

No.	Function/ Activity	Description	Disposal action	Justification
21.0.0	PARKS AND RESERVES	<p>The function of acquiring, managing, designing and constructing parks and reserves, either owned or controlled and managed by the organisation.</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, reports and standards concerning the management of parks and reserves or the conduct of operational processes</p> <p>See EMERGENCY SERVICES for records relating to bushfire control activities conducted in parks and reserves</p> <p>See ENVIRONMENTAL MANAGEMENT for records relating to the management and monitoring of flora, fauna and environmental conditions in parks and reserves, including the elimination and control of pest animals and noxious weeds</p> <p>See LAWS AND ENFORCEMENT for records relating to the issue of notices, orders, infringements and penalty notices for breaches of regulations by users of parks and reserves</p> <p>See PROPERTY MANAGEMENT Design and Construction for records relating to the design and installation of temporary equipment</p>		

		<p>and structures for events held on property owned, managed or occupied by the organisation</p> <p>See PROPERTY MANAGEMENT Usage for records relating to the booking, hire and usage of parks and reserves and associated facilities</p> <p>See RECREATION AND CULTURAL SERVICES for records relating to the staging of events and the issue of permits to conduct activities in parks and reserves</p> <p>See ROADS and TRAFFIC AND TRANSPORT for records relating to the design and construction of roads and traffic facilities and the management of traffic in parks and reserves</p>		
21.1.0	Acquisition	<p>The process of gaining ownership or use of property, including open spaces, and other items required in the conduct of business through purchase or requisitions.</p> <p>See PROPERTY MANAGEMENT Acquisition and Disposal for records relating to the acquisition and disposal of parks, reserves and open spaces and for the handling of Native Title claims</p>		
<i>SRNSW</i>	<p>Records relating to the acquisition of parks and reserves are now covered in the PROPERTY MANAGEMENT function (entries 5.2.1, 5.2.8). Initial comments and feedback indicated that there was some confusion regarding the distinction between the COUNCIL PROPERTIES and PARKS AND RESERVES functions in GDA10. Since GDA10, COUNCIL PROPERTIES already covered leasing of reserves by council (GDA10, entry 5.2.6) and Native Title claims (GDA10, entry 5.2.8), it was decided to consolidate all acquisition records under the PROPERTY MANAGEMENT function to avoid confusion and duplication of records. Records relating to the zoning of parks and reserves and plans of management (GDA10, entry 21.1.1) are already covered in PARKS AND RESERVES - Planning (GDA10, entries 21.8.1 and 21.8.2).</p>			

21.2.0	Agreements	The processes associated with the establishment, maintenance, review and negotiation of agreements. Includes agreements between the organisation and service providers and other government organisations to provide services.		
<i>SRNSW Queries</i>	Could you please advise whether there are any other types of agreements relating to parks and reserves that should be covered here?			
21.2.1		Records relating to the establishment, negotiation, maintenance and review of agreements with private landholders to maintain a section of their holding as a conservation reserve. Records include: <ul style="list-style-type: none"> • correspondence and records of negotiations • final, approved versions and significant drafts of agreements • reviews of agreements. 	Required as State archives	Equivalent to GDA10, entry 21.2.1. Confirms existing authorised decision.
21.2.2		Records relating to the negotiation of agreements with private landholders to maintain a section of their holding as a conservation reserve which do not proceed. Records include: <ul style="list-style-type: none"> • correspondence and records of negotiations • drafts of agreements. 	Retain minimum of 10 years after action completed, then destroy	Equivalent to GDA10, entry 21.2.2. Confirms existing authorised decision.
21.2.3		Records of tenancy agreements for caravan park residents, including long term residents. Records include:	Retain minimum of 1 year after expiry or termination of agreement, then	Equivalent to GDA10, entry 21.2.3. Confirms existing authorised

		<ul style="list-style-type: none"> • agreements • associated correspondence. 	destroy	decision.
<i>SRNSW Queries</i>	We are proposing increasing the retention period to 7 years after expiry or termination of lease (consistent with other leases and tenancy agreements, especially as these are also for long term residents). Could you please advise your opinion on this? Is there a specific reason why such a short retention period is appropriate for these?			
21.3.0	Design and Construction	<p>The activity of designing and constructing parks and reserves and associated structures and facilities.</p> <p>See PARKS AND RESERVES Horticultural Services for records relating to the landscaping of parks, reserves, gardens and playing fields</p> <p>See PROPERTY MANAGEMENT for records relating to the design, construction and conservation of parks and reserves and associated structures and facilities, including conservation management plans</p> <p>See SEWERAGE AND DRAINAGE Design and Construction for records relating to the design and construction of drainage within parks and reserves</p>		
<i>SRNSW</i>	<p>Records relating to the design and construction of parks and reserves and associated structures and facilities are now covered in the PROPERTY MANAGEMENT function (entries 5.3.1, 5.3.2, 5.3.5, 5.3.6). Initial comments and feedback indicated that there was some confusion regarding the distinction between the COUNCIL PROPERTIES and PARKS AND RESERVES functions in GDA10.</p> <p>Records relating to the design and construction of drainage in parks and reserves will now be covered under the SEWERAGE AND DRAINAGE function.</p>			
21.4.0	Horticultural Services	The activities associated with the landscaping of parks and reserves, including the reconstruction and remodelling of gardens, parks, playing fields and		

		<p>reserves. Also includes the provision of horticultural advice to residents and committees.</p> <p>See ENVIRONMENTAL MANAGEMENT Notifications and Permits for applications to prune and remove trees on private properties, tree preservation orders and summary records of significant trees</p> <p>See PROPERTY MANAGEMENT Maintenance for records relating to the maintenance and removal of trees on properties (other than parks and reserves) owned, managed or occupied by the organisation</p> <p>See ROADS Maintenance for records relating to the maintenance and removal of street and roadside trees</p>		
21.4.1		<p>Key records relating to the design, landscaping, remodelling and reconstruction of parks, reserves, gardens or playing fields of significance due to the fact that they are:</p> <ul style="list-style-type: none"> • a recipient of a prestigious State, national or international architectural or design award • an important local, state or regional landmark • heritage listed, or • located in a park or reserve that is heritage listed or of local, State or 	Required as State archives	Equivalent to GDA10, entry 21.4.1. Confirms existing authorised decision.

		<p>national significance.</p> <p>Records include:</p> <ul style="list-style-type: none"> • landscape architect's drawings • original maps and plans • reports • associated correspondence. 		
21.4.2		<p>Key records relating to the design, landscaping, remodelling and reconstruction of parks, reserves, gardens or playing fields which are not:</p> <ul style="list-style-type: none"> • a recipient of a prestigious State, national or international architectural or design award • an important local, state or regional landmark • heritage listed, or • located in a park or reserve that is heritage listed or of local, State or national significance. <p>Records include:</p> <ul style="list-style-type: none"> • landscape architect's drawings • original maps and plans • reports • associated correspondence. 	Retain minimum of 7 years after works are superseded, then destroy	Equivalent to GDA10, entry 21.4.2. Retention increased from until superseded to 7 years after works are superseded. Records may be required in case issues arise and for planning and design of future landscaping works.
<i>SRNSW</i>	Note proposed change in retention to 7 years after works superseded, in case issues arise or the records are required for the design and construction of future landscaping works.			
21.4.3		Records relating to minor	Retain minimum	Equivalent to

		landscaping works. Records include: <ul style="list-style-type: none"> • plans • reports • site diaries and plans, etc. 	of 5 years after works completed, then destroy	GDA10, entry 21.4.3. Confirms existing authorised decision.
21.4.4		Records relating to the provision of horticultural services and advice including the provision of free trees and street trees and materials.	Retain minimum of 5 years after action completed, then destroy	Equivalent to GDA10, entry 21.4.4. Confirms existing authorised decision.
21.4.5		Records of trees and plants available for distribution, including lists.	Retain until ceases to be of administrative or reference use, then destroy	Equivalent to GDA10, entry 21.4.5. Confirms existing authorised decision.
21.4.6		Records relating to project management for landscaping works. Records include: <ul style="list-style-type: none"> • records of budget and costs • records of client liaison on non technical matters • records of contractual matters such as variations, payment and sign off on construction • records of logistics • site procedures • records of quality and performance measurements • periodic reports • project risk management records and schedules • records of consultations. 	Retain minimum of 7 years after project completed, then destroy	New entry. Retention period encompasses potential use of the records for ongoing administrative, accountability and reference purposes.
<i>SRNSW</i>	New entry. Allows for earlier disposal of certain records relating to the landscaping of parks and reserves.			

21.4.7		<p>Records for projects or proposals proceeded with relating to the landscaping of parks and reserves (other than key construction and project management records), such as non-architectural quality models, correspondence with builders and records relating to minor day-to-day repairs or maintenance of site.</p>	<p>Retain minimum of 7 years after works completed, then destroy</p>	<p>New entry. Retention period is consistent with that identified for contract records and is consistent with that of similar records in the <i>General Retention and Disposal Authority – Administrative Records (GA28) – PROPERTY MANAGEMENT – Construction</i> (entry 16.7.4), and encompasses potential use of the records for ongoing administrative, accountability and reference purposes.</p>
<p><i>SRNSW</i> New entry. Allows for earlier disposal of certain records relating to the landscaping of parks and reserves.</p>				
21.4.8		<p>Records relating to the planting, maintenance and monitoring of heritage listed, protected or unique trees and plants in the parks, reserves and gardens, including heritage roses. Records include:</p> <ul style="list-style-type: none"> • maintenance schedules • inspection and treatment reports and recommendations • records relating to the removal and maintenance of trees • planting information, including location details, number planted and historical information, and 	<p>Required as State archives</p>	<p>New entry. Records document the ongoing maintenance of heritage listed, protected and unique flora in the parklands. Retention period is consistent with that for similar records in DA157 (Centennial Park and Moore Park Trust - PARKLANDS MANAGEMENT - Maintenance, entry 5.18.3), DA159 (Royal Botanic Gardens and Domain Trust - GARDENS MANAGEMENT - Plant Cultivation, entry 6.18.1) and DA180 (Joint</p>

		<ul style="list-style-type: none"> photographs. 		Committee of Necropolis Trustees - HORTICULTURE - Heritage Gardens, entries 8.4.4 and 8.4.5).
<i>SRNSW</i>	New entry. Provides coverage for records relating to the maintenance of heritage and unique trees and plants in parks, gardens and reserves.			
21.4.9		<p>Records relating to the planting, maintenance and monitoring of trees and plants in the parklands and gardens which are not heritage listed, protected or unique. Records include:</p> <ul style="list-style-type: none"> maintenance schedules records of tree pruning, maintenance and removal requests from residents, etc. to prune and remove trees in parks and reserves inspection and treatment reports and recommendations planting information, including location details. <p>Note: Where records become part of compensation claims, they may need to be retained for longer as part of the claim case file (see RISK MANAGEMENT – Compensation).</p> <p>Note: This class should not be used to sentence applications and permits to prune and remove trees on private property – see ENVIRONMENTAL MANAGEMENT – Permits and Notifications.</p>	Retain minimum of 7 years after action completed, then destroy	New entry. Retention period encompasses potential use of the records for ongoing administrative, accountability and reference purposes. Records required for compensation claims will be retained for longer. Retention period consistent with that of similar records in DA180 (Joint Committee of Necropolis Trustees) – HORTICULTURE – Maintenance (entry 8.6.3).

<i>SRNSW</i>	New entry. GDA10 previously did not adequately cover tree maintenance.			
<i>SRNSW Queries</i>	Please advise whether you would prefer this to be separated into two classes with a shorter retention period for records relating to routine maintenance of trees and plants (e.g. 5 years or other appropriate period)?			
21.5.0	Licensing	The activities associated with authorising and granting permission to conduct activities or operate businesses.		
21.5.1		Records relating to the issue of licences to the organisation to operate caravan parks. Records include: <ul style="list-style-type: none"> • applications • licences • associated correspondence. 	Retain minimum of 1 year after expiry or cancellation of licence, then destroy	Equivalent to GDA10, entry 21.5.1. Confirms existing authorised decision.
<i>SRNSW Queries</i>	Could you please advise whether councils issue or are issued any other types of licences relating to the management of parks and reserves? Is one year a sufficiently long retention period for these records or would a longer retention period (e.g. 5 or 7 years) be more appropriate?			
21.6.0	Maintenance	The activities associated with the upkeep, repair, servicing and preservation of internal and external conditions of parks, reserves and associated structures and facilities. See PARKS AND RESERVES Horticultural Services for records relating to the maintenance of trees and plants in parks, reserves and gardens See PROPERTY MANAGEMENT Conservation for records relating to the conservation of heritage parks, reserves and associated structures and facilities See PROPERTY MANAGEMENT Design and Construction for records relating to maintenance works		

		<p>involving structural changes</p> <p>See PROPERTY MANAGEMENT Maintenance for records relating to routine, minor maintenance of parks, reserves and associated structures and facilities, e.g. painting, etc.</p>		
21.6.1		<p>Records relating to maintenance programs and maintenance works and repairs of parks, reserves and associated structures and facilities. Records include:</p> <ul style="list-style-type: none"> • requests • work orders • work programs • reports on maintenance and repairs carried out • work programs. 	Retain minimum of 15 years after action completed, then destroy	Equivalent to GDA10, entry 21.6.1. Confirms existing authorised decision.
<i>SRNSW Queries</i>	Please advise whether the retention period should be shorter or longer (e.g. in case of public liability claims).			
21.7.0	Naming	<p>The activities associated with the naming and dedication of parks and reserves.</p> <p>See PROPERTY MANAGEMENT Naming for records relating to the naming of other properties, open spaces and topographical features</p> <p>See ROADS Naming for records relating to the naming of roads, streets and bridges</p>		
21.7.1		<p>Records relating to the naming and renaming of parks and reserves, including topographical features in parks and reserves. Records include:</p> <ul style="list-style-type: none"> • suggestions and objections 	Required as State archives	Equivalent to GDA10, entry 21.7.1. Confirms existing authorised decision.

		<ul style="list-style-type: none"> • notifications • Gazette notices • associated correspondence. 		
21.7.2		Records relating to naming suggestions for parks and reserves which are not accepted.	Retain minimum of 2 years after action completed, then destroy	Equivalent to GDA10, entry 21.7.2. Confirms existing authorised decision.
21.7.3		Routine, administrative records relating to the naming of parks and reserves. Records include letters of acknowledgement for suggestions, etc.	Retain minimum of 2 years after action completed, then destroy	New entry. Retention period encompasses potential use of the records for ongoing administrative and reference purposes, which are likely to be short term. Key records relating to the naming of parks and reserves will be retained for longer (see entries above).
<i>SRNSW</i>	New entry - routine, administrative records relating to the naming of parks and reserves not previously covered in GDA10. Class added to allow for earlier disposal of these records.			
21.8.0	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 ENVIRONMENTAL MANAGEMENT Planning for pesticide usage plans</p> <p>See PROPERTY MANAGEMENT Planning for conservation management plans for parks and reserves</p> <p>See TRAFFIC AND TRANSPORT Planning for traffic management plans for parks and</p>		

		reserves		
21.8.1		<p>Records relating to the development of plans, strategies and policies for the overall management of parks and reserves, including:</p> <ul style="list-style-type: none"> • conservation management plans • landscape master plans • plans of management • land zoning and status plans • flora and fauna management plans • acquisition policies • plans for capital works and usage of parks • acquisition plans, where acquisition proceeds or where there is significant controversy or public interest. <p>Records include:</p> <ul style="list-style-type: none"> • final versions and significant drafts of plans • records of community consultation, including submissions and reports • background research. 	Required as State archives	Equivalent to GDA10, entry 21.8.1 and 21.1.1 (plans of management and zoning for parks and reserves). Confirms existing authorised decisions.
<i>SRNSW</i>	Examples of records added. Scope of class expanded to cover more plans than just for the acquisition of parks and reserves.			
21.8.2		Records relating to the development of operational plans and strategies for the day-to-day management of parks and reserves.	Retain minimum of 10 years after plan superseded, then destroy	Equivalent to GDA10, entry 21.8.2. Confirms existing authorised decision.

		<p>Includes plans and strategies for the provision of sporting and other activities in parklands and facilities, security plans, etc. Also includes plans for the acquisition of parks and reserves that do not proceed and where there is no controversy or significant public interest. Records include:</p> <ul style="list-style-type: none"> • final versions and significant drafts of plans • background research. 		
<i>SRNSW</i>	Examples of records added. Scope of class expanded to cover more plans than just for the acquisition of parks and reserves.			
21.9.0	Security	<p>The activities associated with measures taken to protect people, premises, equipment or information from accidental or intentional damage or from unauthorised access.</p> <p>See PROPERTY MANAGEMENT Security for records relating to security arrangements and incidents for parks and reserves</p>		
<i>SRNSW</i>	All records relating to the security of properties and assets owned, managed or occupied by the organisation will now be covered in PROPERTY MANAGEMENT - Security in order to avoid unnecessary duplication.			
21.10.0	Service Provision	<p>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 agencies regarding the provision of services.</p> <p>See COMMUNITY</p>		

		<p>RELATIONS Marketing for records relating to the marketing and promotion of services, including advertising</p> <p>See PARKS AND RESERVES Agreements for records of tenancy agreements for caravan park residents</p> <p>See PARKS AND RESERVES Licensing for licences to operate caravan parks issued to the organisation</p>		
21.10.1		<p>Records relating to services provided in parks and reserves on a long term basis by or on behalf of the organisation, e.g. caravan parks, golf courses, camping grounds, etc.</p> <p>Records include:</p> <ul style="list-style-type: none"> • service coordination • operation schedules • daily operations. 	Retain minimum of 2 years after action completed, then destroy	Equivalent to GDA10, entry 21.10.1. Confirms existing authorised decision.
21.10.2		Records of bookings and occupancies.	Retain minimum of 1 year after action completed, then destroy	Equivalent to GDA10, entry 21.10.2. Confirms existing authorised decision.
<i>SRNSW</i>	Removed reference to promotion and advertising of services as these records are already covered under COMMUNITY RELATIONS - Marketing .			
21.11.0	Trusts	The activities associated with managing trusts dedicated to the creation and maintenance of parks and reserves.		
21.11.1		Records of Trust committee meetings, established for the management and maintenance of reserves, including Crown land. Includes community	Required as State archives	Equivalent to GDA10, entry 21.11.1. Confirms existing authorised decision.

		<p>representatives. Records include:</p> <ul style="list-style-type: none"> • records of the establishment of the committee, its terms of reference, memoranda of understanding etc. • records of nomination, appointment, resignation or termination of members • delegations of functions and responsibilities with respect to the management of reserves to trust committees • consultations with Minister concerning the management of reserves, including the granting of easements over Crown land, etc. • agenda and minutes • advice and business and briefing papers • submissions and reports • recommendations. 		
<i>SRNSW</i>	<p>Examples added. Added coverage for records relating to the establishment of the Trust. Reference to management plans for parks/reserves removed as they are already covered under PARKS AND RESERVES - Planning.</p>			
21.12.0	Usage	<p>The activities associated with managing the use of facilities and properties. Includes bookings for the use of premises, occupancy rates, and hiring and leasing premises or facilities.</p> <p>See PARKS AND RESERVES Service</p>		

		Provision for records of bookings for caravan parks and camping grounds		
21.12.1		Summary records of caravan and camping site occupancy, including site occupancy registers.	Retain minimum of 7 years after action completed, then destroy	Equivalent to GDA10, entry 21.12.1. Confirms existing authorised decision.
21.13.0	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.		
<i>SRNSW</i>	New activity. The addition of a Liaison activity to relevant functions was requested by users of the activity.			
21.13.1		Records relating to liaison with industry, professional and customer associations, the local community, etc. on routine matters concerning the acquisition and management of parks and reserves.	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.
<i>SRNSW</i>	New entry. Users of the authority requested the addition of a Liaison activity to relevant functions.			