fatality or the hospitalisation of a person/s for physical injury, or a near miss that may reasonably be assessed as able to cause a fatality or the hospitalisation of a person's for physical injury e.g. the collapse of a roof or wall in a building certified for occupancy, or across a public space such as a footpath or road • inspection reports for the removal or demolition of buildings listed on the Register of National Estate or other official heritage listing • summary records of building control documentation or a register. includes: building and plumbing applications and consents; complying development applications; building certificates; holdings; lands; private certificates; plumbing permits; and/or onsite disposal systems • the implementation of building and plumbing codes by the Council. <p><i>See: Disposal Schedule for Local Government - Local Amenity and Infrastructure (DA2578) 02.00 Property Management, for design and construction of major maintenance, conservation etc projects for Council buildings.</i></p>	<p>PERMANENT</p> <p>Retain as State archives</p>
<p>02.02</p>	<p>Long-term Records</p> <p>Records of long-term value documenting:</p> <ul style="list-style-type: none"> • successful applications for building and plumbing approvals relating to buildings and/or building and plumbing projects 	<p>TEMPORARY</p> <p>Destroy 100 years after action completed</p>

Reference	Description	Status And Disposal Action
	<p>which are not significant i.e. do not win a prestigious award, are not heritage listed, do not result in great public controversy etc. (See 02.03 for records of unsuccessful applications)</p> <ul style="list-style-type: none"> • the registration of building and plumbing permits issued by building surveyors for temporary buildings or structures • the registration of building and plumbing permits issued by building surveyors for domestic (non-habitable) structures such as carports, private garages, fences and/or swimming pools • inspection reports for: repairs or renovations; demolitions or removals (when the building does not have an official heritage listing); checks for hazardous materials (e.g. asbestos); buildings under construction; temporary accommodation (social housing commissioned for short-term interim use while long-term social housing stock is completed/sourced) • records of instances when council obtains possession of a building by warrant issued by a justice for the purposes of completing compliance work required under an emergency, building or plumbing order. <p>See Disposal Schedule for Local Government - Amenity and Infrastructure (DA2578) 05.03, Traffic and transport, for installation of traffic signage.</p>	
02.03	<p>Medium-term Records</p> <p>Records of medium-term value including:</p> <ul style="list-style-type: none"> • detailed records of unsuccessful applications for building and plumbing approvals • detailed records of withdrawn or cancelled applications for building and plumbing approvals • detailed records of appeals against decisions made on applications for building and plumbing approvals • detailed records of breaches of building controls compliance requirements • detailed records of inspections of non-habitable buildings, mobile homes and caravans, including inspection reports • notifications of inspections submitted by owners or business or service operators as evidence of compliance with building standards and regulations 	<p>TEMPORARY</p> <p>Destroy 10 years after action completed</p>

Reference	Description	Status And Disposal Action
	<ul style="list-style-type: none"> • procedures, manuals and instructions issued by Council relating to building controls, including records of development and implementation • formal reports prepared for Council on the Building Controls function • application fees paid and supporting documentation • abatement notices relating to failure to comply with regulations for building control, including instructions issued for rectification or remediation • orders and declarations relating directly to compliance with building regulations and by-laws. <p>Note: Where relevant, the trigger for the 10 year retention period can be taken as the expiry of any statutory warranties or domestic building insurance.</p>	
02.04	<p>Facilitative Records</p> <p>Records that facilitate the building controls function, including:</p> <ul style="list-style-type: none"> • detailed records of applications and permits issued for on-site wastewater treatment systems including septic tanks and package treatment plant installation • building and plumbing inspection diaries, field or site notes where the key observations and decisions are captured as part of a Building Controls register • notifications of minor works that do not require Council approval. <p><i>See Disposal Schedule for Short-term Records (DA2158) for Council copies of records relating to the development of building and plumbing codes.</i></p>	<p>TEMPORARY</p> <p>Destroy 2 years after action completed</p>
03.00	<p>ENVIRONMENTAL MANAGEMENT</p> <p>The function of managing and conserving air, soil and water quality, and environmentally sensitive areas. This includes:</p> <ul style="list-style-type: none"> • managing threatened species • preserving and maintaining remnant and degraded bushland • retaining bushland parcels, which are of a size and configuration to best support existing plant and animal communities • protecting bushland as a natural soil stabiliser • protecting and managing waterways, beaches and foreshores. <p>It includes:</p> <ul style="list-style-type: none"> • the development of environment management plans 	

Reference	Description	Status And Disposal Action
	<ul style="list-style-type: none"> • programs and activities to protect natural environments, and existing plants and animals. <p>This function also covers the regulation of noise pollution and other nuisances.</p> <p>See Disposal Schedule for Local Government - Amenity and Infrastructure (DA2578) 02.00, Property Management, for planning of parks and the facilities in them.</p> <p>See Disposal Schedule for Local Government - Amenity and Infrastructure (DA2578) 01.00, Drainage infrastructure management, for designing, constructing and managing drainage of stormwater and flood mitigation.</p> <p>See 04.00 Land use and planning for planning and management of built environments and plans for sustainable development.</p> <p>See 01.00 Animal management for records relating to the management of animals, such as pets and livestock.</p>	
03.01	<p>Permanent Records</p> <p>Permanent records documenting the environmental management function, including:</p> <ul style="list-style-type: none"> • programs which manage the protection of native fauna and flora, including animal rescue and rehabilitation • the development of environmental rebate campaigns, including organising, planning and co-ordinating projects • registration and environmental monitoring where there may be long-term impacts on public health and safety, or industry. These include: air pollution, contaminated sites, quarantine, use of agricultural chemicals and herbicides, weed control, property inspections in landslip areas, and borehole data from landslip area surveys • notifications under legislation, including environmental protection notices and environmental infringement notices • master copies of the local environment plan and accompanying submissions • environmental studies undertaken for council, including commissioned reports • the selection of tree species and the selection of land and plots for tree planting projects • summary records of programs to address environmental issues, including program objectives, final reports, evaluations and reviews • reports on the environment or pollution affecting the local area 	<p>PERMANENT</p> <p>Retain as State archives</p>

Reference	Description	Status And Disposal Action
	<ul style="list-style-type: none"> • aerial photographs produced specifically for the council which document significant or major developments in the environment of the local government area • surveys of landslip areas and areas of potential landslip hazard • reports which assess and document an environmental management issue (e.g. local area pollution or contamination, landslip hazards, invasive weeds etc.) and which recommend a course of remedial action, including risk identification, referral/notification to other agencies with full or shared responsibility for the issue, establishing a new program or realigning an existing program to address the issue etc. 	
<p>03.02</p>	<p>Long-term Records</p> <p>Records of long-term value documenting the environmental management function, including:</p> <ul style="list-style-type: none"> • records relating to the control, eradication and removal of pests and noxious weeds through the use of chemicals • records of pesticide use notification • major complaints relating to contaminated air, water and land • records of inspections conducted by council compliance officers in relation to incidents of contamination or pollution of the environment • the organisation of climate change campaigns including project planning, development and coordination of projects. 	<p>TEMPORARY</p> <p>Destroy 25 years after action completed</p>
<p>03.03</p>	<p>Medium-term Records</p> <p>Records of medium-term value documenting the environmental management function, including:</p> <ul style="list-style-type: none"> • records, including reports, of environmental monitoring where there is little or no impact on public health or safety, or pollution control responsibilities. Includes monitoring in sectors such as registered industries, noise pollution, home heaters, and water quality • minor complaints relating to contaminated air, water and land • records of managing services provided by or to Councils for rescue and rehabilitation of native animals. May include management plans and schedules. 	<p>TEMPORARY</p> <p>Destroy 15 years after action completed</p>

Reference	Description	Status And Disposal Action
	<p>See 01.02 Animal management for services for rescuing and rehabilitating domestic animals.</p>	
<p>03.04</p>	<p>Short-term Records</p> <p>Records of short-term value documenting the environmental management function, including:</p> <ul style="list-style-type: none"> • records of service delivery for native animal welfare, • the appointment of authorised persons or officers to carry out environmental management duties authorised under legislation (Note: 'action completed' is when the officer is no longer in that role) • the provision of community information and education programs to increase understanding and awareness of environmental and conservation issues • records of inspection carried out by delegated council compliance officers in relation to environmental nuisances and breaches (other than those relating to environmental contamination and pollution incidents) • records of notification to abate nuisances and breaches • records of notifications to ratepayers and residents that Council is to carry out management burns to reduce fire hazards • permits to light fires in residential areas; to remove or lop trees; and to carry out blasting operations within the municipal area, including any conditions imposed • submissions and results of consultation to develop or review environmental plans • administration of environmental management programs, including those relating to fire prevention and control, such as fuel reduction burns • referrals made to the Environmental Protection Authority, and supporting information • register of litter and noise notices • aerial photographs produced specifically for Council which do not document significant changes in the environment of the local government area. 	<p>TEMPORARY</p> <p>Destroy 7 years after action completed</p>
<p>03.05</p>	<p>Facilitative Records</p> <p>Records of activities which facilitate the environmental management function, including:</p> <ul style="list-style-type: none"> • formal identification or warrants issued to authorised persons or officers 	<p>TEMPORARY</p> <p>Destroy 2 years after action completed</p>

Reference	Description	Status And Disposal Action
	<ul style="list-style-type: none"> • administrative records of the organisation of environmental management campaigns • pest and weed control programs not involving the use of pesticides or herbicides. 	
04.00	<p>LAND USE and PLANNING</p> <p>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.</p> <p>See 02.00 Building Controls for building and plumbing applications for specific works.</p> <p>See Disposal Schedule for Common Administrative Functions - Finance and Procurement (DA2597) for bonds held by councils for uncompleted works or maintenance relating to subdivisions</p> <p>See Disposal Schedule for Common Administrative Functions - External Relations (DA2595) for community relations, including community consultation processes.</p>	
04.01	<p>Permanent Records</p> <p>Permanent records which document the land use and planning function, including:</p> <ul style="list-style-type: none"> • development applications for sites, subdivisions, and habitable buildings or structures. Includes records of both successful and unsuccessful applications, such as the application, accompanying plans, notifications and advertisement, letters of representation, mediation minutes (if applicable), and permit issued (if applicable) • precedent setting appeals to development application decisions, including those that result in a change to policy or standards. Includes records supporting an appeal e.g. petitions, letters of support or endorsement of the appellant's position etc. • notifications issued to residents or businesses concerning non-compliance with the authorised use of zoned areas • establishment of planning instruments and controls, their amendment and approval. Includes the development of plans and other supporting documentation for a scheme e.g. local area plans • representations made to planning schemes • formal registers of significant sites including significant trees and heritage listed locations or structures 	<p>PERMANENT</p> <p>Retain as State archives</p>

Reference	Description	Status And Disposal Action
	<ul style="list-style-type: none"> • summary records of applications made to register a tree, location or structure as significant under relevant legislation or schemes • the establishment and implementation of development standards and codes • summary records of zoning, including official maps • detailed records of applications to reclassify/change planning zones to allow for different land uses to those currently allowed. 	
<p>04.02</p>	<p>Medium-term Records</p> <p>Records of medium-term value documenting the land use and planning function, including:</p> <ul style="list-style-type: none"> • development applications for non-habitable buildings or structures such as carports, private garages, fences, swimming pools and signs within a municipal district • detailed records of appeals which do not set a precedent or cause policy to be changed • inspection of zoned areas allegedly being put to unauthorised use e.g. using a property zoned as residential to run a bar or restaurant • development notices issued for public comment, or conformity notices (giving someone notice of actions that must be taken to achieve compliance with land use and planning scheme requirements) • records relating to the advertisement of planning schemes and amendments • heritage protection program records including submissions to heritage protection bodies. Includes historical studies and significant tree assessments • planning scheme amendment records, including exhibitions, to inform the public of a proposed change and preliminary studies to investigate if a change is required and what impact/s it may have. 	<p>TEMPORARY</p> <p>Destroy 10 years after action completed</p>
<p>04.03</p>	<p>Facilitative Records</p> <p>Records which facilitate activities under the land use and planning function by:</p> <ul style="list-style-type: none"> • referring development applications on to external stakeholders such as neighbouring councils or authorities such as the Tasmanian Water and Sewerage Corporation for comment, and/or 	<p>TEMPORARY</p> <p>Destroy 2 years after action completed</p>

Reference	Description	Status And Disposal Action
	<ul style="list-style-type: none"> responding to development applications referred to by a neighbouring council. <p>Note: Only those development applications which impact a particular stakeholder are referred for comment. For example, a neighbouring council may be asked for a response when a development application affects a property on or near the border of two councils.</p>	
05.00	<p>LAWS and ENFORCEMENT</p> <p>The function of regulating, notifying, and applying penalties in relation to Council's regulatory role.</p> <p>See Disposal Schedule for Local Government - <i>Governance and Administration</i> (DA2576) 03.00 Legal Services, for prosecutions and appeals.</p> <p>See 02.03 Building Controls for orders and declarations relating directly to compliance with building regulations and by-laws.</p>	
05.01	<p>Permanent Records</p> <p>Permanent records documenting the laws and enforcement function, including:</p> <ul style="list-style-type: none"> final approved by-laws endorsed by Council licensing of marine structures, including boatshed and jetties, for public use. <p>See Disposal Schedule for Local Government - <i>Governance and Administration</i> (DA2576) 03.01 Legal Services, for appeals against the decisions of courts and tribunals.</p> <p>See Disposal Schedule for Local Government - <i>Governance and Administration</i> (DA2576) 02.01 Government Relations, for submissions on significant public issues.</p>	<p>PERMANENT</p> <p>Retain as State archives</p>
05.02	<p>Medium-term Records</p> <p>Records of medium-term value documenting the laws and enforcement function, including:</p> <ul style="list-style-type: none"> investigations of breaches/offences under regulations, detailed records of the development of by-laws, irrespective of whether the particular by-law is endorsed or not. <p>See 02.00 Building controls for orders relating to compliance with building regulations and by-laws.</p> <p>See 01.02 Animal management for infringements for offences relating to dangerous dogs.</p>	<p>TEMPORARY</p> <p>Destroy 15 years after action completed</p>

<p>05.03</p>	<p>Short-term Records</p> <p>Records of short-term value documenting the laws and enforcement function, including:</p> <ul style="list-style-type: none"> • applications made by prospective buyers for certificates establishing the Council's rights and powers over the property being sold. Includes, copies of the certificates issued, as well as certifications and notifications that land being sold or transferred is not subject to outstanding notices or orders • records of infringements, whether or not legal action results. Includes registers or summary records of infringements issued • records of licence applications or renewals. Includes supporting documentation accompanying the application, council research and background records, records of decision making, and communication of the outcome and reasons to the applicant. Includes licences or renewals which were refused or declined • register of licences issued • advertising proposed by-laws and amendments • abatement notices relating to offences, with instructions for rectifying or remediating the issue • orders and declarations relating to compliance with regulations and by-laws • records regarding the seizure and sale of property • registers and indices of prosecution for infringements of acts, regulations and by-laws. <p>See 01.02 Animal management for infringements for offences relating to unruly / dangerous dogs, or companion animals.</p>	<p>TEMPORARY</p> <p>Destroy 7 years after action completed</p>
<p>05.04</p>	<p>Facilitative Records</p> <p>Records which facilitate laws and enforcement activities, including:</p> <ul style="list-style-type: none"> • distribution of publicity and awareness raising campaign information in relation to laws and regulatory requirements/compliance improvement • impounding and disposal of abandoned vehicles • submissions where only routine information is provided, or no response is required. 	<p>TEMPORARY</p> <p>Destroy 2 years after action completed</p>

<p>06.00</p>	<p>PARKING AND ROAD USE REGULATION</p> <p>The function of regulating parking within the Council area, including:</p> <ul style="list-style-type: none"> • establishing parking zones • managing parking meters • issuing parking permits for restricted parking areas, such as residential permits, disability parking permits and permits for tradespeople or event organisers • managing road use permits for oversize vehicles • parking enforcement. <p>See Disposal Schedule for Local Government - Amenity and Infrastructure (DA2578) 05.00 Traffic and transport, for the planning and management of traffic and transport.</p> <p>See Disposal Schedule for Local Government - Amenity and Infrastructure (DA2578) 02.00 Property management, for design, construction, maintenance and management of car parks, including multi-storey car parks.</p> <p>See DA2578 for Records of Local Amenity and Infrastructure - for records of traffic and transport planning, implementation and management</p>	
<p>06.01</p>	<p>Short-term Records</p> <p>Records of short-term value documenting parking regulation, including:</p> <ul style="list-style-type: none"> • applications for special parking arrangements; or for special or temporary parking zones. Includes decisions • applications for road use permits for special vehicles or road use. These could be heavy vehicles; oversize or excess dimension loads or vehicles; dwelling/house/building removals etc. Includes decisions • operational records for resident parking schemes, and/or parking control schemes. Includes correspondence, requests, applications and decisions. <p>See 05.03 Laws and enforcements for records relating to parking infringements.</p>	<p>TEMPORARY</p> <p>Destroy 2 years after action completed</p>
<p>07.00</p>	<p>RATES and VALUATIONS</p> <p>The function of determining and setting rates to be applied to rateable land in the Council area. These are based on property valuations, which are conducted by the Office of the Valuer-General.</p> <p>Includes:</p> <ul style="list-style-type: none"> • issuing rates notices • receiving rates payments • managing rates objections and appeals 	

	<ul style="list-style-type: none"> • collecting and delivering any taxes and levies calculated at the property level, which Councils may be required to collect on behalf of other agencies, as and when directed. For example, these could be levies to fund and support emergency responses; taxes to encourage the development of vacant land or derelict/untenanted property etc. <p>Note: valuations of properties are now conducted by the Office of the Valuer General.</p>	
<p>07.01</p>	<p>Permanent Records</p> <p>Permanent records documenting the rates and valuations function, including:</p> <ul style="list-style-type: none"> • summary records relating to the recognition of property identification numbers such as lot markers, street numbers (includes re-numbering) etc. • records of properties determined to be exempt from paying rates • applications for a change of classification status that sets a precedent • the recovery of rates payments, when Council: <ul style="list-style-type: none"> – has requested that the Minister 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> • register of sale of land for overdue rates • remission book • register of charges on land • valuation books - master records compiled by Councils prior to the <i>Valuation of Land Act (2001)</i> applying in the area. 	<p>PERMANENT</p> <p>Retain as State archives</p>
<p>07.02</p>	<p>Short-term Records</p> <p>Records of Short-term value which document the rates and valuations function, including:</p> <ul style="list-style-type: none"> • register of notices for the sale and transfer of property • authorisations to alter valuation lists • objections to valuations, whether they are upheld or not • copies of valuations which were received from the Valuer General, which were adjusted after an objection was received • notices issued in relation to the sale of land, as a consequence of overdue rates • applications for a change of classification status that do not set a precedent 	<p>TEMPORARY</p> <p>Destroy 7 years after action completed</p>

	<ul style="list-style-type: none"> • development of criteria and guidelines for establishing the classification status of land for the purpose of setting rates • successful applications to receive a rate rebate • rates notice appeals or objections • rates records (ledgers/registers) • certified land valuation statements • recovery of rate payments where routine penalties are exacted upon the ratepayer and the property is not acquired as a penalty. <p>See <i>Disposal Schedule for Local Government - Governance and Administration</i> (DA2576) 03.00 Legal Services when Council takes legal action to recover arrears of rates.</p> <p>See 07.01 for records relating to Council's sale of land, to recover rates.</p>	
<p>07.03</p>	<p>Facilitative Records</p> <p>Records which facilitate activities which support the rates and valuations function, including:</p> <ul style="list-style-type: none"> • rates abandonments, including title searches, Government Gazette notices etc. • applications for certificates of liabilities • copies of issued certificates for liabilities • rates notices or demands, including requests to reissue rates notices • copies of notices of transfer and sale of property • change of address notified to the Valuer-General • change of address for the delivery of rates notices • notices issued for rate charges or separate rate charges • unsuccessful applications for rate rebates • applications for postponement of payment of rates and associated correspondence • applications for remission of rates and associated correspondence • register of rateable properties • request for valuations • supplementary valuation lists. 	<p>TEMPORARY</p> <p>Destroy 2 years after action completed</p>