

RECORDS DISPOSAL SCHEDULE
Pastoral Land Regulation

**DEPARTMENT OF INFRASTRUCTURE,
PLANNING & ENVIRONMENT**
Pastoral Land Board

JANUARY 2004
Disposal Schedule No 2004/3

JANUARY 2004

For information and advice, please contact:

Records and Information Services
Department of Infrastructure, Planning and Environment
GPO Box 2520
DARWIN NT 0801

Telephone: (08) 8924 7658
Facsimile: (08) 8924 7212
Website: <http://www.nt.gov.au/divisions/strategicbusiness/infosystems/records/>

Or

Records Policy Unit
NT Archives Service
GPO Box 874
Darwin NT 0801

Telephone: (08) 8924 7677
Facsimile: (08) 8924 7660
Website: <http://www.nt.gov.au/dcis/nta/>

TABLE OF CONTENTS

About This Disposal Schedule.....	1
Purpose.....	1
Scope	1
Regulatory Framework.....	1
Related Documents	1
Responsibility	1
Authority	1
Explanation	1
NT Government Disposal Schedules....	2
Sentencing Records.....	2
Normal Administrative Practice	3
Notification of Destruction	3
Acknowledgment.....	3
Compliance	5
Compliance Checklist	5
1. Pastoral Land Regulation	7
1.1 Advice.....	7
1.2 Authorisation	10
1.3 Committees	12
1.4 Condition Monitoring	14
1.5 Control.....	15
1.6 Investigation	16
1.7 Policy.....	17
1.8 Procedures	18
1.9 Reporting.....	19



JANUARY 2004

ABOUT THIS DISPOSAL SCHEDULE

PURPOSE

The purpose of this Disposal Schedule, is to enable regular, planned and authorised disposal of records of the Department of Infrastructure, Planning and Environment.

SCOPE

Application of this Disposal Schedule is mandatory for records of Department of Infrastructure, Planning and Environment relating to the function of Pastoral Land Regulation performed by the Pastoral Land Board.

This Disposal Schedule applies to all Pastoral Land Regulation records in all formats, including electronic records and records in business systems, copies of records and parts of records

REGULATORY FRAMEWORK

The regulatory basis for this Disposal Schedule is defined in:

- ▶ Pastoral Land Act
- ▶ Australian Standard 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 Department of Infrastructure, Planning and Environment
- ▶ current authorised disposal schedules for administrative records of the NT Government
- ▶ NT Archives Service Guidelines on Normal Administrative Practice for Records Disposal

RESPONSIBILITY

The Department of Infrastructure, Planning and Environment is responsible for the content and implementation of this Disposal Schedule.

AUTHORITY

This Disposal Schedule was approved by the Director of the NT Archives Service and the Chief Executive January 2004 and is effective immediately.

EXPLANATION

This schedule has been developed using the methodologies of the Australian Standard AS 4390–1996, Records Management. The functional structure is 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



JANUARY 2004

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

SENTENCING RECORDS

- ▶ Records should be sentenced 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

JANUARY 2004

a review date for the future.

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 not be destroyed as normal administrative practice unless the class of records has been identified in a disposal schedule and reason for their destruction is 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

Formal notification of destruction of all records should be provided to NT Archives Service.

ACKNOWLEDGMENT

The Department of Infrastructure, Planning and Environment wishes to acknowledge the use of material produced by National Archives of Australia, and Standards Australia in the development of this schedule.

This schedule was drafted principally by the Department of Infrastructure, Planning and Environment who drafted the schedule in consultation with the Pastoral Land Board and the NT Archives 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 and Department of Infrastructure, Planning and Environment. Requests and enquiries concerning reproduction and rights should be directed to the Director, NT Archives Service or the Department of Infrastructure, Planning and Environment. 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 Services, on behalf of the Northern Territory Government and the State Records



DISPOSAL SCHEDULE FOR RECORDS OF THE DEPARTMENT OF INFRASTRUCTURE, PLANNING AND ENVIRONMENT— PASTORAL LAND REGULATION

JANUARY 2004

Authority of New South Wales.)

JANUARY 2004

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 Archives 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.
- ▶ 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 NT Government approved offsite



JANUARY 2004

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 records that are obviously duplicate and/or unimportant

1. PASTORAL LAND REGULATION

The functions of the Pastoral Land Board include:

- ▶ assessment of applications for the subdivision or consolidation of pastoral land and make recommendations to the Minister in relation to the Pastoral Land Act;
- ▶ to plan, establish, operate and maintain systems for monitoring the condition and use of pastoral land on a District or other basis;
- ▶ assess the suitability of proposed new pastoral leases over vacant Crown land;
- ▶ direct the preparation and monitor the implementation of remedial plans;
- ▶ monitor, supervise or cause to be carried out work in relation to the rectification of degradation or other damage to pastoral land;
- ▶ monitor the numbers and effect of stock and feral and other animals on pastoral land;
- ▶ monitor and administer the conditions to which pastoral leases are subject;
- ▶ make recommendations to the Minister on any matter relating to the administration of this Act;
- ▶ hear and determine all questions, and consider and make recommendations on all matters, referred to it by the Minister; and
- ▶ such other functions as are imposed on it by or under this or any other Act or as directed by the Minister.

1.1 Advice

The activities associated with offering opinions by or to the organisation as to an action or judgement. Includes the process of advising.

Class No.	Description of Records	Status and Disposal Action
1.1.1	Records relating to recommendations made to the Minister regarding applications to divide land subject to a pastoral lease into two or more leases.	PERMANENT Transfer to NT Archives Service 10 years after action completed
1.1.2	Records relating to recommendations made to the Minister regarding applications to surrender a term pastoral lease in exchange for a perpetual pastoral lease.	PERMANENT Transfer to NT Archives Service 10 years after action completed
1.1.3	Records relating to recommendations made to the Minister regarding applications to consolidate adjoining pastoral land subject to pastoral lease to a single pastoral lease.	PERMANENT Transfer to NT Archives Service 10 years after action completed
1.1.4	Records relating to opinions given by the board to the Minister regarding a variation of a reservation, condition or provision of a pastoral lease. Includes a copy of the proposed variation and submissions.	PERMANENT Transfer to NT Archives Service 4 years after action completed

Note: All entries apply to records in any 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.

1. PASTORAL LAND REGULATION

The functions of the Pastoral Land Board include:

- ▶ assessment of applications for the subdivision or consolidation of pastoral land and make recommendations to the Minister in relation to the Pastoral Land Act;
- ▶ to plan, establish, operate and maintain systems for monitoring the condition and use of pastoral land on a District or other basis;
- ▶ assess the suitability of proposed new pastoral leases over vacant Crown land;
- ▶ direct the preparation and monitor the implementation of remedial plans;
- ▶ monitor, supervise or cause to be carried out work in relation to the rectification of degradation or other damage to pastoral land;
- ▶ monitor the numbers and effect of stock and feral and other animals on pastoral land;
- ▶ monitor and administer the conditions to which pastoral leases are subject;
- ▶ make recommendations to the Minister on any matter relating to the administration of this Act;
- ▶ hear and determine all questions, and consider and make recommendations on all matters, referred to it by the Minister; and
- ▶ such other functions as are imposed on it by or under this or any other Act or as directed by the Minister.

1.1 Advice

The activities associated with offering opinions by or to the organisation as to an action or judgement. Includes the process of advising.

Class No.	Description of Records	Status and Disposal Action
1.1.5	Records relating to advice and recommendations given to the Minister regarding applications received for the leasing of uneconomic areas of crown land, where two or more applications are received.	PERMANENT Transfer to NT Archives Service 4 years after action completed
1.1.6	Records relating to advice and recommendations made to the Minister regarding applications for consent to transfer pastoral lease, or to sublease or sub-let land that is subject to a pastoral lease.	PERMANENT Transfer to NT Archives Service 4 years after action completed
1.1.7	Records relating to advice and recommendations made to the Minister to divide the Territory into pastoral districts.	PERMANENT Transfer to NT Archives Service 4 years after action completed

Note: All entries apply to records in any 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.

1. PASTORAL LAND REGULATION

The functions of the Pastoral Land Board include:

- ▶ assessment of applications for the subdivision or consolidation of pastoral land and make recommendations to the Minister in relation to the Pastoral Land Act;
- ▶ to plan, establish, operate and maintain systems for monitoring the condition and use of pastoral land on a District or other basis;
- ▶ assess the suitability of proposed new pastoral leases over vacant Crown land;
- ▶ direct the preparation and monitor the implementation of remedial plans;
- ▶ monitor, supervise or cause to be carried out work in relation to the rectification of degradation or other damage to pastoral land;
- ▶ monitor the numbers and effect of stock and feral and other animals on pastoral land;
- ▶ monitor and administer the conditions to which pastoral leases are subject;
- ▶ make recommendations to the Minister on any matter relating to the administration of this Act;
- ▶ hear and determine all questions, and consider and make recommendations on all matters, referred to it by the Minister; and
- ▶ such other functions as are imposed on it by or under this or any other Act or as directed by the Minister.

1.1 Advice

The activities associated with offering opinions by or to the organisation as to an action or judgement. Includes the process of advising.

Class No.	Description of Records	Status and Disposal Action
	Use PASTORAL LAND REGULATION – ADVICE for the activities associated with giving advice or opinions in relation to the functions of the Pastoral Land Board.	

Note: All entries apply to records in any 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.

1. PASTORAL LAND REGULATION

The functions of the Pastoral Land Board include:

- ▶ assessment of applications for the subdivision or consolidation of pastoral land and make recommendations to the Minister in relation to the Pastoral Land Act;
- ▶ to plan, establish, operate and maintain systems for monitoring the condition and use of pastoral land on a District or other basis;
- ▶ assess the suitability of proposed new pastoral leases over vacant Crown land;
- ▶ direct the preparation and monitor the implementation of remedial plans;
- ▶ monitor, supervise or cause to be carried out work in relation to the rectification of degradation or other damage to pastoral land;
- ▶ monitor the numbers and effect of stock and feral and other animals on pastoral land;
- ▶ monitor and administer the conditions to which pastoral leases are subject;
- ▶ make recommendations to the Minister on any matter relating to the administration of this Act;
- ▶ hear and determine all questions, and consider and make recommendations on all matters, referred to it by the Minister; and
- ▶ such other functions as are imposed on it by or under this or any other Act or as directed by the Minister.

1.2 Authorisation

The process of seeking and granting permission to undertake requested action.

Class No.	Description of Records	Status and Disposal Action
1.2.1	Records relating to authorisation by the Board on applications to clear land subject to a pastoral lease.	PERMANENT Transfer to NT Archives Service 10 years after action completed
1.2.2	Records relating to authorisation granted by the board for applications to use pastoral land for non-pastoral use.	PERMANENT Transfer to NT Archives Service 10 years after action completed
1.2.3	Records relating to rejected applications for non-pastoral use of pastoral land. Includes the original application, details of the proposal and supporting documentation.	PERMANENT Transfer to NT Archives Service 4 years after action completed
1.2.4	Records relating to the authorisation or endorsement of voluntary management plans or remedial plans to rehabilitate or minimise degradation or damage to pastoral land.	PERMANENT Transfer to NT Archives Service 10 years after action completed

Note: All entries apply to records in any 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.

1. PASTORAL LAND REGULATION

The functions of the Pastoral Land Board include:

- ▶ assessment of applications for the subdivision or consolidation of pastoral land and make recommendations to the Minister in relation to the Pastoral Land Act;
- ▶ to plan, establish, operate and maintain systems for monitoring the condition and use of pastoral land on a District or other basis;
- ▶ assess the suitability of proposed new pastoral leases over vacant Crown land;
- ▶ direct the preparation and monitor the implementation of remedial plans;
- ▶ monitor, supervise or cause to be carried out work in relation to the rectification of degradation or other damage to pastoral land;
- ▶ monitor the numbers and effect of stock and feral and other animals on pastoral land;
- ▶ monitor and administer the conditions to which pastoral leases are subject;
- ▶ make recommendations to the Minister on any matter relating to the administration of this Act;
- ▶ hear and determine all questions, and consider and make recommendations on all matters, referred to it by the Minister; and
- ▶ such other functions as are imposed on it by or under this or any other Act or as directed by the Minister.

1.2 Authorisation

The process of seeking and granting permission to undertake requested action.

Class No.	Description of Records	Status and Disposal Action
1.2.5	Records relating to the authorisation of opening and closure of public access routes to water on pastoral land subject to a lease. Includes written notices and supporting documentation.	PERMANENT Transfer to NT Archives Service 10 years after action completed

Use PASTORAL LAND REGULATION – AUTHORISATION for the activities associated with the authorising of activities regarding pastoral land.

Note: All entries apply to records in any 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.

1. PASTORAL LAND REGULATION

The functions of the Pastoral Land Board include:

- ▶ assessment of applications for the subdivision or consolidation of pastoral land and make recommendations to the Minister in relation to the Pastoral Land Act;
- ▶ to plan, establish, operate and maintain systems for monitoring the condition and use of pastoral land on a District or other basis;
- ▶ assess the suitability of proposed new pastoral leases over vacant Crown land;
- ▶ direct the preparation and monitor the implementation of remedial plans;
- ▶ monitor, supervise or cause to be carried out work in relation to the rectification of degradation or other damage to pastoral land;
- ▶ monitor the numbers and effect of stock and feral and other animals on pastoral land;
- ▶ monitor and administer the conditions to which pastoral leases are subject;
- ▶ make recommendations to the Minister on any matter relating to the administration of this Act;
- ▶ hear and determine all questions, and consider and make recommendations on all matters, referred to it by the Minister; and
- ▶ such other functions as are imposed on it by or under this or any other Act or as directed by the Minister.

1.3 Committees

The activities associated with the management of committees, boards and task forces (internal and external, private, local, state, Commonwealth etc.). Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes, reports, agendas etc.

Class No.	Description of Records	Status and Disposal Action
1.3.1	Records relating to the establishment of the Pastoral Land Board, appointments by the Minister, resignations and dismissal of members or the chairman.	PERMANENT Transfer to NT Archives Service 4 years after action completed.
1.3.2	Records relating to meetings convened to exercise the board's powers and the performance of its functions. Includes agenda, attendance, briefing and discussion papers and minutes.	PERMANENT Transfer to NT Archives Service 10 years after action completed.
1.3.3	Records relating to the administration of the Pastoral Land Board. Including travel arrangements, organisation of venue, distribution lists, invitations to attend.	TEMPORARY Destroy 2 years after action completed.

Note: All entries apply to records in any 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.

1. PASTORAL LAND REGULATION

The functions of the Pastoral Land Board include:

- ▶ assessment of applications for the subdivision or consolidation of pastoral land and make recommendations to the Minister in relation to the Pastoral Land Act;
- ▶ to plan, establish, operate and maintain systems for monitoring the condition and use of pastoral land on a District or other basis;
- ▶ assess the suitability of proposed new pastoral leases over vacant Crown land;
- ▶ direct the preparation and monitor the implementation of remedial plans;
- ▶ monitor, supervise or cause to be carried out work in relation to the rectification of degradation or other damage to pastoral land;
- ▶ monitor the numbers and effect of stock and feral and other animals on pastoral land;
- ▶ monitor and administer the conditions to which pastoral leases are subject;
- ▶ make recommendations to the Minister on any matter relating to the administration of this Act;
- ▶ hear and determine all questions, and consider and make recommendations on all matters, referred to it by the Minister; and
- ▶ such other functions as are imposed on it by or under this or any other Act or as directed by the Minister.

1.3 Committees

The activities associated with the management of committees, boards and task forces (internal and external, private, local, state, Commonwealth etc.). Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes, reports, agendas etc.

Class No.	Description of Records	Status and Disposal Action
	Use PASTORAL LAND REGULATION – COMMITTEES for the activities associated with the management and administration of the Pastoral Land Board.	

Note: All entries apply to records in any 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.

1. PASTORAL LAND REGULATION

The functions of the Pastoral Land Board include:

- ▶ assessment of applications for the subdivision or consolidation of pastoral land and make recommendations to the Minister in relation to the Pastoral Land Act;
- ▶ to plan, establish, operate and maintain systems for monitoring the condition and use of pastoral land on a District or other basis;
- ▶ assess the suitability of proposed new pastoral leases over vacant Crown land;
- ▶ direct the preparation and monitor the implementation of remedial plans;
- ▶ monitor, supervise or cause to be carried out work in relation to the rectification of degradation or other damage to pastoral land;
- ▶ monitor the numbers and effect of stock and feral and other animals on pastoral land;
- ▶ monitor and administer the conditions to which pastoral leases are subject;
- ▶ make recommendations to the Minister on any matter relating to the administration of this Act;
- ▶ hear and determine all questions, and consider and make recommendations on all matters, referred to it by the Minister; and
- ▶ such other functions as are imposed on it by or under this or any other Act or as directed by the Minister.

1.4 Condition Monitoring

The activities involved with the acquisition of data required to determine the condition of land and water resources as a natural resource. Also includes monitoring degradation or damage on pastoral land.

Class No.	Description of Records	Status and Disposal Action
1.4.1	Records relating to the monitoring of pastoral land for degradation or damage. Includes authorised entry notices served on the lessee and remedial plan endorsed by the Board.	PERMANENT Transfer to NT Archives Service 10 years after action completed
1.4.2	Database containing records of pastoral land monitoring programs. Includes details of the pastoral area, lease and other comments.	PERMANENT Retain with the Board
1.4.3	Records relating to the establishment of reference areas to monitor and evaluate the effects of grazing stock on pastoral land. Includes the lessee's submissions and notices published in the gazette.	PERMANENT Transfer to NT Archives Service 10 years after action completed

Use: PASTORAL LAND REGULATION –
CONDITION MONITORING for the monitoring of
the condition on pastoral land

Note: All entries apply to records in any 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.

1. PASTORAL LAND REGULATION

The functions of the Pastoral Land Board include:

- ▶ assessment of applications for the subdivision or consolidation of pastoral land and make recommendations to the Minister in relation to the Pastoral Land Act;
- ▶ to plan, establish, operate and maintain systems for monitoring the condition and use of pastoral land on a District or other basis;
- ▶ assess the suitability of proposed new pastoral leases over vacant Crown land;
- ▶ direct the preparation and monitor the implementation of remedial plans;
- ▶ monitor, supervise or cause to be carried out work in relation to the rectification of degradation or other damage to pastoral land;
- ▶ monitor the numbers and effect of stock and feral and other animals on pastoral land;
- ▶ monitor and administer the conditions to which pastoral leases are subject;
- ▶ make recommendations to the Minister on any matter relating to the administration of this Act;
- ▶ hear and determine all questions, and consider and make recommendations on all matters, referred to it by the Minister; and
- ▶ such other functions as are imposed on it by or under this or any other Act or as directed by the Minister.

1.5 Control

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

Class No.	Description of Records	Status and Disposal Action
1.5.1	Records relating to the control of feral animals on land subject to a pastoral lease. Includes written notice to the lessee to comply with the directions of the Board.	PERMANENT Transfer to NT Archives Service 4 years after action completed
1.5.2	Register of all approved applications to clear pastoral land. Includes details of the year, property, lease number, date applied, date approved, area it refers, purpose of clearing and comments.	PERMANENT Retain with the Board
1.5.3	Register of all approved applications for non-pastoral use of pastoral land. Includes details of the date, applicant, lease details, file reference number and a copy of the Board's determinations.	PERMANENT Retain with the Board
	Use PASTORAL LAND REGULATION – CONTROL for the Pastoral Land Board's approval to clear pastoral land and for non-pastoral use on pastoral land	

Note: All entries apply to records in any 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.

1. PASTORAL LAND REGULATION

The functions of the Pastoral Land Board include:

- ▶ assessment of applications for the subdivision or consolidation of pastoral land and make recommendations to the Minister in relation to the Pastoral Land Act;
- ▶ to plan, establish, operate and maintain systems for monitoring the condition and use of pastoral land on a District or other basis;
- ▶ assess the suitability of proposed new pastoral leases over vacant Crown land;
- ▶ direct the preparation and monitor the implementation of remedial plans;
- ▶ monitor, supervise or cause to be carried out work in relation to the rectification of degradation or other damage to pastoral land;
- ▶ monitor the numbers and effect of stock and feral and other animals on pastoral land;
- ▶ monitor and administer the conditions to which pastoral leases are subject;
- ▶ make recommendations to the Minister on any matter relating to the administration of this Act;
- ▶ hear and determine all questions, and consider and make recommendations on all matters, referred to it by the Minister; and
- ▶ such other functions as are imposed on it by or under this or any other Act or as directed by the Minister.

1.6 Investigation

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

Class No.	Description of Records	Status and Disposal Action
1.6.1	Records relating to investigations conducted by the Board for non-compliance with a pastoral lease. Includes advice and recommendations made by the Board to the Minister.	PERMANENT Transfer to NT Archives Service 4 years after action completed

Use PASTORAL LAND REGULATION – INVESTIGATION for investigations conducted into non-compliance of a pastoral lease.

Note: All entries apply to records in any 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.

1. PASTORAL LAND REGULATION

The functions of the Pastoral Land Board include:

- ▶ assessment of applications for the subdivision or consolidation of pastoral land and make recommendations to the Minister in relation to the Pastoral Land Act;
- ▶ to plan, establish, operate and maintain systems for monitoring the condition and use of pastoral land on a District or other basis;
- ▶ assess the suitability of proposed new pastoral leases over vacant Crown land;
- ▶ direct the preparation and monitor the implementation of remedial plans;
- ▶ monitor, supervise or cause to be carried out work in relation to the rectification of degradation or other damage to pastoral land;
- ▶ monitor the numbers and effect of stock and feral and other animals on pastoral land;
- ▶ monitor and administer the conditions to which pastoral leases are subject;
- ▶ make recommendations to the Minister on any matter relating to the administration of this Act;
- ▶ hear and determine all questions, and consider and make recommendations on all matters, referred to it by the Minister; and
- ▶ such other functions as are imposed on it by or under this or any other Act or as directed by the Minister.

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 policies developed in relation to the Pastoral Land Regulation function. Includes documents relating to the formulation of policies.	PERMANENT Transfer to NT Archives Service 10 Years after policy is superseded
1.7.2	Records relating to guidelines in respect of the use of pastoral land, and monitoring. Includes guidelines for clearing and the control of declared feral animals.	PERMANENT Transfer to NT Archives Service 4 years after closure.
1.7.3	Duplicate copies of policy documents in relation to Pastoral Land Regulation	TEMPORARY Destroy when reference ceases

Use PASTORAL LAND REGULATION – POLICY for the activities associated with developing policies for the Pastoral Land Board to exercise its powers and functions.

Note: All entries apply to records in any 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.

1. PASTORAL LAND REGULATION

The functions of the Pastoral Land Board include:

- ▶ assessment of applications for the subdivision or consolidation of pastoral land and make recommendations to the Minister in relation to the Pastoral Land Act;
- ▶ to plan, establish, operate and maintain systems for monitoring the condition and use of pastoral land on a District or other basis;
- ▶ assess the suitability of proposed new pastoral leases over vacant Crown land;
- ▶ direct the preparation and monitor the implementation of remedial plans;
- ▶ monitor, supervise or cause to be carried out work in relation to the rectification of degradation or other damage to pastoral land;
- ▶ monitor the numbers and effect of stock and feral and other animals on pastoral land;
- ▶ monitor and administer the conditions to which pastoral leases are subject;
- ▶ make recommendations to the Minister on any matter relating to the administration of this Act;
- ▶ hear and determine all questions, and consider and make recommendations on all matters, referred to it by the Minister; and
- ▶ such other functions as are imposed on it by or under this or any other Act or as directed by the Minister.

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 set of procedures and guidelines developed for the operations and functions of the board.	PERMANENT Transfer to the NT Archives Service 4 years after action completed.
1.8.2	Copies of operating procedures and guidelines including manuals, handbooks and directives.	TEMPORARY Destroy once references ceases.

Use PASTORAL LAND REGULATION – PROCEDURES for the development and implementation of procedures for the Pastoral Land Board.

Note: All entries apply to records in any 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.

1. PASTORAL LAND REGULATION

The functions of the Pastoral Land Board include:

- ▶ assessment of applications for the subdivision or consolidation of pastoral land and make recommendations to the Minister in relation to the Pastoral Land Act;
- ▶ to plan, establish, operate and maintain systems for monitoring the condition and use of pastoral land on a District or other basis;
- ▶ assess the suitability of proposed new pastoral leases over vacant Crown land;
- ▶ direct the preparation and monitor the implementation of remedial plans;
- ▶ monitor, supervise or cause to be carried out work in relation to the rectification of degradation or other damage to pastoral land;
- ▶ monitor the numbers and effect of stock and feral and other animals on pastoral land;
- ▶ monitor and administer the conditions to which pastoral leases are subject;
- ▶ make recommendations to the Minister on any matter relating to the administration of this Act;
- ▶ hear and determine all questions, and consider and make recommendations on all matters, referred to it by the Minister; and
- ▶ such other functions as are imposed on it by or under this or any other Act or as directed by the Minister.

1.9 Reporting

The processes 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 findings 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	Records relating to formal reports submitted in regards to the operations of the Board (eg Annual Report) and records relating to such reports, except for reports to the Minister. Includes briefing and discussion papers, comments received and major drafts.	PERMANENT Transfer to NT Archives Service 4 years after action completed (one copy of the Annual Report to be submitted to NT Library)
1.9.2	Records relating to reports made by the Board to the Minister to address pastoral land issues, or the operations of the Board.	PERMANENT Transfer to NT Archives Service 4 years after action completed

Use PASTORAL LAND REGULATION – REPORTING for the activities relating to the reporting of the functions of the Pastoral Land Board.

Note: All entries apply to records in any 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.



Northern Territory Government

Department of Infrastructure, Planning and Environment