

No.	Function/ Activity	Description	Disposal action	Justification
11.0.0	ENVIRONMENTAL MANAGEMENT	<p>The function of managing, conserving and planning of air, soil and water qualities, and environmentally sensitive areas such as remnant bushlands and threatened species. Includes the development of environment management plans and activities to preserve and protect natural environments. Also includes activities to protect existing landforms, restoration of degraded bushland and retention of bushland in parcels of a size and configuration that will enable the existing plant and animal communities to survive in the long term, and protect bushland as a natural stabiliser of the soil surface.</p> <p>See CORPORATE MANAGEMENT for records relating to the conduct of audits, tenders and contracts for the outsourcing or provision of services, committees, meetings, policies, procedures, and standards concerning the management and protection of the environment or the conduct of operational processes</p> <p>See DEVELOPMENT AND BUILDING CONTROLS Building and Development Applications for records of development applications and consents for remediation works conducted by external organisations where there is potential for significant environmental impact (category 1 remediation works)</p> <p>See EMERGENCY SERVICES for records relating to bushfire and disaster control and prevention activities</p> <p>See LAWS AND ENFORCEMENT for records relating to the issue of infringement and penalty notices and to prosecutions for breaches of environmental regulations</p>		
SRNSW	Do councils enter into any agreements relating to environmental management that should			

<i>Queries</i>	be covered here (other than those that would be covered under CORPORATE MANAGEMENT - Contracting-Out and Tendering), e.g. agreements with other agencies for biodiversity protection and conservation, etc?			
<i>SRNSW Queries</i>	Property Vegetation Plans (PVPs) - could you please advise whether these are planning instruments or agreements, and which GDA10 entry do you currently use to sentence these records?			
11.1.0	Animal Welfare	The activity of managing the control, humane treatment and preservation of domestic animals, livestock and wildlife. See ENVIRONMENTAL MANAGEMENT Service Provision for records relating to the provision of animal welfare services, such as pounds and animal rescue		
11.1.1		Records relating to the development of policies and standards for animal welfare and control of domestic and companion animals or livestock. Includes policies and local standards on the protection of native fauna, intensive animal housing, restriction of domestic animals in public reserves, animal rescue and rehabilitation. Records include significant drafts and final versions, background research, etc.	Required as State archives	Equivalent to GDA10, entry 11.1.1. Confirms existing authorised decision.
11.1.2		Copies of standards and policies for animal protection and welfare and the restriction of animals in public places received from external organisations.	Retain until superseded, then destroy	Equivalent to GDA10, entry 11.1.2. Confirms existing authorised decision.
11.1.3		Records of programs for animal welfare. Records include: <ul style="list-style-type: none"> • project files • reports • reviews and evaluations. 	Retain minimum of 5 years after action completed, then destroy	Equivalent to GDA10, entry 11.1.3. Confirms existing authorised decision.
<i>SRNSW</i>	Removed reference to service provision - animal welfare services are covered under the Service Provision activity.			
<i>SRNSW Queries</i>	Could you please advise what types of programs are covered here, and please provide some examples of records?			
11.2.0	Education	The activities associated with providing information and training programs to the local community to increase		

		understanding and awareness of environmental issues. See INFORMATION MANAGEMENT Publications for records relating to the design and production of educational publications		
11.2.1		Records relating to the provision of community information and training programs regarding environmental management and associated issues. Includes schools programs, promotions, Drainwatch, Streamwatch, Water Wise, etc. Records include: <ul style="list-style-type: none"> • publications, such as brochures, information kits, etc. • program outlines and notes. 	Retain minimum of 5 years after material superseded or after action completed, then destroy	Equivalent to GDA10, entry 11.2.1. Confirms existing authorised decision.
<i>SRNSW</i>	Second disposal trigger added for retention of educational publications while they are current.			
11.2.2		Records of administrative arrangements for the delivery of environmental management information and training programs. Records include: <ul style="list-style-type: none"> • bookings • schedules, etc. 	Retain until ceases to be of administrative or reference use, then destroy	New entry. Retention period encompasses potential use of the records for ongoing administrative and reference use, which is likely to be short term.
<i>SRNSW</i>	New entry, added to cover and allow for earlier disposal of records of administrative arrangements for information and training programs.			
11.3.0	Inspections	The process of officially examining facilities, properties, equipment and items to ensure compliance with standards.		
11.3.1		Records of inspections conducted by the organisation to ensure compliance with environmental regulations, standards and requirements. Records include inspectors' diaries. Note: Inspectors' reports should be disposed of in accordance with the relevant activity in this authority.	Retain minimum of 5 years after action completed, then destroy	Equivalent to GDA10, entry 11.3.1. Confirms existing authorised decision.

<i>SRNSW Queries</i>	Could you please provide some examples of the types of inspections carried out, and what is inspected - records relating to environmental inspections are also covered under PUBLIC HEALTH - Inspections and in some cases are retained for longer than 5 years, so there may be potential conflict and overlap with this activity.			
11.4.0	Licensing	The activities associated with authorising and granting permission to conduct activities or operate businesses.		
11.4.1		Records of licences issued by external agencies, such as the Environmental Protection Authority, to the organisation's staff to operate as compliance officers.	Retain minimum of 5 years after expiry or cancellation of licence, then destroy	Equivalent to GDA10, entry 11.4.1. Confirms existing authorised decision.
11.5.0	Monitoring	Activities that check, observe or record the operation of equipment, infrastructure, services or systems. Includes monitoring the effects of pollution, particularly air pollution from barbeques and backyard fires, and the effects of water pollution on water quality and beaches. Also includes the monitoring of flora, fauna, threatened species, chemical and pesticide usage and contaminated sites. See SEWERAGE AND DRAINAGE Monitoring for records relating to the monitoring of sewage and effluent discharge, flooding and water flows See WATER SUPPLY Monitoring for records relating to the monitoring of water storage and supply infrastructure and water filtration, fluoridation and chlorination		
11.5.1		Records relating to factory registration undertaken by external organisations.	Retain minimum of 1 year after action completed, then destroy	Equivalent to GDA10, entry 11.5.1. Confirms existing authorised decision.
<i>SRNSW Queries</i>	Could you please provide some information on what these records are and what they relate to - e.g. are they notifications of factory registrations sent to councils, or are they records of inspections or the monitoring of compliance of factories by councils, or records of monitoring of factories undertaken by other agencies and supplied to councils for information purposes, etc.			

	I note that records relating to the monitoring of registered industries by councils are covered in entry 11.5.3 and retained for 15 years.			
11.5.2		<p>Records relating to environmental monitoring where there may be long term impacts on public health, the environment, or industry, such as:</p> <ul style="list-style-type: none"> • air and waterways pollution • native flora and fauna, including in parks and reserves managed or owned by the organisation • threatened species • contaminated sites, including nuclear waste • quarantine • use of agricultural chemicals, herbicides and pesticides, including in parks and reserves managed or owned by the organisation • weed and pest control. <p>Records include:</p> <ul style="list-style-type: none"> • reports • test results and data • surveys. <p>Note: Soil, water, etc. samples are not considered to be State records and are not covered by this authority. For advice on retention periods of environmental monitoring samples, please contact other agencies, such as the Environment Protection Authority, Department of Environment and Conservation, etc.</p>		<p>Equivalent to GDA10, entry 11.5.2. Retention increased from 70 to 75 years for consistency with that of other records relating to hazardous substances. Records are required to monitor the effects of pollution and contaminants on the environment over time and may be relevant to compensation claims.</p>
<i>SRNSW</i>	Note proposed increase in retention period to 75 years for consistency with that of other records relating to hazardous substances. Examples of records added.			
11.5.3		<p>Records relating to environmental monitoring where there is little or no impact on public health or the environment, e.g. home heaters, noise pollution, etc. Records include:</p>	<p>Retain minimum of 15 years after action completed, then destroy</p>	<p>Equivalent to GDA10, entry 11.5.3. Confirms existing authorised decision.</p>

		<ul style="list-style-type: none"> • reports • test results and data. <p>Note: Soil, water, etc. samples are not considered to be State records and are not covered by this authority. For advice on retention periods of environmental monitoring samples, please contact other agencies, such as the Environment Protection Authority, Department of Environment and Conservation, etc.</p>		
11.6.0	Notifications	<p>The activity of issuing or receiving notices regarding a failure of or a requirement for compliance, inappropriate practices, or of an intention to take action. Includes information notices received or sent by the organisation.</p> <p>See ENVIRONMENTAL MANAGEMENT Monitoring for records relating to the monitoring of pests and weeds</p> <p>See ENVIRONMENTAL MANAGEMENT Programs for records of pest and weed control works undertaken by the organisation on its own or private land</p> <p>See LAWS AND ENFORCEMENT Prosecutions for records relating to prosecutions for non-compliance with orders and notices</p>		
<i>SRNSW</i>	GDA10, entry 11.6.2 (notifications which result in legal action) has been removed as it contained a see reference only. See reference is attached at Activity level.			
11.6.1		Records relating to notices of proclamation of noxious plants / weeds.	Required as State archives	Equivalent to GDA10, entry 11.6.1. Confirms existing authorised decision.
11.6.2		<p>Records relating to notifications to destroy or eradicate aquatic pests and noxious plants / weeds. Records include:</p> <ul style="list-style-type: none"> • notices and orders, 	Retain minimum of 4 years after action completed, then destroy	Equivalent to GDA10, entry 11.6.3. Confirms existing authorised decision.

		<p>including notices of proposed pest and weed control works undertaken by the organisation, and recommendations to the Minister to issue a notice to another organisation</p> <ul style="list-style-type: none"> • submissions received • associated correspondence and documentation, e.g. evidence of compliance. 		
<i>SRNSW Queries</i>	Are there any other types of notifications (not already covered under PUBLIC HEALTH and LAWS AND ENFORCEMENT) that should be covered here?			
<i>SRNSW</i>	<p>Under s.18 and s.18A of the <i>Noxious Weeds Act 1993</i>, a local authority may require land owners/occupiers to control noxious weeds by giving a notice, and is to give prior notice of weed control notice and consider any submissions.</p> <p>If land owner/occupier does not comply with the notice, a local authority may control weeds itself and must give notice of proposed works (s.20). In addition, a local authority may recommend that the Minister give a weed control notice to another council or authority (s.21).</p>			
11.6.3		<p>Records relating to certification that land is not subject to notice regarding aquatic pests and noxious plants / weeds. Records include:</p> <ul style="list-style-type: none"> • applications • certificates. 	Retain minimum of 7 years after action completed, then destroy	Equivalent to GDA10, entry 11.6.4. Confirms existing authorised decision.
<i>SRNSW Queries</i>	Are there any other types of certificates (not already covered under other functions) that should be covered here?			
<i>SRNSW</i>	Under s.64 of the <i>Noxious Weeds Act 1993</i> , a person may apply to the local authority for a certificate as to weed control notices affecting a land and any outstanding expenses or charges on the land owing.			
11.6.4		Records of notices of right of entry to private land.	Retain minimum of 2 years after action completed, then destroy	Equivalent to GDA10, entry 11.6.5. Confirms existing authorised decision.
11.6.5		Listings of notices issued and notices outstanding.	Retain minimum of 1 year after action completed, then destroy	Equivalent to GDA10, entry 11.6.6. Confirms existing authorised decision.
11.6.6		Records relating to notifications of redemption or remediation of lands.	Retain minimum of 2 years after	Equivalent to GDA10, entry 11.6.7. Confirms

			action completed, then destroy	existing authorised decision.
<i>SRNSW Queries</i>	Could you please advise what these notifications relate to: are they notices issued by council to notify them of remediation works being carried out; are they notices directing people to undertake remediation works; are they notices sent to council advising of remediation works, or are they notices advising that contamination has been found?			
11.6.7		Records of notification for tree preservation and retention. Records include tree preservation orders.	Retain minimum of 7 years after tree is removed or after order is superseded, then destroy	Equivalent to GDA10, entry 11.6.8. Retention changed from until superseded to 7 years after tree removed or order superseded, then destroy, to take into account instances where tree is removed (i.e. order cannot then be superseded). Retention period encompasses potential use of the records for ongoing administrative, accountability and reference purposes, and should issues or compensation claims arise.
<i>SRNSW</i>	Note change to retention period and disposal action, altered at request of users to take into account instances of where tree is removed (i.e. once tree is removed, the TPO cannot be superseded).			
11.6.8		Records of pesticide use notifications.	Retain minimum of 20 years after action completed, then destroy	New entry. Records may be required as evidence of the organisation's pest control and notification measures in case legal issues arise. Retention period is consistent with that of other records relating to pest control

				(see ENVIRONMENTAL MANAGEMENT - Planning and Programs, entries 11.8.3 and 11.9.4).
<i>SRNSW</i>	New entry - records previously not covered in GDA10. Under cl.11K of the <i>Pesticides Regulation 1995</i> , authorities are not allowed to use pesticides in prescribed public areas unless notice of proposed use of pesticide is given.			
11.7.0	Permits	<p>The activity of managing permission to undertake activities or processes. Includes permissions to undertake restricted activities that might be dangerous or injurious to the environment, for example using hazardous substances or herbicides.</p> <p>See PARKS AND RESERVES Horticultural Services for records relating to the pruning and removal of trees in parks and reserves</p> <p>See PROPERTY MANAGEMENT Maintenance for records relating to the pruning and removal of trees on properties owned, occupied or managed by the organisation, other than street trees and trees in parks and reserves</p> <p>See PUBLIC HEALTH Permits for records of permits to use hazardous chemicals other than herbicides or agricultural chemicals</p> <p>See ROADS Maintenance for records of applications to prune or remove street trees</p>		
11.7.1		<p>Records of applications and requests for tree pruning and removal on private property. Records include:</p> <ul style="list-style-type: none"> • application to prune or remove trees • photographs and diagrams demonstrating the condition and location of trees • determinations (i.e. approvals and refusals) 	Retain minimum of 7 years after action completed, then destroy	Equivalent to GDA10, entry 11.7.1. Retention increased from 2 to 7 years after action completed. Retention period encompasses potential use of the records for administrative, accountability

		<ul style="list-style-type: none"> associated correspondence. 		and reference purposes, and in case legal issues arise, such as compensation claims or prosecutions for breaches of tree preservation orders, etc.
<i>SRNSW</i>	Not proposed increase in retention to 7 years at request of users (2 years was felt to be too brief in case of compensation claims, unauthorised pruning and removal of trees, etc).			
11.7.2		<p>Records relating to the licensing or issuing of permits for the use of agricultural chemical products, pesticides or herbicides. Records include:</p> <ul style="list-style-type: none"> applications and determinations copies of permits or licences associated correspondence. 	Retain minimum of 30 years after action completed, then destroy	Equivalent to GDA10, entry 11.7.2. Confirms existing authorised decision.
11.8.0	Planning	<p>The process of formulating ways in which objectives can be achieved. Includes the determination of services and needs, and the solution to those needs.</p> <p>See LAND USE AND PLANNING Planning for local environment plans (LEPs)</p>		
11.8.1		<p>Records relating to the development of plans and strategies for the conservation and management of the environment. Includes planning for the remediation of contaminated sites, plans for the preservation and protection of native and threatened species and the natural environment, etc. Records include:</p> <ul style="list-style-type: none"> final versions and significant drafts of plans submissions and records of consultation background research. 	Required as State archives	Equivalent to GDA10, entry 11.8.1. Confirms existing authorised decision.
<i>SRNSW</i>	Examples added. Scope of class expanded to cover other environmental management			

	plans that would be required as State archives. Removed reference to the local environment plans (LEPs) as they are already covered under LAND USE AND PLANNING - Planning.			
11.8.2		Records relating to environmental studies undertaken for council, including commissioned reports.	Required as State archives	Equivalent to GDA10, entry 11.8.2. Confirms existing authorised decision.
11.8.3		Records relating to the development of plans and strategies for the control and eradication of pest flora and fauna, including the eradication of pests on properties, parks and reserves owned or managed by the organisation. Includes pesticide use notification plans and pest management plans. Records include: <ul style="list-style-type: none"> • final versions and significant drafts of plans • background research. 	Retain minimum of 20 years after action completed, then destroy	New entry. Records may be required as evidence of the organisation's pest control and notification measures in case legal issues arise. Retention period is consistent with that of other records relating to pest control - ENVIRONMENTAL MANAGEMENT - Notifications and Programs (entries 11.6.8 and 11.9.4).
<i>SRNSW</i>	New entry. Under cl11K of the <i>Pesticides Regulation 1995</i> , local authorities are to develop a pesticide use notification plan.			
11.9.0	Programs	The activities related to the management of projects undertaken to preserve and protect the environment. See ENVIRONMENTAL MANAGEMENT Animal Welfare for records of animal welfare programs See GRANTS AND SUBSIDIES for records relating to grants and funding received to undertake environmental projects and programs See PERSONNEL for records relating to the recruitment and service of volunteers, including rosters See PROPERTY MANAGEMENT Conservation for records relating to the remediation of contaminated land owned or		

		occupied by the organisation		
11.9.1		<p>Summary records of programs and projects undertaken to address environmental issues such as:</p> <ul style="list-style-type: none"> • bushland regeneration • catchment management • coastal and marine management • foreshores • land care • native vegetation/flora • noxious weeds/plants • pest controls (including aquatic pests) • rehabilitation • remediation/contaminated land • rivers • salinity control • soil conservation • threatened species • waterways protection • wetlands conservation • water conservation. <p>Records include:</p> <ul style="list-style-type: none"> • program objectives • investigation and remediation proposals and agreements for contaminated sites • final reports of projects and outcomes • program evaluations and reviews • summary of works carried out. 	Required as State archives	Equivalent to GDA10, entry 11.9.1. Confirms existing authorised decision.
11.9.2		<p>Records relating to the administration and operation of programs and projects that address environmental issues. Records include:</p> <ul style="list-style-type: none"> • project files • records relating to supplies and equipment • periodic reports on progress • project schedules • budgets. 	Retain minimum of 5 years after action completed, then destroy	Equivalent to GDA10, entry 11.9.2. Confirms existing authorised decision.

<i>SRNSW</i>	Removed reference to funding applications - these are covered under the GRANTS AND SUBSIDIES function. Removed reference to volunteers - records relating to volunteers are covered under the PERSONNEL function.			
11.9.3		Routine and administrative records relating to pest and weed eradication and clearing works on private land. Records include: <ul style="list-style-type: none"> • requests • works orders • associated correspondence. 	Retain minimum of 2 years after action completed, then destroy	Equivalent to GDA10, entry 11.9.3. Confirms existing authorised decision.
<i>SRNSW</i>	Scope of class restricted to routine/administrative records of works on private land - key records are covered in entry 11.9.4 below, and are retained for longer in case issues arise or because they relate to the usage of chemicals to control weeds and pests.			
11.9.4		Records of individual projects, including pest control and eradication works on private land, etc. Records include: <ul style="list-style-type: none"> • bait and spraying location maps • diaries of spraying • chemical spraying logs • pest maintenance schedules • progress reports of works carried out, etc. 	Retain minimum of 20 years after action completed, then destroy	Equivalent to GDA10, entry 11.9.4. Confirms existing authorised decision.
<i>SRNSW</i>	Examples of records added.			
<i>SRNSW Queries</i>	I note that records relating to mosquito control programs are required for 30 years (see GDA10, entry 14.11.3 - PUBLIC HEALTH - Programs). Do you think the retention period for this entry should be increased to 30 years for consistency?			
11.10.0	Registration	Compiled registers and summary records.		
11.10.1		Summary records, including registers, of matters of long term environmental concern, such as: <ul style="list-style-type: none"> • contaminated sites • agricultural chemical products or herbicide/pesticide use or permits/licences issued for the usage of agricultural chemicals, herbicides and pesticides • threatened species • native flora and fauna • significant tree and plant 	Required as State archives	Equivalent to GDA10, entry 11.10.1. Confirms existing authorised decision.

		inventories, etc.		
11.11.0	Reporting	<p>The processes associated with initiating or providing a formal response to a situation or request or to provide formal statements or findings of the results of an examination or investigation.</p> <p>See CORPORATE MANAGEMENT Reporting for reports concerning environmental activities submitted to external organisations or management</p> <p>See ENVIRONMENTAL MANAGEMENT Monitoring for reports on the monitoring of environmental conditions</p> <p>See ENVIRONMENTAL MANAGEMENT Programs for final and progress reports if individual projects and programs undertaken to preserve and protect the environment</p>		
11.11.1		<p>Records relating to reports concerning environmental management and issues on the local area, developed by or for the organisation. Includes the State of the Environment report. Records include:</p> <ul style="list-style-type: none"> • final versions and significant drafts of reports • background research. 	Required as State archives	Equivalent to GDA10, entry 11.11.1. Confirms existing authorised decision.
11.11.2		Records of reports concerning environmental issues of other areas, and environmental reports received from other agencies.	Retain until ceases to be of administrative or reference use, then destroy	Equivalent to GDA10, entry 11.11.2. Confirms existing authorised decision.
11.12.0	Service Provision	The activities relating to the provision of services by the organisation or by other agencies on behalf of the organisation. Includes requests and applications for services, assessment of eligibility and entitlements, liaison with other		

		<p>agencies regarding the provision of services.</p> <p>See FINANCIAL MANAGEMENT for financial and accounting records relating to the management, receipt, expenditure and distribution of income received from the provision of impounding services</p> <p>See LAWS AND ENFORCEMENT for records relating to the registration of companion animals and records of infringements and prosecutions for breaches of companion animal regulations</p>		
<i>SRNSW Queries</i>	<p>Could you please advise whether you also operate pounds where items are impounded (not animals)?</p> <p>Please advise whether your organisation operates stables or animal rescue facilities (other than pounds) - or is this role now carried out by RSPCA and WIRES?</p>			
11.12.1		<p>Records relating to the management of services for the control and protection of animals and animal welfare and of impounded items/animals. Services include:</p> <ul style="list-style-type: none"> • animal rescue and rehabilitation • pounds and stables. <p>Records include:</p> <ul style="list-style-type: none"> • management plans • schedules • records relating to the setting of fees and charges for impounding, holding and disposing of animals and items, including fee schedules • animal and item surrender notices • notices of the impounding and disposal/destruction of animals and items, including abandoned vehicles • records of searches for owners of impounded animals and items • records relating to the sale, receipt, release and disposal/destruction of 	<p>Retain minimum of 10 years after action completed, then destroy</p>	<p>Equivalent to GDA10, entry 11.12.1. Confirms existing authorised decision.</p>

		<p>animals and items, including applications from owners to release impounded animals and items and applications for payment of net proceeds from sales</p> <ul style="list-style-type: none"> • records relating to the collection of stray animals • impounding books. 		
SRNSW	Examples of records added.			
SRNSW Queries	Could you please advise whether 10 years is too long to retain records relating to the impounding, disposal, release, sale, etc, of impounded items/animals? Would 7 years be more appropriate (taking into account any potential legal issues or disputes arising from the management of impounded items and animals)?			
11.12.2		<p>Records relating to service coordination, delivery and daily operations of pounds and other animal welfare services. Records include:</p> <ul style="list-style-type: none"> • work orders and schedules • records relating to hire of anti-barking collars • records relating to the provision of microchipping services, etc. 	Retain minimum of 2 years after action completed, then destroy	Equivalent to GDA10, entry 11.12.2. Confirms existing authorised decision.
11.13.0	Liaison	The activities associated with maintaining regular general contact between the organisation and professional associations in related fields, other organisations, and community groups. Includes sharing informal advice and discussions, membership of professional associations and collaborating on projects that are not joint ventures.		
SRNSW	New activity. The addition of a Liaison activity to relevant functions was requested by users of the authority.			
11.13.1		Records relating to liaison with professional organisations, other organisations and community groups on routine matters concerning the environment.	Retain minimum of 5 years after action completed, then destroy	New entry. Retention period encompasses potential use of the records for ongoing administrative, accountability and reference

				purposes. Records of liaison on controversial or significant matters will be retained as State archives (see entry 11.13.1 above).
<i>SRNSW</i>	New entry. The addition of a Liaison activity to relevant functions was requested by users of the authority.			
<i>SRNSW Queries</i>	Could you please provide some examples of some routine matters that would be liaised on?			