



Records disposal schedule

Records Disposal Schedule Darwin Waterfront Precinct Management Darwin Waterfront Corporation Department of Tourism and Culture

Disposal Schedule No. 2018/12

December 2018

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Preamble

Introduction

The *Information Act* states that public sector organisations must safeguard their records and must not delete or otherwise dispose of a record unless authorised to do so¹. Disposal of records is permitted through the use of records disposal schedules and enable regular, planned and authorised disposal of records controlled by an agency.

Records retention decisions are based on:

- the current and future business needs of the organisation
- compliance with legal and governance requirements of the organisation
- the current and future needs of internal and external stakeholders, including the wider community.

Records disposal schedules provide continuing authorisation for the legal disposal of records and are authorised by the records service, archives service and chief executive officer of the public sector organisation responsible for the schedule.

Records disposal schedules apply to records created and maintained in any format, including electronic records, records in business systems, and parts of records.

In the Northern Territory government there are two types of records disposal schedules:

- General records disposal schedules that apply to records common to most or all NT Government public sector organisations (http://www.nretas.nt.gov.au/knowledge-and-history/ntas/records/records_disposal), and
- Functional records disposal schedules that apply to records specific to an NT Government public sector organisation or function.

Functional records disposal schedules should be used in conjunction with general records disposal schedules.

Structure of a Records Disposal Schedule

Records disposal 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. Records disposal schedules specify

- a) whether a class of record has temporary or permanent status;
- b) the retention period for a temporary class of record;
- c) authorised disposal actions for a class of record.²

Each class of records created by an agency is described using classifications based on business analysis.

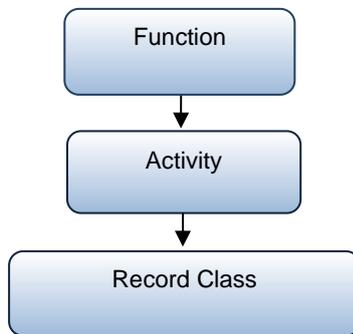
Disposal schedules are developed using the functional structure based on the business classification scheme of the *Keyword AAA: A Thesaurus of General Terms* produced by the State Records Authority of NSW and modified for use by NT Government public sector organisations.

¹ S.145 *Information Act*

² S.136A(3) *Information Act*

Within the schedule, functions are documented as the highest level terms and business activities under the functions, followed by record classes, as shown in diagram 1.

Diagram 1



Function

The function or keyword is the highest level in the classification scheme in this disposal schedule. The function is indicated at the start of each section and a description (scope note) provided.

Activity

Activities are the processes or operations that make up the business function. This is the second level in the classification scheme in this disposal schedule. The description (scope note) provides details of the transactions that take place in relation to the activity, for example, REPORTING or POLICY.

Record Class

A record class is a group of records that relate to the same activity, function or subject and require the same disposal action. The descriptions can relate to one record (such as a register) or a group of records documenting a particular set of business transactions.

Status and Disposal Action

The appraisal status of a record class is assigned as either permanent or temporary.

Permanent Records: Records appraised with permanent status have been identified as archives and must be transferred to the NT Archives Service for their preservation and eventual public access.

The retention period for permanent records is the maximum period before the records must be transferred to the NT Archives Service. Permanent records must be transferred no later than 30 years after creation in accordance with the Information Act, unless exemption has been granted (see Archives Management Standards Transfer of Archives, and Exemption from Compulsory Transfer of Permanent Records to the NT Archives Service). An Application to Transfer Records form must be submitted to the NT Archives Service before records will be accepted for transfer.

Temporary records: The retention period for temporary records is the minimum period before the records can legally be destroyed. The retention period is calculated after an event or a disposal trigger such as 'date of action completed', 'date of audit' or 'date of birth'. Destruction should be done following consultation with relevant operational business employees responsible for the records.

Retention periods for temporary records in a records disposal schedule are minimum periods only and agencies may keep records for a longer period if considered necessary for business requirements.

Reasons for longer retention could include,

- administrative need or agency directives,
- legal requirements such as current or pending legal action,
- relevance to an investigation or inquiry which is in progress,
- is subject to an Information Access application, or
- subject to a disposal freeze.

Records created prior to 1 July 1978 must not be disposed of without the authorisation of the NT Archives Service in accordance with Archives Management Standard Records Created Prior to 1978, unless specified in a schedule.

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

1. Determine the appropriate function and activity of the records. This can be done by examining an existing record or when creating a new record.
2. Identify the disposal class.
3. 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.
4. If the trigger event has already occurred (such as action is completed), confirm and implement the disposal action.
5. If the trigger event has not occurred (e.g. the record is still in active use), set a review date for the future.

About this Records Disposal Schedule

Purpose

The purpose of this Records Disposal Schedule is to enable regular, planned and authorised disposal of records of the Darwin Waterfront Precinct Management of the Department of Tourism and Culture.

Scope

Application of this Records Disposal Schedule is mandatory for Darwin Waterfront Precinct Management records of the Department of Tourism and Culture.

This Records Disposal Schedule applies to Darwin Waterfront Precinct Management records in all formats.

Responsibility

The Chief Executive of the Darwin Waterfront Corporation is responsible for the content and implementation of this Records Disposal Schedule including the provision of advice and training, and for monitoring compliance.

Authority

This Records Disposal Schedule is authorised in accordance with S. 136B of the *Information Act*.

Disposal Schedule No. 2018/12 was approved by the Director of the NT Archives Service (The Archives Service), Senior Director of ICT Policy and Governance (The Records Service), and the Chief Executive of the Darwin Waterfront Corporation on 14 December 2018 and is effective immediately.

Regulatory Framework

The regulatory basis for this Records Disposal Schedule is defined in:

- *Corporations Act (CTH)*
- *Darwin Waterfront Corporation Act*
- *Darwin Waterfront Corporation By-Laws*
- *Darwin Waterfront Corporation Regulations*
- *Information Act*
- NT Government Records Management Standards
- NT Government Archives Management Standards
- Australian Standards AS ISO 15489 Records Management

Related Documents

This Records Disposal Schedule is to be read in conjunction with:

- NT Government Records Management Standard – Records Disposal
- policies and procedures of the Department of Tourism and Culture
- current authorised disposal schedules for Department of Tourism and Culture

Normal Administrative Practice

Public sector organisations are permitted to dispose of some short term or ephemeral documents under the authority of the Disposal Schedule for Short Term Value Records. These include:

- duplicate (eg information or reference copy)
- obviously unimportant (e.g. telephone message slips)
- of short term facilitative value (e.g. 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.

Notification of Destruction

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

Note: In the case of the Disposal Schedule for Records of Short Term Value (Disposal Schedule No. 2003/10), notification is only required for the destruction of records described in Disposal Class No. 1.10.1.

Acknowledgement

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

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 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 and 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
- Ensure all copies of temporary records are destroyed in any format (including backups), unless otherwise stated in a disposal schedule
- 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 recordkeeping systems to ensure disposal actions are implemented correctly
- Identify records that require re-sentencing where a previous disposal schedule has been superseded
- 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
- Implement an appropriate and approved strategy for retention of records of continuing value, eg. preservation in original form, migration to new systems, and 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 for retention as archives not later than 30 years after creation
- 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 Records Service of destruction of all records
- Do not destroy records that are not described in an authorised records disposal schedule.
- Do not destroy any records created prior to 1 July 1978 without specific authorisation from the NT Archives Service

Disposal Schedule

<p>1. Darwin Waterfront Precinct Management</p> <p>The function of developing and managing the Darwin Waterfront Precinct, including the promotion of the Precinct as a place of residence, business and a venue for public events and entertainment, the establishment and management of the Darwin Waterfront Corporation, maintaining the assessment record for each allotment, provision of municipal services, management of rates, regulating compliance matters and statutory reporting as required under the <i>Darwin Waterfront Corporation Act</i>.</p>		
<p>1.1 Advice</p> <p>The activities associated with offering opinions by or to the organisation as to an action or judgement. Includes the process of advising.</p>		
Class No.	Description of Records	Status and Disposal Action
1.1.1	Records documenting the provision of formal detailed advice to the Minister, other Government Bodies and organisations in relation to the Darwin Waterfront Precinct management. Includes ministerials and briefing notes.	Permanent Transfer to the NT Archives Service 10 years after action completed
1.1.2	Records documenting the provision of routine advice to government bodies and the community in relation to the Precinct.	Temporary Destroy 5 years after action completed
1.1.3	Records documenting declarations and notifications of rates as required under the Act by the Corporation. Includes gazette notices, terms and conditions, copies of published notification and other related documentation.	Permanent Transfer to the NT Archives Service 10 years after action completed
1.1.4	Records documenting the declaration of a library for the use by occupants of the Precinct under the Darwin Waterfront Corporation by-laws.	Permanent Transfer to the NT Archives Service 10 years after action completed
1.1.5	Records documenting the declaration of a place to be a dump for the deposit of garbage by occupants of the Precinct under the Darwin Waterfront Corporation by-laws.	Permanent Transfer to the NT Archives Service 10 years after action completed

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	Includes the establishment of the dump, copies of published notifications and terms and conditions.	
<p>1. Darwin Waterfront Precinct Management</p> <p>The function of developing and managing the Darwin Waterfront Precinct, including the promotion of the Precinct as a place of residence, business and a venue for public events and entertainment, the establishment and management of the Darwin Waterfront Corporation, maintaining the assessment record for each allotment, provision of municipal services, management of rates, regulating compliance matters and statutory reporting as required under the <i>Darwin Waterfront Corporation Act</i>.</p>		
<p>1.2 Agreements</p> <p>The processes 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.</p>		
Class No.	Description of Records	Status and Disposal Action
1.2.1	Records documenting the establishment, negotiation, maintenance, review and variation of significant agreements with other Government bodies and organisations in relation to the Precinct, including public private partnership agreements.	Permanent Transfer to the NT Archives Service 10 years after action completed
1.2.2	Records documenting the establishment, negotiation, maintenance and review of formal minor agreements in relation to the management of the Darwin Waterfront Precinct.	Temporary Destroy 7 years after expiry or termination of agreement

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1.3 Allotment History

The activities associated with the gathering of history of each allotment, including ratepayer details, rates concessions, recovery of debts and statements of value.

Class No.	Description of Records	Status and Disposal Action
1.3.1	<p>Records documenting the history of each allotment within the Darwin Waterfront Precinct managed by the Darwin Waterfront Corporation.</p> <p>Includes assessment records, statements of value, registered owner details, principal ratepayer details, statements of the use and applications for correction of an entry in the assessment record.</p> <p>May include rates concessions in relation to alleviation of financial hardship, terms and conditions, registration of charge applications to the Registrar-General for recovery of debts in relation to allotments that have been in arrears, including cancellations, recovery of rates, letters to the ratepayer, court orders, sales of allotments for non-payment of rates.</p> <p>May also include applications for reviews of decisions addressed to the CEO and written directions from the Corporation to carry out work.</p>	<p>Permanent Retain in organisation</p>

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1.4 Authorisation

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

Class No.	Description of Records	Status and Disposal Action
1.4.1	Records documenting directions given directly by the Minister to the Corporation in relation to any of its powers or the performance of any of its functions under the Act.	Permanent Transfer to the NT Archives Service 10 years after action completed
1.4.2	Records documenting the delegation of powers and functions by the Corporation to a Corporation member, staff member or a committee.	Permanent Transfer to the NT Archives Service 10 years after action completed
1.4.3	Records documenting appointments of Registrars for the Corporation.	Permanent Transfer to the NT Archives Service 10 years after action completed
1.4.4	Records documenting approved applications for permits and signs by the corporation under the By-Laws. Includes applications, receipts of prescribed fees, written notifications of decisions and terms and conditions. May include revocations of permits.	Temporary Destroy 7 years after action completed
1.4.5	Records documenting appointments of authorised persons by the Corporation under the Darwin Waterfront corporation By-Laws. May include returned identity cards.	Temporary Destroy 7 years after end of appointment

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1.5 Client Service

The activities associated with the planning, monitoring, evaluating and delivery of services provided to clients by the organisation.

Class No.	Description of Records	Status and Disposal Action
1.5.1	Records documenting complaints or appreciation received from members of the public, residents of the Precinct, business of the Precinct, community bodies and organisation in relation to the management of the Darwin Waterfront Precinct. Includes written letters, email messages, acknowledgement letter and the Corporation responses.	Temporary Destroy 5 years after action completed
1.5.2	Records the management of client services provided to the public such as services for disabled clients, websites and feedback. Includes planning, monitoring and evaluation of services, and documenting the development of service charters and directives relating to the provision of services.	Temporary Destroy 3 years after action completed

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1.6 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
1.6.1	Records documenting the establishment of the Darwin Waterfront Corporation, including the appointment of members and chairperson by the Minister, resignations and terminations. Includes ministerials.	Permanent Transfer to the NT Archives Service 10 years after action completed
1.6.2	Records documenting meetings of the Darwin Waterfront Corporation, including agendas, minutes and discussion papers. Includes records of the Administrative Review Committee. May include directions given by the Minister to the chairperson to convene a meeting and members disclosure of interests.	Permanent Transfer to the NT Archives Service 10 years after action completed
1.6.3	Register of disclosure of interests by members as required under the Act.	Permanent Transfer to the NT Archives Service 10 years after action completed
1.6.4	Records documenting stakeholder and marketing forums in relation to the management of the Darwin Waterfront Precinct, such as with residents, shop owners and other stakeholders. Includes invitations, discussion papers, minutes and presentations.	Temporary Destroy 7 years after action completed

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1.7 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.

Class No.	Description of Records	Status and Disposal Action
1.7.1	<p>Records documenting investigations into complaints of persons suspected of contravening the Darwin Waterfront Corporation By-laws, such as interference with garbage containers, lighting fires, burning offensive materials and damage to trees and plants.</p> <p>Includes infringement notices and receipts of prescribed fees.</p> <p>May include evidentiary certificates signed by the CEO.</p>	<p>Temporary</p> <p>Destroy 7 years after action completed</p>

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1.8 Contract Management

The activity of managing all aspects of the contract, including contract supervision and contract administration. Includes managing the performance of work or provisions of services provided by contractor, consultancy or external services provider to ensure completion of the work is within terms and requirements of the contract and monitoring the financial performance of the contract.

Class No.	Description of Records	Status and Disposal Action
1.8.1	Records documenting contracting out services in relation to the management of the Darwin Waterfront Precinct, such as property maintenance, security and industry consultants.	Temporary Destroy 10 years after action completed

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1.9 Construction

The process of making of building something.

Class No.	Description of Records	Status and Disposal Action
1.9.1	<p>Records documenting the design and construction of infrastructure and buildings within the Darwin Waterfront Precinct.</p> <p>Includes feasibility studies, design briefs, specifications, building plans, project plans, consultations, sketches, investigations, environmental impact assessments, technical briefs, submissions, legal advice, court orders and appeal decisions.</p>	<p>Permanent</p> <p>Transfer to the NT Archives Service 10 years after action completed</p>

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1.10 Control

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

Class No.	Description of Records	Status and Disposal Action
1.10.1	Register of Allotment Assessments. Includes: <ul style="list-style-type: none"> - allotment description - statements of value - registered owners details - principal ratepayer details - statement of the use - other relevant information 	Permanent Retain in organisation (Manage and migrate data to new platform during system upgrades) Transfer hardcopy register to the NT Archives Service 10 years after last entry
1.10.2	Statutory registers under the <i>Darwin Waterfront Corporation By-Laws</i> .	Permanent Retain in organisation (Manage and migrate data to new platform during system upgrades) Transfer hardcopy register to the NT Archives Service 10 years after last entry

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1.11 Employment History

The process of documenting the employment history of an individual employee with the Northern Territory Government, including personal records such as dates and conditions of employment specifically relevant to the individual; individual salary, leave and other entitlements; transfer of the employee to different jobs and agencies within the Northern Territory Government, etc.

Class No.	Description of Records	Status and Disposal Action
1.11.1	Records documenting the employment history of staff members employed by the Corporation that are not a public-sector employee. Includes employment contracts, qualifications, details of citizenship, medical assessment reports, details of dependents, entitlements and other supporting documents.	Temporary Destroy 71 years after date of birth or 7 years after separation, whichever is the later
	Use Administrative Functions of the Northern Territory Government – PERSONNEL – EMPLOYMENT HISTORY for records documenting the employment of Departmental staff under the <i>Public-Sector Employment Management Act</i> .	

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1.12 Enquiries

The activities associated with the handling of requests for information about the organisation and its services by the general public or another organisation.

Class No.	Description of Records	Status and Disposal Action
1.12.1	<p>Records documenting the handling of requests for information in relation to Corporation or the Precinct, including requests for inspections of the assessment record by members of the public.</p> <p>Includes requests from persons to inspect a register under the Darwin Waterfront Corporation By-Laws, including copies of extracts from registers.</p>	<p>Temporary</p> <p>Destroy 10 years after action completed</p>

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1.13 Events

The activities associated with arranging, managing or attending events.

Class No.	Description of Records	Status and Disposal Action
1.13.1	<p>Records documenting the organisation and staging of events within the Darwin Waterfront Precinct, such as cultural, music and new year's eve fireworks.</p> <p>Includes feasibility studies, operational plans, risk management plans, budget reports, copies of legal advice, event procedures, debrief reports and post event marketing information.</p> <p>May include incident reports and copies of internal audits.</p>	<p>Temporary</p> <p>Destroy 10 years after action completed</p>
1.13.2	<p>Records documenting the organisation of minor events, including exhibitions and school holiday program events.</p> <p>Includes event procedures, risk management plans, action plans and related correspondence.</p> <p>May include incident reports.</p>	<p>Temporary</p> <p>Destroy 5 years after action completed</p>

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1.14 Investigations

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

Class No.	Description of Records	Status and Disposal Action
1.14.1	Records documenting investigations into incidents at the Darwin Waterfront Precinct, such as where there has been a serious injury or a death has occurred. Includes final reports, witness statements, photographs, video footage, file notes and other supporting documentation.	Permanent Transfer to the NT Archives Service 10 years after action completed
	Use NTG Administrative Functions LEGAL SERVICES - LITIGATION for records documenting legal action taken following an investigation.	

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1.15 Legislation

The process of making laws. Includes Local, State, Commonwealth and overseas Acts, Bills and subsections of Acts, and amendments to each.

Class No.	Description of Records	Status and Disposal Action
1.15.1	Records documenting the making of by-laws administered by the Darwin Waterfront Corporation as required under the Act, such as by-laws for meetings, promotion activities, care and maintenance of the Precinct, preserving good order and offences. Includes animal management by-laws adopted from the Darwin City Council.	Permanent Transfer to NT Archives Service 10 years after action completed

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1.16 Marketing and Promotion

The process of analysing, creating, promoting and/or selling products and services, including corporate image. Includes market research, sales forecasting, advertising, media releases, pricing and product evaluation.

Class No.	Description of Records	Status and Disposal Action
1.16.1	<p>Final versions of strategic marketing and promotion plans for the promotion of the precinct as a place of residence and business and a venue for public events and entertainment.</p> <p>Includes records of marketing plans, market research, sales forecasting, pricing records and copies of advertisements and art work.</p>	<p>Permanent</p> <p>Transfer to the NT Archives Service 10 years after action completed</p>
1.16.2	<p>Records documenting the development of strategic marketing and promotional plans.</p> <p>Includes consultation notes and draft versions.</p>	<p>Temporary</p> <p>Destroy 10 years after action completed</p>

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1.17 Municipal Services

The activities associated with ensuring owners of land and occupiers are provided with basic services such as water supply, sewerage collection and disposal, refuse removal, electricity and gas supply, street lighting, roads and stormwater drainage and parks and recreation.

Class No.	Description of Records	Status and Disposal Action
1.17.1	Records documenting repairs made to infrastructure, properties, buildings and facilities considered of cultural or heritage significance to the Northern Territory, such as Hughes Avenue, the Pump House, World War 2 tunnels, the Railway and stone embankment of Stokes Hill Wharf, the wreck of Warrego and Stokes Hill (sacred site).	Permanent Transfer to the NT Archives Service 10 years after action completed
1.17.2	Records documenting repairs made to infrastructure, properties, buildings and facilities not considered of cultural or heritage significance to the Northern Territory, such as the maintenance of the enclosed body of sea water in the Precinct and storm drainage infrastructure.	Temporary Destroy 3 years after vacation of premises or decommissioning of infrastructure
1.17.3	Records documenting the routine upkeep, repair and maintenance activities, such as cleaning, painting, pest control, grounds maintenance, floor covering cleaning, air conditioning servicing, rubbish removal, plumbing, electrical, lighting, smoke and fire detection, security alarms and lift operation maintenance of property under the management of the Darwin Waterfront Corporation.	Temporary Destroy 7 years after action completed

1. Darwin Waterfront Precinct Management

The function of developing and managing the Darwin Waterfront Precinct, including the promotion of the Precinct as a place of residence, business and a venue for public events and entertainment, the establishment and management of the Darwin Waterfront Corporation, maintaining the assessment record for each allotment, provision of municipal services, management of rates, regulating compliance matters and statutory reporting as required under the *Darwin Waterfront Corporation Act*.

1.18 Permits

The activities associated with giving persons or organisations authorisation to do something. Includes terms and conditions and revocations.

Class No.	Description of Records	Status and Disposal Action
1.18.1	Record documenting approved permits granted under the Darwin Waterfront Corporation By-Laws, including market permits, stallholders permits and advertising permits. Includes applications and terms and conditions. May include revocations.	Temporary Destroy 7 years after action completed
1.18.2	Records documenting applications for permits under the Darwin Waterfront Corporation By-Laws that have not been approved. Includes applications.	Temporary Destroy 2 years after action completed

1. Darwin Waterfront Precinct Management

The function of developing and managing the Darwin Waterfront Precinct, including the promotion of the Precinct as a place of residence, business and a venue for public events and entertainment, the establishment and management of the Darwin Waterfront Corporation, maintaining the assessment record for each allotment, provision of municipal services, management of rates, regulating compliance matters and statutory reporting as required under the *Darwin Waterfront Corporation Act*.

1.19 Planning

The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.

Class No.	Description of Records	Status and Disposal Action
1.19.1	Final versions of plans in relation to the management of the Darwin Waterfront Precinct, including master plans.	Permanent Transfer to the NT Archives Service 10 years after action completed
1.19.2	Records documenting the development of plans in relation to the management of the Darwin Waterfront Precinct. Includes draft versions and consultation notes.	Temporary Destroy 5 years after action completed

1. Darwin Waterfront Precinct Management

The function of developing and managing the Darwin Waterfront Precinct, including the promotion of the Precinct as a place of residence, business and a venue for public events and entertainment, the establishment and management of the Darwin Waterfront Corporation, maintaining the assessment record for each allotment, provision of municipal services, management of rates, regulating compliance matters and statutory reporting as required under the *Darwin Waterfront Corporation Act*.

1.20 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
1.20.1	Final versions of policies in relation to the management of the Darwin Waterfront Precinct, includes codes such as the Outdoor advertising signs code. Includes policy proposals, background research, consultation notes and formal draft versions.	Permanent Transfer to the NT Archives Service 10 years after action completed
1.20.2	Records documenting the development of policies in relation to the management of the Darwin Waterfront Precinct. Includes draft versions and consultation notes.	Temporary Destroy 7 years after action completed

1. Darwin Waterfront Precinct Management

The function of developing and managing the Darwin Waterfront Precinct, including the promotion of the Precinct as a place of residence, business and a venue for public events and entertainment, the establishment and management of the Darwin Waterfront Corporation, maintaining the assessment record for each allotment, provision of municipal services, management of rates, regulating compliance matters and statutory reporting as required under the *Darwin Waterfront Corporation Act*.

1.21 Rates, Levies and Fees Management

The activities associated with the costing of rates imposed on land and rate concessions.

Class No.	Description of Records	Status and Disposal Action
1.21.1	Records documenting the management of rates for the funding of municipal services for the Precinct land, including rate concessions and expenditure statements in relation to levies prepared by the Corporation. May include rates imposed on the common property of a plan or scheme and refunds to prescribed persons.	Temporary Destroy 7 years after action completed
1.21.2	Records documenting determination of fees for services provided by the corporation, permit applications, entrance to the Wave Lagoon, parking in an off-street area and on-street parking. Includes copies of published newspaper notices.	Temporary Destroy 7 years after action completed

1. Darwin Waterfront Precinct Management

The function of developing and managing the Darwin Waterfront Precinct, including the promotion of the Precinct as a place of residence, business and a venue for public events and entertainment, the establishment and management of the Darwin Waterfront Corporation, maintaining the assessment record for each allotment, provision of municipal services, management of rates, regulating compliance matters and statutory reporting as required under the *Darwin Waterfront Corporation Act*.

1.22 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 an examination or investigation. Includes agenda, briefing, business, discussion papers, proposals, reports, reviews and returns.

Class No.	Description of Records	Status and Disposal Action
1.22.1	Final versions of major reports in relation to the Darwin Waterfront Corporation, such as the annual report. Includes formal drafts and consultation notes.	Permanent Transfer to the NT Archives Service 10 years after action completed

1. Darwin Waterfront Precinct Management

The function of developing and managing the Darwin Waterfront Precinct, including the promotion of the Precinct as a place of residence, business and a venue for public events and entertainment, the establishment and management of the Darwin Waterfront Corporation, maintaining the assessment record for each allotment, provision of municipal services, management of rates, regulating compliance matters and statutory reporting as required under the *Darwin Waterfront Corporation Act*.

1.23 Reviewing

The activities involved in enquiring into a subject or area of interest in order to discover facts, principles etc. Used to support the development of projects, standards, guidelines etc., and the business activities of the organisation in general. Includes following up enquiries relating to organisational programs, projects, working papers, literature searches, etc.

Class No.	Description of Records	Status and Disposal Action
1.23.1	Records documenting formal reviews of the Corporations' operations as required under the Act. Includes client surveys, draft versions and final reports.	Permanent Transfer to the NT Archives Service 10 years after action completed