

Australian Capital Territory

Territory Records (Records Disposal Schedule – Sewerage Management Records) Approval 2007 (No 1)

Notifiable instrument NI2007—282

made under the

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

1. Name of Instrument

This instrument is the Territory Records (Records Disposal Schedule – Sewerage Management Records) Approval 2007 (No 1)

2. Approval

I approve the Records Disposal Schedule – Sewerage Management Records.

3. Commencement

This instrument commences on the day after notification.

David Wardle
Director of Territory Records
11 September 2007



*Records Disposal Schedule
Sewerage Management Records*

Table of Contents

INTRODUCTION	6
PURPOSE	6
SCOPE	6
AUTHORITY	6
STRUCTURE AND RELATIONSHIP TO THE TERRITORY VERSION OF KEYWORD AAA	6
<i>Territory Version of Keyword AAA</i>	7
GUIDELINES FOR USE	7
<i>Coverage of authority</i>	7
<i>Layout of the schedule</i>	8
FORMAT OF RECORD	9
<i>Electronic records</i>	9
DESTRUCTION OF RECORDS	9
UPDATING THE RECORDS DISPOSAL SCHEDULE	9
ASSISTANCE IN USING THE RECORDS DISPOSAL SCHEDULE	9
RELATED LEGISLATION	10
DEFINITIONS	11
<i>Agency</i>	11
<i>Appraisal</i>	11
<i>Business Classification Scheme</i>	11
<i>Principal Officer</i>	11
<i>Records</i>	11
<i>Records of an Agency</i>	11
<i>Records Disposal Schedule</i>	12
<i>Records Management Program</i>	12
<i>Recordkeeping Systems</i>	12
<i>Scope Note</i>	12
<i>Sentencing</i>	12
<i>Territory Archives</i>	12
BUSINESS CLASSIFICATION SCHEME	13
<i>SEWERAGE NETWORK MANAGEMENT 161</i>	14
<i>SEWERAGE TREATMENT MANAGEMENT 162</i>	20
RECORDS DISPOSAL SCHEDULE	25
<i>SEWERAGE NETWORK MANAGEMENT 161</i>	26
<i>Acquisition 003</i>	26
<i>Advice 005</i>	27
<i>Agreements 006</i>	28
<i>Committees 020</i>	29
<i>Compliance 021</i>	31
<i>Construction 024</i>	32
<i>Contracting out 025</i>	35
<i>Customer service 030</i>	36
<i>Enquiries 040</i>	37
<i>Evaluation 042</i>	37
<i>Inspections 057</i>	38
<i>Installation 058</i>	38
<i>Leasing-out 064</i>	39
<i>Liaison 067</i>	39

Records Disposal Schedule – Sewerage Management Records July 2007

<i>Maintenance 069</i>	40
<i>Meetings 072</i>	42
<i>Planning 079</i>	43
<i>Policy 080</i>	44
<i>Procedures 082</i>	45
<i>Program development 253</i>	45
<i>Public reaction 084</i>	46
<i>Reporting 088</i>	47
<i>Research 091</i>	48
<i>Reviewing 093</i>	48
<i>Sewerage connections 354</i>	49
<i>Sewerage disconnections 350</i>	49
<i>Sewerage infrastructure design 337</i>	50
<i>Standards 100</i>	52
<i>Submissions 102</i>	53
<i>Tendering 104</i>	54
<i>Trade waste assessing 361</i>	55
SEWERAGE TREATMENT MANAGEMENT 162	56
<i>Acquisition 003</i>	56
<i>Advice 005</i>	56
<i>Agreements 006</i>	57
<i>Committees 020</i>	58
<i>Compliance 021</i>	59
<i>Construction 024</i>	60
<i>Contracting out 025</i>	63
<i>Disposal 034</i>	64
<i>Enquiries 040</i>	64
<i>Evaluation 042</i>	65
<i>Inspections 057</i>	66
<i>Installation 058</i>	67
<i>Liaison 067</i>	67
<i>Maintenance 069</i>	68
<i>Meetings 072</i>	70
<i>Planning 079</i>	71
<i>Policy 080</i>	72
<i>Procedures 082</i>	72
<i>Program development 253</i>	73
<i>Reporting 088</i>	74
<i>Research 091</i>	75
<i>Reviewing 093</i>	75
<i>Security 097</i>	76
<i>Sewerage infrastructure design 337</i>	78
<i>Sewerage treatment 359</i>	81
<i>Standards 100</i>	82
<i>Submissions 102</i>	83
<i>Tendering 104</i>	84
<i>Treated water sampling 358</i>	86
<i>Visits 109</i>	86
RETAIN AS TERRITORY ARCHIVES	87
SEWERAGE NETWORK MANAGEMENT 161	88

Records Disposal Schedule – Sewerage Management Records July 2007

<i>Advice 005</i>	88
<i>Construction 024</i>	89
<i>Contracting out 025</i>	91
<i>Evaluation 042</i>	91
<i>Planning 079</i>	92
<i>Policy 080</i>	92
<i>Procedures 082</i>	93
<i>Reporting 088</i>	93
<i>Research 091</i>	94
<i>Sewerage infrastructure design 337</i>	95
<i>Submissions 102</i>	97
<i>Trade waste assessing 361</i>	97
SEWERAGE TREATMENT MANAGEMENT 162	98
<i>Construction 024</i>	98
<i>Contracting out 025</i>	100
<i>Enquiries 040</i>	100
<i>Evaluation 042</i>	101
<i>Planning 079</i>	101
<i>Policy 080</i>	102
<i>Procedures 082</i>	102
<i>Reporting 088</i>	103
<i>Research 091</i>	103
<i>Security 097</i>	104
<i>Sewerage infrastructure design 337</i>	105
<i>Submissions 102</i>	107

INTRODUCTION

The *Records Disposal Schedule - Sewerage Management Records* is the official authority for the disposal of records relating to Sewerage Management Records.

It is one of a series of Records Disposal Schedules authorised by the Director of Territory Records in accordance with the provisions of the *Territory Records Act 2002*. It is used in conjunction with the *Territory Administrative Records Disposal Schedule (TARDiS)*.

PURPOSE

The purpose of this Records Disposal Schedule is to provide for the authorised disposal of Sewerage records created or maintained by ACT Government Agencies.

SCOPE

This Records Disposal Schedule applies to records created or maintained by ACT Government Agencies. It applies to records in any format, including electronic records.

AUTHORITY

The Director of Territory Records, in consultation with stakeholders and the Territory Records Advisory Council, has approved this Records Disposal Schedule for use. The schedule does not take effect until it has been incorporated into an agency's Records Management Program that has been signed off by the Principal Officer of the agency.

Even so, officers using this Records Disposal Schedule should apply it with caution. They should be aware that the authorisations for disposal are given in terms of the *Territory Records Act 2002* only. Officers must not dispose of records in contravention of this Records Disposal Schedule or other requirements.

This Records Disposal Schedule will remain in force until a new schedule supersedes it or the Director of Territory Records withdraws it from use.

STRUCTURE AND RELATIONSHIP TO THE TERRITORY VERSION OF KEYWORD AAA

A Records Disposal Schedule generally specifies retention periods. That is, how long records are to be retained by the agency before being destroyed or retained as Territory Archives.

Retention periods set down in this schedule are minimum periods only and an agency may keep records for a longer period if considered necessary for business requirements. Reasons for longer retention could include legal requirements, administrative need or agency directives. **An agency must not dispose of any**

records where it is aware of possible legal action for which the records may be required as evidence.

The *Records Disposal Schedule – Sewerage Management Records* has a hierarchical structure that reflects its arrangements according to functions and activities, rather than by subject, and this also reflects a close relationship to the Territory Version of Keyword AAA. The Records Disposal Schedule is designed to be applicable to all Sewerage records regardless of titling conventions used, so that records, which have not been titled using the terminology represented by this Records Disposal Schedule, may still be sentenced with relative ease.

Territory Version of Keyword AAA

The Territory Version of Keyword AAA is the general administrative thesaurus produced by the Territory Records Office. The structure and terms used in this Records Disposal Schedule are closely related to those used in the Territory Version of Keyword AAA, which is based on functional analysis of business activity. This methodology (i.e., the analysis of business activity) produces a hierarchical model of an organisation's business activity. The hierarchical model also represents a classification scheme for the records that document functions, activities and transactions.

The disposal actions listed in this Records Disposal Schedule were determined through the process of appraisal in accordance with *Territory Records Office Standard for Records Management No.2 - Appraisal*. Appraisal is based upon the same type of analysis of business activity employed in the classification scheme used in the Territory Version of Keyword AAA. Essentially, appraisal involves attaching record retention periods and disposal decisions (and even records creation requirements and rules) to the same classification scheme.

GUIDELINES FOR USE

Coverage of authority

The Records Disposal Schedule - Sewerage Management Records:

- covers all Sewerage records;
- is intended to be used in conjunction with TARDiS;
- specifies the minimum period records should be kept (retention periods)
- specifies whether, upon the expiry of the retention periods, the records may be destroyed or are required as Territory Archives; and
- is applicable to records created and maintained in any format, including electronic or formats such as microfiche.

Layout of the schedule

This Records Disposal Schedule begins with an introduction incorporating definitions and the business classification scheme. Then each of the functions and activity disposal sets or 'disposal classes' relating to the functions are described. These are followed by a composite list of classes designated 'Retain as Territory Archives'. The functions and activity disposal sets show the following details:

Function.

This is the broad level business function and is displayed in bold capital letters at the top of each page. It is the highest level in the business classification scheme. It is followed by the scope note, which provides definitions of the function and a collective view of the business activities that make that function unique.

Activity.

Activities are the processes or operations that make up the business function. They are set in bold and italics below the function statement. This is the second level of the business classification scheme. The scope of the activity encompasses all of the transactions that take place in relation to the activity. Activities can relate to many functions with the scope notes covering all of these relationships (e.g., the activity 'Policy' is linked to all of the functions). However, each function and activity set represents a unique unit.

Entry No.

This is the disposal class number allocated based on the function and activity set and the class number of the record. The barcode is the same as the Entry No. and may be used in an automated recordkeeping system.

Description of Records.

This is the description of the records documenting the business function, activity and transactions. The descriptions can relate to one record such as a register or a group of records documenting a particular set of transactions.

Disposal Action.

This is the minimum period a record must be kept for and is the trigger event from which the disposal date can be calculated.

FORMAT OF RECORD

This Records Disposal Schedule is applicable to any record that performs the function prescribed, irrespective of format. Records may include:

- cards;
- registers;
- files;
- microfilm;
- COM (computer output microfiche);
- electronic records, including various electronic media, and
- any other formats.

Electronic records

Refers to records created, communicated and maintained by means of electronic equipment. Information could be maintained/stored in a number of ways - on the database (the main database, or a special archives database); on magnetic media; on optical disks; or on separate hardcopy (paper, COM).

Electronic records must be readily accessible for the length of the specified retention period. Routine treatment (such as wiping, updating, alterations or re-recording) does not constitute disposal.

DESTRUCTION OF RECORDS

When the approved disposal date for the destruction of records has been reached, appropriate arrangements for their destruction should be made. It is the responsibility of each agency to ensure that its records are destroyed in a secure and appropriate manner as indicated in the agency Records Management Program.

UPDATING THE RECORDS DISPOSAL SCHEDULE

Records Disposal Schedules are reviewed and updated from time to time. For suggested amendments or alterations to this schedule please contact the Director of Territory Records.

ASSISTANCE IN USING THE RECORDS DISPOSAL SCHEDULE

Agencies requiring any assistance in the interpretation or implementation of any Records Disposal Schedule are encouraged to contact the Director of Territory Records.

RELATED LEGISLATION

The following legislation is related to the records classes covered by this Records Disposal Schedule:

ACT Self Government Act 1988 (Commonwealth)
ACTEW/AGL Partnership Facilitation Act 2000
Canberra Water Supply (Googong Dam) Act 1974 (Commonwealth)
Corporations Act 2001
Emergency Management Act 1999
Environment Protection Act 1997
Evidence Act 1971
Executive Document Release Act 2001
Financial Management Act 1996
Freedom of Information Act 1989
Land (Planning and Environment) Act 1991
Occupational Health and Safety Act 1989
Territory Records Act 2002
Privacy Act 1998 (Commonwealth)
Public Health Act 1997
Public Interest Disclosure Act 1994
Public Sector Management Act 1994
Public Sector Management Act 1994
Seat of Government Acceptance Act 1909 (Commonwealth)
Territory Owned Corporations Act 1990
Trade Practices Act 1974 (Commonwealth)
Utilities Act 2000
Water and Sewerage Act 2000
Water Resources Act

DEFINITIONS

Agency

The Executive, an ACT Court, the Legislative Assembly Secretariat, an administrative unit, a Board of Inquiry, a Judicial or Royal Commission, any other prescribed authority, or an entity declared under the regulations of the *Territory Records Act 2002* to be an agency.

Appraisal

The process of evaluating business activities to:

- determine which records need to be captured;
- determine how long the records need to be kept to meet business needs; and
- meet the requirements of organisational accountability and community expectations.

Business Classification Scheme

A hierarchical scheme for identifying and defining the functions, activities and transactions an agency performs in the conduct of its business, and the relationships between them.

Principal Officer

The Chief Executive of an administrative unit, or its equivalent in other types of agencies.

Records

Information created, received, and maintained as evidence and information by an organisation or person, in pursuance of legal obligations or in the transition of business. This recorded information must be maintained or managed by the agency to provide evidence of their business activities. Records can be in written, electronic or any other form.

Records of an Agency

Records, in writing, electronic or any other form, under the control of an agency or to which it is entitled to control, kept as a record of its activities, whether it was created or received by the agency.

Records Disposal Schedule

A document approved by the Director of Territory Records, which sets out the types of records an agency must make and how long they must be kept.

Records Management Program

A document that complies with Section 16 of the *Territory Records Act 2002* by setting out the means by which an agency will manage its records, and is approved by the agency's Principal Officer.

Recordkeeping Systems

Information systems that capture, maintain and provide access to records over time. While the term is often associated with computer software, Recordkeeping Systems also encompass policies, procedures, practices and resources that are applied within an agency to ensure that full and accurate records of business activity are made and kept.

Scope Note

An explanation of terms used in describing the records and the context in which they were made and used.

Sentencing

The process of applying appraisal decisions to individual records by determining the part of a Records Disposal Schedule that applies to the record and assigning a retention period consistent with that part.

Territory Archives

Records preserved for the benefit of present and future generations.

BUSINESS CLASSIFICATION SCHEME

SEWERAGE NETWORK MANAGEMENT 161

The function of managing the operations of the region's sewerage network systems and ancillary assets.

Includes negotiating, establishing and maintaining non-domestic waste contracts with commercial and industrial dischargers, planned and reactive maintenance of reticulation networks, pump stations, trunk and outfall sewers etc and providing advice on applicable laws, industry practice, trends in trade waste control. Also includes connecting and disconnecting sewerage mains, complying with legislative and industry requirements, managing the performance of service providers, and preparing plans.

Acquisition 003

The process of gaining ownership or use of property and other items or the provision of services required in the conduct of business through purchase or requisitions. [TARDiS]

Advice 005

The activities associated with offering opinions by or to the agency as to an action or judgement. Includes the process of advising. [TARDiS]

Agreements 006

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

Committees 020

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

Compliance 021

The activities associated with complying with mandatory or optional accountability, fiscal, legal, regulatory or quality standards or requirements to which the agency is subject. Includes compliance with legislation and with national and international standards, such as the ISO 9000 series. [TARDiS]

Construction 024

The process of making or building something. [TARDiS]

SEWERAGE NETWORK MANAGEMENT 161

The function of managing the operations of the region's sewerage network systems and ancillary assets.

Includes negotiating, establishing and maintaining non-domestic waste contracts with commercial and industrial dischargers, planned and reactive maintenance of reticulation networks, pump stations, trunk and outfall sewers etc and providing advice on applicable laws, industry practice, trends in trade waste control. Also includes connecting and disconnecting sewerage mains, complying with legislative and industry requirements, managing the performance of service providers, and preparing plans.

Contracting out 025

The activities involved in managing the performance of work or the provision of goods and services by an external contractor, vendor or consultant, or by using external bureau services. Includes outsourcing. [TARDiS]

Customer service 030

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

Enquiries 040

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

Evaluation 042

The process of determining the suitability of potential or existing programs, items of equipment, systems or services in relation to meeting the needs of the given situation. Includes systems analysis and ongoing monitoring. [TARDiS]

Inspections 057

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

Installation 058

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

SEWERAGE NETWORK MANAGEMENT 161

The function of managing the operations of the region's sewerage network systems and ancillary assets.

Includes negotiating, establishing and maintaining non-domestic waste contracts with commercial and industrial dischargers, planned and reactive maintenance of reticulation networks, pump stations, trunk and outfall sewers etc and providing advice on applicable laws, industry practice, trends in trade waste control. Also includes connecting and disconnecting sewerage mains, complying with legislative and industry requirements, managing the performance of service providers, and preparing plans.

Leasing-out 064

The activities involved in leasing-out items, equipment, accommodation, premises or real estate to another agency or person for a specified period and agreed price. Includes the formal documentation setting out conditions, rights, responsibilities etc of both parties. Also includes subleasing. [TARDiS]

Liaison 067

The activities associated with maintaining regular general contact between the agency and professional associations, professionals in related fields, other private sector organisations and community groups. Includes sharing informal advice and discussions, membership of professional associations and collaborating on projects that are not joint ventures. [TARDiS]

Maintenance 069

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

Meetings 072

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

Planning 079

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

SEWERAGE NETWORK MANAGEMENT 161

The function of managing the operations of the region's sewerage network systems and ancillary assets.

Includes negotiating, establishing and maintaining non-domestic waste contracts with commercial and industrial dischargers, planned and reactive maintenance of reticulation networks, pump stations, trunk and outfall sewers etc and providing advice on applicable laws, industry practice, trends in trade waste control. Also includes connecting and disconnecting sewerage mains, complying with legislative and industry requirements, managing the performance of service providers, and preparing plans.

Policy 080

The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making, as the basis from which the agency's operating procedures are determined. [TARDiS]

Procedures 082

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

Program development 253

The activities associated with developing programs to meet individual, group and community needs. Includes updating or making amendments to existing programs.

Public reaction 084

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

Reporting 088

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 agenda, briefing, business, discussion papers, proposals, reports, reviews and returns. [TARDiS]

SEWERAGE NETWORK MANAGEMENT 161

The function of managing the operations of the region's sewerage network systems and ancillary assets.

Includes negotiating, establishing and maintaining non-domestic waste contracts with commercial and industrial dischargers, planned and reactive maintenance of reticulation networks, pump stations, trunk and outfall sewers etc and providing advice on applicable laws, industry practice, trends in trade waste control. Also includes connecting and disconnecting sewerage mains, complying with legislative and industry requirements, managing the performance of service providers, and preparing plans.

Research 091

The activities involved in investigating or enquiring into a subject or area of interest in order to discover facts, principles etc. Used to support development of projects, standards, guidelines etc and the business activities of the agency in general. Includes following up enquiries relating to organisational programs, projects, working papers, literature searches etc. [TARDiS]

Reviewing 093

The activities involved in re-evaluating or re-examining products, processes, procedures, standards and systems. Includes recommendations and advice resulting from these activities. [TARDiS]

Sewerage connections 354

The activities associated with connecting sewerage mains.

Includes processing applications for supply and temporary disconnection notices.

Sewerage disconnections 350

The activities associated with disconnecting sewerage mains. Includes issuing notices of disconnection and disruption to services.

See Sewerage Connections for issuing temporary disconnection notices.

Sewerage infrastructure design 337

The activities associated with designing sewerage infrastructure.

Standards 100

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

SEWERAGE NETWORK MANAGEMENT 161

The function of managing the operations of the region's sewerage network systems and ancillary assets.

Includes negotiating, establishing and maintaining non-domestic waste contracts with commercial and industrial dischargers, planned and reactive maintenance of reticulation networks, pump stations, trunk and outfall sewers etc and providing advice on applicable laws, industry practice, trends in trade waste control. Also includes connecting and disconnecting sewerage mains, complying with legislative and industry requirements, managing the performance of service providers, and preparing plans.

Submissions 102

The preparation and submission of a formal statement (e.g. report, statistics, etc) supporting a case or opinion held by the agency which is submitted to another agency, or within the agency, for the purpose of either gain or support. [TARDiS]

Tendering 104

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

Trade waste assessing 361

The processes involved in assessing applications for the discharge of trade waste into sewers. Includes industrial and commercial trade waste applications and approvals.

SEWERAGE TREATMENT MANAGEMENT 162

The function of managing the region's sewerage treatment plans to treat and reuse domestic and trade waste collected from the community and commercial entities. Includes physical, chemical and biological treatment activities, testing and maintaining plant infrastructure. Also includes implementing industry quality standards, conducting research, and arranging visits or tours to the treatment plants.

Acquisition 003

The process of gaining ownership or use of property and other items or the provision of services required in the conduct of business through purchase or requisitions. [TARDiS]

Advice 005

The activities associated with offering opinions by or to the agency as to an action or judgement. Includes the process of advising. [TARDiS]

Agreements 006

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

Committees 020

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

Compliance 021

The activities associated with complying with mandatory or optional accountability, fiscal, legal, regulatory or quality standards or requirements to which the agency is subject. Includes compliance with legislation and with national and international standards, such as the ISO 9000 series. [TARDiS]

Construction 024

The process of making or building something. [TARDiS]

Contracting out 025

The activities involved in managing the performance of work or the provision of goods and services by an external contractor, vendor or consultant, or by using external bureau services. Includes outsourcing. [TARDiS]

SEWERAGE TREATMENT MANAGEMENT 162

The function of managing the region's sewerage treatment plans to treat and reuse domestic and trade waste collected from the community and commercial entities. Includes physical, chemical and biological treatment activities, testing and maintaining plant infrastructure. Also includes implementing industry quality standards, conducting research, and arranging visits or tours to the treatment plants.

Disposal 034

The process of disposing of property no longer required by the agency, by sale, transfer, termination of lease, auction, donation or destruction. Includes destruction or transfer, and the program of activities to facilitate the orderly transfer of semi-active and inactive records from current office space into storage. [TARDiS]

Enquiries 040

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

Evaluation 042

The process of determining the suitability of potential or existing programs, items of equipment, systems or services in relation to meeting the needs of the given situation. Includes systems analysis and ongoing monitoring. [TARDiS]

Inspections 057

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

Installation 058

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

Liaison 067

The activities associated with maintaining regular general contact between the agency and professional associations, professionals in related fields, other private sector organisations and community groups. Includes sharing informal advice and discussions, membership of professional associations and collaborating on projects that are not joint ventures. [TARDiS]

Maintenance 069

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

SEWERAGE TREATMENT MANAGEMENT 162

The function of managing the region's sewerage treatment plans to treat and reuse domestic and trade waste collected from the community and commercial entities. Includes physical, chemical and biological treatment activities, testing and maintaining plant infrastructure. Also includes implementing industry quality standards, conducting research, and arranging visits or tours to the treatment plants.

Meetings 072

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

Planning 079

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

Policy 080

The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making, as the basis from which the agency's operating procedures are determined. [TARDiS]

Procedures 082

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

Program development 253

The activities associated with developing programs to meet individual, group and community needs. Includes updating or making amendments to existing programs.

Reporting 088

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 agenda, briefing, business, discussion papers, proposals, reports, reviews and returns. [TARDiS]

SEWERAGE TREATMENT MANAGEMENT 162

The function of managing the region's sewerage treatment plans to treat and reuse domestic and trade waste collected from the community and commercial entities. Includes physical, chemical and biological treatment activities, testing and maintaining plant infrastructure. Also includes implementing industry quality standards, conducting research, and arranging visits or tours to the treatment plants.

Research 091

The activities involved in investigating or enquiring into a subject or area of interest in order to discover facts, principles etc. Used to support development of projects, standards, guidelines etc and the business activities of the agency in general. Includes following up enquiries relating to organisational programs, projects, working papers, literature searches etc. [TARDiS]

Reviewing 093

The activities involved in re-evaluating or re-examining products, processes, procedures, standards and systems. Includes recommendations and advice resulting from these activities. [TARDiS]

Security 097

The activities associated with measures taken to protect people, premises, equipment or information from accidental or intentional damage or from unauthorised access. Includes the security classification of personnel and criminal record checks. [TARDiS]

Sewerage infrastructure design 337

The activities associated with designing sewerage infrastructure.

Sewerage treatment 359

The activities involved in applying biological and chemical substances etc. to treat raw water and effluent before it enters distribution network systems. Includes monitoring of water filtration, chlorination and fluoridation.

Standards 100

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

Submissions 102

The preparation and submission of a formal statement (e.g. report, statistics, etc) supporting a case or opinion held by the agency which is submitted to another agency, or within the agency, for the purpose of either gain or support. [TARDiS]

SEWERAGE TREATMENT MANAGEMENT 162

The function of managing the region's sewerage treatment plans to treat and reuse domestic and trade waste collected from the community and commercial entities. Includes physical, chemical and biological treatment activities, testing and maintaining plant infrastructure. Also includes implementing industry quality standards, conducting research, and arranging visits or tours to the treatment plants.

Tendering 104

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


Treated water sampling 358

The activities associated with collecting samples of treated water and effluent for monitoring to ensure that it meets health standards. Includes sample analysis data.

Visits 109

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

RECORDS DISPOSAL SCHEDULE

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
	<p>boosters, hydrants etc</p> <ul style="list-style-type: none"> - work as executed plans - building plans - master plans - concept plans - certificates - records of conversation - project management records - development applications <p>[See Sewerage equipment and infrastructure design for design concepts etc.]</p> <p>[See Contracting-out for copies of contractors permits, licences, certificates and accreditations]</p> <p>[See Submissions for successful funding submissions]</p>	
<p>161.024.002</p> 	<p>Records relating to the construction of all other cases including determination of specifications and conditions. Includes:</p> <ul style="list-style-type: none"> - records of conversation - specifications - scope of works - feasibility studies - environmental impact statements - proposals - reports - works as executed plans - drawings building plans - project management records - development applications - master plans - concept plans - certificates <p>[See Sewerage Infrastructure Design for design concepts etc.]</p> <p>[See Contracting-out for copies of contractors permits, licences, certificates and accreditations]</p> <p>[See Submissions for successful funding submissions]</p>	<p>Destroy 7 years after lifetime of the structure or 7 years after the system is replaced</p>

RETAIN AS TERRITORY ARCHIVES

Records Disposal Schedule – Sewerage Management RDS July 2007

Classes for retention as Territory Archives

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
	<ul style="list-style-type: none">- successful tenders- engineers' drawings of fittings, valves, boosters, hydrants etc- work as executed plans- building plans- master plans- concept plans- certificates- records of conversation- project management records- development applications	
	[See Sewerage equipment and infrastructure design for design concepts etc.]	
	[See Contracting-out for copies of contractors permits, licences, certificates and accreditations]	
	[See Submissions for successful funding submissions]	

Records Disposal Schedule – Sewerage Management RDS July 2007

Classes for retention as Territory Archives

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
	<ul style="list-style-type: none">- engineers' drawings of fittings, valves, boosters, hydrants etc- works as executed plans- building plans- master plans- concepts plans- certificates- records of conversation- project management records- development applications <p>[See Construction for building from the design.]</p> <p>[See Contracting-out for copies of contractors permits, licences, certificates and accreditations]</p> <p>[See Submissions for successful funding submissions]</p>	

Records Disposal Schedule – Sewerage Management RDS July 2007

Classes for retention as Territory Archives

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
	<ul style="list-style-type: none">- master plans- concept plans- certificates- records of conversation- project management records- development applications	
	[See Sewerage equipment and infrastructure design for design concepts etc.]	
	[See Contracting-out for copies of contractors permits, licences, certificates and accreditations]	
	[See Submissions for successful funding submissions]	

Records Disposal Schedule – Sewerage Management RDS July 2007

Classes for retention as Territory Archives

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
	<ul style="list-style-type: none">- concepts plans- certificates- records of conversation- project management records- development applications	
	[See Construction for building from the design.]	
	[See Contracting-out for copies of contractors permits, licences, certificates and accreditations]	
	[See Submissions for successful funding submissions]	

