

Summary of new entries in the revised *General retention and disposal authority - local government records (GA39)*

The table below lists new entries covering records not previously covered, with authority reference number, the function and activity to which they belong, and a brief description of the records covered.

GA39 reference	Function/Activity	Description of records covered
2.7.3	COMMUNITY RELATIONS - Corporate Image	rejected designs for letterheads, stationery etc
2.10.3	COMMUNITY RELATIONS - Issues Management	advocacy activities undertaken on behalf of the community
2.12.4	COMMUNITY RELATIONS - Media Liaison	acquisition of press monitoring services
2.15.5	COMMUNITY RELATIONS - Sponsorships and Donations	running of community lotteries or competitions
2.16.3	COMMUNITY RELATIONS - Visits and Tours	visits to other organisations
2.17.1	COMMUNITY RELATIONS - Liaison	liaison with the community
3.7.4	COMMUNITY SERVICES - Service Provision	immunisation details for childcare clients
3.8.3	COMMUNITY SERVICES - Library and Public Information Access	Library outreach programs
4.9.7	CORPORATE MANAGEMENT - Meetings	OH&S Committees
4.9.10	CORPORATE MANAGEMENT - Meetings	senior management diaries
4.9.11	CORPORATE MANAGEMENT - Meetings	general staff diaries
4.18.1	CORPORATE MANAGEMENT - Agreements	corporate agreements
4.18.2	CORPORATE MANAGEMENT - Agreements	arrangements for transfer of assets
4.20.3	CORPORATE MANAGEMENT - Compliance	registration of business names
4.20.4	CORPORATE MANAGEMENT - Compliance	assessment and certification of quality systems
4.20.5	CORPORATE MANAGEMENT - Compliance	gifts and benefits register
5.14.2	PROPERTY MANAGEMENT (COUNCIL PROPERTY) - Compliance	breaches of regulatory requirements relating to management of property
5.15.1	PROPERTY MANAGEMENT (COUNCIL PROPERTY) - Conservation	heritage assessments
5.15.2	PROPERTY MANAGEMENT (COUNCIL PROPERTY) - Conservation	heritage assessments
5.15.3	PROPERTY MANAGEMENT (COUNCIL PROPERTY) - Conservation	remediation of contaminated land
5.15.4	PROPERTY MANAGEMENT (COUNCIL PROPERTY) - Conservation	remediation of contaminated land
5.3.5	PROPERTY MANAGEMENT (COUNCIL PROPERTY) - Design and Construction	identification and management of hazardous substances
5.3.6	PROPERTY MANAGEMENT (COUNCIL PROPERTY) - Design and Construction	construction works not proceeded with
5.16.1	PROPERTY MANAGEMENT (COUNCIL PROPERTY)	inspections for hazardous substances

General retention and disposal authority- local government records (Linking Table)

GA39 reference	Function/Activity	Description of records covered
	PROPERTY) - Inspections	
5.16.2	PROPERTY MANAGEMENT (COUNCIL PROPERTY) - Inspections	audit of processes to detect hazardous substances
5.17.1	PROPERTY MANAGEMENT (COUNCIL PROPERTY) - Installation	installation of service systems involving structural change
5.17.2	PROPERTY MANAGEMENT (COUNCIL PROPERTY) - Installation	installation of service systems not involving structural change
5.18.2	PROPERTY MANAGEMENT (COUNCIL PROPERTY) - Leasing	leases not proceeded with
5.5.6	PROPERTY MANAGEMENT (COUNCIL PROPERTY) - Maintenance	monitoring of energy and building management systems
5.5.7	PROPERTY MANAGEMENT (COUNCIL PROPERTY) - Maintenance	storage, removal and disposal of high risk hazardous substances
5.5.8	PROPERTY MANAGEMENT (COUNCIL PROPERTY) - Maintenance	storage, removal and disposal of low risk hazardous substances
5.5.9	PROPERTY MANAGEMENT (COUNCIL PROPERTY) - Maintenance	storage, removal and disposal of non-hazardous substances
5.19.1	PROPERTY MANAGEMENT (COUNCIL PROPERTY) - Moving	relocations
5.9.2	PROPERTY MANAGEMENT (COUNCIL PROPERTY) - Reporting	reports on heritage properties
5.10.3	PROPERTY MANAGEMENT (COUNCIL PROPERTY) - Security	security breaches or incidents
5.10.5	PROPERTY MANAGEMENT (COUNCIL PROPERTY) - Security	lock combinations
6.8.3	CUSTOMER SERVICE - Standards	monitoring of customer services
7.2.5	DEVELOPMENT AND BUILDING CONTROLS - Applications	lapsed development consents
7.2.7	DEVELOPMENT AND BUILDING CONTROLS - Applications	building and development certificates
7.2.8	DEVELOPMENT AND BUILDING CONTROLS - Applications	requests for building certificates
7.2.9	DEVELOPMENT AND BUILDING CONTROLS - Applications	sample boards and models
7.8.1	DEVELOPMENT AND BUILDING CONTROLS - Enquiries	enquiries regarding building and development controls
8.9.2	ECONOMIC DEVELOPMENT - Projects	routine economic development projects
9.12.4	EMERGENCY SERVICES - Service Provision	maintenance of emergency equipment
9.12.5	EMERGENCY SERVICES - Service Provision	establishment of fire brigades
11.2.2	ENVIRONMENTAL MANAGEMENT - Education	arrangements for environmental management training
11.6.2	ENVIRONMENTAL MANAGEMENT - Notifications	notices of pesticide use
11.8.3	ENVIRONMENTAL MANAGEMENT - Planning	plans for eradication of pests
12.1.3	FINANCIAL MANAGEMENT - Accounting	establishment of bank accounts
12.1.7	FINANCIAL MANAGEMENT - Accounting	management of employee benefits
12.3.2	FINANCIAL MANAGEMENT -	direct debit authorisations

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GA39 reference	Function/Activity	Description of records covered
	Authorisation	
12.5.3	FINANCIAL MANAGEMENT - Budgeting	spending against allocations
12.9.3	FINANCIAL MANAGEMENT - Fees and charges	waivering of debt
12.9.4	FINANCIAL MANAGEMENT - Fees and charges	listings of fees and charges
13.1.2	GOVERNANCE - Amalgamations	routine arrangements for administrative change
13.2.3	GOVERNANCE - Authorisation	delegations that do not bind the organisation.
13.3.2	GOVERNANCE - Boundaries	routine arrangements for boundary changes
13.4.6	GOVERNANCE - Councillors	determination of fees for Councillors
13.5.6	GOVERNANCE - Elections, Referendums and Polls	election of Mayor by councillors
14.3.3	GOVERNMENT RELATIONS - Inquiries	referrals from watchdog bodies
15.6.2	GRANTS AND SUBSIDIES - Programs	unsuccessful grant applications
15.6.3	GRANTS AND SUBSIDIES - Programs	invitations to apply for grants
15.9.1	GRANTS AND SUBSIDIES - Liaison	liaison regarding grant and subsidies
16.1.6	INFORMATION MANAGEMENT - Access	withdrawn or lapsed applications
16.1.7	INFORMATION MANAGEMENT - Access	discretionary access requests
16.1.8	INFORMATION MANAGEMENT - Access	requests for suppression of information
16.2.3	INFORMATION MANAGEMENT - Intellectual property	refused copyright applications
16.2.4	INFORMATION MANAGEMENT - Intellectual property	management of copying services
16.2.5	INFORMATION MANAGEMENT - Intellectual property	intellectual property agreements
16.2.6	INFORMATION MANAGEMENT - Intellectual property	copyright declarations
16.7.2	INFORMATION MANAGEMENT - Publications	website pages
16.7.5	INFORMATION MANAGEMENT - Publications	public websites
16.7.6	INFORMATION MANAGEMENT - Publications	intranets
16.7.7	INFORMATION MANAGEMENT - Publications	business transacted on websites
16.7.8	INFORMATION MANAGEMENT - Publications	forms
16.7.9	INFORMATION MANAGEMENT - Publications	form development
16.8.8	INFORMATION MANAGEMENT - Records Management	Business classification schemes and thesauri
16.8.12	INFORMATION MANAGEMENT - Records Management	records census
16.9.2	INFORMATION MANAGEMENT - Reporting	routine reports on information management programs, services and systems

General retention and disposal authority- local government records (Linking Table)

GA39 reference	Function/Activity	Description of records covered
16.11.2	INFORMATION MANAGEMENT - Compliance	privacy breaches
16.11.3	INFORMATION MANAGEMENT - Compliance	breaches of information management requirements
16.11.4	INFORMATION MANAGEMENT - Compliance	breaches of publishing requirements
16.13.1	INFORMATION MANAGEMENT - Evaluation	evaluation of information management systems
16.14.1	INFORMATION MANAGEMENT - Planning	information management plans
17.2.2	INFORMATION TECHNOLOGY - Application development & management	IT applications not proceeded with
17.2.3	INFORMATION TECHNOLOGY - Application development & management	testing of IT applications
17.2.4	INFORMATION TECHNOLOGY - Application development & management	off the shelf IT packages
17.2.5	INFORMATION TECHNOLOGY - Application development & management	system upgrades
17.2.6	INFORMATION TECHNOLOGY - Application development & management	system logs
17.2.7	INFORMATION TECHNOLOGY - Application development & management	system logs
17.3.3	INFORMATION TECHNOLOGY - Compliance	refused licensing and software use
17.3.4	INFORMATION TECHNOLOGY - Compliance	compliance with IT requirements
17.4.2	INFORMATION TECHNOLOGY - Data management	data dictionaries
17.8.2	INFORMATION TECHNOLOGY - Maintenance	routine installation of IT equipment
17.11.2	INFORMATION TECHNOLOGY - Security	security breaches
17.12.2	INFORMATION TECHNOLOGY - User Support	service charters
17.12.3	INFORMATION TECHNOLOGY - User Support	equipment bookings
18.1.1	LAND USE AND PLANNING - Geographical/Land Information Systems (GIS/LIS)	collection, acquisition and compilation of geographical and land information
18.1.2	LAND USE AND PLANNING - Geographical/Land Information Systems (GIS/LIS)	collection and acquisition of geographical and land information system data
18.2.4	LAND USE AND PLANNING - Notifications	planning notifications
18.3.2	LAND USE AND PLANNING - Planning	developmental records for planning schemes
18.6.2	LAND USE AND PLANNING - Research	developmental records for land use surveys
19.6.2	LAWS AND ENFORCEMENT - Notifications	notices of inspections and certifications submitted as evidence of compliance with laws and regulations
19.6.3	LAWS AND ENFORCEMENT - Notifications	outstanding notices or orders notifications

General retention and disposal authority- local government records (Linking Table)

GA39 reference	Function/Activity	Description of records covered
19.6.4	LAWS AND ENFORCEMENT - Notifications	requests for certificates re outstanding notices or orders
19.6.5	LAWS AND ENFORCEMENT - Notifications	notices issued listings
21.3.5	PARKS AND RESERVES - Design and Construction	construction works not proceeded with
21.4.1	PARKS AND RESERVES - Horticultural Services	maintenance of significant trees
21.4.2	PARKS AND RESERVES - Horticultural Services	tree maintenance
21.7.2	PARKS AND RESERVES - Naming	administrative records relating to the naming of parks
22.1.2	PERSONNEL - Arrangements	social clubs
22.2.3	PERSONNEL - Authorisation	authorisation for private employment
22.3.3	PERSONNEL - Awards (Honours)	awards (honours) administration
22.6.3	PERSONNEL - Employment conditions	administration of employment conditions
22.9.5	PERSONNEL - Establishment	varying staff positions not proceeded with.
22.9.7	PERSONNEL - Establishment	higher duties
22.10.3	PERSONNEL - Grievances	personnel grievances not proceeded with
22.12.3	PERSONNEL - Leave	extended leave
22.15.1	PERSONNEL - Occupational Health & Safety	OH&S policies and procedures
22.15.9	PERSONNEL - Occupational Health & Safety	OH&S representatives election
22.15.10	PERSONNEL - Occupational Health & Safety	appointment of first aid officers, fire wardens and safety officers
22.15.11	PERSONNEL - Occupational Health & Safety	summary records of OH&S management and monitoring
22.16.6	PERSONNEL - Payroll	salary information requests
22.19.4	PERSONNEL - Recruitment	unsolicited resumes and request for employment
22.19.6	PERSONNEL - Recruitment	working with children checks
22.19.7	PERSONNEL - Recruitment	working with children checks
22.25.4	PERSONNEL - Training and development	staff conferences
22.28.3	PERSONNEL - Welfare	counselling reference material
22.31.1	PERSONNEL - Appeals	personnel appeals
22.31.2	PERSONNEL - Appeals	personnel appeals
22.32.1	PERSONNEL - Compliance	approved screening agency registrations
22.32.2	PERSONNEL - Compliance	statutory reporting of incidents
22.32.3	PERSONNEL - Compliance	liaison regarding compliance matters
22.32.4	PERSONNEL - Compliance	compliance with personnel management requirements
22.32.5	PERSONNEL - Compliance	employee health surveillance
22.32.6	PERSONNEL - Compliance	hazardous materials licenses
22.32.7	PERSONNEL - Compliance	licensing or registration for a business, substance, place or work not involving hazardous or toxic materials

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GA39 reference	Function/Activity	Description of records covered
22.32.8	PERSONNEL - Compliance	hazardous substances register
22.32.9	PERSONNEL - Compliance	confined spaces work permits
22.32.10	PERSONNEL - Compliance	drug testing of employees
22.32.11	PERSONNEL - Compliance	compliance with court orders re OH&S breaches
23.1.3	PLANT, EQUIPMENT & STORES - Acquisition	acquisition of fuel and services
23.1.8	PLANT, EQUIPMENT & STORES - Acquisition	leasing or leasing-out of vehicles, equipment, stores
23.1.9	PLANT, EQUIPMENT & STORES - Acquisition	leasing arrangements which do not proceed
23.5.4	PLANT, EQUIPMENT & STORES - Fleet management	vehicle accidents not resulting a claim
23.12.2	PLANT, EQUIPMENT & STORES - Reporting	fleet management reporting
23.14.7	PLANT, EQUIPMENT & STORES - Usage	licences and permits for use of equipment and plant
24.15.6	PUBLIC HEALTH - Service Provision	hospital patient case files
24.16.1	PUBLIC HEALTH - Liaison	liaison regarding public health services
25.6.10	RATES AND VALUATIONS - Payments	objections to rebates
25.7.2	RATES AND VALUATIONS - Property History	routine street numbering records
26.4.7	RECREATION AND CULTURAL SERVICES - Museums and Galleries	acquisitions that do not proceed
26.4.8	RECREATION AND CULTURAL SERVICES - Museums and Galleries	maintenance of collections
26.4.9	RECREATION AND CULTURAL SERVICES - Museums and Galleries	conservation of collection
26.5.2	RECREATION AND CULTURAL SERVICES - Permits	unsuccessful applications for recreational activities
26.8.2	RECREATION AND CULTURAL SERVICES - Service Provision	daily operations of recreational and sporting facilities
26.8.3	RECREATION AND CULTURAL SERVICES - Service Provision	clients of sporting, recreational and cultural facilities
27.1.3	RISK MANAGEMENT - Claims management	compensation for employee death
27.1.6	RISK MANAGEMENT - Claims management	provision of first aid
27.1.7	RISK MANAGEMENT - Claims management	insurance activity reports
27.1.9	RISK MANAGEMENT - Claims management	self insurance licence
27.1.12	RISK MANAGEMENT - Claims management	copies of incident report kept together for OH&S assessment
27.4.3	RISK MANAGEMENT - Risk assessment	occupational health & safety risk assessments
27.4.4	RISK MANAGEMENT - Risk assessment	occupational health & safety risk assessments
27.4.5	RISK MANAGEMENT - Risk assessment	occupational health & safety risk assessments

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GA39 reference	Function/Activity	Description of records covered
27.4.6	RISK MANAGEMENT - Risk assessment	atmospheric monitoring
28.5.6	ROADS - Design and Construction	minor road construction records
28.5.7	ROADS - Design and Construction	road projects not proceeded with
28.9.2	ROADS - Naming	routine arrangements for naming.
28.17.2	ROADS - Service Provision	quarry operations
29.2.2	SEWERAGE AND DRAINAGE - Applications	applications to discharge waste that are not approved
29.3.5	SEWERAGE AND DRAINAGE - Design and Construction	sewerage and drainage projects that do not proceed
29.11.3	SEWERAGE AND DRAINAGE - Planning	research and planning for sewerage and drainage services
30.3.10	TRAFFIC AND TRANSPORT - Design and Construction	traffic projects not proceeded with
31.2.3	WASTE MANAGEMENT - Design and Construction	project management records for waste management projects
31.2.4	WASTE MANAGEMENT - Design and Construction	location and construction of landfill sites
31.5.2	WASTE MANAGEMENT - Liaison	liaison regarding waste management
31.6.1	WASTE MANAGEMENT - Maintenance	rehabilitation of landfill
32.2.5	WATER SUPPLY - Design and Construction	water supply construction works not proceeded with
32.2.6	WATER SUPPLY - Design and Construction	construction works by external parties that affects water supply infrastructure
32.6.3	WATER SUPPLY - Maintenance	water meter maintenance
32.9.3	WATER SUPPLY - Permits	permits for water from external suppliers
32.14.2	WATER SUPPLY - Service Providers	meter reading requests from external organisations
32.15.4	WATER SUPPLY - Supply and Distribution	water restrictions