

PROS 09/05 VAR 1

**Retention and Disposal Authority for Records of
Local Government Functions**

Status Date: 21/7/2015

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Retention and Disposal Authority for Records of Records of Local Government Functions

Retention and Disposal Authority No	PROS 09/05 VAR 1
Scope	This Retention and Disposal Authority covers Local Government functions. It can be used by all municipalities. The following activities can also be used by these public offices: Childcare and Early Education Provision and Compliance Administration and Enforcement can be used by higher and further education institutions. Immunisation Management can be used by The Royal Children's Hospital. Individual Support Services Management and Maternal and Child Health Service Provision can be used by the Department of Health & Human Services.
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Issue Date	21/7/2015

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Introduction

Purpose of this Authority

The purpose of this Authority is to provide a mechanism for the disposal of public records in accordance with the Public Records Act 1973.

The Authority:

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

Context of this Authority

Public Record Office Victoria Standards

This Authority should be used in conjunction with the Standards issued by the Keeper of Public Records under Section 12 of the *Public Records Act 1973*. Copies of all relevant PROV standards, specifications and regulatory advice can be downloaded from www.prov.vic.gov.au. These documents set out the procedures that must be followed by Victorian public offices.

Disposal of records identified in the Authority

Disposal of public records identified in this Authority must also be in accordance with the requirements of Public Record Office Standard PROS 10/13 *Disposal*.

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Transfer of records to Public Record Office Victoria

Contact Public Record Office Victoria for further information on procedures for transferring permanent records to archival custody.

The Crimes (Document Destruction) Act 2006

It is an offence under the *Crimes (Document Destruction) Act 2006* for individuals or organisations to destroy documents that they know are reasonably likely to be required in a future legal proceeding, with the intention of keeping the documents out of evidence. Destroying records however in accordance with a valid Authority is lawful as long as the requirements under the *Crimes (Document Destruction) Act 2006* are met. PROV strongly advises that all agencies familiarise themselves with the requirements under the *Crimes (Document Destruction) Act 2006* and *Evidence (Document Unavailability) Act 2006*, and PROV Advice to Agencies 18: *Crimes (Document Destruction) Act 2006: Implications for government recordkeeping*.

Normal Administrative Practice

The destruction of some public records is permitted without final authorisation under normal administrative practice (NAP). NAP covers the destruction of ephemeral material of a facilitative nature created, acquired or collected by public officers during the course of their duties.

The following material may be destroyed under NAP:

- working papers consisting of rough notes and calculations used solely to assist in the preparation of other records such as correspondence, reports and statistical tabulations
- drafts not intended for retention as part of the office's records, the content of which has been reproduced and incorporated in the public office's record keeping system
- extra copies of documents and published material preserved solely for reference.

Use of Other Authorities

In applying the disposal sentences set out in this Authority, reference should be made to other current Authorities where applicable. Where there is a conflict between two Authorities (for instance this Authority and the General Retention and Disposal Authority for Records of Common Administrative Functions), consult the Public Record Office Victoria for advice.

Explanation of Authority Headings

Class Number

The class number or entry reference number provides citation and ease of reference.

Description

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

Status

This entry provides the archival status of each class - either permanent or temporary.

Custody

This entry specifies whether the records are to be retained by the public office or transferred to the Public Record Office Victoria. Permanent electronic records are to be transferred in VERS Encapsulated Object (VEO) format according to PROS 99/007 - Management of Electronic Records (Version 2). The storage of public records identified in this Authority must also be in accordance with the requirements of Public Record Office Standard PROS 11/01 *Storage*.

Establishment of Standard

Pursuant to Section 12 of the Public Records Act 1973, I hereby establish these provisions as a Standard (also known as a Retention and Disposal Authority) applying to Department of Health and Human Services; Higher and Further Education Sector; Local Government; The Royal Children's Hospital . This standard as varied or amended from time to time, shall have effect from the date of issue unless revoked prior to that date.

[signed]

Justine Heazlewood, Keeper of Public Records

Date of Issue: 21/8/2009

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INTRODUCTION

Background

Replacement of existing disposal coverage

This Authority replaces PROS 98/01, General Retention and Disposal Authority for Records of Local Government.

Records already sentenced using PROS 98/01

After July 2009, PROS 98/01 may not be used to sentence any records. Generally, records that have already been sentenced under PROS 98/01 do not need to be re-sentenced using this Authority. However, records that have been sentenced using the following classes from PROS 98/01 must be re-sentenced:

1.1.2, 1.2.1, 1.2.2

3.3.1, 3.5.3, 3.5.5

4.2.1

5.1.1, 5.3.3

6.2.4, 6.2.5

7.2.2

8.1.1, 8.1.2, 8.5.1, 8.5.2, 8.5.3, 8.5.4, 8.5.5, 8.5.6, 8.7.1, 8.9.2

9.1.1

12.3.1, 12.3.2, 12.7.2, 12.7.3

13.2.1, 13.8.1

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15.1.1

16.3.1

17.1.1, 17.2.1, 17.4.2

20.1.1

21.1.1, 21.1.2, 21.3.1, 21.4.1

Note: records that have already been sentenced as permanent under PROS 98/01, and proposed for transfer to PROV, may require re-sentencing before transfer at the discretion of PROV. Councils may re-sentence other records under this Authority and identifiable benefits may be gained in doing so.

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Variation

Variation 1

Public Records Act 1973 (Section 12)

Retention and Disposal Authority for Records of Local Government Functions

Public Record Office Standard (PROS) 09/05

Variation 1:

In accordance with section 12 of the Public Records Act 1973 (as amended), I hereby vary the Standard applying to the records of local government functions, issued as Public Record Office Standard (PROS) 09/05 on 21 August 2009, as follows:

Broadened the scope of the authority so that the following activities can also be used by these public offices:

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Childcare and Early Education Provision Compliance Administration and Enforcement	Higher and further education institutions
Immunisation Management	The Royal Children's Hospital
Individual Support Services Management Maternal and Child Health Service Provision	Department of Health & Human Services

This Variation shall have effect from its date of issue.

[signed]

Justine Heazlewood

Director and Keeper of Public Records

Date of issue: 21 July 2015

Retention and Disposal Authority for Records of Local Government Functions

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No	Function/Activity	Description	Status	Disposal Action
1	Animal Management	<p>The activities associated with the management of domestic animals and livestock within a municipal jurisdiction to best protect the environment, animal welfare and residents.</p> <p>[For records of the management of fauna as part of ecosystem management see 7.0.0 ENVIRONMENTAL MANAGEMENT.]]</p> <p>[For records relating to Planning and Policy activities for this function, please see Retention and Disposal Authority for Records of Common Administrative Functions]</p> <p>[For records relating to the appointment of authorised officers see Retention and Disposal Authority for Records of Common Administrative Functions PERSONNEL MANAGEMENT.]</p>		
1.1	Domestic Animal Registration	<p>The registration of all domestic animals within a municipal jurisdiction in order to manage and target services and administer the responsibilities of owners within the municipal jurisdiction.</p> <p>Includes the registration of dangerous, restricted breed or menacing dogs within the municipal jurisdiction.</p>		
1.1.1		Summary record of dangerous, restricted breed and menacing dogs within a municipal jurisdiction.	Temporary	Transfer 25 years after initial registration of the dog.

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No	Function/Activity	Description	Status	Disposal Action
<i>Animal Management - Domestic Animal Registration</i>				
1.1.2		<p>Records relating to the registration of dangerous, menacing and restricted breed dogs within a municipal jurisdiction.</p> <p>Includes records relating to the statutory reporting of information to the Secretary about dangerous, menacing or restricted breed dogs as required.</p> <p>Includes notifications from owners and trainers about dogs trained or undergoing training to attack to the Council.</p> <p>Includes notifications from owners that their dangerous, restricted breed or menacing dog is missing, a change of address of the owner or the dogs place of residence or a change in the ownership of the dog.</p>	Temporary	Destroy 25 years after initial registration of the dog.
1.1.3		<p>Records relating to appeals and hearings about the status and restrictions on restricted breed, dangerous and menacing dogs.</p> <p>Includes records relating to hearings before the Victorian Civil and Administrative Tribunal.</p> <p>[For records relating to enforcement activities undertaken to support animal and community welfare see 1.4.0.]</p>	Temporary	Destroy 7 years after resolution.
1.1.4		Summary records relating to the registration of animals within a municipal jurisdiction.	Temporary	Destroy 7 years after animal is registered or registration is renewed.

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No	Function/Activity	Description	Status	Disposal Action
<i>Animal Management - Domestic Animal Registration</i>				
		[For summary records of the registration of dangerous, restricted breed or menacing dogs within the municipal jurisdiction see 1.1.1.]		
1.1.5		<p>Records relating to the registration of animals within a municipal jurisdiction.</p> <p>Includes the annual registration of dogs and cats as well as the issuance of permits for unusual numbers or types of animals.</p> <p>Also includes records relating to audit or doorknocking/inspections for the purposes of registration.</p>	Temporary	Destroy 2 years after the year of registration.
1.1.6		Records relating to the transfer of ownership of animals within a municipal jurisdiction.	Temporary	Destroy 1 year after notification.
1.2	Domestic Animal Business Registration	<p>The registration of Domestic Animal Businesses within the municipal jurisdiction.</p> <p>Includes the registration of animal shelters, pounds, pet shops, breeders, training facilities and boarding facilities for domestic animals.</p>		
1.2.1		Records relating to the registration of a business as a private domestic animal business.	Temporary	Destroy 7 years after closure of the business.
1.2.2		Records relating to appeals and hearings about private domestic animal businesses within the municipal jurisdiction.	Temporary	Destroy 7 years after resolution of the matter.

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No	Function/Activity	Description	Status	Disposal Action
<i>Animal Management - Domestic Animal Business Registration</i>				
		<p>Includes records of appeals made by the business about the actions and decisions of Council about the registration of the business.</p> <p>[For records relating to enforcement activities undertaken to support animal and community welfare see 1.4.0.]</p>		
1.2.3		<p>Records relating to the registration of a Council domestic animal business with the responsible Minister.</p> <p>Includes the records of any appeals or hearings arising from a refusal of the responsible Minister to register or re-register a business, suspend or revoke a licence.</p>	Temporary	Destroy 7 years after registration of the business.
1.3	Responsible Pet Ownership Promotion	<p>Activities undertaken to ensure that members of the community are supported and educated to be responsible pet owners.</p> <p>[For records relating to the creation of information leaflets and other communications to promote responsible pet ownership, see Retention and Disposal Authority for Records of Common Administrative Functions - PUBLICATIONS.]</p>		
1.3.1		Records relating to the provision of an animal microchipping service to members of the community where the microchipping is undertaken by an officer of the Council.	Temporary	Destroy 7 years after provision of the service.

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No	Function/Activity	Description	Status	Disposal Action
<i>Animal Management - Responsible Pet Ownership Promotion</i>				
1.3.2		<p>Records relating to the facilitation of an animal microchipping service to members of the community.</p> <p>Includes records of microchipping services where the microchipping is undertaken by another organisation on behalf of the Council.</p>	Temporary	Destroy 1 year after provision of the service.
1.3.3		Records relating to the provision of education about the care, maintenance and benefits of pet ownership to all sectors of the community.	Temporary	Destroy 1 year after material is superseded.
1.4	Enforcement	<p>Activities associated with the enforcement of local and state laws relating to animal management including animal welfare, dangerous, restricted breed and menacing dogs legislation, domestic animal business infringements and livestock management offences.</p> <p>[For records relating to fines or recovery of expenses incurred by Council officers see Retention and Disposal Authority for Records of Common Administrative Functions - FINANCIAL MANAGEMENT]</p>		
1.4.1		<p>Records relating to the enforcement of animal management laws through the courts.</p> <p>Includes records of penalties imposed by the courts that are carried out by Council including the destruction of animals.</p> <p>Includes penalties enforced by Council officers acting</p>	Temporary	Destroy 7 years after resolution of the matter.

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No	Function/Activity	Description	Status	Disposal Action
<i>Animal Management - Enforcement</i>				
		as Animal Management Officers, Authorised Officers and Prevention of Cruelty to Animals Inspectors.		
1.4.2		Records relating to the enforcement of animal management laws external to the courts. Includes penalties enforced by Council officers acting as Animal Management Officers, Authorised Officers and Prevention of Cruelty to Animals Inspectors.	Temporary	Destroy 2 years after resolution of the matter.
1.4.3		Records relating to the enforcement of animal management laws where investigation is undertaken but no penalty ensues.	Temporary	Destroy 1 year after resolution of the matter.
1.4.4		Summary records of all animals and livestock impounded or seized within the municipal jurisdiction.	Temporary	Destroy 7 years after seizure of the animal.
1.4.5		Records relating to the seizure or impounding of animals and livestock within the municipal jurisdiction. Includes Notices of Seizure issued under s84 of the <i>Domestic (Feral and Nuisance) Animals Act 1994</i> . Includes records relating to the seizure or impounding of animals and livestock by persons other than an authorised officer of the Council.	Temporary	Destroy 1 year after action completed.
1.4.6		Records relating to the destruction of animals and livestock.	Temporary	Destroy 7 years after action completed.

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No	Function/Activity	Description	Status	Disposal Action
<i>Animal Management - Enforcement</i>				
1.4.7		<p>Records relating to the sale or donation of animals and livestock seized by or surrendered to Council.</p> <p>Includes records relating to the microchipping and desexing of animals prior to sale as well as any testing to determine the suitability of the animal for rehoming.</p>	Temporary	Destroy 7 years after disposal of the animal.
1.4.8		<p>Records relating to the operational management of a Council shelter or pound.</p> <p>Includes management of the animals within the pound, including registers of animals admitted, records of the identification of owners of animals and records of the daily maintenance of the pound as well as the daily health assessment of animals.</p>	Temporary	Destroy 7 years after action completed.
2	Building	<p>The activities associated with the management of building activities within the jurisdiction of a Council. Includes all statutory and service activities undertaken within building to effectively respond to local, state wide and national needs.</p> <p>[For records relating to Planning and Policy activities for this function, please see Retention and Disposal Authority for Records of Common Administrative Functions.]</p>		
2.1	Building Permit Management	<p>The processes associated with the management of building permits issued by building surveyors.</p> <p>Includes registration and assessment, enforcement</p>		

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No	Function/Activity	Description	Status	Disposal Action
<i>Building - Building Permit Management</i>				
		<p>activities and inspection of works in relation to permits issued by building surveyors.</p> <p>[For work done by municipal building surveyors as part of a municipal building surveyor service, see 2.2.0.]</p>		
2.1.1		<p>Summary records relating to building permit management.</p> <p>Includes statutory registers of building permits issued within a municipal jurisdiction.</p>	Permanent	Retain as State Archives, Transfer to PROV
2.1.2		<p>Records relating to building permits issued for buildings within a municipal jurisdiction where the building has been formally identified by a heritage body to be of cultural heritage significance at a commonwealth, state or local level.</p> <p>Includes all records lodged with Council as part of the permit process such as plans, applications, specifications, statements, reports and final occupancy permits as well as records of any enforcement activities.</p>	Permanent	Retain as State Archives, Transfer to PROV
2.1.3		<p>Records relating to the registration of building permits issued by building surveyors for buildings within a municipal jurisdiction used for public, commercial or professional purposes.</p> <p>Includes the following classes under Part A3 of the <i>Australian Building Codes - Classification of Buildings</i></p>	Permanent	Retain as State Archives, Transfer to PROV

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No	Function/Activity	Description	Status	Disposal Action
<i>Building - Building Permit Management</i>				
		<p><i>and Structures:</i></p> <p>Class 1b;</p> <p>Classes 3a, b, c, d, e, f;</p> <p>Class 5;</p> <p>Classes 6a, b, c, d;</p> <p>Class 7b;</p> <p>Class 8;</p> <p>Classes 9 a, b c.</p> <p>Includes all records lodged with Council as part of the permit process such as plans, applications, specifications, statements, reports and final occupancy permits as well as records of any enforcement activities.</p> <p>NOTE: for the purposes of appraisal of these records, no distinction has been drawn between the registration of permits issued by private building surveyors and the registration of permits issued by the municipal building surveyor service.</p>		
2.1.4		Records relating to the registration of building permits issued by building surveyors for domestic or other buildings of single occupancy as well as non-habitable buildings or structures such as carparks, private garages, fences and swimming pools within a	Temporary	Destroy 10 years after building is demolished or removed from the allotment. Records must be retained for a

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No	Function/Activity	Description	Status	Disposal Action
<i>Building - Building Permit Management</i>				
		<p>municipal jurisdiction.</p> <p>Includes all records lodged with Council as part of the permit process such as plans, applications, specifications, statements, reports and final occupancy permits as well as records of any enforcement activities.</p> <p>Includes the following classes under Part A3 of the <i>Australian Building Codes - Classification of Buildings and Structures</i>:</p> <p>Class 1a;</p> <p>Class 2; Class 4;</p> <p>Class 7a</p> <p>Classes 10a, b.</p> <p>NOTE: for the purposes of appraisal of these records, no distinction has been drawn between the registration of permits issued by private building surveyors and the registration of permits issued by the municipal building surveyor service.</p>		<p>minimum of 10 years in original form and then in original form or in any other manner specified by the Keeper of Public Records until the building is demolished or removed from the allotment.</p>
2.1.5		<p>Records relating to the registration of building permits issued by building surveyors for temporary buildings within a municipal jurisdiction.</p> <p>Includes all records lodged with Council as part of the permit process such as plans, applications, specifications, statements, reports and temporary</p>	Temporary	<p>Destroy 3 years after expiry of temporary occupancy permit.</p>

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No	Function/Activity	Description	Status	Disposal Action
<i>Building - Municipal Building Surveyor Services</i>				
		occupancy permits as well as records of any enforcement activities.		
2.2	Municipal Building Surveyor Services	<p>The activities associated with the provision of building surveyor services by Council for buildings both within and outside their municipal jurisdiction.</p> <p>Building surveyor services are those provided by some Councils under section 17 of the <i>Building Act</i> 1993 as an alternative to the use of private building surveyors. In this role, Councils are providing an equivalent service to a private building surveyor, and the provision of this service is not a statutory responsibility of Council.</p> <p>For records of activities relating to Council statutory responsibilities for building permit management see 2.1.0.</p> <p>Includes the drawing up of plans, completion of specification, reports and computations, advice of approval and endorsement of permit as well as the ongoing management required, including the periodic inspection of works and issuance of the appropriate certificates and permits as well as any appropriate enforcement activities.</p>		
2.2.1		Records relating to building permits issued as part of the Municipal Building Surveyor Service.	Temporary	Destroy 10 years after final inspection or certificate of occupancy.

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No	Function/Activity	Description	Status	Disposal Action
<i>Building - Municipal Building Surveyor Services</i>				
2.2.2		Records relating to work undertaken for building permits as part of the Municipal Building Surveyor Service that are not issued.	Temporary	Destroy after administrative use has concluded.
3	Community and Economic Development	Activities undertaken to foster community and economic development within the municipality and the wider region. Includes activities to build or strengthen communities. Also Includes activities relating to tourism. [For records relating to Planning and Policy activities for this function, please see Retention and Disposal Authority for Records of Common Administrative Functions.]		
3.1	Community and Economic Development Support	Activities undertaken to attract new investment, to grow or retain employment, to expand or retain population, and build or strengthen communities.		
3.1.1		Records of information compiled specifically and uniquely by the Council for the purpose of attracting or facilitating investment in the municipality or wider region. Includes the provision of key demographic and economic statistics and indicators.	Permanent	Retain as State Archives, Transfer to PROV
3.1.2		Records relating to the provision of information and services to industry with the intention of attracting or facilitating investment in the municipality or wider region.	Temporary	Destroy 5 years after provision of the service.

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No	Function/Activity	Description	Status	Disposal Action
<i>Community and Economic Development - Community and Economic Development Support</i>				
		Includes the provision of information created by other agencies or organisations such as real estate information, networking contacts for new businesses or workforce information.		
3.1.3		<p>Records relating to the development and management of relationships with organisations in order to support community and economic development where the organisation has significant impact on the economic development of the region as a major investor or employer.</p> <p>Includes records of Council assistance in the procurement of funding and provision from other sources of ongoing support for the development of the organisation.</p>	Temporary	Destroy 25 years after conclusion of relationship.
3.1.4		<p>Records relating to the development of proactive programs or one-off activities undertaken by Council to encourage investment and business and community development within a municipal jurisdiction.</p> <p>Includes any formal and informal bidding, tendering and networking undertaken to encourage targeted and general businesses, government agencies or industries as well as informal and formal reciprocal arrangements between industry and Council.</p>	Temporary	Destroy 7 years after last action.
3.1.5		Records relating to the development and delivery of programs to support economic and community growth in the municipality or wider region.	Temporary	Destroy 7 years after administrative use has concluded.

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No	Function/Activity	Description	Status	Disposal Action
<i>Community and Economic Development - Community and Economic Development Support</i>				
		Includes training, mentoring and awareness programs as well as provision of assistance to industry to develop funding applications to local, state and commonwealth agencies and other organisations.		
3.1.6		Records relating to the facilitation and administration of programs to support economic and community growth in the municipality or wider region.	Temporary	Destroy 2 years after administrative use has concluded.
3.2	Competitions and Awards	Activities relating to competitions and awards to reward and highlight achievements in industry and the local community. Includes awards given to acknowledge the achievements as part of the Local Government Australia Day Awards.		
3.2.1		Records relating to the management of competitions and awards. Includes activities of establishing, judging, obtaining and conferring prizes.	Temporary	Destroy 7 years after date of final award.
3.2.2		Successful nominations, entries and submissions.	Temporary	Destroy 7 years after date of competition.
3.2.3		Unsuccessful nominations, entries and submissions.	Temporary	Destroy 2 years after date of competition.
3.3	Tourism	The development of campaigns and products and the staging of activities and events to promote the		

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No	Function/Activity	Description	Status	Disposal Action
<i>Community and Economic Development - Tourism</i>				
		<p>municipality or region as a tourist destination.</p> <p>Includes records of agencies associated with the Council with a responsibility for tourism activities such as Tourism Boards.</p> <p>[For activities relating to recreational and cultural programs or services where the community is the primary focus, see 11.0.0 Recreational and Cultural Services.]</p>		
3.3.1		<p>Final records of the planning, design and delivery of tourism events and tourism campaigns that create a significant impact on economic and community development in the region.</p> <p>Includes evaluation of the success or otherwise of tourism events.</p> <p>Includes briefs and final designs for publicity campaigns designed to promote tourism within the municipal jurisdiction, including the promotion of the region and of specific events.</p>	Permanent	Retain as State Archives, Transfer to PROV
3.3.2		<p>Final records of the planning, design and delivery of tourism events and tourism campaigns that promote the region, but do not create a significant impact on economic or community development.</p> <p>Includes evaluation of the success or otherwise of tourism events.</p> <p>Includes briefs and final designs for publicity</p>	Temporary	Destroy 7 years after conclusion of event or campaign.

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No	Function/Activity	Description	Status	Disposal Action
<i>Community and Economic Development - Tourism</i>				
		campaigns designed to promote tourism within the municipal jurisdiction, including the promotion of the region and of specific events.		
3.3.3		Records relating to the organisation, administration and staging of tourism events and campaigns. Includes records relating to ticketing for tourism events.	Temporary	Destroy 7 years after conclusion of event or campaign.
3.3.4		Records relating to the provision of information to support tourism objectives within the municipal jurisdiction. Includes records of the provision of information by Tourist Information Centres.	Temporary	Destroy after administrative use has concluded.
4	Community Services	The activities associated with the provision of community services to the residents of a municipal jurisdiction. Includes the provision of support services for specific groups such as maternal and child health services, aged and disability services, childrens services and youth services as well as the provision of immunisation services by Council employees. [For records relating to Planning and Policy activities for this function, please see Retention and Disposal Authority for Records of Common Administrative Functions.] [For records of residential aged care services		

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No	Function/Activity	Description	Status	Disposal Action
<i>Community Services - Accreditation and Registration</i>				
		<p>provided by Councils, see Retention and Disposal Authority for Aged Care, to be issued late 2009]</p> <p>[For records of Council funding provision to non-Council services such as Neighbourhood Houses, see Retention and Disposal Authority for Records of Common Administrative Functions - COMMUNITY RELATIONS.]</p>		
4.1	Accreditation and Registration	<p>The activity of gaining registration and accreditation of Council support services with appropriate agencies to ensure compliance with government legislative requirements.</p> <p>[For the accreditation of staff working within each service see Retention and Disposal Authority for Records of Common Administrative Functions- PERSONNEL MANAGEMENT].</p> <p>[For the accreditation of Family Day Care providers see 4.6.0.]</p>		
4.1.1		<p>Records of registration or accreditation of a Council support service.</p> <p>Includes any final certificate or accreditation record for the certification or accreditation process.</p>	Temporary	Destroy 25 years after cessation of the service.
4.1.2		<p>Records relating to the process of registration or accreditation of a Council support service whether successful or unsuccessful.</p> <p>Includes records of inspections, assessments and</p>	Temporary	Destroy 7 years after end of the relevant accreditation or registration cycle.

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No	Function/Activity	Description	Status	Disposal Action
<i>Community Services - Accreditation and Registration</i>				
		reports undertaken to support the accreditation or certification process.		
4.1.3		<p>Records relating to the administration and facilitation of an accreditation or registration process for a Council support service.</p> <p>Includes records relating to meeting arrangements, visit arrangements and similar facilitative material.</p>	Temporary	Destroy 1 year after accreditation or registration of the service.
4.1.4		<p>Records relating to the revocation or suspension of Council support services by accrediting agencies.</p> <p>Includes the records of any appeal made by a Council about the revocation or suspension of a support service.</p>	Permanent	Retain as State Archives, Transfer to PROV
4.2	Individual Support Services Management	<p>The activity of managing the ongoing relationship between Council services and individual clients.</p> <p>Includes records relating to clients from all age groups and with all types of need who receive personal care support and home maintenance support from Council services.</p> <p>[For records relating to the provision of Maternal and Child Health Services see 4.5.0]</p> <p>[For records relating to the provision of Childcare services, see 4.6.0]</p> <p>[For records relating to the provision of programs see</p>		

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No	Function/Activity	Description	Status	Disposal Action
<i>Community Services - Individual Support Services Management</i>				
		4.3.0.]		
4.2.1		Summary records of individual clients using Council support services.	Temporary	Destroy 7 years after provision of service providing client has reached 25 years.
4.2.2		<p>Records relating to the provision of any community service to an individual where the Council has been determined by a subsequent investigation to have contributed to the client's death or serious injury during the period of their involvement with the service.</p> <p>A serious injury has been defined in s134AB of the <i>Accident Compensation Act 1985</i> to consist of permanent impairment, permanent loss of body function, permanent serious disfigurement, permanent severe mental illness or behavioural disturbance or loss of a foetus.</p>	Permanent	Retain as State Archives, Transfer to PROV
4.2.3		Records relating to the provision of any community service where a client has died or suffered serious injury during the period of their involvement with the service and the Council is determined by a subsequent investigation to have not contributed to the incident or no investigation is undertaken.	Temporary	Destroy 10 years after matter resolved.
4.2.4		<p>Records relating to the provision of personal care, counselling and respite services to clients.</p> <p>Includes records of the successful initial assessment of clients for eligibility and any subsequent ongoing</p>	Temporary	Destroy 7 years after provision of the service providing client has reached 25 years.

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No	Function/Activity	Description	Status	Disposal Action
<i>Community Services - Individual Support Services Management</i>				
		<p>assessment.</p> <p>Personal care includes activities such as supervision or assistance with showering or bathing, assistance with dressing or undressing, grooming, toileting and mobility.</p>		
4.2.5		<p>Records relating to the provision of home and community care services to clients, including the provision of home maintenance, meals and cleaning services.</p> <p>Includes records of the successful initial assessment of clients for eligibility and any subsequent ongoing assessment.</p> <p>Note: This class is for client service provision where only home and community care services are provided. Where a client receives any personal care, counselling or respite service, all client records, including home and community care services records should be sentenced under 4.2.4.</p> <p>[For records of the acquisition of food and other stores used to support health and community care clients see Retention and Disposal Authority for Records of Common Administrative Functions - EQUIPMENT AND STORES.]</p>	Temporary	Destroy 2 years after provision of the service.
4.2.6		Records relating to the assessment of clients where the client does not meet the eligibility criteria for the provision of support services.	Temporary	Destroy 1 year after client assessment.

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No	Function/Activity	Description	Status	Disposal Action
<i>Community Services - Program Management</i>				
4.3	Program Management	<p>The management of out of home residential and non residential programs run by Council designed to support health, well being or community involvement for members of the program.</p> <p>Includes records relating to Day Centres for aged residents, disabled adults and similar programs.</p> <p>[For records of childcare provision see 4.6.0]</p> <p>[For records of programs run solely for recreational or cultural purposes see 11.0.0 Recreation and Cultural Services.]</p>		
4.3.1		<p>Records relating to the operational management of short term residential or non residential support programs.</p> <p>Includes records of incidents where a non fatal or non serious injury or incident has occurred during the program.</p> <p>[For records of incidents during a support program where a fatality occurs and the Council is determined to have contributed see 4.3.2]</p> <p>[For records of incidents during a support program where a serious injury occurs and the Council is determined to have contributed see 4.3.3]</p> <p>[For records of incidents during a support program where a fatality or serious injury occurs and the</p>	Temporary	Destroy 7 years after conclusion of the program.

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No	Function/Activity	Description	Status	Disposal Action
<i>Community Services - Program Management</i>				
		Council is determined to have not contributed or no investigation is undertaken see 4.3.4.]		
4.3.2		<p>Records of fatal or serious injuries or incidents occurring on short term residential or non residential support programs where an investigation determines that the Council has contributed to the incident.</p> <p>A serious injury has been defined in s134AB of the <i>Accident Compensation Act 1985</i> to consist of permanent impairment, permanent loss of body function, permanent serious disfigurement, permanent severe mental illness or behavioural disturbance or loss of a foetus.</p>	Permanent	Retain as State Archives, Transfer to PROV
4.3.3		Records of fatal or serious injuries or incidents occurring on short term residential or non residential support programs where no investigation has been held, or the Council has been determined to have not contributed to the incident.	Temporary	Destroy 10 years after conclusion of the program.
4.4	Immunisation Management	<p>The administration of vaccines to adults and children to protect individuals against the effects of certain diseases. Includes vaccinations administered to members of the community and Council staff.</p> <p>[For records of the acquisition of vaccine stocks see Retention and Disposal Authority for Records of Common Administrative Functions - EQUIPMENT AND STORES.]</p>		
4.4.1		Records of the administration of vaccines to children including consent forms where there is no central	Temporary	Destroy 25 years after administration of the

Authority number: PROS 09/05 VAR 1

No	Function/Activity	Description	Status	Disposal Action
<i>Community Services - Immunisation Management</i>				
		<p>Commonwealth register of the administration of vaccinations.</p> <p>Includes all vaccination records of vaccinations administered prior to the introduction of the Australian Childhood Immunisation Register.</p> <p>Includes records of consent of patients and records of patients where the patient suffers a significant adverse reaction and the matter is referred to another agency for support and continuing care.</p> <p>Includes records of the handling of vaccines, vaccine preparation and administration, storage and cold chain management.</p>		vaccine.
4.4.2		<p>Records of the administration of vaccines to children including consent forms where there is a central Commonwealth register of the administration of vaccinations.</p> <p>Includes records of patients subsequently added to the Australian Childhood Immunisation Register.</p> <p>Includes records of consent of patients and records of patients where the patient suffers a significant adverse reaction and the matter is referred to another agency for support and continuing care.</p> <p>Includes records of the handling of vaccines, vaccine preparation and administration, storage and cold chain management.</p>	Temporary	Destroy 7 years after administration of the vaccine.

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No	Function/Activity	Description	Status	Disposal Action
<i>Community Services - Immunisation Management</i>				
4.4.3		<p>Records of the administration of vaccines to adults including consent forms.</p> <p>Includes records of consent of patients and records of patients where the patient suffers a significant adverse reaction and the matter is referred to another agency for support and continuing care.</p> <p>Includes records of the handling of vaccines, vaccine preparation and administration, storage and cold chain management.</p>	Temporary	Destroy 7 years after administration of the vaccine.
4.4.4		Records of the administration and facilitation of immunisation programs.	Temporary	Destroy after administrative use has concluded.
4.5	Maternal and Child Health Service Provision	<p>The provision of Maternal and Child Health services to families within the municipal jurisdiction.</p> <p>Includes the provision of services across all ages and stages of involvement including prenatal involvement where appropriate.</p> <p>[For planning undertaken to support Maternal and Child Health Services see Retention and Disposal Authority for Records of Common Administrative Functions - PLANNING.]</p>		
4.5.1		Records relating to case management of clients of the Maternal and Child Health Service.	Temporary	Destroy 26 years after initial contact with client.

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No	Function/Activity	Description	Status	Disposal Action
<i>Community Services - Maternal and Child Health Service Provision</i>				
4.5.2		<p>Records relating to the provision of group maternal and child health information and education sessions.</p> <p>Includes records of the development and delivery of programs.</p>	Temporary	Destroy 2 years after delivery of program.
4.5.3		Records relating to the notification of births of children who are or will be residents of the municipal jurisdiction.	Temporary	Destroy after administrative use has concluded.
4.6	Childcare and Early Education Provision	<p>The provision of childcare and early education services within the municipal jurisdiction. Includes the provision of childcare centres, long and short day care (including Kindergarten and preschool education) and Family Day Care provision.</p> <p>Includes records of children undertaking school holiday childcare programs and occasional childcare provision.</p> <p>[For records of camps run by Council where the intent is not to provide childcare, but to provide social, recreational and cultural opportunities, see 11.0.0 Recreation and Cultural Services.]</p>		
4.6.1		<p>Summary records of the placement of children in childcare and early education services within Council facilities.</p> <p>Includes all forms of Council childcare and Family Day Care as appropriate.</p>	Temporary	Destroy 25 years after the initial placement of the child.

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No	Function/Activity	Description	Status	Disposal Action
<i>Community Services - Childcare and Early Education Provision</i>				
4.6.2		<p>Records of individual enrolment and development of children within childcare and early education services.</p> <p>Includes registration of child, reporting on child progress and attendance records.</p> <p>[For records of incidents or accidents where death occurs see 4.6.4]</p> <p>[For records of incidents or accidents where no injury or only minor injury occurs see 4.6.5.]</p>	Temporary	Destroy 7 years after last attendance of child.
4.6.3		Records relating to curriculum development for children attending childcare and early education services.	Temporary	Destroy 2 years after delivery of program.
4.6.4		<p>Records relating to incidents or accidents occurring within the childcare or early education service where a fatality or serious injury occurs.</p> <p>A serious injury has been defined in s134AB of the <i>Accident Compensation Act 1985</i> to consist of permanent impairment, permanent loss of body function, permanent serious disfigurement, permanent severe mental illness or behavioural disturbance or loss of a foetus.</p>	Permanent	Retain as State Archives, Transfer to PROV
4.6.5		Records relating to incidents or accidents occurring within the childcare or early education service where no injury or only minor injury occurs.	Temporary	Destroy 7 years after incident.

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No	Function/Activity	Description	Status	Disposal Action
<i>Community Services - Childcare and Early Education Provision</i>				
4.6.6		Records of the provision of Family Day Care services. Includes records of the daily attendance and activities of children using the service.	Temporary	Destroy 25 years after date of provision of service.
4.6.7		Records relating to the accreditation, assessment and engagement of Family Day Care service providers. Includes records of activities undertaken to support accreditation and assessment including suitability assessments of homes and interviews.	Temporary	Destroy 7 years after conclusion of the engagement of Family Day Care provider.
4.6.8		Records relating to the ongoing management of Family Day Care services by Council. Includes records relating to the monitoring of Family Day Care providers.	Temporary	Destroy 7 years after conclusion of activity.
4.6.9		Records relating to unsuccessful applications to become Family Day Care providers.	Temporary	Destroy 2 years after decision.
4.7	Staff Reporting	Reporting by staff of concerns about the actions of others, including incidents of abuse or other inappropriate behaviour by other staff or members of the public. [For records of the handling of disclosures about officers of the agency under the <i>Whistleblowers Protection Act 2001</i> see Retention and Disposal Authority for Records of Common Administrative Functions - LEGAL SERVICES.]		

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No	Function/Activity	Description	Status	Disposal Action
<i>Community Services - Staff Reporting</i>				
4.7.1		<p>Records relating to the reporting by staff of cases of abuse.</p> <p>Includes the reporting activities of staff concerns about the welfare of children or other vulnerable members of the community either as a mandatory responsibility or as part of their professional duties.</p>	Temporary	Destroy 7 years after conclusion of action providing all individuals have reached 25 years.
5	Emergency Management	<p>The support and management, as appropriate, of identified emergency situations within a municipal jurisdiction for the purposes of ensuring the safety of life and property within the jurisdiction.</p> <p>[For records relating to Planning and Policy activities for this function, please see Retention and Disposal Authority for Records of Common Administrative Functions.]</p>		
5.1	Community Preparedness	<p>The activity of supporting the implementation of local, state and national strategies to ensure community preparedness in the event of an emergency.</p> <p>[For records relating to Planning and Policy activities for this function, please see Retention and Disposal Authority for Records of Common Administrative Functions.]</p>		
5.1.1		Records relating to the provision of education by Council on emergency management and prevention strategy programs.	Temporary	Destroy 2 years after administrative use has concluded.

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No	Function/Activity	Description	Status	Disposal Action
<i>Emergency Management - Community Preparedness</i>				
		Includes records where the Council directly provides the education, or assists other community groups in the delivery of the information.		
5.1.2		Records relating to the support of community participation in preparation for and response to emergency situations.	Temporary	Destroy after administrative use has concluded.
5.2	Emergency Response	<p>Activities undertaken to respond to emergencies in order to support the work of emergency agencies and the local community.</p> <p>Includes support to individuals affected by emergencies during the emergency itself.</p> <p>[For records relating to post emergency support see 5.3.0 Community Recovery.]</p>		
5.2.1		Records relating to emergency responses where the emergency is of a significant nature, either causing death or significant impact on the community or the natural environment or is one of a series of similar emergencies forming a significant pattern of disruption to the community.	Permanent	Retain as State Archives, Transfer to PROV
5.2.2		Records relating to emergency responses where the emergency causes injury or moderate damage and where the incident is not identifiably part of a pattern or series of events.	Temporary	Destroy 25 years after incident.
5.2.3		Records relating to emergency responses where the emergency causes no injury and only minor damage	Temporary	Destroy 7 years after

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No	Function/Activity	Description	Status	Disposal Action
<i>Emergency Management - Community Recovery</i>				
		to property or the natural environment.		incident.
5.3	Community Recovery	The activity of providing recovery support to the community following an emergency.		
5.3.1		Records relating to the provision of support to individuals or businesses affected by an emergency. Includes records relating to programs where the Council funds or administers the funds of another agency, such as Drought Relief activities.	Temporary	Destroy 7 years after finalisation of support.
5.3.2		Records relating to the facilitation of access to support provided by other agencies.	Temporary	Destroy 2 years after administrative use has concluded.
6	Environmental Health	The activities associated with the provision of a regulated and sanitary environment to ensure health and well being within the municipal jurisdiction. [For records relating to Planning and Policy activities for this function, please see Retention and Disposal Authority for Records of Common Administrative Functions.]		
6.1	Premises or Business Registration	The registration of premises or businesses within a municipal jurisdiction that are required to be registered by legislation including the <i>Food Act</i> 1984 and the <i>Health Act</i> 1958. Includes food businesses, tattooists, hairdressers and beauty parlours.		

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No	Function/Activity	Description	Status	Disposal Action
<i>Environmental Health - Premises or Business Registration</i>				
6.1.1		<p>Summary records of the registration of premises or businesses within the municipal jurisdiction.</p> <p>Includes the registration of prescribed accommodation, prescribed premises and declared premises for which the Council has responsibility for registration.</p>	Temporary	Destroy 7 years after closure of the business.
6.1.2		<p>Records of the registration of premises by Council and the fulfilling of all requirements by the business to ensure hygienic and safe practices are followed.</p> <p>Includes the registration of prescribed accommodation, prescribed premises and declared premises within the municipal jurisdiction.</p> <p>Includes records of the exemption of a business from registration by the Council.</p>	Temporary	Destroy 7 years after registration of the business.
6.1.3		<p>Records of the suspension or revocation of the registration of a business or premises by Council.</p> <p>Includes appeals against the revocation or suspension of the registration of premises within the court system.</p>	Temporary	Destroy 7 years after final closure of the business.
6.2	Compliance Management	<p>The process of ensuring compliance of premises, businesses and individuals to required standards of hygiene, cleanliness, food safety and service.</p> <p>Includes the investigation of nuisances on private or Crown land such as pests, vermin, noise or odours.</p>		

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No	Function/Activity	Description	Status	Disposal Action
<i>Environmental Health - Compliance Management</i>				
6.2.1		<p>Records relating to the investigation of premises, businesses or individuals that fail to meet required standards and the enforcement of penalties or imposition of requirements upon them.</p> <p>Includes records of the seizure and sampling of items by authorised officers within the course of the investigation, as well as the records of any appeal made against the seizure or sampling of the item.</p> <p>Includes records of premises reported by members of the public or other agencies and those identified by Council officers.</p>	Temporary	Destroy 7 years after resolution of the matter.
6.2.2		Records relating to the investigation of premises that are found to meet required standards.	Temporary	Destroy 1 year after conclusion of the investigation.
6.2.3		<p>Records relating to the ongoing routine monitoring of registered premises to ensure compliance with required standards of hygiene, safety and service.</p> <p>Includes the routine ongoing sampling of substances within the municipal jurisdiction to ensure compliance with all relevant standards.</p> <p>[For sampling activities undertaken as part of a specific investigation see 6.2.1 or 6.2.2]</p>	Temporary	Destroy 1 year after conclusion of the monitoring activity.
6.2.4		Records relating to the investigation and resolution of nuisances within the municipal jurisdiction that are unsanitary or dangerous to health where any	Temporary	Destroy 7 years after finalisation of the matter.

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No	Function/Activity	Description	Status	Disposal Action
<i>Environmental Health - Compliance Management</i>				
		<p>abatement works are undertaken by the Council.</p> <p>Nuisances may include such things as rodent or vermin infestation, fire hazards, noise pollution or unacceptable odours.</p> <p>Includes the records of any action taken within the courts to support the abatement of the nuisance.</p> <p>Includes the investigation of nuisances on Crown Land as well as private property.</p>		
6.2.5		<p>Records relating to the investigation and resolution of nuisances within the municipal jurisdiction that are unsanitary or dangerous to health where any abatement works are not undertaken by the Council or there are no abatement works to be undertaken.</p> <p>Includes the records of any action taken within the courts to support the abatement of the nuisance.</p> <p>Includes the investigation of nuisances on Crown Land as well as private property.</p>	Temporary	Destroy 2 years after finalisation of the matter.
6.2.6		Records relating to works undertaken by Council to abate nuisances on waterways within the municipal jurisdiction.	Temporary	Destroy 2 years after works completed.
6.3	Infectious Diseases Management	The activity of managing incidents of infectious diseases within the municipal jurisdiction to minimise the effect on the community and on the individuals affected.		

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No	Function/Activity	Description	Status	Disposal Action
<i>Environmental Health - Infectious Diseases Management</i>				
6.3.1		<p>Records relating to the management of incidents of infectious diseases within the municipal jurisdiction, where there is significant loss of life or a significant impact upon the community.</p> <p>Significant impact upon the community includes large scale pandemics causing death, large scale quarantine activities or suspension of normal life.</p>	Permanent	Retain as State Archives, Transfer to PROV
6.3.2		<p>Records relating to the management of incidents of infectious diseases within the municipal jurisdiction where there is a minor impact upon the community.</p> <p>Minor impact upon the community includes activities where no services are disrupted and no large scale quarantining of individuals or areas, but there is impact upon the community such as the need to boil water.</p>	Temporary	Destroy 25 years after conclusion of the incident.
6.3.3		<p>Records relating to the management of incidents of infectious diseases within the municipal jurisdiction where there is no impact upon the community.</p> <p>These incidents may include infectious disease incidents affecting individuals or small groups where the incident has no effect on the wider community.</p>	Temporary	Destroy 7 years after incident.
6.4	Consumer Safety Management	The activity of Council participation in consumer safety activities as an agent of a state or commonwealth agency.		
6.4.1		Records relating to the support of consumer safety	Temporary	Destroy 2 years after

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No	Function/Activity	Description	Status	Disposal Action
<i>Environmental Management</i>				
		<p>activities within the municipal jurisdiction.</p> <p>Includes the provision of information about product recalls to individuals and businesses as appropriate.</p>		conclusion of the activity.
7	Environmental Management	<p>The management of waste, pollution and effluent within a municipal jurisdiction, in addition to the environmental monitoring and support for natural ecosystems such as rivers, parks and wetlands.</p> <p>[For records relating to Planning and Policy activities for this function, please see Retention and Disposal Authority for Records of Common Administrative Functions]</p> <p>[For records relating to the management of property or land, including the management of contaminated land, vandalism and graffiti, see the Retention and Disposal Authority for Records of Common Administrative Functions - PROPERTY MANAGEMENT.]</p>		
7.1	Waste Management	<p>The management of waste within a municipal jurisdiction.</p> <p>Includes the management of landfill, transfer stations, recycling and green waste.</p>		
7.1.1		Records relating to the physical location, construction and rehabilitation of landfill sites within a municipal jurisdiction, both those owned or operated by Council and those operated by private companies.	Permanent	Retain as State Archives, Transfer to PROV

Authority number: PROS 09/05 VAR 1

No	Function/Activity	Description	Status	Disposal Action
<i>Environmental Management - Waste Management</i>				
		<p>Includes records of site identification, security systems (including deterrent systems for animals and birds), leachate collection systems, drainage systems, water management systems, landfill cell lining and capping of used landfill cells.</p> <p>[For records relating to operational management of a landfill site see 7.1.3.]</p>		
7.1.2		<p>Records relating to the contents of landfill sites including the categorisation of waste within the site, the types of waste and its location within landfill cells as well as the materials used for waste cover.</p>	Permanent	Retain as State Archives, Transfer to PROV
7.1.3		<p>Operational records relating to management of the landfill site.</p> <p>Includes records of the routine inspection of load contents, routine activities to minimise environmental impacts such as litter management and vehicle cleanliness and the operation of bird and animal deterrent systems.</p> <p>[For records relating to the physical location, construction and rehabilitation of landfill sites see 7.1.1]</p> <p>[For records relating to the content of landfill sites see 7.1.2]</p>	Temporary	Destroy 7 years after administrative use has concluded.
7.1.4		<p>Records relating to the monitoring of the physical impact of the landfill site on aspects of the local</p>	Temporary	Destroy 100 years after date of monitoring

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No	Function/Activity	Description	Status	Disposal Action
<i>Environmental Management - Waste Management</i>				
		<p>community and habitat.</p> <p>Includes records of monitoring undertaken during and after the cessation of waste disposal and during the rehabilitation of the landfill site, including monitoring of groundwater systems, noise pollution, traffic impacts, odour impacts, drainage systems and gas emissions.</p> <p>[For records of the rehabilitation of landfill sites see 7.1.1]</p> <p>[For records of functional reporting activities see Retention and Disposal Authority for Records of Common Administrative Functions - REPORTING.]</p>		activity.
7.1.5		<p>Records relating to the management and handling of waste hazardous substances within a municipal jurisdiction.</p> <p>Includes the management of asbestos and domestic hazardous waste in landfill sites or in recycling programs.</p>	Temporary	Destroy 100 years after disposal of waste.
7.1.6		Records relating to the provision and operation of transfer stations in order to identify and acquire waste suitable for reuse, recycling or the recovery of energy.	Temporary	Destroy 7 years after administrative use has concluded.
7.1.7		<p>Records relating to the management of recycling within a municipal jurisdiction.</p> <p>Includes the management of waste materials suitable</p>	Temporary	Destroy 7 years after administrative use has concluded.

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No	Function/Activity	Description	Status	Disposal Action
<i>Environmental Management - Waste Management</i>				
		for recycling from both domestic and commercial properties within the jurisdiction.		
7.1.8		<p>Records relating to the collection of waste within a jurisdiction.</p> <p>Includes the collection of domestic and commercial waste as appropriate. Includes both scheduled and ad hoc collections for domestic and commercial properties within the municipal jurisdiction.</p>	Temporary	Destroy 2 years after administrative use has concluded.
7.2	Illegal Dumping and Litter Management	<p>The management of illegal dumping and litter within the municipal jurisdiction.</p> <p>Includes the collection of litter or illegally dumped materials, identification of offenders and the enforcement of penalties against offenders.</p> <p>For education initiatives designed to reduce illegal dumping and littering and raise public awareness of the impacts of these activities, see 7.5.2.</p>		
7.2.1		<p>Records relating to the enforcement of penalties for littering or illegal dumping.</p> <p>Includes records relating to the reporting of litter or illegal dumping activities and subsequent enforcement activities undertaken.</p>	Temporary	Destroy 7 years after conclusion of the matter.
7.2.2		Records relating to the collection and disposal of litter and illegally dumped waste.	Temporary	Destroy 2 years after action.

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No	Function/Activity	Description	Status	Disposal Action
<i>Environmental Management - Effluent and Wastewater Management</i>				
7.3	Effluent and Wastewater Management	<p>The management of wastewater, sewage and other effluent waste within a municipal jurisdiction.</p> <p>Wastewater and effluent waste includes stormwater, greywater and blackwater.</p>		
7.3.1		<p>Records relating to the management of effluent and wastewater within a municipal jurisdiction where the waste is discharged to an offsite treatment plant through pipes or is taken for treatment offsite by other means.</p> <p>Includes records of sewage and wastewater/stormwater management systems, including testing, filtration records, records of water diversion, records of water treatment and records of collection.</p>	Temporary	Destroy 15 years after action completed.
7.3.2		<p>Records relating to the application for, installation and management of effluent treatment systems on domestic and commercial properties.</p> <p>Includes records relating to septic tanks and other onsite sewage treatment options, such as evapotranspiration as well as greywater systems for the reuse of water within a property.</p>	Temporary	Destroy 1 year after removal of the system.
7.4	Ecosystem Management	The ongoing management of the natural environment in order to monitor and assist the ongoing preservation and sustainable development of areas of environmental sensitivity.		

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No	Function/Activity	Description	Status	Disposal Action
<i>Environmental Management - Ecosystem Management</i>				
7.4.1		<p>Operational records relating to ecosystem management within a municipal jurisdiction to ensure the preservation of flora and fauna within the area.</p> <p>Includes records relating to the activities undertaken to manage flora and fauna, including management of pests and feral animals, as well as the ongoing monitoring of the sustainability and condition of areas of environmental sensitivity including land reclamation.</p> <p>[For records relating to Planning and Policy activities, please see Retention and Disposal Authority for Records of Common Administrative Functions,]</p>	Temporary	Destroy 15 years after action.
7.4.2		Operational records of agricultural pesticide or herbicide use within a municipal jurisdiction.	Temporary	Destroy 2 years after use of the product.
7.5	Sustainability Initiatives	<p>The development, implementation and ongoing management of sustainability initiatives within a municipal jurisdiction.</p> <p>Includes records relating to the education of the community about sustainability and sustainability initiatives.</p>		
7.5.1		<p>Records relating to the development and implementation of significant and unique sustainability initiatives within a municipal jurisdiction.</p> <p>Significant initiatives may include cross agency</p>	Temporary	Destroy 25 years after conclusion of the initiative.

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No	Function/Activity	Description	Status	Disposal Action
<i>Environmental Management - Sustainability Initiatives</i>				
		partnerships, whole agency organisational change, programs where a measurably large change has been made to the state of the environment or community attitudes to an issue have undergone comprehensive alteration.		
7.5.2		Records relating to the development and implementation of routine sustainability initiatives within a municipal jurisdiction.	Temporary	Destroy 15 years after conclusion of the initiative.
7.5.3		Records relating to the creation, administration and delivery of education programs to the local community in order to promote sustainability initiatives. Includes records of programs designed to reduce waste and increase recycling and composting, to reduce consumption of resources such as energy and to promote sustainable living within the municipality.	Temporary	Destroy 5 years after delivery of the program.
8	Governance	The function of administering the systems and structures of Council including the election of Council representatives, the establishing and recording of Council districts, the recording of Council meetings and election processes. [For records relating to Planning and Policy activities for this function, please see Retention and Disposal Authority for Records of Common Administrative Functions.]		
8.1	Electoral Boundaries and Electoral	The activity of establishing, maintaining and reviewing electoral boundaries and structures within		

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No	Function/Activity	Description	Status	Disposal Action
<i>Governance - Electoral Boundaries and Electoral Structures – Review</i>				
	Structures – Review	<p>a Council area.</p> <p>Includes Electoral Representation Reviews and Subdivision Reviews.</p>		
8.1.1		<p>Records of the establishment, maintenance and review of electoral structures and district and ward boundaries within a Council area.</p> <p>Includes final reports prepared or received by Council in relation to Electoral Representation Reviews and Subdivision Reviews.</p>	Permanent	Retain as State Archives, Transfer to PROV
8.1.2		<p>Records supporting the establishment, maintenance and review of electoral boundaries and electoral structures.</p> <p>Includes inputs by Council to reviews conducted by outside agencies on behalf of the Council - for example Electoral Representation Reviews and Subdivision Reviews.</p>	Temporary	Destroy after administrative use has concluded.
8.2	Planning, Preparation and Conduct of Local Government Elections and Polls of Voters	<p>The activity of administering the democratic process within local government. Includes Local Government Elections, Local Government By-elections and Polls of Voters.</p> <p>Includes records transferred to Council from outside agencies contracted to administer all or part of the election process; for example, the Victorian Electoral Commission (VEC).</p> <p>[For records relating to challenges to the conduct of</p>		

Authority number: PROS 09/05 VAR 1

No	Function/Activity	Description	Status	Disposal Action
<i>Governance - Planning, Preparation and Conduct of Local Government Elections and Polls of Voters</i>				
		a Local Government Election or Poll of Voters see 8.3.0.]		
8.2.1		Summary record of voters eligible to vote in Local Government Elections and Polls of Voters. Includes the Certified Voters Roll.	Permanent	Retain as State Archives, Transfer to PROV
8.2.2		Inputs to the development of the Voters Roll. Includes comparison of VEC electoral roll data with data on registered property owners and business owners provided by the municipality as well as records documenting inspections and challenges to the Electoral Roll. Includes assessment of eligibility to vote, applications for enrolment and amendment to the Voters Roll. [For records relating to the Certified Voters Roll see 8.2.1]	Temporary	Destroy 4 years after election or poll to which the Roll relates.
8.2.3		Records relating to the process of standing as a candidate for Local Government elections. Includes successful, unsuccessful and withdrawn applications for candidacy and registration of how to vote cards.	Temporary	Destroy 4 years after election to which nomination relates.
8.2.4		Records relating to the process of initiating and conducting elections and Polls of Voters. Includes Requests for a Poll, appointment of authorised officials, appointment of scrutineers,	Temporary	Destroy 4 years after election or poll to which the records relate.

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No	Function/Activity	Description	Status	Disposal Action
<i>Governance - Planning, Preparation and Conduct of Local Government Elections and Polls of Voters</i>				
		Returning Officer Correspondence, counting of votes, ballot papers, undelivered postal votes, non voting excuses, lists of non voters and late returns.		
8.2.5		Final results of elections and polls.	Permanent	Retain as State Archives, Transfer to PROV
8.2.6		Records of candidate donations received during a local government election campaign. Includes Campaign Donation Returns and Chief Executive Officers Report to the responsible Minister.	Temporary	Destroy 4 years after submission of the report to the Minister.
8.2.7		Records relating to planning and logistical arrangements for the conduct of local government elections. Includes organisation of polling places, pre and post election publicity, organisation of functions.	Temporary	Destroy after administrative use has concluded.
8.3	Challenges to Election Conduct or Results	Records relating to complaints, discrepancies, unusual occurrences or other irregularities about election conduct or results. Includes Council involvement in hearings of the Municipal Electoral Tribunal and subsequent appeals and Council response to specific issues or complaints brought to the attention of the Council or Electoral Commission.		
8.3.1		Records relating to review activities that lead to	Permanent	Retain as State

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No	Function/Activity	Description	Status	Disposal Action
<i>Governance - Challenges to Election Conduct or Results</i>				
		legislative change or change to Council policy or election result.		Archives, Transfer to PROV
8.3.2		Records relating to review activities that do not lead to legislative change or change to Council policy or election result.	Temporary	Destroy 7 years after completion of the review and any appeals period.
8.3.3		Records relating to individual complaints about election or poll activities which require routine responses about Councils actions, policy or procedures, including standard responses. Includes investigations of complaints that are proved to be frivolous or vexatious.	Temporary	Destroy 4 years after election or poll to which the complaint relates.
8.4	Council and Committee Meetings	The activities associated with the management of Council and committee meetings. Includes all types of committees convened to assist the undertaking of Council business and decision making processes as well as general meetings of Council. NOTE: Oaths of Office must be recorded in the Minutes of Council under section 63 of the <i>Local Government Act 1989</i>		
8.4.1		Master set of minutes, agenda, reports, submissions and other meeting papers. Includes Council minutes, Council Notice Papers and Proceedings, Indexes, Special Committee minutes,	Permanent	Retain as State Archives, Transfer to PROV

Authority number: PROS 09/05 VAR 1

No	Function/Activity	Description	Status	Disposal Action
<i>Governance - Council and Committee Meetings</i>				
		Committee minutes, Registers of Delegations to Special Committees.		
8.4.2		<p>Inputs into development of master set of minutes and agenda.</p> <p>Includes Draft and Rough Minutes and Audio Recordings. Includes briefings related to determining what matters will be considered in the meeting.</p> <p>[For records relating to meetings designated as an Assembly of Councillors see 8.4.5]</p>	Temporary	Destroy after administrative use has concluded.
8.4.3		Reference or duplicate copies of minutes, agendas, reports, submissions and other meeting papers.	Temporary	Destroy after reference ceases.
8.4.4		<p>Records relating to arranging and facilitating Council and committee meetings.</p> <p>Records of general administrative nature relating to management of Council and committee meetings, including the preparation and circulation of minutes, use of premises where the meetings take place and travel arrangements for attendees.</p> <p>[For records relating to the facilitation of other meetings, see the General Retention and Disposal Authority for Records of Common Administrative Functions - COMMITTEES.]</p>	Temporary	Destroy after administrative use has concluded.
8.4.5		Records relating to meetings designated as an Assembly of Councillors.	Temporary	Destroy 4 years after date of meeting.

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No	Function/Activity	Description	Status	Disposal Action
<i>Governance - Law Making</i>				
		An Assembly of Councillors is defined by the <i>Local Government Act</i> 1989 section 76AA as a planned or scheduled meeting, of at least 3 Councillors and one member of Council staff, which considers matters that are intended or likely to be the subject of a decision of the Council or subject to the exercise of a function, duty or power of a Council that has been delegated to a person or committee.		
8.5	Law Making	The activities associated with the process of drafting and endorsing of local laws.		
8.5.1		Final record of each local law endorsed by the Council.	Permanent	Retain as State Archives, Transfer to PROV
8.5.2		Records relating to the development of each local law endorsed by Council. These may include research, justification statements, gazettal and other notification records, and stakeholder input. Also includes records of appeals and challenges.	Temporary	Destroy 10 years after revocation of local law.
8.5.3		Records relating to local laws that are revoked by the Governor in Council on the recommendation of the Minister.	Permanent	Retain as State Archives, Transfer to PROV
8.5.4		Records relating to the development of each local law that is not endorsed by Council.	Temporary	Destroy 5 years after following rejection of law.

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No	Function/Activity	Description	Status	Disposal Action
<i>Governance - Law Making</i>				
8.5.5		<p>Records relating to the facilitation of local law making.</p> <p>Includes facilitative material such as meeting schedules, meeting invitations and room bookings.</p>	Temporary	Destroy after administrative use has concluded.
8.6	Compliance Administration and Enforcement	<p>Activities related to the administration of local laws within a municipal jurisdiction and the enforcement of penalties for non compliance with these laws as well as the administration by Council of laws, regulations and requirements on behalf of other agencies.</p> <p>Among others, Councils may issue permits for burning off within the municipality, parking permits, including disabled parking permits, stock grazing and moving permits, fundraising permits, busking permits and permits for the collection of firewood from roadsides.</p> <p>Note: this activity covers the administration of local laws or compliance issues that are not specific to another function within this retention and disposal authority. For the administration and enforcement of local laws or compliance issues that are specific to another function within this retention and disposal authority, see the specific function.</p>		
8.6.1		Records relating to the administration of regulatory activities including the issue of permits required under local laws to undertake specific activities or where the Council administers permits on behalf of	Temporary	Destroy 1 year after administrative use has concluded.

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No	Function/Activity	Description	Status	Disposal Action
<i>Governance - Compliance Administration and Enforcement</i>				
		other agencies.		
8.6.2		Records relating to the enforcement of penalties for non compliance with local laws or non compliance with other laws or regulations administered by Council where enforcement action is taken through the courts.	Temporary	Destroy 7 years after resolution of the matter.
8.6.3		Records relating to the enforcement of penalties for non compliance with local laws or non compliance with other laws or regulations administered by Council where enforcement action is taken external to the courts. [For records relating to the financial administration of enforcement penalties see Retention and Disposal Authority for Records of Common Administrative Functions - FINANCIAL MANAGEMENT]	Temporary	Destroy 2 years after resolution of the matter.
8.6.4		Records relating to the enforcement of penalties for non compliance with local laws or non compliance with other laws or regulations administered by Council where investigation is undertaken but no penalty ensues.	Temporary	Destroy 1 year after resolution of the matter.
9	Land Use Planning	Management of Land Use Planning by a municipal Council in order to effectively respond to local, state and national needs. [For records relating to the provision of Planning Certificates by Council see 10.2.9] [For records relating to Policy activities for this		

Authority number: PROS 09/05 VAR 1

No	Function/Activity	Description	Status	Disposal Action
<i>Land Use Planning - Planning Scheme Management</i>				
		function, please see Retention and Disposal Authority for Records of Common Administrative Functions]		
9.1	Planning Scheme Management	<p>The activity of administering the planning process within a municipal jurisdiction.</p> <p>Includes resources provided for such use to the Council by other agencies such as copies of maps, overlays and other supporting material.</p>		
9.1.1		<p>Records of the planning scheme where the master copy is held by the State Government planning authority.</p> <p>Includes records relating to overlays, zoning, ordinances, amendments and other elements of the planning scheme.</p> <p>NOTE: Regional Councils should contact PROV for the appraisal of records relating to planning pre 1946. Metropolitan Councils should contact PROV for the appraisal of records relating to planning pre 1954.</p>	Temporary	Destroy after superseded.
9.1.2		<p>Records of legal agreements that specify planning conditions for specific properties that become binding on a property title.</p> <p>Includes agreements made under s173 of the <i>Planning and Environment Act 1987</i>.</p>	Temporary	Destroy after all statutory requirements are fulfilled.
9.2	Planning Scheme Amendments	The process of amending the planning scheme either through the instigation of the Council itself or at the		

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No	Function/Activity	Description	Status	Disposal Action
<i>Land Use Planning - Planning Scheme Amendments</i>				
		<p>instigation of a member of the public.</p> <p>Includes amendments to the planning scheme that are then revoked by Parliament.</p>		
9.2.1		Records relating to amendments to the planning scheme that are revoked by Parliament.	Permanent	Retain as State Archives, Transfer to PROV
9.2.2		<p>Records relating to amendments to the planning scheme within a municipal jurisdiction which are approved by the Minister.</p> <p>Includes records relating to the initial planning and request to Council, the authorisation of the Minister to prepare an amendment, the notice of amendment, the Council assessment of the amendment and the Ministerial approval process.</p>	Temporary	Destroy after all statutory requirements are fulfilled.
9.2.3		Records relating to amendments to the planning scheme which are not approved.	Temporary	Destroy 7 years after final action.
9.3	Permits	<p>The process of submitting, evaluating, endorsing and appealing planning permits within a municipal area.</p> <p>Includes records of appeals taken to the Tribunal or other higher courts of appeal.</p>		
9.3.1		<p>Summary records relating to the endorsement of planning permits within a Council jurisdiction.</p> <p>Includes the Register of endorsed and unapproved</p>	Permanent	Retain as State Archives, Transfer to PROV

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No	Function/Activity	Description	Status	Disposal Action
<i>Land Use Planning - Permits</i>				
		permits required to be maintained by Councils under Section 49 of the <i>Planning and Environment Act</i> 1987.		
9.3.2		<p>Records of endorsed planning permits.</p> <p>Includes planning permits and supporting records as well as permits that are submitted in conjunction with an amendment of the planning scheme.</p> <p>Includes permits that lapse following endorsement.</p> <p>[For the actual amendment of a planning scheme, see 9.2.0]</p>	Temporary	Destroy after all statutory requirements are fulfilled.
9.3.3		Records relating to permits that are withdrawn or not issued or approved.	Temporary	Destroy 2 years after final action.
9.4	Subdivision	The process of assessing applications for the subdivision and consolidation of land within the municipal jurisdiction. Includes the creation, variation and removal of easements.		
9.4.1		<p>Summary records relating to applications for certification of subdivisions by Council.</p> <p>Includes the register of applications required to be maintained by Councils under Section 58 of the <i>Subdivision (Procedures) Regulations</i> 2000.</p>	Permanent	Retain as State Archives, Transfer to PROV
9.4.2		<p>Records relating to subdivisions certified by Council.</p> <p>Includes certified plans of subdivision or</p>	Temporary	Destroy 10 years after certification of the plan of subdivision or

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No	Function/Activity	Description	Status	Disposal Action
<i>Land Use Planning - Subdivision</i>				
		consolidation, applications for certification and statements of compliance.		consolidation.
9.4.3		Records relating to subdivisions rejected for certification by Council.	Temporary	Destroy 7 years after final action.
9.5	Enforcement	The process of enforcing the requirements of the planning scheme, planning permits and agreements between land owners and Council.		
9.5.1		Records relating to any enforcement of the planning scheme, planning permits and agreements. Includes all enforcement and investigation activities carried out with and without liaison with other agencies.	Temporary	Destroy after all statutory requirements are fulfilled.
10	Rates and Valuations	The activities associated with the determination, administration, review and enforcement of property valuations and property rates within a municipal jurisdiction. [For records relating to Planning and Policy activities for this function, please see Retention and Disposal Authority for Records of Common Administrative Functions.]		
10.1	Property Valuation	The prescribed valuation of commercial, residential and other property within a municipal jurisdiction by Council.		
10.1.1		Summary records of all property valuations within a	Permanent	Retain as State

Authority number: PROS 09/05 VAR 1

No	Function/Activity	Description	Status	Disposal Action
<i>Rates and Valuations - Property Valuation</i>				
		<p>municipal jurisdiction.</p> <p>Includes general, supplementary and internal Council valuations of rateable and non-rateable land within the municipality as well as amended valuations made following interaction with the Valuer General.</p> <p>[For records of valuation objections where the objection is upheld and the valuation adjusted or disallowed, see 10.2.5]</p>		Archives, Transfer to PROV
10.1.2		<p>Records relating to the provision of valuation returns to the Valuer General.</p> <p>Includes any records returned to the Council by the Valuer-General following the conclusion of a valuation.</p>	Temporary	Destroy 5 years after valuation is concluded.
10.1.3		<p>Inputs into valuation of properties by Council.</p> <p>Includes rental questionnaires and other information gathered to assist the valuation of residential and commercial properties within the municipality.</p>	Temporary	Destroy after administrative use has concluded.
10.2	Rates Management	<p>The management of property rates within a municipal jurisdiction. Includes the determination of annual rate amounts, the administration of rate accounts with property owners and any process of objection.</p> <p>[For records relating to the financial administration of rates revenue, see Retention and Disposal Authority for Records of Common Administrative Functions -</p>		

Authority number: PROS 09/05 VAR 1

No	Function/Activity	Description	Status	Disposal Action
<i>Rates and Valuations - Rates Management</i>				
		FINANCIAL MANAGEMENT.]		
10.2.1		<p>Summary records of rates levied on individual properties within a municipal jurisdiction.</p> <p>Includes the levying of specific charges on individual properties.</p> <p>[For records relating to inputs into the rating of properties see 10.1.0 - Property Valuation.]</p>	Permanent	Retain as State Archives, Transfer to PROV
10.2.2		<p>Records relating to property within the municipality that is determined to be rates exempt.</p> <p>Includes non-rateable property as well as Council resolutions granting rebates or concessions awarded to properties to ensure proper development - that is, the preservation of buildings or places of historical, environment, architectural or scientific importance within the municipality.</p>	Permanent	Retain as State Archives, Transfer to PROV
10.2.3		<p>Records relating to the exemption of rates payments due to exceptional circumstances.</p> <p>Includes records relating to the determination of individual circumstances for the application of Deferred Rates arrangements as well as records relating to the waiving of rates payments in drought or other exceptional circumstances and the establishment of rate deferral schemes for particular social or economic purposes.</p> <p>[For records of pensioner rates rebates, see</p>	Temporary	Destroy 7 years after action completed.

Authority number: PROS 09/05 VAR 1

No	Function/Activity	Description	Status	Disposal Action
<i>Rates and Valuations - Rates Management</i>				
		10.2.10.]		
10.2.4		Records relating to applications for rate exemptions as either non-rateable property, exemption for proper development or exemption under exceptional circumstances where the application is rejected.	Temporary	Destroy 7 years after rejection of the application.
10.2.5		<p>Summary records relating to valuation objections where the objection is upheld and the valuation is adjusted or disallowed.</p> <p>Includes records of objections taken to the Victorian Civil and Administrative Tribunal or to the Supreme Court.</p> <p>[For summary records of valuations undertaken by Council see 10.1.1.]</p>	Permanent	Retain as State Archives, Transfer to PROV
10.2.6		<p>Records relating to valuation objections.</p> <p>Includes records where the objection is upheld and the valuation is adjusted or disallowed or the objection is not upheld and the valuation is not adjusted or disallowed.</p> <p>Includes records of objections taken to the Victorian Civil and Administrative Tribunal or to the Supreme Court.</p>	Temporary	Destroy 7 years after resolution of the matter.
10.2.7		Records relating to the enforcement of rate payments where Council has obtained a court order permitting sale or assumption of ownership of the	Permanent	Retain as State Archives, Transfer to PROV

Authority number: PROS 09/05 VAR 1

No	Function/Activity	Description	Status	Disposal Action
<i>Rates and Valuations - Rates Management</i>				
		land to recover the debt.		
10.2.8		<p>Records relating to the enforcement of rate payments where routine penalties are exacted upon the ratepayer and property is not acquired as a penalty.</p> <p>Includes enforcement of rate payments where Council applies interest or other penalties.</p>	Temporary	Destroy 7 years after resolution of the matter.
10.2.9		<p>Records relating to provision of information about factors affecting a specific property.</p> <p>Includes provision of information such as planning information, permits, certificates of final inspection, statements about consolidation or subdivision, current notices or orders issued by a building surveyor, flood potential and whether the property is in a termite prone area or bushfire prone area, subject to significant snowfalls or designated land or works areas.</p> <p>Includes the provision of Planning Certificates and Land Information Certificates by Council as well as the provision of notices of Acquisition and Disposal to Council.</p>	Temporary	Destroy 7 years after provision of information.
10.2.10		<p>Records relating to the administration of rates management.</p> <p>Includes records related to applications for pensioner rebates as well as changes of address and other</p>	Temporary	Destroy 2 years after receipt.

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No	Function/Activity	Description	Status	Disposal Action
<i>Recreational and Cultural Services</i>				
11	Recreational and Cultural Services	<p>administrative records.</p> <p>Activities relating to the provision of recreational, leisure and cultural facilities, programs, events and services in the community.</p> <p>Note: This function does not cover records of formal education provision by Councils.</p> <p>[For records relating to Planning and Policy activities for this function, please see Retention and Disposal Authority for Records of Common Administrative Functions.]</p> <p>[For activities relating to programs and services that have health or community services as the primary focus see 4.0.0 Community Services.]</p> <p>[For programs and services that have tourism or economic development as the primary focus see 3.0.0 Community and Economic Development.]</p>		
11.1	Community Events	Activities surrounding events undertaken for members of the local community to enhance and recognise their sporting, social, cultural and other involvement in community life.		
11.1.1		<p>Records associated with the organisation and administration of community events.</p> <p>Includes permits for administration of the event such as road closure permits and firework permits.</p>	Temporary	Destroy 7 years after event to which the record relates.

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No	Function/Activity	Description	Status	Disposal Action
<i>Recreational and Cultural Services - Facilities and Programs</i>				
11.2	Facilities and Programs	<p>Activities relating to programs and facilities in or with which recreational, leisure and cultural community activities take place.</p> <p>[For property and facilities maintenance see Retention and Disposal Authority for Common Administrative Records - PROPERTY MANAGEMENT.]</p> <p>[For maintenance of agency vehicles used by the public, such as community buses, see Retention and Disposal Authority for Records of Common Administrative Functions - FLEET MANAGEMENT.]</p> <p>[For records relating to health and safety breaches or other incidents that occur while on or using agency property or equipment see Retention and Disposal Authority for Records of Common Administrative Functions - OCCUPATIONAL HEALTH AND SAFETY.]</p>		
11.2.1		<p>Records documenting membership to services or facilities.</p> <p>Includes membership of museums, galleries and other cultural institutions.</p> <p>[For records relating to membership of libraries - see 11.6.0.]</p>	Temporary	Destroy 7 years after membership ceases.
11.2.2		<p>Records documenting an ad hoc use by a person or group of a facility or program. Includes booking of facilities including community buses and properties such as halls and parks.</p>	Temporary	Destroy 2 years after use of facility.

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No	Function/Activity	Description	Status	Disposal Action
<i>Recreational and Cultural Services - Facilities and Programs</i>				
		[For records relating to finance see Retention and Disposal Authority for Records of Common Administrative Functions - FINANCIAL MANAGEMENT.]		
11.2.3		<p>Records of the planning, development and delivery of activities or programs for members or at a facility.</p> <p>Includes lesson design plans, attendance records, program cards, swim school reports, participation or use analysis and program evaluation at all Council facilities such as sports centres and libraries.</p> <p>[For records relating to certification of instructors see Retention and Disposal Authority for Records of Common Administrative Functions - PERSONNEL MANAGEMENT.]</p>	Temporary	Destroy 7 years after activity or program runs.
11.2.4		<p>Records supporting the facilitation of activities or programs.</p> <p>Includes timetables of activities or programs.</p>	Temporary	Destroy after administrative use has concluded.
11.2.5		<p>Records relating to the provision of regular community transport services by a Council.</p> <p>Includes the provision of timetabled bus and other services to the municipal community.</p> <p>[For Ad Hoc or non timetabled provision of services to the community see 11.2.2.]</p>	Temporary	Destroy 2 years after provision of service.

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No	Function/Activity	Description	Status	Disposal Action
<i>Recreational and Cultural Services - Cultural and Community Heritage</i>				
11.3	Cultural and Community Heritage	<p>Activities relating to the identification, recognition and administration of places or objects of cultural heritage significance, both local and in a wider sphere within the responsibility of the Council.</p> <p>[For records relating to property maintenance see Retention and Disposal Authority for Records of Common Administrative Functions - PROPERTY MANAGEMENT.]</p>		
11.3.1		<p>Records of Council input into successful nominations for the inclusion of places or objects within the municipal jurisdiction on official registers of World, National or State significance.</p> <p>Includes records of places included on the World Heritage Register, the Register of the National Estate, and the Victorian Heritage Register.</p>	Permanent	Retain as State Archives, Transfer to PROV
11.3.2		<p>Records relating to unsuccessful nominations for inclusion on official registers of World, National or State significance.</p> <p>Includes records of places included on the World Heritage Register, the Register of the National Estate, and the Victorian Heritage Register.</p>	Temporary	Destroy 10 years after date of nomination.
11.3.3		<p>Records of the process of identifying and assessing local significance for places within the municipal jurisdiction, for protection via a Heritage Overlay control within the local municipal planning scheme.</p>	Permanent	Retain as State Archives, Transfer to PROV

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No	Function/Activity	Description	Status	Disposal Action
<i>Recreational and Cultural Services - Cultural and Community Heritage</i>				
11.3.4		Records relating to the assessment of places for local significance where the place is determined to not have local significance and is not included on a Heritage Overlay.	Temporary	Destroy 2 years after action completed.
11.3.5		<p>Establishment and disestablishment of cultural institutions under the jurisdiction of the Council.</p> <p>Includes records relating to the establishment of management bodies such as boards of trustees and foundation bequests as well as records of the dissolution of such bodies.</p> <p>[For records of the ongoing administration of these institutions, including reports, minutes of meetings, staff appointments, monetary donations, donations of objects, financial and other general administration, use the General Retention and Disposal Authority for Records of Common Administrative Functions.]</p>	Permanent	Retain as State Archives, Transfer to PROV
11.4	Artistic and Cultural Heritage Collection Management	<p>The management of objects considered by Council to have artistic or cultural heritage significance.</p> <p>Includes management of objects both within and outside formally constituted cultural institutions.</p> <p>Includes objects not afforded protection under Commonwealth or State heritage or planning legislation.</p> <p>[For records relating to the maintenance and conservation of objects, exhibitions, and donations</p>		

Authority number: PROS 09/05 VAR 1

No	Function/Activity	Description	Status	Disposal Action
<i>Recreational and Cultural Services - Artistic and Cultural Heritage Collection Management</i>				
		use the General Retention and Disposal Authority for Records of Common Administrative Functions.]		
11.4.1		Summary record of the acquisition, custody and disposal of objects considered by Council to have artistic or cultural heritage significance.	Permanent	Retain as State Archives, Transfer to PROV
11.4.2		Records documenting the loans of objects to and from other institutions for use in exhibitions or displays or for other purposes. Includes loan contracts and agreements, inventories, damage reports and other records.	Temporary	Destroy 7 years after loan returned to or from other institution.
11.5	Library Services Collection Management	The activity of acquisition, management and disposal of items within the librarys collections.		
11.5.1		Records relating to the selection and acquisition of items for the librarys collections. Includes records relating to collection analysis. [For records relating to the acquisition of items for the library's collections by donation see General Retention and Disposal Authority for Records of Common Administrative Functions - COMMUNITY RELATIONS.]	Temporary	Destroy after administrative use has concluded.
11.5.2		Records relating to the bibliographic administration of items within the collection. Includes records within the Online Public Access Catalogue (OPAC) or other cataloguing system.	Temporary	Destroy after administrative use has concluded.

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No	Function/Activity	Description	Status	Disposal Action
<i>Recreational and Cultural Services - Library Services Collection Management</i>				
11.5.3		Records relating to the provision and administration of document delivery services. Includes records relating to interlibrary loans.	Temporary	Destroy 7 years after receipt of item.
11.5.4		Records relating to the physical maintenance and preservation of items within the library's collections.	Temporary	Destroy after administrative use has concluded.
11.5.5		Records relating to the disposal of items from the library's collections through deaccessioning or loss.	Temporary	Destroy 2 years after disposal of item.
11.6	Library User Management	The activity of administering the interactions between the library and its users.		
11.6.1		Records relating to the administration of general borrower information.	Temporary	Destroy 2 years after last action on the borrower's account.
11.6.2		Records relating to the administration of penalties imposed on borrowers for delinquent activities.	Temporary	Destroy after administrative use has concluded.
12	Service Infrastructure Management	The provision of service infrastructure to the municipal community. Includes the provision and maintenance of roads, streets and bridges, drainage of roads and property, traffic management and associated activities including streetscaping, footpaths, signage, street furniture and planting, and bike paths.		

Authority number: PROS 09/05 VAR 1

No	Function/Activity	Description	Status	Disposal Action
<i>Service Infrastructure Management - Service Infrastructure Development and Redevelopment</i>				
		[For records relating to Planning and Policy activities for this function, please see Retention and Disposal Authority for Records of Common Administrative Functions.]		
12.1	Service Infrastructure Development and Redevelopment	The development of service infrastructure within a municipal jurisdiction. Includes the development of partnerships and arrangements between the agency, other authorities and the public as required.		
12.1.1		Summary records of jurisdictional responsibility for the provision and upkeep of roads within the municipal area. Includes the register of public roads maintained in accordance with s19 of the <i>Road Management Act 2004</i> .	Permanent	Retain as State Archives, Transfer to PROV
12.1.2		Records establishing the responsibility of the municipal road authority with regards to the service infrastructure within its jurisdiction. Includes agreements made with other agencies with regards to sharing and transferral of road management functions and responsibilities as well as declarations of designated road projects and other projects within municipal jurisdiction and with municipal responsibility. Also includes any appeals undertaken by Council within the determination of responsibility.	Temporary	Destroy 7 years after cessation of agreement.

Authority number: PROS 09/05 VAR 1

No	Function/Activity	Description	Status	Disposal Action
<i>Service Infrastructure Management - Service Infrastructure Development and Redevelopment</i>				
12.1.3		<p>Records relating to the establishment, change of status or discontinuation of service infrastructure within a municipal jurisdiction.</p> <p>Includes records relating to the declaration and gazettal of a road, any records associated with the inspection of service infrastructure before the assumption of ownership or responsibility by the municipal road authority and any records of the discontinuation of a road.</p> <p>{For records relating to the acquisition, disposal or leasing of land reserved for service infrastructure, see Retention and Disposal Authority for Records of Common Administrative Functions - PROPERTY MANAGEMENT.]</p>	Temporary	Destroy 7 years after action completed.
12.1.4		<p>Final records relating to the design and construction of service infrastructure within a municipal jurisdiction.</p> <p>Includes construction and engineering as-built plans and specifications and commissioning records.</p>	Temporary	Destroy 7 years after infrastructure is subsequently redeveloped or discontinued.
12.1.5		Input records relating to the design and construction of service infrastructure within a municipal jurisdiction.	Temporary	Destroy 7 years after development or redevelopment completed.
12.1.6		Records relating to the naming of service infrastructure within a municipal jurisdiction, where summary records are maintained at State	Temporary	Destroy after administrative use has concluded.

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No	Function/Activity	Description	Status	Disposal Action
<i>Service Infrastructure Management - Service Infrastructure Maintenance</i>				
		<p>Government level.</p> <p>Includes the naming of roads, streets and bridges.</p>		
12.2	Service Infrastructure Maintenance	<p>The activity of maintaining service infrastructure within a municipal jurisdiction.</p> <p>[For records of the acquisition of materials for the maintenance of infrastructure, including road making materials acquired under Schedule 10 of the <i>Local Government Act 1989</i>, see General Retention and Disposal Authority for Records of Common Administrative Functions - EQUIPMENT AND STORES.]</p> <p>[For records relating to the scheduling of maintenance works see General Retention and Disposal Authority for Records of Common Administrative Function - PLANNING.]</p>		
12.2.1		<p>Records relating to the routine or adhoc maintenance of service infrastructure.</p> <p>Includes records of maintenance undertaken following an emergency, routine inspection or public correspondence, as well as ongoing scheduled maintenance.</p> <p>Includes access arrangements made with utilities and other agencies for access to non-Council infrastructure for maintenance or repair.</p>	Temporary	Destroy 7 years after action completed.

Authority number: PROS 09/05 VAR 1

No	Function/Activity	Description	Status	Disposal Action
<i>Service Infrastructure Management - Service Infrastructure Enforcement</i>				
12.3	Service Infrastructure Enforcement	The enforcement of laws to protect service infrastructure against damage or disruption. Includes enforcement activities undertaken in conjunction with other agencies.		
12.3.1		Records relating to the enforcement of laws to protect service infrastructure through the courts.	Temporary	Destroy 7 years after resolution of the matter.
12.3.2		Records relating to the enforcement of laws to protect service infrastructure external to the courts.	Temporary	Destroy 2 years after resolution of the matter.
12.3.3		Records relating to the enforcement of laws to protect service infrastructure where investigation is undertaken but no penalty ensues.	Temporary	Destroy 1 year after resolution of the matter.
12.3.4		Summary records relating to the exercising of powers by authorised officers under the <i>Road Management Act 2004</i> , including the power to enter any land, or the power to obtain a name and address from someone contravening regulations. Includes the register maintained under s86 of the <i>Road Management Act 2004</i> .	Temporary	Destroy 7 years after conclusion of the matter to which the exercise of powers relates.