



Public Record Office Standard

PROS 12/06

Authority

Retention & Disposal Authority for Records of the Water Industry Functions

Version 2012

12/06

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1 Introduction

1.1 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.

1.2 Context of this Authority

1.2.1 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.

1.2.2 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*.

1.2.3 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.

1.2.4 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*.

1.2.5 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.

1.3 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.

1.4 Explanation of Authority Headings

CLASS NUMBER

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

DESCRIPTION

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*.

2 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 the records of Victoria water companies, water businesses and catchment management authorities.

This standard as varied or amended from time to time, shall have effect for a period of ten (10) years from the date of issue unless revoked prior to that date.

[signed]

Justine Heazlewood
Director & Keeper of Public Records

Date of Issue: 03/12/2012

3 Acknowledgements

PROV would like to thank all Victorian water companies, water businesses and catchment management authorities for their contribution to the development of this Standard.

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Denise Arnel	North East Water
Ian Balsillie	South Easter Water
Karen Ratcliffe	Yarra Valley Water
Chris Alday	FYB Pty Ltd

4 Further Information

You can obtain relevant publications, supplies of relevant forms, and answers to any enquiries you may have by first contacting your agency's records manager or the Public Record Office Victoria:

Public Record Office Victoria

 (03) 9348 5600

e-mail: agency.queries@prov.vic.gov.au

web: www.prov.vic.gov.au

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6 Retention & Disposal Authority

EMERGENCY PREPARATION AND MANAGEMENT			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
1.0.0	<p>EMERGENCY PREPARATION AND MANAGEMENT</p> <p>Preparing for and responding to emergency situations that may impact on the agency's water or wastewater infrastructure assets or the continuity or quality of the water supply.</p> <p>This includes the management of risks to water or wastewater infrastructure assets and services and the undertaking of periodic training and exercises to ensure that Emergency Response Plans can be implemented effectively.</p> <p>Emergencies are categorised as either critical, moderate or minor.</p> <p>Examples of critical emergencies include;</p> <ul style="list-style-type: none"> • The collapse of a dam wall or reservoir • The overtopping of a dam or reservoir • Detection of toxic chemicals in excess of the maximum contaminant level <p>Examples of moderate emergencies include;</p> <ul style="list-style-type: none"> • Failure to part of a water treatment plant resulting in dirty water that may not comply with safe drinking water standards • Sewer pumping station releasing raw sewerage into the environment <p>Examples of minor emergencies include;</p> <ul style="list-style-type: none"> • Pump system failure • Power failure • Managing the day to day operations with a reduction in resources. 		

EMERGENCY PREPARATION AND MANAGEMENT			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
	<p>[For policy relating to emergency management, see Retention and Disposal Authority for Records of Common Administrative Functions.]</p> <p>[For committees and meetings, see Retention and Disposal Authority for Records of Common Administrative Functions.]</p>		
1.1.0	<p>Prevention and Risk Management</p> <p>The development and implementation of strategies, systems and processes to ensure the agency is prepared in the event of an emergency.</p> <p>This includes activities involving the identification of risks to water or wastewater infrastructure assets, waterways or the continuity of or quality of the water supply and the likelihood and consequences of the risks.</p>		
1.1.1	<p>Records documenting systems, processes and assessments that identify and manage risk to water and wastewater infrastructure assets, the natural environment or continuity of the water supply including risks to public health where health surveillance and/or monitoring is required.</p> <p>Includes the agency's Emergency Response Plan which documents the accepted convention for emergency management through the mitigation, preparedness, response, and recovery continuum.</p>	<p>Permanent</p> <p>Retain as State Archives.</p>	<p>Transfer hard copy or electronic copy to PROV when administrative use has concluded.</p> <p>Electronic records are to be transferred in VEO format.</p>

EMERGENCY PREPARATION AND MANAGEMENT			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
1.1.2	Records documenting the internal review and monitoring of the agency's Emergency Response Plan.	Temporary Destroy 7 years after action completed.	Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction.
1.1.3	Records documenting an agency's emergency response training simulations and exercises.	Temporary Destroy 7 years after action completed.	Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction.
1.2.0	<p>Notification</p> <p>Receiving and processing incident notifications for state or national emergency situations issued by emergency service organisations, which may have or has impacted upon the agency's water or wastewater infrastructure assets, or the continuity or quality of the water supply.</p> <p>Also includes activities where the agency has been responsible for notifying the relevant emergency service organisation of potential and actual emergency situations.</p> <p>Notifications may relate to extreme weather events or other potential emergency situations such as alerts for floods, storms, heavy rainfall, bushfire and extreme heat.</p>		

EMERGENCY PREPARATION AND MANAGEMENT			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
1.2.1	Records documenting the issuing, receipt and actioning of incident notifications for emergency situations that cause critical impacts to water or wastewater infrastructure assets or the natural environment or is one of a series of similar emergencies forming a significant pattern of disruption to water quality or the provision of water services to the community.	Permanent Retain as State Archives.	Transfer hard copy or electronic copy to PROV when administrative use has concluded. Electronic records are to be transferred in VEO format.
1.2.2	Records documenting the issuing, receipt and actioning of incident notifications for emergency situations that cause moderate damage to water or wastewater infrastructure assets or the natural environment and where the incident is not identifiably part of a pattern or series of events. This includes moderate disruption to the provision of water services to the community.	Temporary Destroy 25 years after incident.	Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction.
1.2.3	Records documenting the issuing, receipt and actioning of incident notifications for emergency situations that cause minor damage to infrastructure, water or wastewater infrastructure assets or the natural environment. This includes minor disruptions to the provision of water services to the community.	Temporary Destroy 7 years after incident.	Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction.

EMERGENCY PREPARATION AND MANAGEMENT			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
1.3.0	<p>Response</p> <p>Response to emergency situations that may have or has impacted on the agency's water or wastewater infrastructure assets or the continuity or quality of the water supply.</p>		
1.3.1	<p>Records documenting the response by the agency to emergencies that cause critical impact;</p> <ul style="list-style-type: none"> • to water or wastewater infrastructure assets, • the natural environment, or • is one of a series of similar emergencies forming a significant pattern of disruption to water quality or the provision of water services to the community. 	<p>Permanent</p> <p>Retain as State Archives.</p>	<p>Transfer hard copy or electronic copy to PROV when administrative use has concluded.</p> <p>Electronic records are to be transferred in VEO format.</p>
1.3.2	<p>Records documenting the response by the agency to emergencies that cause moderate damage;</p> <ul style="list-style-type: none"> • to water or wastewater infrastructure assets, • the natural environment, or • where the incident is not identifiably part of a pattern or series of events. <p>This includes moderate disruption to the provision of water services to the community.</p>	<p>Temporary</p> <p>Destroy 25 years after incident.</p>	<p>Hold in agency or APROSS pending destruction.</p> <p>Electronic records should be maintained in readable format pending destruction.</p>

EMERGENCY PREPARATION AND MANAGEMENT			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
1.3.3	<p>Records documenting the response by the agency to emergencies that cause minor damage;</p> <ul style="list-style-type: none"> • to water or wastewater infrastructure assets, or • the natural environment. <p>This includes minor disruptions to the provision of water services to the community.</p>	<p>Temporary Destroy 7 years after incident.</p>	<p>Hold in agency or APROSS pending destruction.</p> <p>Electronic records should be maintained in readable format pending destruction.</p>
1.4.0	<p>Recovery</p> <p>The reconstruction and repair of water or wastewater infrastructure assets and the reinstatement of the water supply and/or services to the community following an emergency situation.</p> <p>[For infrastructure day-to-day operation and monitoring, see WASTEWATER MANAGEMENT, Operation and Monitoring and WATER SUPPLY MANAGEMENT, Operation and Monitoring.]</p>		
1.4.1	<p>Records documenting the reconstruction or repair of assets following a critical emergency.</p> <p>Records include; safety inspections, debriefs in relation to the incident, work logs, and input into the Emergency Response Plan.</p>	<p>Permanent Retain as State Archives.</p>	<p>Transfer hard copy or electronic copy to PROV when administrative use has concluded.</p> <p>Electronic records are to be transferred in VEO format.</p>

EMERGENCY PREPARATION AND MANAGEMENT			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
1.4.2	Records documenting the reconstruction or repair of assets following a moderate emergency. Records include; safety inspections, debriefs in relation to the incident, work logs, and input into the Emergency Response Plan.	Temporary Destroy 25 years after incident.	Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction.
1.4.3	Records documenting the reconstruction or repair of assets following a minor emergency. Records include; safety inspections, debriefs in relation to the incident, work logs, and input into the Emergency Response Plan.	Temporary Destroy 7 years after incident.	Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction.

ENVIRONMENTAL MANAGEMENT AND SUSTAINABILITY			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
2.0.0	<p>ENVIRONMENTAL MANAGEMENT AND SUSTAINABILITY</p> <p>Ensuring water resources are conserved and properly managed for the future by maintaining and restoring natural assets.</p> <p>Includes activities involved with responding to climate change and managing environmental impacts, such as the minimisation of flood risks whilst preserving the natural features of the floodplain.</p> <p>[For activities involved with environmental accidents, incidents, emergencies or risks, see EMERGENCY PREPARATION AND MANAGEMENT.]</p>		
2.1.0	<p>Audit and Compliance</p> <p>Auditing and reporting activities of the agency's Environmental Management System to ensure it meets legislated requirements and standards.</p> <p>This includes complying with the Environment Protection Authority's standards and guidelines in order to maintain the agency's Victorian Corporate License.</p>		
2.1.1	<p>Final records of reports required for environment and sustainability reporting purposes.</p> <p>Records include; internal and external audit reports and the Annual Performance Statement (APS) submitted to the Environment Protection Authority demonstrating performance against the license conditions.</p>	<p>Permanent</p> <p>Retain as State Archives.</p>	<p>Transfer hard copy or electronic copy to PROV when administrative use has concluded.</p> <p>Electronic records are to be transferred in VEO format.</p>

ENVIRONMENTAL MANAGEMENT AND SUSTAINABILITY			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
2.1.2	<p>Records documenting the review and monitoring of the Environmental Management System in order to meet reporting and compliance requirements.</p> <p>Records include; draft reports, copies of raw data and other supporting documentation.</p>	<p>Temporary</p> <p>Destroy 7 years after action completed.</p>	<p>Hold in agency or APROSS pending destruction.</p> <p>Electronic records should be maintained in readable format pending destruction.</p>
2.2.0	<p>Quality Monitoring and Analysis</p> <p>Monitoring of systems, processes, operations and policies to manage the impact of the agency's activities on the environment and in charting potential environmental disaster over time.</p> <p>Includes activities in order to comply with the Environment Protection Authority (EPA) licensing requirements.</p> <p>[For audit and compliance reporting, see ENVIRONMENTAL MANAGEMENT AND SUSTAINABILITY, Audit and Compliance.]</p>		
2.2.1	<p>Summary records of environmental activities undertaken to meet compliance requirements for legislative, operational, research and development purposes which are measured over time.</p> <p>Records include; flood management plans, flood warning systems, quantity and quality flow, drought management plans and water savings and conservation plans.</p>	<p>Permanent</p> <p>Retain as State Archives.</p>	<p>Transfer hard copy or electronic copy to PROV when administrative use has concluded.</p> <p>Electronic records are to be transferred in VEO format.</p>

ENVIRONMENTAL MANAGEMENT AND SUSTAINABILITY			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
2.2.2	Records of environmental monitoring activities undertaken to meet compliance requirements for legislative, operational and research and development purposes. Records include; analytical reports, biological monitoring data and other raw data.	Permanent Retain as State Archives.	Transfer hard copy or electronic copy to PROV when administrative use has concluded. Electronic records are to be transferred in VEO format.
2.3.0	<p>Research</p> <p>Research and investigation into natural resources in order to establish base environmental measurements to enable the development of programs;</p> <ul style="list-style-type: none"> • that protect threatened or endangered species, the environment or natural resources, or • provide for the ongoing sustainability of the natural waterways and catchment areas. 		
2.3.1	The collection, analysis, monitoring and evaluation of data and the reporting undertaken to support the protection of the natural environment, including; threatened or endangered species, water quality, vegetation density, soil health and salinity. Records include; raw data, photo point assessments taken over a period of time, working documents, background papers and final research reports.	Permanent Retain as State Archives.	Transfer hard copy or electronic copy to PROV when administrative use has concluded. Electronic records are to be transferred in VEO format.

ENVIRONMENTAL MANAGEMENT AND SUSTAINABILITY			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
2.4.0	<p>Programs</p> <p>The development of partnerships with other agencies, educational institutions and the public to deliver programs that result in a healthy and sustainable relationship between the natural environment and the community's use of land and water resources.</p> <p>Types of programs include; biodiversity, drought prevention, flood plain management, land care, river health, water quality and threatened species recovery.</p>		
2.4.1	Records documenting the development and establishment of programs. Includes records of the program rationale, objectives and methodology.	<p>Permanent</p> <p>Retain as State Archives.</p>	<p>Transfer hard copy or electronic copy to PROV when administrative use has concluded.</p> <p>Electronic records are to be transferred in VEO format.</p>
2.4.2	Records of the implementation and administration of programs.	<p>Temporary</p> <p>Destroy 5 years after conclusion of program.</p>	<p>Hold in agency or APROSS pending destruction.</p> <p>Electronic records should be maintained in readable format pending destruction.</p>

ENVIRONMENTAL MANAGEMENT AND SUSTAINABILITY

CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
2.4.3	Summary and annual reporting on program outcomes. Includes internal and external reporting.	Permanent Retain as State Archives.	Transfer hard copy or electronic copy to PROV when administrative use has concluded. Electronic records are to be transferred in VEO format.
2.4.4	Records documenting reviews of programs that result in substantial changes to the purpose and content of a program.	Permanent Retain as State Archives.	Transfer hard copy or electronic copy to PROV when administrative use has concluded. Electronic records are to be transferred in VEO format.
2.4.5	Records documenting reviews of programs that do not result in substantial changes to the purpose and content of a program.	Temporary Destroy 7 years after conclusion of program.	Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction.

ENVIRONMENTAL MANAGEMENT AND SUSTAINABILITY			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
2.5.0	<p>Education and Training</p> <p>The development of education and training services to promote awareness of environmental protection\natural resource management issues in natural waterways and catchment areas to the community.</p> <p>Includes workshops, outdoor activities, field days and seminars.</p> <p>[For the education and training of staff, see Retention and Disposal Authority for Records of Common Administrative Functions.]</p>		
2.5.1	<p>Records relating to the development of course curriculum and training.</p> <p>Records include draft and final versions of training outlines, information brochures and other training materials.</p>	<p>Temporary</p> <p>Destroy 5 years after training program is superseded.</p>	<p>Hold in agency or APROSS pending destruction.</p> <p>Electronic records should be maintained in readable format pending destruction.</p>
2.5.2	<p>Records documenting the delivery of education and training programs.</p> <p>Records include programs, records of advice on training issues, applications to attend training, attendance records, venue bookings, catering arrangements and training evaluations.</p>	<p>Temporary</p> <p>Destroy after reference ceases.</p>	<p>Hold in agency or APROSS pending destruction.</p> <p>Electronic records should be maintained in readable format pending destruction.</p>

GOVERNANCE			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
3.0.0	<p>GOVERNANCE</p> <p>Drafting, endorsing and administering by-laws developed in accordance with the <i>Water Act 1989 and Water Governance Act 2006</i>.</p> <p>By-laws can relate to water restrictions, trade waste, water supply protection, waterways and drainage protection.</p> <p>[For records associated with the management of elected or appointed management bodies established as a requirement of, or under legislation, see Retention and Disposal Authority for Records of Common Administrative Functions.]</p> <p>[For records associated with policy making, see Retention and Disposal Authority for Records of Common Administrative Functions.]</p> <p>[For records associated with the formulation of required corporate, annual and functional reporting, see Retention and Disposal Authority for Records of Common Administrative Functions.]</p>		
3.1.0	<p>By-laws Development</p> <p>The drafting of by-laws in accordance with the <i>Water Act 1989</i>.</p>		

GOVERNANCE			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
3.1.1	<p>Final record of each by-law endorsed by the Minister.</p> <p>This includes records of by-laws that are later revoked on the recommendation of the Minister.</p>	<p>Permanent</p> <p>Retain as State Archives.</p>	<p>Transfer hard copy or electronic copy to PROV when administrative use has concluded.</p> <p>Electronic records are to be transferred in VEO format.</p>
3.1.2	<p>Records of the development of each by-law and its endorsement through the Board and relevant personnel of the agency prior to its approval by the Minister.</p> <p>Records include; research, justification statements, gazettal and other notification records, and stakeholder input.</p> <p>Also includes records of appeals and challenges to the establishment of a by-law.</p>	<p>Temporary</p> <p>Destroy 10 years after revocation of by-law.</p>	<p>Hold in agency or APROSS pending destruction.</p> <p>Electronic records should be maintained in readable format pending destruction.</p>
3.2.0	<p>By-laws Enforcement</p> <p>The issuing of infringement notices on any person that has contravened a restriction or prohibition on the use of water under the by-laws established by the agency.</p>		

GOVERNANCE			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
3.2.1	Records of infringement notices and notices of contravention in accordance with a by-law.	Temporary Destroy 2 years after resolution of matter.	Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction.

LAND DEVELOPMENT AND MANAGEMENT			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
4.0.0	<p>LAND DEVELOPMENT AND MANAGEMENT</p> <p>The provision of input into the Local Council's administration of land use which impacts on the agency water and wastewater infrastructure assets.</p> <p>This includes planning activities of the agency in considering and approving planning permits under the planning scheme, and preparing and consulting with Local Councils and/or the Minister on proposed changes to the planning scheme.</p> <p>[For records associated with policy making, see Retention and Disposal Authority for Records of Common Administrative Functions.]</p>		
4.1.0	<p>Planning Scheme Input</p> <p>The provision of input by the agency into a planning scheme amendment that has the potential to affect water or wastewater infrastructure assets.</p> <p>Input includes; providing comment on applications and if necessary, placing conditions on planning permits.</p>		
4.1.1	<p>Records of input by the agency into a planning scheme amendment that is approved by the Minister.</p> <p>This includes any amendments that are later revoked.</p>	<p>Temporary</p> <p>Destroy 25 years after submission.</p>	<p>Hold in agency or APROSS pending destruction.</p> <p>Electronic records should be maintained in readable format pending destruction.</p>

LAND DEVELOPMENT AND MANAGEMENT			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
4.1.2	Records of input by the agency into a planning scheme amendment that is not approved.	Temporary Destroy 7 years after submission.	Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction.
4.1.3	Records documenting the preparation and drafting of input into planning scheme amendments. Records include; invitation for public submissions, submissions from the public and copies of records provided for information to gain input and comment.	Temporary Destroy 7 years after action completed.	Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction.

LAND DEVELOPMENT AND MANAGEMENT			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
4.2.0	<p>Permits</p> <p>The receipt, assessment and issuing of permits for planning works involving agencies assets, including; waterways, water networks, drainage and sewer systems to industrial, rural, commercial and residential properties.</p> <p>Includes applications for sub-divisions or consolidation and the creation, variation and removal of easements.</p> <p>[For the actual amendment of a planning scheme, see LAND DEVELOPMENT AND MANAGEMENT, Planning Scheme Input.]</p> <p>[For records associated with the acquisition or disposal of easements, see Retention and Disposal Authority for Records of Common Administrative Functions.]</p>		
4.2.1	<p>Summary records of subdivision and planning permit applications and conditions for approval.</p>	<p>Permanent</p> <p>Retain as State Archives.</p>	<p>Transfer hard copy or electronic copy to PROV when administrative use has concluded.</p> <p>Electronic records are to be transferred in VEO format.</p>

LAND DEVELOPMENT AND MANAGEMENT			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
4.2.2	Records of approved subdivision and planning permit applications and conditions. Records include; certified plans of subdivision or consolidation, applications for certification and statements of compliance.	Temporary Destroy 15 years after action completed.	Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction.
4.2.3	Records relating to subdivision and planning permits that are withdrawn or not issued or approved.	Temporary Destroy 7 years after final action.	Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction.

RATES MANAGEMENT			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
5.0.0	<p>RATES MANAGEMENT</p> <p>The establishment, monitoring and charging of water and sewerage rates for properties within an agency's district.</p> <p>Includes the determination of annual rate amounts, the administration of rate accounts with property owners and any process of objection.</p>		
5.1.0	<p>Establishment</p> <p>The establishment of the relevant water and sewerage charges to be applied to customers in accordance with Essential Services Commission regulations and guidelines.</p>		
5.1.1	<p>The determination of the price for water and sewage rates by the agency and as approved by the Essential Services Commission.</p>	<p>Temporary</p> <p>Destroy 7 years after action completed.</p>	<p>Hold in agency or APROSS pending destruction.</p> <p>Electronic records should be maintained in readable format pending destruction.</p>

RATES MANAGEMENT			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
5.1.2	Summary records of water and sewage rates levied on individual properties within the agency's district.	Temporary Destroy 7 years after action completed.	Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction.
5.1.3	Records of applications for water and sewage rate exemptions or reductions due to exceptional or special circumstances. Includes the processing and determination of acceptance or rejection of the applications, applications for financial assistance and any exemptions or relief schemes.	Temporary Destroy 7 years after action completed.	Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction.
5.2.0	Meter Reading The taking of water meter readings in order to charge back consumption rates to consumers. [Agencies use water meters to measure the amount of water that each property uses.]		

RATES MANAGEMENT			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
5.2.1	Meter reading and special meter reading records used to monitor customer consumption for chargeback purposes.	Temporary Destroy 7 years after action completed.	Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction.
5.3.0	<p>Rate Notification and Debt Collection</p> <p>The issuing of water and sewage rates notifications and managing the collection of outstanding rate payments, including debt collection.</p> <p>[For records relating to the financial administration of rates revenue, see Retention and Disposal Authority for Records of Common Administrative Functions.]</p>		
5.3.1	<p>Records advising the agency of the transfer, sale or change of status of property to ensure that rates notifications are issued accordingly.</p> <p>Records include; change of address, change of ownership forms, notice of acquisition or disposition of property, notifications of new or vacated commercial tenants, notifications of new or vacated residential tenants and Information Statements.</p>	Temporary Destroy 7 years after action completed.	Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction.

RATES MANAGEMENT			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
5.3.2	Records of water and sewage rate notices issued by the agency, including; notices of overdue rates, reminder notices and penalty interest notifications. Also includes requests to reissue rate notices and requests to update/reissue rate notices previously issued as part of an Information Statement.	Temporary Destroy 7 years after action completed.	Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction.
5.3.3	Records associated with the payment of an issued rates notice and the management of debt recovery following a period of unpaid notices. Records include; notices to collection agencies and notices to solicitors.	Temporary Destroy 7 years after resolution of matter.	Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction.
5.3.4	Records relating to the enforcement of rate payments where routine penalties are exacted upon the ratepayer and property is not acquired as a penalty.	Temporary Destroy 7 years after resolution of matter.	Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction.

RATES MANAGEMENT			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
5.3.5	Records relating to the enforcement of rate payments where an agency has obtained a court order permitting sale or assumption of ownership of the land to recover the debt.	Temporary Destroy 15 years after resolution of matter.	Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction.

WASTEWATER MANAGEMENT			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
6.0.0	<p>WASTEWATER MANAGEMENT</p> <p>The management of sewer systems and networks for the collection, treatment and disposal of the liquid waste generated from households, industry, business, trade and manufacturing processes.</p> <p>Also includes the development, construction, operation and ongoing maintenance of wastewater supply infrastructure.</p> <p>[For records of recovery activities related to water or wastewater infrastructure assets following an emergency, see EMERGENCY PREPARATION AND MANAGEMENT.]</p> <p>[For Environment Protection Authority reporting requirements, see ENVIRONMENTAL MANAGEMENT AND SUSTAINABILITY.]</p>		
6.1.0	<p>Agreements</p> <p>Protection of the sewers through the execution of trade waste and wastewater agreements with businesses as a requirement of legislation and in accordance with the agency's by-laws.</p> <p>[For the development and promulgation of by-laws, see GOVERNANCE.]</p>		
6.1.1	<p>Assessment of applications for the discharging and/or reuse of minor or major trade waste. Includes any supporting documentation.</p>	<p>Temporary</p> <p>Destroy 7 years after action completed.</p>	<p>Hold in agency or APROSS pending destruction.</p> <p>Electronic records should be maintained in readable format pending destruction.</p>

WASTEWATER MANAGEMENT			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
6.1.2	<p>Final records of major trade waste, wastewater and reuse agreements and any amendments to the agreements.</p> <p>[Major trade wastes have the capacity to damage the wastewater infrastructure assets and/or have a large impact on the treatment process.]</p>	<p>Permanent</p> <p>Retain as State Archives.</p>	<p>Transfer hard copy or electronic copy to PROV when administrative use has concluded.</p> <p>Electronic records are to be transferred in VEO format.</p>
6.1.3	<p>Final records of minor trade waste, wastewater, sale of reclaimed water and reuse agreements including any amendments to the agreements.</p> <p>[Minor trade waste comprises discharges from food preparation premises, mechanical workshops or other premises of minor nature.]</p>	<p>Temporary</p> <p>Destroy 15 years after agreement ceases.</p>	<p>Hold in agency or APROSS pending destruction.</p> <p>Electronic records should be maintained in readable format pending destruction.</p>
6.2.0	<p>Planning, Design and Construction</p> <p>Implementing and managing the program of works for the planning, design and construction of wastewater infrastructure assets required to provide wastewater services to the state.</p>		

WASTEWATER MANAGEMENT			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
6.2.1	<p>Final records of the design, construction or refurbishment of wastewater infrastructure assets.</p> <p>Records include; location information, construction and engineering as-built plans, specifications, field books, site surveys and commissioning records.</p>	<p>Permanent</p> <p>Retain as State Archives.</p>	<p>Transfer hard copy or electronic copy to PROV when administrative use has concluded.</p> <p>Electronic records are to be transferred in VEO format.</p>
6.2.2	<p>Records documenting the drafting, planning and design phase for the implementation of new or the refurbishing of existing wastewater infrastructure assets.</p> <p>Records include; design notes, draft plans and engineer reports.</p>	<p>Temporary</p> <p>Destroy 7 years after infrastructure has been decommissioned.</p>	<p>Hold in agency or APROSS pending destruction.</p> <p>Electronic records should be maintained in readable format pending destruction.</p>
6.3.0	<p>Operation and Monitoring</p> <p>Implementing and managing the program of works for the operation and maintenance of wastewater infrastructure assets required to provide wastewater services.</p> <p>[For procedural documentation, see Retention and Disposal Authority for Records of Common Administrative Functions].</p>		

WASTEWATER MANAGEMENT			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
6.3.1	<p>Records documenting the monitoring of wastewater infrastructure assets.</p> <p>Records include; discharge reports, effluent reuse reports, flow gauging reports, pump station operating reports, mains testing reports, network analysis, storm flow studies, pipeline inspection reports, CCTV footage and reports.</p>	<p>Temporary</p> <p>Destroy 7 years after action completed.</p>	<p>Hold in agency or APROSS pending destruction.</p> <p>Electronic records should be maintained in readable format pending destruction.</p>
6.3.2	<p>Records relating to undertaking routine and emergency maintenance on the wastewater network.</p> <p>Records include; pipeline maintenance reports, inspection reports and routine maintenance reports.</p>	<p>Temporary</p> <p>Destroy 7 years after action completed.</p>	<p>Hold in agency or APROSS pending destruction.</p> <p>Electronic records should be maintained in readable format pending destruction.</p>
6.3.3	<p>Records relating to the communication of proposed wastewater infrastructure construction works.</p> <p>Records include; consent for works forms, works notices, local newspaper notices of works, letters of objection, response to objections.</p>	<p>Temporary</p> <p>Destroy 12 months after action completed.</p>	<p>Hold in agency or APROSS pending destruction.</p> <p>Electronic records should be maintained in readable format pending destruction.</p>
6.4.0	<p>Collection</p> <p>Managing and operating systems for the collection of trade waste and sewage discharged from properties.</p>		

WASTEWATER MANAGEMENT			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
6.4.1	Records relating to the collection of trade waste and the routine/random sampling and analysis of wastewater flows to monitor compliance with the terms and conditions of the trade waste agreement.	Temporary Destroy 25 years after action completed.	Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction.
6.4.2	Records relating to the collection and routine/random sampling and analysis of wastewater flows from households, undertaken to monitor quantity to ensure that the infrastructure is able to meet the demands being placed upon it. Records include; quantity and flow reports, inspection reports.	Temporary Destroy 7 years after action completed.	Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction.

WASTEWATER MANAGEMENT			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
6.5.0	<p>Treatment</p> <p>Managing and operating the plants that treat household, industry, business, trade and manufacturing wastewater collected by sewerage systems so that it can be reused or discharged to the environment in accordance with Environment Protection Authority requirements.</p> <p>Includes the issuing of licenses by the Environment Protection Authority to the agency for the operation of the plant.</p> <p>The license sets out the monitoring and reporting requirements, limits for discharging to both water and land, and environmental management requirements.</p> <p>[For audit and compliance activities related with meeting the requirements of the Environment Protection Authority, see ENVIRONMENTAL MANAGEMENT AND SUSTAINABILITY.]</p>		
6.5.1	<p>Records relating to monitoring the performance of treatment plants in accordance with the agency's licence.</p> <p>This includes summary records of raw data that is tested following the treatment process to measure against recommended environmental criteria as required by the Environment Protection Authority guidelines.</p>	<p>Permanent</p> <p>Retain as State Archives.</p>	<p>Transfer hard copy or electronic copy to PROV when administrative use has concluded.</p> <p>Electronic records are to be transferred in VEO format.</p>

WASTEWATER MANAGEMENT			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
6.5.2	Records of the monitoring and analysis of the quality of wastewater following the treatment process.	Temporary Destroy 25 years after action completed.	Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction.
6.6.0	Reuse The process of ensuring the safe and sustainable use of reclaimed wastewater, including meeting the requirements of the Environment Protection Authority prior to distribution.		
6.6.1	Records of the development of reuse schemes. Records include; environmental improvement plans and site management plans.	Temporary Destroy 25 years after scheme is finished.	Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction.

WASTEWATER MANAGEMENT			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
6.6.2	Register of reuse schemes to which an agency supplies reclaimed water to. Examples of reuse schemes include; farming, forestry and agricultural irrigation, industrial processing such as for cooling, municipal uses such as watering parks and gardens and domestic uses such as toilet flushing, car washing, and garden watering.	Permanent Retain as State Archives.	Transfer hard copy or electronic copy to PROV when administrative use has concluded. Electronic records are to be transferred in VEO format.

WATER SUPPLY MANAGEMENT			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
7.0.0	<p>WATER SUPPLY MANAGEMENT</p> <p>Managing, operating and protecting water supply systems. Includes the collection, storage, treatment, transfer and distribution of water to consumers.</p> <p>Also includes the development, construction, operation and ongoing maintenance of water supply infrastructure.</p>		
7.1.0	<p>Entitlements and Allocations</p> <p>Managing and receipt of bulk water entitlements, water trading and water allocations.</p> <p>This also includes the agency's joint responsibility with the Water Registrar to maintain information held within the register.</p> <p>[For water supply agreements, see WATER SUPPLY MANAGEMENT, Agreements.]</p>		

WATER SUPPLY MANAGEMENT				
CLASS NO.	DESCRIPTION	DISPOSAL ACTION		
7.1.1	<p>The Victorian Water Register is used to record all water-related entitlements in order to manage the state’s water resources. The Water Corporations, Water Registrar and the Minister are responsible for establishing and maintaining records within the Water Register. The Register is held and maintained centrally by the Victorian Water Registrar to record transactions relating to;</p> <ul style="list-style-type: none"> • water shares, mortgages and limited term transfers (leases) relevant to these water shares • licences to take and use surface water and groundwater • works-related licences • water allocations that are available in the current season • volumes of water entitlements by water system and trading zone • water-use licences and delivery shares that are managed by water agencies <p>Although the Water Authorities are responsible for recording certain information within the Register (as described above), the Water Register is maintained centrally by the Water Registrar and it is the record held by the Water Registrar which is required as State Archives.</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; vertical-align: top;"> <p>Permanent Retain as State Archives.</p> </td> <td style="width: 50%; vertical-align: top;"> <p>Transfer hard copy or electronic copy to PROV when administrative use has concluded.</p> <p>Electronic records are to be transferred in VEO format.</p> </td> </tr> </table>	<p>Permanent Retain as State Archives.</p>	<p>Transfer hard copy or electronic copy to PROV when administrative use has concluded.</p> <p>Electronic records are to be transferred in VEO format.</p>
<p>Permanent Retain as State Archives.</p>	<p>Transfer hard copy or electronic copy to PROV when administrative use has concluded.</p> <p>Electronic records are to be transferred in VEO format.</p>			

WATER SUPPLY MANAGEMENT			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
7.1.2	Final copies of the agency's bulk water entitlement and transfer of water entitlements.	Permanent Retain as State Archives.	Transfer hard copy or electronic copy to PROV when administrative use has concluded. Electronic records are to be transferred in VEO format.
7.1.3	Records of an agency's applications for bulk water entitlements or transfer of water entitlements as submitted to the Minister for Water in accordance with the <i>Water Act</i> 1989. Includes applications for amendments to water entitlements.	Temporary Destroy 2 years after action completed.	Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction.
7.1.4	Records of applications submitted to the agency for water shares, water-use licenses, water-use registration, delivery shares, works licenses and take and use licenses. Includes the assessment of applications and amendments to entitlements and allocations.	Temporary Destroy once entitlement expires or is superseded.	Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction.

WATER SUPPLY MANAGEMENT			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
7.1.5	Records of seasonal water determinations used to determine climate change impacts overtime.	Permanent Retain as State Archives.	Transfer hard copy or electronic copy to PROV when administrative use has concluded. Electronic records are to be transferred in VEO format.
7.2.0	<p>Agreements</p> <p>Protection of the water supply through the execution of agreements with the owner/occupier of properties as a requirement of legislation and in accordance with the agency's by-laws.</p> <p>[For receipt and processing of applications for access to water distribution services, see Distribution.]</p> <p>[For the development and promulgation of by-laws, see GOVERNANCE.]</p> <p>[For trade waste and wastewater agreements with businesses, see WASTEWATER MANAGEMENT.]</p>		

WATER SUPPLY MANAGEMENT			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
7.2.1	<p>Records of major agreements to supply or receive water, drainage or sewerage services where special conditions apply.</p> <p>Includes water drainage, bulk supply agreements, agreements to build over sewerage easements, water supply and grazing agreements.</p>	<p>Permanent</p> <p>Retain as State Archives.</p>	<p>Transfer hard copy or electronic copy to PROV when administrative use has concluded.</p> <p>Electronic records are to be transferred in VEO format.</p>
7.2.2	<p>Records of minor agreements to supply water, drainage or sewerage services where standard conditions apply.</p> <p>Includes house connection, standpipe use and outside area agreements.</p>	<p>Temporary</p> <p>Destroy 7 years after agreement ceases.</p>	<p>Hold in agency or APROSS pending destruction.</p> <p>Electronic records should be maintained in readable format pending destruction.</p>
7.3.0	<p>Planning, Design and Construction</p> <p>Implementing and managing the program of works for the planning, design and construction of water infrastructure assets required to provide water services to the state.</p>		

WATER SUPPLY MANAGEMENT			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
7.3.1	<p>Final records of the design, construction or refurbishment of water supply infrastructure assets.</p> <p>Records include; locations of mains connections, construction and engineering as-built plans, specifications and commissioning records.</p>	<p>Permanent</p> <p>Retain as State Archives.</p>	<p>Transfer hard copy or electronic copy to PROV when administrative use has concluded.</p> <p>Electronic records are to be transferred in VEO format.</p>
7.3.2	<p>Records documenting the drafting, planning and design for the implementation of new or the refurbishing of existing water supply infrastructure assets.</p> <p>Records include; design notes, draft plans and engineer reports.</p>	<p>Temporary</p> <p>Destroy 7 years after infrastructure has been decommissioned.</p>	<p>Hold in agency or APROSS pending destruction.</p> <p>Electronic records should be maintained in readable format pending destruction.</p>
7.4.0	<p>Operation and Monitoring</p> <p>Implementing and managing the program of works for the operation and maintenance of water infrastructure assets required to provide water services to the state.</p> <p>[For procedural documentation, see Retention and Disposal Authority for Records of Common Administrative Functions.]</p>		

WATER SUPPLY MANAGEMENT			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
7.4.1	<p>Records documenting the monitoring and optimisation of water supply infrastructure assets to ensure it can meet the demands placed upon it.</p> <p>Records include; flow reports, equipment calibration and testing reports, inspection reports, general maintenance, mains testing reports, operating reports, pipeline inspection results, CCTV footage and reports.</p>	<p>Temporary</p> <p>Destroy 7 years after action completed.</p>	<p>Hold in agency or APROSS pending destruction.</p> <p>Electronic records should be maintained in readable format pending destruction.</p>
7.4.2	<p>Records relating to undertaking routine and emergency maintenance on the water supply network.</p> <p>Records include; pipeline maintenance reports, inspection reports and routine maintenance reports.</p>	<p>Temporary</p> <p>Destroy 7 years after action completed.</p>	<p>Hold in agency or APROSS pending destruction.</p> <p>Electronic records should be maintained in readable format pending destruction.</p>
7.4.3	<p>Records relating to the communication of proposed water supply infrastructure construction works.</p> <p>Records include; consent for works forms, works notices, local newspaper notices of works, letters of objection, and response to objections.</p>	<p>Temporary</p> <p>Destroy 12 months after action completed.</p>	<p>Hold in agency or APROSS pending destruction.</p> <p>Electronic records should be maintained in readable format pending destruction.</p>

WATER SUPPLY MANAGEMENT			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
7.4.4	Records relating to the metering of properties, meter replacement programs and metering issues. Includes records documenting calibration of meters and other maintenance related works.	Temporary Destroy 7 years after infrastructure has been decommissioned.	Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction.
7.5.0	Collection The extraction or harvesting and storage of water from catchment areas, rivers, bores and networks prior to distribution.		
7.5.1	Records monitoring storage levels and the controlled release of water to mitigate flood or drought conditions. This class includes level books.	Permanent Retain as State Archives.	Transfer hard copy or electronic copy to PROV when administrative use has concluded. Electronic records are to be transferred in VEO format.

WATER SUPPLY MANAGEMENT			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
7.5.2	Records of the day-to-day operations of managing the collection and storage of water. Records include; storage level data, nutrient reports, salinity reports, and operational reports.	Temporary Destroy 7 years after action completed.	Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction.
7.6.0	Quality Monitoring and Analysis The monitoring and analysing water quality within dams, rivers, irrigation channels and drains to meet legislative requirements and guidelines.		
7.6.1	Records of an agencies risk management assessments undertaken to protect public health by ensuring a safe drinking water supply. Records include; risk management assessments, risk management plans, and catchment to tap risk assessments.	Permanent Retain as State Archives.	Transfer hard copy or electronic copy to PROV when administrative use has concluded. Electronic records are to be transferred in VEO format.

WATER SUPPLY MANAGEMENT			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
7.6.2	Records of water quality sampling, testing, analysis and reporting. Records include; raw data, log sheets, water sample statistics, chemical analysis sampling results, and water quality analysis data sheets.	Permanent Retain as State Archives.	Transfer hard copy or electronic copy to PROV when administrative use has concluded. Electronic records are to be transferred in VEO format.
7.6.3	Records of notifications regarding the supply of unsafe drinking water or potential supply of unsafe drinking water including the issuance of warning notices to the community.	Permanent Retain as State Archives.	Transfer hard copy or electronic copy to PROV when administrative use has concluded. Electronic records are to be transferred in VEO format.
7.6.4	Records of routine water quality reports required for regulatory purposes.	Temporary Destroy 7 years after action completed.	Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction.

WATER SUPPLY MANAGEMENT			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
7.7.0	<p>Treatment</p> <p>Treatment of water prior to its distribution to consumers to ensure that all potable water supplied by the agency meets the approved health standards as specified by the current Australian Drinking Water Guidelines.</p> <p>The treatment process typically involves sedimentation, clarification, chemical treatment involving coagulation and flocculation, dissolved aeration, filtration, and finally disinfection.</p>		
7.7.1	<p>Summary records of monitoring data collected following the water treatment process.</p> <p>Includes:</p> <ul style="list-style-type: none"> • sedimentation data • clarification data • chemical treatments used • filtration process • disinfection requirements. 	<p>Permanent</p> <p>Retain as State Archives.</p>	<p>Transfer hard copy or electronic copy to PROV when administrative use has concluded.</p> <p>Electronic records are to be transferred in VEO format.</p>
7.7.2	<p>Records of monitoring and analysis of the quality of water following the treatment process.</p>	<p>Temporary</p> <p>Destroy 10 years after action completed.</p>	<p>Hold in agency or APROSS pending destruction.</p> <p>Electronic records should be maintained in readable format pending destruction.</p>

WATER SUPPLY MANAGEMENT			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
7.8.0	<p>Distribution</p> <p>The planning for and provision of water distribution services to customers via the agency's water distribution system infrastructure, including pump stations, channels and pipelines via reticulation.</p> <p>Also includes the processing of applications for mains extensions and tapping, and the issuing of permits.</p>		
7.8.1	<p>Records relating to the monitoring of water pressure, including flow reports and water pressure data.</p>	<p>Temporary</p> <p>Destroy 7 years after infrastructure has been decommissioned.</p>	<p>Hold in agency or APROSS pending destruction.</p> <p>Electronic records should be maintained in readable format pending destruction.</p>
7.8.2	<p>Records relating to the receipt and processing of applications from customers for access to the agencies water distribution services, such as mains tapping and extensions.</p> <p>Records include; main extension applications, mains tapping applications, and permits.</p>	<p>Temporary</p> <p>Destroy 2 years after action completed.</p>	<p>Hold in agency or APROSS pending destruction.</p> <p>Electronic records should be maintained in readable format pending destruction.</p>

7 Glossary Terms

Agency	Water Corporations and/or Catchment Management Authorities.
Bulk Entitlement	The right to water held by agencies defined in the <i>Water Act 1989</i> . The bulk entitlement defines the amount of water from a river or storage to which an agency is entitled, and may include the rate at which it may be taken and the reliability of the entitlement.
Catchment	An area of land where run-off from rainfall goes into one river system.
Catchment Management Authorities (CMAs)	Statutory bodies established under the Catchment and <i>Land Protection Act 1994</i> . CMAs have responsibilities under the <i>Catchment and Land Protection Act and the Water Act 1989</i> which include river health, regional and catchment planning and coordination, and waterway, floodplain, salinity and water quality management.
Declared Water System	A water system that has been declared in accordance with section 6A of the <i>Water Act 1989</i> .
Delivery Share	An entitlement to have water delivered to land in an irrigation district and a share of the available water flow in a delivery system.
Emergency Response Plan	Each agency must have an Emergency Response Plan that details actions to be undertaken in the event of a natural disaster, terrorist attack or a man-made disaster.
Environment	Surroundings in which an organisation operates including air, water, land, natural resources, flora, fauna, humans and their interdependence.
Environmental (bulk) Entitlement	A water entitlement held by the Victorian Environmental Water Holder that permits the use of water in a river or storage for a purpose that benefits the environment.
Information Statements	The Water Information Statement (WIS) consists of an Encumbrance Certificate, Asset Plan and Rates Certificate
Major Trade Waste Agreements	Discharges of trade waste from businesses that have the capacity to damage the infrastructure of the sewer system and/or have a large impact on the treatment process. These wastes are measured by volume and strength/load. Load limits are set at industry standards and the dischargers are confined to a stringent trade waste agreement, with monthly and random sampling of the waste.

<p>Minor Trade Waste Agreements</p>	<p>Discharges from food preparation premises, mechanical workshops or other premises of a minor nature.</p> <p>These discharges do not have a large impact on the sewage treatment process but they are significant enough to require the installation of a pre-treatment device such as a grease trap or petrol/oil separator.</p>
<p>Outside Area Agreements</p>	<p>An Agreement to provide a service/s (usually water and/or sewerage facilities) to a property situated outside a Water Authority's supply district/s.</p> <p>The Agreement can contain standard and/or special conditions and also enables Water Corporations to rate the property.</p>
<p>Rates</p>	<p>Also referred to as "tariffs", are the service charges levied by the Water Corporations for the provision of water and sewerage services.</p>
<p>Reclaimed or Recycled Water</p>	<p>Secure alternative water source that, when treated in accordance with Environment Protection Authority regulatory requirements, is fit for a range of purposes, such as;</p> <ul style="list-style-type: none"> • agricultural irrigation • industrial processing such as for cooling • municipal uses such as watering parks and gardens • domestic uses such as toilet flushing, car washing, and garden watering
<p>Registration License</p>	<p>An ongoing entitlement to take and use water from a catchment dam, spring or soak.</p>
<p>Special Conditions</p>	<p>Specific requirements or conditions additional to the standard conditions contained in a Standard Agreement to provide a particular service to a property.</p>
<p>Standard Conditions</p>	<p>The principle or standard requirements or conditions Water Corporations require to be met for a Standard Agreement to provide a particular service to a property.</p> <p>The service could be a Trade Waste Agreement (minor or major), Outside Area Agreement or an agreement for the provision of water and/or sewerage facilities.</p>
<p>Take and Use Licenses</p>	<p>Fixed term entitlement to take and use water from a waterway, catchment dam, spring, soak or aquifer.</p>
<p>Wastewater Infrastructure Assets</p>	<p>Includes; sewer mains and pipes, sewerage pumping stations, storages, wastewater treatment plants and recycled water reuse sites.</p>

Water Allocations	<p>A percentage of the water share volume that is actually available to water shareholders in a given water system during a given irrigation season.</p> <p>Allocations in each water system are set by the managing agency at intervals throughout the irrigation season after assessment of the available water resources.</p>
Water Corporations	<p>Established under the <i>Water Act</i> 1989 that have responsibilities to supply water for urban, irrigation, domestic, stock and commercial use in irrigation districts and water districts.</p> <p>Some corporations also have delegated responsibilities for controlling the diversion of water from waterways, passing flows and the extraction of groundwater.</p>
Water Entitlement	<p>The volume of water authorised to be taken and used by an irrigator or water corporation. Water entitlements include bulk entitlements, environmental entitlements, water rights, sales water, surface water and groundwater licences.</p>
Water Shares	<p>A legally recognised secure share of the water available to be taken from a declared water system.</p>
Water Supply Infrastructure Assets	<p>Includes; pipes, water pumping stations, storages, water treatment plants and distribution networks.</p>
Water Use License and Regulation	<p>A water-use licence authorises water to be used for irrigation in a declared system, while a water-use registration authorises use for other purposes.</p>
Waterway	<p>A river, creek, stream, watercourse and a natural channel where water regularly flows, whether or not the flow is continuous.</p>
Works License	<p>A licence that authorises the construction, alteration, operation, removal or decommissioning of: any works on a waterway; or a bore; or a dam belonging to a prescribed class of dams.</p> <p>Works licenses are issued and managed by water corporations.</p>

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