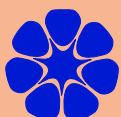


**Records Disposal Schedule
Power Networks System Control
Power and Water Corporation**

Disposal Schedule No. 2008/12

December 2008



Northern Territory Government

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Note: All entries apply to records in an format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified

ABOUT THIS DISPOSAL SCHEDULE

Purpose

The purpose of this Disposal Schedule is to enable regular, planned and authorised disposal of records of Power Networks System Control of the Power and Water Corporation.

Scope

Application of this Disposal Schedule is mandatory for Power Networks System Control records of the Power and Water Corporation.

This Disposal Schedule applies to Power Networks System Control records in all formats, including electronic records and records in business systems, copies of records and parts of records of the Northern Territory Government.

Regulatory Framework

The regulatory basis for this Disposal Schedule is defined in:

- ▶ Information Act 2002
- ▶ Australian Standards AS ISO 15489:2002-Records Management

Related Documents

This Disposal Schedule is to be read in conjunction with:

- ▶ NT Government Records Management Standard – Records Disposal
- ▶ policies and procedures of the Power and Water Corporation
- ▶ current authorised disposal schedules for Power and Water Corporation
- ▶ *Disposal Schedule for Administrative Records of the Northern Territory Government – Disposal Schedule No. 2000/8 (ADMIN).

* Note that section 6 of this schedule (Information Management) has been superseded by the Disposal Schedule for Information Management Records of the Northern Territory Government – Disposal Schedule No 2003/2 (IM).

- ▶ Disposal Schedule for Information Management Records of the Northern Territory Government – Disposal Schedule No 2003/2 (IM).
- ▶ Disposal Schedule for the Financial Management Records of the Northern Territory Government – Disposal Schedule No. 2001/2 (FM).
- ▶ Disposal Schedule for the Human Resource Management Records of the Northern Territory Government – Disposal Schedule No. 2001/6 (HRM).
- ▶ Disposal Schedule for Records of Short Term Value – Disposal Schedule No. 2003/10
- ▶ NT Archives Service Guidelines on Normal Administrative Practice for Records Disposal

Responsibility

The Managing Director of the Power and Water Corporation is responsible for the content and implementation of this Disposal Schedule including the provision of advice and training, and for monitoring compliance.

Authority

This Disposal Schedule was approved by the Director of the NT Archives Service and the Managing Director of the Power and Water Corporation on 18th December 2008 and is effective immediately.

Explanation

This schedule has been developed using the functional structure based on the business classification scheme of the *Keyword AAA: A Thesaurus of General Terms* produced by the State Records Authority of NSW and modified for use by NT Government public sector organisations.

Records disposal schedules are policy documents that describe each class of records held, using thesaurus classifications based on business analysis. The schedules set out minimum requirements for the creation, maintenance, retention or destruction actions to be taken in relation to existing or future records described in each class.

Either permanent or temporary status is assigned to each class of records. Records appraised with permanent status have been identified as archives and must be transferred to the NT Archives Service not later than 30 years after creation. Temporary records will be destroyed at an appropriate time determined by the disposal action identified in the schedule and by consultation with relevant operational business employees responsible for the records.

NT Government Disposal Schedules

There are two types of records disposal schedules:

- ▶ “general” disposal schedules that apply to records common to most or all NT Government public sector organisations, and
- ▶ records disposal schedules specific to an NT Government public sector organisation or function.

There are presently five disposal schedules which provide disposal coverage for records common to most or all NT Government public sector organisations –the General Disposal Schedule for Financial Management Records, the General Disposal Schedule for Human Resource Management Records, the General Disposal for Administrative Records, the General Disposal Schedule for Information Management Records and the Disposal Schedule for Records of Short term Value. These can be used by all NT Government public sector organisations to assist with the disposal of administrative records.

Sentencing Records

Sentence records with this records disposal schedule using the following five steps:

- ▶ Determine the appropriate function and activity of the records. This can be done by examining an existing record or when creating a new record.
- ▶ Identify the disposal class.
- ▶ From the disposal action in the class, identify the trigger event and a date when the record can be disposed of, alternately, identify that the record is to be retained permanently as archives.
- ▶ If the trigger event has already occurred (such as action is completed), confirm and implement the disposal action.
- ▶ If the trigger event has not occurred (eg. the record is still in active use), set a review date for the future.

Re-sentencing Records

All records sentenced under superseded Disposal Schedule for System Control Records of the Power and Water Corporation Number 2004/17 are to be re-sentenced using this schedule.

Normal Administrative Practice

Some records and ephemeral documents can be destroyed as a normal administrative practice if they are:

- ▶ duplicate (eg information or reference copy)
- ▶ obviously unimportant (eg telephone message slips)
- ▶ of short term facilitative value (eg compliment slips)
- ▶ a combination of these

The guiding principle is that organisations should be sure that destroying these records will not destroy evidence that might be needed.

Records that have been captured into a recordkeeping system should be destroyed using the disposal schedule for short term value records unless the class of records has been identified in a specific disposal schedule. The reason for destruction of all records must be recorded in full on the relevant control records. Normal administrative practice can be applied to electronic records as well as paper records (eg information on word processing systems where a hard copy has been captured into a recordkeeping system)

Notification of Destruction

Provide formal notification of destruction of all records to the NT Archives Service.

Acknowledgment

The NT Archives Service acknowledges that material produced by National Archives of Australia, State Records Authority of New South Wales and Standards Australia was used in the development of this schedule.

The schedule was drafted principally by the Power and Water Corporation in consultation with the NT Records Service.

This work is copyright. Apart from any use as permitted under the Copyright Act 1968, no part may be reproduced by any process without prior written permission of the NT Archives Service. Requests and enquiries concerning reproduction and rights should be directed to the Director, NT Archives Service. The terms in the business classification scheme are based on the Keyword AAA: A Thesaurus of General Terms (Government of New South Wales, 1998, and are produced under a licence agreement between the NT Archives Service and the State Records Authority of New South Wales.)

COMPLIANCE

Compliance Checklist

- Implement a records disposal program to ensure regular appraisal, sentencing, destruction and transfer of all records
- Assign responsibility for the management and application of regular records disposal action using authorised records disposal schedules, to an appropriately skilled records manager who consults with the NT Records Service
- Familiarise all employees of the organisation with the authorised records disposal schedules relevant to the organisation's records
- Identify and sentence all records described in this schedule in all formats including electronic records and records in business systems, copies of records and parts of records
- Apply this records disposal schedule to records in the organisation's records management systems, including systems for the management of paper records, electronic records, or records in any other format
- Apply this records disposal schedule to records in the organisation's business systems, either directly or by linking the business system to a records management system
- Implement quality assurance mechanisms to periodically check that the disposal class originally assigned at the creation of the records is still applicable at the time of sentencing of the record
- Implement review or quality control procedures in electronic recordkeeping systems to ensure disposal actions are implemented correctly.
- Identify records series that require re-sentencing
- Stop applying sentences from previous schedules that have been revoked or amended
- Retain all records in good order and condition to be available for retrieval during the retention period.
- Identify and update control records so that you can demonstrate what happened to each record, whether paper or electronic
- Select and implement an appropriate and approved strategy for retention of records of continuing value, eg. preservation in original form migration to new systems conversion to long term medium
- Dispose of all records sentenced according to this schedule in all formats including electronic records and records in business systems, copies of records and parts of records
- Transfer records of permanent value to the NT Archives Service not later than 30 years after creation for retention as archives
- Inactive records can be transferred to offsite service providers providing they have been sentenced
- Destroy time expired temporary records in a secure manner that ensures complete deletion/destruction beyond any possible reconstruction
- Notify the NT Archives Service of destruction of all records
- Do not destroy records that are not described in an authorised records disposal schedule unless they are ephemeral documents that are obviously duplicate and/or unimportant

Note: All entries apply to records in an format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified

DISPOSAL SCHEDULE

1. POWER NETWORKS SYSTEM CONTROL

The function of independent system operation for Power and Water and the market operator that controls the operations and monitoring of the power system to ensure the system operates reliably, safely and securely in accordance with a technical code prepared by the system controller and approved by the utilities commission. Includes the issue of directions to electricity entities that are engaged in the operation of the power system, or contribute electricity to, or take electricity from, the power system. The controller has authorisation to the switching off or re – routing generators, call equipment into service, take equipment out of service, commence operation or maintain, increase or reduce active or reactive power output, to shut down or vary operations, shed or restore customer loads.

1.1 AGREEMENTS

The activities associated with the establishment, maintenance, review and negotiation of agreements. Includes formal agreements such as industrial awards and/or exchange of letters between parties, as well as informal agreements.

Class No.	Description of Records	Status and Disposal Action
1.1.1	Records relating to the original signed agreements entered into by the system controller. Includes the terms and conditions of access agreements, developments, negotiation, maintenance and review of agreements for power transmission and power distribution services, service level agreements between the network provider and user, and between the system controller and the network supplier or the network provider.	TEMPORARY Destroy 6 years after agreement expires
1.1.2	Records relating to service level agreements with other internal business units and with external providers such as Optus.	TEMPORARY Destroy 6 years after agreement expires

1. POWER NETWORKS SYSTEM CONTROL

The function of independent system operation for Power and Water and the market operator that controls the operations and monitoring of the power system to ensure the system operates reliably, safely and securely in accordance with a technical code prepared by the system controller and approved by the utilities commission. Includes the issue of directions to electricity entities that are engaged in the operation of the power system, or contribute electricity to, or take electricity from, the power system. The controller has authorisation to the switching off or re – routing generators, call equipment into service, take equipment out of service, commence operation or maintain, increase or reduce active or reactive power output, to shut down or vary operations, shed or restore customer loads.

1.2 COMPLIANCE

The activities associated with complying with, or monitoring compliance with, mandatory or optional accountability, fiscal, legal, regulatory or quality standards or requirements. Includes compliance with legislation and with national and international standards, such as the ISO9000 series.

Class No.	Description of Records	Status and Disposal Action
1.2.1	<p>Records relating to the system control compliance with mandatory or optional standards, legislation and with national and international standards ISO 9000 series for quality assurance for power transmission and distribution.</p> <p>Includes customer connections, incidents, investigations, advice, audits, monitoring defects, reports and interpretation of regulations and system control technical code.</p>	<p>PERMANENT</p> <p>Transfer to NT Archives Service 6 years after action completed</p>
1.2.2	<p>Records relating to breaches of non-compliance or failure to meet compliance requirements. Monitoring and audit of serious breaches, recommendations for investigation, outcomes and reporting actions for serious breaches.</p> <p>Includes legislation requirements, cross subsidy occurrence, failing to comply with codes, advancing credit, engaging in discriminatory arrangements, use of market power to damage competitor, interference with customer account, non compliance with ring-fencing code and privacy requirements.</p>	<p>PERMANENT</p> <p>Transfer to the NT Archives Service 6 years after action completed</p>
1.2.3	<p>Copies of audits conducted by the Utilities Commission for reporting requirements and reference.</p>	<p>TEMPORARY</p> <p>Destroy 2 years after action completed</p>

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The function of independent system operation for Power and Water and the market operator that controls the operations and monitoring of the power system to ensure the system operates reliably, safely and securely in accordance with a technical code prepared by the system controller and approved by the utilities commission. Includes the issue of directions to electricity entities that are engaged in the operation of the power system, or contribute electricity to, or take electricity from, the power system. The controller has authorisation to the switching off or re – routing generators, call equipment into service, take equipment out of service, commence operation or maintain, increase or reduce active or reactive power output, to shut down or vary operations, shed or restore customer loads.

1.3 CONFERENCES

The activities associated with arranging or attending conferences held either by the organisation or by other organisations. Includes registrations, publicity and reports of participants etc.

Class No.	Description of Records	Status and Disposal Action
1.3.1	Records relating to master copies of proceedings of conferences organised and convened by power networks system control involving the community, including papers prepared and presented by staff. Includes workshops and seminars.	PERMANENT Transfer to NT Archives Service 6 years after action completed
1.3.2	Records relating to attendance at conferences organised by the power network, including catering, draft programs, proceedings, publicity, speakers, travel arrangements, topics and venues	TEMPORARY Destroy 6 years after action completed

1 POWER NETWORKS SYSTEM CONTROL

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1.4 CONTROL

The activities associated with creating, maintaining and evaluating control mechanisms.

Class No.	Description of Records	Status and Disposal Action
1.4.1	Records relating to recording details and information in relations to the organisations' control mechanisms. Includes log books recording details of faults, customer complaints, customer connections and instructions to workers.	TEMPORARY Destroy 7 years after action completed
1.4.2	Tapes recording conversations with clients and contract staff where an incident as occurred and the tape has to be maintained for investigation and possible legal action.	TEMPORARY Destroy 7 years after investigation or legal action completed

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The function of independent system operation for Power and Water and the market operator that controls the operations and monitoring of the power system to ensure the system operates reliably, safely and securely in accordance with a technical code prepared by the system controller and approved by the utilities commission. Includes the issue of directions to electricity entities that are engaged in the operation of the power system, or contribute electricity to, or take electricity from, the power system. The controller has authorisation to the switching off or re – routing generators, call equipment into service, take equipment out of service, commence operation or maintain, increase or reduce active or reactive power output, to shut down or vary operations, shed or restore customer loads.

1.5 INVESTIGATIONS

The acts and processes involved in ascertaining facts by inquiry or examination.

Class No.	Description of Records	Status and Disposal Action
1.5.1	Records relating to investigations into financial, regulatory, standards or complaints where discrepancies have occurred regarding non-compliance for power networks system control where legal implications have been identified	PERMANENT Transfer to NT Archives Service 6 years after action completed

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1. POWER NETWORKS SYSTEM CONTROL

The function of independent system operation for Power and Water and the market operator that controls the operations and monitoring of the power system to ensure the system operates reliably, safely and securely in accordance with a technical code prepared by the system controller and approved by the utilities commission. Includes the issue of directions to electricity entities that are engaged in the operation of the power system, or contribute electricity to, or take electricity from, the power system. The controller has authorisation to the switching off or re – routing generators, call equipment into service, take equipment out of service, commence operation or maintain, increase or reduce active or reactive power output, to shut down or vary operations, shed or restore customer loads.

1.6 PLANNING

The activities associated with the process of formulating ways in which objectives can be achieved. Includes determination of services and solutions of those needs.

Class No.	Description of Records	Status and Disposal Action
1.6.1	Records relating to final versions of system and control disaster plan. Includes vital records and contingency plans.	PERMANENT Transfer to NT Archives Service 6 years plan superseded
1.6.2	Copies of disaster, recovery and contingency plans.	TEMPORARY Destroy when reference ceases

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The function of independent system operation for Power and Water and the market operator that controls the operations and monitoring of the power system to ensure the system operates reliably, safely and securely in accordance with a technical code prepared by the system controller and approved by the utilities commission. Includes the issue of directions to electricity entities that are engaged in the operation of the power system, or contribute electricity to, or take electricity from, the power system. The controller has authorisation to the switching off or re – routing generators, call equipment into service, take equipment out of service, commence operation or maintain, increase or reduce active or reactive power output, to shut down or vary operations, shed or restore customer loads.

1.7 POLICY

The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making, as the basis from which the organisation's operating procedures are determined.

Class No.	Description of Records	Status and Disposal Action
1.7.1	Records relating to the formation of power networks system control policy statements and policy standards on functional activities, strategic planning and management issues. Includes consultation papers, drafts, policy proposals, research papers, and master copies of policies and master set of comments received within the corporation.	PERMANENT Transfer to NT Archives Service 6 years after policy superseded
1.7.2	Records relating to comments from other business units policy or whole of government policy. Includes requests for comments	TEMPORARY Destroy 6 years after action completed
1.7.3	Duplicate copies of power networks system control operations policy documents.	TEMPORARY Destroy when reference ceases

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1. POWER NETWORKS SYSTEM CONTROL

The function of independent system operation for Power and Water and the market operator that controls the operations and monitoring of the power system to ensure the system operates reliably, safely and securely in accordance with a technical code prepared by the system controller and approved by the utilities commission. Includes the issue of directions to electricity entities that are engaged in the operation of the power system, or contribute electricity to, or take electricity from, the power system. The controller has authorisation to the switching off or re – routing generators, call equipment into service, take equipment out of service, commence operation or maintain, increase or reduce active or reactive power output, to shut down or vary operations, shed or restore customer loads.

1.8 PROCEDURES

Standard methods of operating laid down by an organisation according to formulated policy

Class No.	Description of Records	Status and Disposal Action
1.8.1	Master technical operating manuals for system control.	PERMANENT Transfer to NT Archives Service 6 years after procedure superseded
1.8.2	Records relating to the development and implementation of procedures and guidelines associated with power networks system control strategic function. Including copies of procedure manuals	TEMPORARY Destroy 6 years after action completed
1.8.3	Duplicate copies of procedure manuals for system control.	TEMPORARY Destroy when reference ceases.

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1. POWER NETWORKS SYSTEM CONTROL

The function of independent system operation for Power and Water and the market operator that controls the operations and monitoring of the power system to ensure the system operates reliably, safely and securely in accordance with a technical code prepared by the system controller and approved by the utilities commission. Includes the issue of directions to electricity entities that are engaged in the operation of the power system, or contribute electricity to, or take electricity from, the power system. The controller has authorisation to the switching off or re – routing generators, call equipment into service, take equipment out of service, commence operation or maintain, increase or reduce active or reactive power output, to shut down or vary operations, shed or restore customer loads.

1.9 REPORTING

The activities associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements or finding of the results of the examination or investigation. Includes agenda, briefing, business, discussion papers, proposals, reports, reviews and returns.

Class No.	Description of Records	Status and Disposal Action
1.9.1	Final versions of reports submitted by system control relating to functional activities. Includes monthly briefing and discussion papers, major drafts, returns and reviews, annual and quarterly reports to utilities commission and market participants as a legislative requirement also includes power system review (10 year annual rolling review)	TEMPORARY Destroy 20 years after action completed
1.9.2	Records relating to periodic reports on a specific project or supply a summary of information on all current projects (including monthly reports). Includes briefings, discussion papers, comments received in relation to the report, drafts, returns and reviews.	TEMPORARY Destroy 6 years after action completed

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The function of independent system operation for Power and Water and the market operator that controls the operations and monitoring of the power system to ensure the system operates reliably, safely and securely in accordance with a technical code prepared by the system controller and approved by the utilities commission. Includes the issue of directions to electricity entities that are engaged in the operation of the power system, or contribute electricity to, or take electricity from, the power system. The controller has authorisation to the switching off or re – routing generators, call equipment into service, take equipment out of service, commence operation or maintain, increase or reduce active or reactive power output, to shut down or vary operations, shed or restore customer loads.

1.10 RISK MANAGEMENT

The process involving the identification of risks and the implementation of appropriate practices and procedures which will address the impact from an incident.

Class No.	Description of Records	Status and Disposal Action
1.10.1	Records documenting risk assessments performed by power networks system control for planned outages. Includes contingency and management plans for outages.	TEMPORARY Destroy 7 years after risk assessment

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1.11 SECURITY

The activities associated with the steps taken to protect people, premises, equipment, and collections of information from accidental or intentional damage or unauthorised access.

Includes processes such as the security classification of personnel, allocation of user identification and passwords as well as criminal record history checks.

Class No.	Description of Records	Status and Disposal Action
1.11.1	Records relating to the management of security access to system control. Includes power system access, clearances, passes, identification and authorisation.	TEMPORARY Destroy 6 years after action completed

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1. POWER NETWORKS SYSTEM CONTROL

The function of independent system operation for Power and Water and the market operator that controls the operations and monitoring of the power system to ensure the system operates reliably, safely and securely in accordance with a technical code prepared by the system controller and approved by the utilities commission. Includes the issue of directions to electricity entities that are engaged in the operation of the power system, or contribute electricity to, or take electricity from, the power system. The controller has authorisation to the switching off or re – routing generators, call equipment into service, take equipment out of service, commence operation or maintain, increase or reduce active or reactive power output, to shut down or vary operations, shed or restore customer loads.

1.12 STANDARDS

The activity of developing and reviewing industry or organisational benchmarks to improve and enhance the organisations process and/or services.

Class No.	Description of Records	Status and Disposal Action
1.12.1	Records relating to the development and implementation of system control standards to improve the quality and efficiency of power network functions, programs and activities. Includes system control technical code for all market participants	PERMANENT Transfer to NT Archives Service 6 years after action completed
1.12.2	Copies of standards held for reference.	TEMPORARY Destroy when reference ceases

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1. POWER NETWORKS SYSTEM CONTROL

The function of independent system operation for Power and Water and the market operator that controls the operations and monitoring of the power system to ensure the system operates reliably, safely and securely in accordance with a technical code prepared by the system controller and approved by the utilities commission. Includes the issue of directions to electricity entities that are engaged in the operation of the power system, or contribute electricity to, or take electricity from, the power system. The controller has authorisation to the switching off or re – routing generators, call equipment into service, take equipment out of service, commence operation or maintain, increase or reduce active or reactive power output, to shut down or vary operations, shed or restore customer loads.

1.13 TRAINING

The activities associated with all aspects of training.

Class No.	Description of Records	Status and Disposal Action
1.13.1	<p>Records relating to training attended by staff or tradesman in the industry where training is provided by power network or accredited external service provider for recognition of accreditation.</p> <p>Includes details of facilitators, courses, seminars, and authorisation certificates, competencies for staff and authorisations for contractors, presentation materials, handouts and manuals.</p>	<p>TEMPORARY</p> <p>Destroy 6 years after action completed</p>

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