

Disposal Schedule for Functional Records of TasNetworks

Disposal Authorisation No: 2459

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Functional Records of TasNetworks

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INTRODUCTION

Overview

Archives Legislation

The *Archives Act 1983* stipulates that State and local government organisations must not dispose of records of any type or format without the written approval of the State Archivist.

Disposal of records involves their destruction, their removal from custody of their creating agency, or their transfer to the Tasmanian Archive and Heritage Office.

Schedule elements and arrangement

The administrative functions covered by this schedule are arranged in alphabetical order as function headings. The activities performed under each function are listed in alphabetical order within each function.

- *Reference*

All function and activity headings and disposal classes are allocated a reference number. These reference numbers are used, in conjunction with the schedule number, to identify records in the Tasmanian Archive and Heritage Office disposal documentation. These numbers can also be used by agencies, in the same way, to indicate disposal authorisation in their records control systems, where the records have been registered in these systems.

- *Disposal Classes*

The groups of records that document, and are derived from, the performance of the functions and activities, are listed as disposal classes under each function/activity set.

It should be noted that Disposal Classes have been described in functional terms irrespective of the format or medium in which the records were created.

- *Status*

All disposal classes have either "PERMANENT" or "TEMPORARY" status. Records identified as "PERMANENT" are those that will be transferred to the Archives Office to be retained as State archives. "TEMPORARY" records are those that can be destroyed under the authority of this schedule.

- *Disposal action*

All temporary records identified in this schedule will have a disposal action which specifies the length of time for which the record must be retained, before it can be destroyed under this authorisation.

Review of the schedule

It is the responsibility of agencies to monitor administrative, legal or regulatory changes which may result in the need to alter disposal class descriptions or disposal actions for records covered by this schedule.

When this occurs, this schedule should not be used to dispose of records and the State Archivist should be informed of the need to revise the schedule. If necessary, the procedures for the disposal of unscheduled records can be used in the interim.

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Contacts

Any enquiries relating to this schedule should be directed in writing to the Tasmanian Archive and Heritage Office, 91 Murray Street Hobart, by email, or by phoning 03 6165 5581.

Authorisation

Authorisation

Under Section 20 (2) (b) of the Archives Act 1983, I hereby authorise 'relevant authorities' (as defined in Section 3 of that Act) to manage the disposal of the records described in this schedule in accordance with the procedures specified herein.

Ross Latham

State Archivist

Document Development History

Version	Date	Reason	Sections
1.0	22-9-2017	Initial release	All
1.1	9-01-2018	Numbering corrected	3.25 -3.28

This schedule supersedes:

- DA2092 Functional Records of Transend Networks
- DA2438 Functional Records of Distribution Business of Aurora Energy
- DA2093 Tasmanian Electricity Distribution Network System Controller

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Interpretation

Definitions

Permanent records are those that will be transferred to the Tasmanian Archive and Heritage Office to be retained as State Archives. The *Archives Act 1983* establishes 25 years as the maximum required timeframe for the transfer of permanent records, unless an extension of time has been approved by the State Archivist.

Temporary records are those that can be destroyed under the authority of this schedule after a minimum retention period, or once certain requirements have been met.

Coverage

This schedule covers functional records of Tasmanian Networks Pty Limited trading as TasNetworks.

This schedule does not cover **pre-1960** records. The disposal of those records should be managed according to the procedures for unscheduled records.

The *Disposal Schedule for Short-term Value Records - DA No. 2158* covers the disposal of short-term value records which are created by most agencies. These documents are usually of a trivial nature or of such short-term value that they do not support or contribute to the business functions of the agency.

Records not covered by these schedules, or other authorised disposal schedules, should be disposed of according to the current Tasmanian Archive and Heritage Office procedures for unscheduled records.

Preservation of records

Section 10 (1) (a) of the *Archives Act 1983* requires agencies to preserve records until they are dealt with under the Act. This places a statutory obligation on agencies to ensure that all records, regardless of format, remain accessible while they are in the custody of the agency.

Permanent Records

All disposal classes of records identified as having '**PERMANENT**' status in this schedule should be transferred to the Tasmanian Archive and Heritage Office 25 years after the date of creation. Agencies may make application to the Tasmanian Archive and Heritage Office for earlier transfer of particular groups of records, and the Tasmanian Archive and Heritage Office may also initiate an earlier transfer arrangement.

Records for transfer should be arranged and described in accordance with any instruction provided by the Tasmanian Archive and Heritage Office.

Temporary Records

All records identified as having '**TEMPORARY**' status in this schedule will have a disposal action which is the authorised date for destruction. These disposal actions specify minimum retention periods. Temporary records can be kept as long as the agency wishes following expiration of the specified period, but the provisions of the *Archives Act 1983* regarding their proper care and custody will still apply to them.

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Frequently the disposal actions will refer to 'after action completed' which means after completion of the transaction to which the records relate. The disposal action 'destroy when reference ceases' authorises the destruction of records when all business needs to refer to the records have ceased.

Destruction of records

The destruction method chosen for records authorised for destruction in this schedule, should be appropriate to the medium in which the record exists. It is the responsibility of the agency to ensure that the identified records are actually destroyed, and that this process is confidential and secure.

The following issues should be considered before destruction of any documents.

Right to Information

Right to Information legislation prescribe rights and processes for access to documents held by government agencies. If a request for access under the legislation has been lodged, all records relevant to the request, regardless of whether they are due for destruction, must be identified and preserved until action on the request and any subsequent reviews are completed.

Personal Information Protection

Personal Information Protection legislation provides appropriate safeguards for government agencies in collecting and handling individual's personal information, creating statutory obligations and a right to make a privacy complaint. If an application is in progress, all records relevant to the application must be identified and preserved until the action and any subsequent actions are completed.

Other Investigations or inquiries

If an investigation or inquiry is in progress, all records relevant to the investigation or inquiry must be identified and preserved until the action and any subsequent actions are completed.

Records relating to indigenous people

Key recommendations of the *Bringing Them Home Report 1997* relate to the need for the identification, preservation, indexing, management and access to records relating to Indigenous individuals, families and/or communities in accordance with established privacy principles.

Native Title

If a native title claim is in progress, all documents relevant to the claim must be identified and preserved until the action and any subsequent actions are completed.

Registration of Destruction

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Central to the accountability built into the disposal schedules is the requirement that agencies maintain a *Register of Records destroyed*. It is important to recognise that the formal evidential record of destruction is contained in this registration process. The register is to be made available to the State Archivist (or his nominee) on request.

The register must be clearly identified as the *Register of Records Destroyed* (under Section 20 (2) (b) of the *Archives Act 1983*) and should include the name of the agency. The register can be the same used for registering destructions authorised under other disposal schedules. A sample format indicating the required elements for the register and related procedures are available on the Tasmanian Archive and Heritage Office website.

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No	Function/Activity	Description	Status	Disposal Action
1	BOARD & GOVERNANCE	The function of supporting all matters relating to the administration and operation of governing Boards (past and present). Includes appointment and remuneration of board members, proceedings, agendas and minutes of Board meetings and the company's relationship with shareholders.		
1.1	Advice	The activity of providing or receiving formal opinions about particular matters relating to the Board & Governance function. Includes consultancy advice and expert advice provided to internal and external customers.		
1.1.1		Records documenting the provision and receipt of internal and external advice relating to the Board & Governance function on issues which: <ul style="list-style-type: none"> • underpin changes to policies • create precedent • result from or in legal action 	Permanent	Retain as State Archives
1.1.2		Records documenting the provision and receipt of internal and external advice relating to the Board & Governance function on issues that do <u>not</u> : <ul style="list-style-type: none"> • underpin changes to policies • create precedent • result from or in legal action. 	Temporary	Destroy 7 years after action completed.

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No	Function/Activity	Description	Status	Disposal Action
<i>BOARD & GOVERNANCE - Agreements</i>				
1.2	Agreements	The activity of managing legal arrangements or contracts between Board members and external parties. See CONTRACT MANAGEMENT - Agreements for managing agreements between TasNetworks and other parties.		
1.2.1		Signed agreements, contracts or deeds between individual Board members and TasNetworks. Includes: <ul style="list-style-type: none"> • deeds of access • indemnity • insurance • confidentiality agreements 	Temporary	Destroy 7 years after expiry or termination of agreement.
1.3	Audit	The activity of formally checking TasNetworks operations and processes by staff or authorised external personnel relating to the Board & Governance function. Includes the monitoring of associated corrective action arising from audits.		
1.3.1		Final versions of internal and external audit reports relating to the Board & Governance function which create precedent or raise policy or legal issues.	Permanent	Retain as State Archives
1.3.2		Final versions of internal and external audit reports relating to the Board & Governance function which do <u>not</u> create precedent or raise policy or legal issues.	Temporary	Destroy 7 years after action completed.

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No	Function/Activity	Description	Status	Disposal Action
<i>BOARD & GOVERNANCE - Audit</i>				
1.3.3		Records documenting the planning and conduct of internal and external audits relating to the Board & Governance function. Includes liaison with the auditing body, draft reports and comments.	Temporary	Destroy 2 years after action completed.
1.4	Board Meetings	<p>The activities associated with meetings held to formulate, discuss, update, or resolve issues and matters pertaining to the Board. This includes:</p> <ul style="list-style-type: none"> • establishment of the Board • agenda papers • final versions of minutes • plans and reports presented to the Board 		
1.4.1		<p>Records of governing Boards. These may include:</p> <ul style="list-style-type: none"> • documents establishing the Board • final versions of minutes • agenda papers • reports presented to the Board • submissions presented to the Board 	Permanent	Retain as State Archives
1.4.2		Records documenting the conduct and administration of Board meetings.	Temporary	Destroy after administrative use ceases.
1.5	Committees	The activity of establishing and managing Board committees and the participation of Board members on external committees. Includes agendas and minutes of committee meetings.		

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No	Function/Activity	Description	Status	Disposal Action
<i>BOARD & GOVERNANCE - Committees</i>				
		See BOARD & GOVERNANCE - Board meetings for meetings held to formulate, discuss, update, or resolve issues and matters pertaining to the Board.		
1.5.1		Records of Board committees formed to consider major matters which create changes to policies, procedures and systems. Includes: <ul style="list-style-type: none"> • documents establishing the committee • final versions of minutes • reports presented to the committee • recommendations • advice papers • supporting documents such as briefing papers and discussion papers 	Permanent	Retain as State Archives
1.5.2		Records of Board committees that do <u>not</u> consider major matters which create changes to policies, procedures and systems. Includes: <ul style="list-style-type: none"> • documents establishing the committee • final versions of minutes • reports presented to the committee • recommendations • advice papers • supporting documents such as briefing papers and discussion papers 	Temporary	Destroy 7 years after action completed.

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No	Function/Activity	Description	Status	Disposal Action
<i>BOARD & GOVERNANCE - Committees</i>				
1.5.3		Records of external committees where TasNetworks does <u>not</u> have the administrative role.	Temporary	Destroy 2 years after action completed.
1.5.4		Records documenting the conduct and administration of committees.	Temporary	Destroy after administrative use ceases.
1.6	Membership	The activities associated with being a member of the Board. Includes the appointment, resignation and remuneration of members of the Board. Also includes declarations of outside or conflicting business interests by members of the Board.		
1.6.1		Records documenting the appointment and resignation of Board members including declarations of pecuniary interests of Board members. Includes Disclosure of Interest registers.	Permanent	Retain as State Archives
1.6.2		Records documenting the remuneration of Board members.	Temporary	Destroy 7 years after separation.
1.7	Performance Management	The activity of developing and enhancing the Board's performance so that organisational goals and objectives are met.		
1.7.1		Records documenting the performance management of the Board. Includes performance reviews of Board members.	Temporary	Destroy 2 years after action completed.
1.8	Policies & Procedures	The activity of developing policies and procedures for future action and decision making relating to the Board & Governance function. Includes:		

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No	Function/Activity	Description	Status	Disposal Action
<i>BOARD & GOVERNANCE - Policies & Procedures</i>				
		<ul style="list-style-type: none"> • directives • policies • operating procedures <p><i>See DA 2158 Disposal Schedule for Short Term Value Records for working papers and draft versions of policies and procedures that are not issued for comment.</i></p>		
1.8.1		Final versions of policies relating to the Board & Governance function including drafts issued for comment.	Permanent	Retain as State Archives
1.8.2		Final versions of procedures relating to the Board & Governance function including drafts issued for comment.	Temporary	Destroy 7 years after superseded.
1.9	Public Liability & Indemnity Insurance	The activity of managing public liability insurance including professional indemnity, public and product liability for TasNetworks.		
1.9.1		Records relating to the management of public liability insurance including professional indemnity, public and product liability. Includes: <ul style="list-style-type: none"> • policy documents • renewals • claims 	Permanent	Retain in Agency
1.10	Shareholder Relations	The activity of keeping good relations between TasNetworks and its shareholders.		

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No	Function/Activity	Description	Status	Disposal Action
<i>BOARD & GOVERNANCE - Shareholder Relations</i>				
1.10.1		Records documenting formal directions received from the shareholding Ministers.	Permanent	Retain as State Archives
1.10.2		Records documenting liaison with shareholders including: <ul style="list-style-type: none"> • shareholder updates • correspondence with the Shareholder and his department • minutes/notes of shareholder meetings 	Temporary	Destroy 10 years after action completed.
1.11	Travel	The activity of arranging and gaining approvals for Board member travel.		
1.11.1		Records relating to applications, approvals and authorisations for Board travel including interstate and overseas travel.	Temporary	Destroy 7 years after action completed.
1.11.2		Records documenting the travel arrangements of Board members. Includes travel itineraries.	Temporary	Destroy 2 years after separation.
2	CONTRACT MANAGEMENT	The function of managing contracts and tenders including: <ul style="list-style-type: none"> • competing for external contracts • facilitating tendering including the identification and sourcing of contract opportunities • the provision of advice to business areas • preparation of contracts 		

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No	Function/Activity	Description	Status	Disposal Action
<i>CONTRACT MANAGEMENT - Advice</i>				
		<ul style="list-style-type: none"> • assistance with contractor management • assessment of adequate insurance relating to contracts • pricing reviews for ongoing contracts • maintenance of contract inventories • provision of probity services • reporting • compliance with legislation and standards <p>See CUSTOMER MANAGEMENT - Contractor Management for the management of work undertaken in relation to a Customer Management contract.</p> <p>See HEALTH, SAFETY, ENVIRONMENT & QUALITY - Contractor Management for the management of work undertaken in relation to a Health, Safety, Environment & Quality contract.</p> <p>See NETWORK MANAGEMENT - Contractor Management for the management of work undertaken in relation to Network Management contract.</p>		
2.1	Advice	The activity of providing or receiving formal opinions about particular matters relating to the Contract Management function. Includes consultancy advice and expert advice on a subject provided to internal and external customers.		

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No	Function/Activity	Description	Status	Disposal Action
<i>CONTRACT MANAGEMENT - Advice</i>				
		See DA2157 Disposal Schedule for Common Administrative Functions for legal advice and legal action.		
2.1.1		Records documenting the provision and receipt of internal and external advice relating to the Contract Management function on issues which: <ul style="list-style-type: none"> • underpin changes to policies • create precedent 	Permanent	Retain as State Archives
2.1.2		Records documenting the provision and receipt of internal and external advice relating to the Contract Management function on issues which do <u>not</u> underpin changes to policies or create precedent.	Temporary	Destroy 7 years after expiry or termination of contract.
2.2	Agreements	The activity of managing agreements between TasNetworks and other parties. Includes: <ul style="list-style-type: none"> • contracts • memorandum of understanding (MOU) • novation deeds • escrow agreements • confidentiality agreements • customer charters • dispensations associated with these arrangements See CUSTOMER MANAGEMENT - Customer Connections for connection agreements.		

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No	Function/Activity	Description	Status	Disposal Action
CONTRACT MANAGEMENT - Agreements				
		<p>See BOARD & GOVERNANCE - Agreements for managing legal arrangements or contracts between Board members and external parties.</p> <p>See <i>DA2157 Disposal Schedule for Common Administrative Functions</i> for employment agreements.</p>		
2.2.1		Contracts register.	Permanent	Retain in Agency
2.2.2		<p>Final versions of signed agreements, contracts and novation deeds and records documenting the negotiation, maintenance, review and revocation of contacts relating to infrastructure projects that require Board or Shareholder approval including:</p> <ul style="list-style-type: none"> • significant monetary investment (as defined in national electricity rules) • significant environmental impact • significance to the State <p>Examples include:</p> <ul style="list-style-type: none"> • Basslink • Waddamana Lindisfarne Transmission Line 	Permanent	Retain as State Archives
2.2.3		<p>Final versions of agreements, contracts and novation deeds <u>signed under seal</u> including records documenting the negotiation, maintenance, review and revocation of agreements and contracts relating to infrastructure projects that:</p> <ul style="list-style-type: none"> • do not involve significant monetary investment 	Temporary	Destroy 13 years after expiry or termination of agreement or contract.

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No	Function/Activity	Description	Status	Disposal Action
<i>CONTRACT MANAGEMENT - Agreements</i>				
		<ul style="list-style-type: none"> • do not have significant environmental impact • do not have significance to the State 		
2.2.4		<p>Final versions of signed agreements, contracts and novation deeds and records documenting the negotiation, maintenance, review and revocation of contacts relating to infrastructure projects that:</p> <ul style="list-style-type: none"> • do not involve significant monetary investment • do not have significant environmental impact • do not have significance to the State 	Temporary	Destroy 7 years after expiry or termination of agreement or contract.
2.3	Audit	The activity of formally checking TasNetworks operations and processes by staff or authorised external personnel relating to the Contract Management function. Includes the monitoring of corrective action arising from audits.		
2.3.1		Final versions of internal and external audit reports relating to the Contract Management function that create precedent or raise policy or legal issues.	Permanent	Retain as State Archives
2.3.2		Final versions of internal and external audit reports relating to the Contract Management function that do <u>not</u> create precedent or raise policy or legal issues.	Temporary	Destroy 7 years after action completed.
2.3.3		Records documenting the planning and conduct of internal and external audits relating to the Contract Management function. Includes liaison with the auditing body, draft reports and comments.	Temporary	Destroy 7 years after action completed.

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No	Function/Activity	Description	Status	Disposal Action
<i>CONTRACT MANAGEMENT - Communications & Liaison</i>				
2.4	Communications & Liaison	<p>The activity of sharing information through the internet, intranet, etc. and seeking information from, or the opinions of others relating to the Contract Management function.</p> <p>Includes:</p> <ul style="list-style-type: none"> • communications with stakeholders • general contact with external groups or individuals <p>See CONTRACT MANAGEMENT - Advice for providing formal opinions about particular matters.</p> <p>See CONTRACT MANAGEMENT - Presentations for preparing and presenting addresses/speeches internally or to external organisations.</p> <p>See CONTRACT MANAGEMENT - Agreements for the management of contracts.</p> <p>See <i>DA2157 Disposal Schedule for Common Administrative Functions</i> for internal telecommunication systems and computer networks.</p>		
2.4.1		<p>Contributions made to communications relating to the Contract Management function within TasNetworks. Includes:</p> <ul style="list-style-type: none"> • intranet updates • education sessions • operational cheat sheets (e.g. What is Probity) • FAQ sheets 	Temporary	Destroy after superseded or withdrawn.

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No	Function/Activity	Description	Status	Disposal Action
<i>CONTRACT MANAGEMENT - Compliance</i>				
2.5	Compliance	The process of demonstrating compliance with external or internal standards, regulations or requirements to which TasNetworks is subject relating to the Contract Management function. See CONTRACT MANAGEMENT - Audit for audit activities related to the Contract Management function.		
2.5.1		Records documenting TasNetworks compliance with fiscal, and statutory requirements relating to the Contract Management function including proof of compliance.	Temporary	Destroy 7 years after action completed.
2.6	Insurance	The activity of managing insurance relating to contracts including certificates of currency.		
2.6.1		Insurance policy documents of external contractors including certificates of currency and renewals provided to TasNetworks under contract requirements. Includes professional indemnity insurance.	Temporary	Destroy 7 years after expiry or termination of contract.
2.7	Meetings	The activity of arranging, preparing agenda, and recording minutes of meetings or workshops relating to the Contract Management function.		
2.7.1		Final versions of notes or minutes, agendas and supporting documents relating to ad-hoc meetings relating to the Contract Management function. Includes meetings held with external organisations.	Temporary	Destroy 7 years after action completed.

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No	Function/Activity	Description	Status	Disposal Action
<i>CONTRACT MANAGEMENT - Policies & Procedures</i>				
2.8	Policies & Procedures	<p>The activity of developing policies and procedures for future action and decision making relating to the Contract Management function. Includes:</p> <ul style="list-style-type: none"> • directives • policies • operating procedures <p>See <i>DA 2158 Disposal Schedule for Short Term Value Records</i> for working papers and draft versions of policies and procedures that are not issued for comment.</p>		
2.8.1		Final versions of policies relating to contract management including drafts issued for comment.	Temporary	Destroy 7 years after superseded.
2.8.2		Final versions of procedures and standards relating to contract management including drafts issued for comment.	Temporary	Destroy 7 years after superseded.
2.9	Presentations	<p>The activity of preparing and presenting addresses/speeches internally or to external organisations relating to the Contract Management function. Includes attendance at exhibitions and trade events for the purpose of promoting TasNetworks services.</p> <p>See CONTRACT MANAGEMENT - Communications & Liaison for sharing information and seeking information from, or the opinions others.</p>		
2.9.1		Records documenting presentations relating to contract management.	Temporary	Destroy 2 years after last access.

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No	Function/Activity	Description	Status	Disposal Action
<i>CONTRACT MANAGEMENT - Procurement & Tendering</i>				
2.10	Procurement & Tendering	<p>The activity of acquiring goods and services by TasNetworks. Includes offers, quotations and proposals submitted by external suppliers and formulating, issuing, receiving, evaluating, awarding and administering tenders.</p> <p><i>See DA2157 Disposal Schedule for Common Administrative Functions for the disposal of tools, plant, equipment, and property.</i></p>		
2.10.1		Records documenting the procurement of goods and services for TasNetworks by direct negotiations that do not involve a tender.	Temporary	Destroy 7 years after action completed.
2.10.2		<p>Records documenting tenders for goods and services offered to TasNetworks. Includes both successful and unsuccessful tenders. Document types include:</p> <ul style="list-style-type: none"> • procurement plan • documents issued at tender • evaluation criteria • tender responses • conflict of interest signed forms • confidentiality signed forms • evaluation team minutes • recommendations to award 	Temporary	Destroy 7 years after tender process completed.
2.11	Reporting	The activity of providing and receiving a formal response on any matter on which specific information		

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No	Function/Activity	Description	Status	Disposal Action
<i>CONTRACT MANAGEMENT - Reporting</i>				
		<p>is required includes monthly reports relating to the Contract Management function.</p> <p>See REGULATION - Reporting for reports required under TasNetworks licence obligations, Regulatory Information Notices (RIN) reports and system incident reports.</p> <p>See <i>DA2157 Disposal Schedule for Common Administrative Functions</i> for the preparation and publication of the annual report and for Ministerials, Ministerial Briefing Notes and Questions Time Briefs.</p>		
2.11.1		<p>Records documenting reporting activities relating to the Contract Management function including;</p> <ul style="list-style-type: none"> • final copies of reports • contributions to annual reports and, • statistical information 	Temporary	Destroy 3 years after action completed.
2.12	Research & Analysis	<p>The activity of gathering, analysing and interpreting information relating to the Contract Management function.</p> <p>See CONTRACT MANAGEMENT - Policies, Procedures & Standards for research undertaken when developing policies, procedures or standards.</p>		
2.12.1		<p>Records documenting the gathering, analysis and interpretation of information relating to the Contract Management function.</p>	Temporary	Destroy after reference use ceases.

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No	Function/Activity	Description	Status	Disposal Action
<i>CONTRACT MANAGEMENT - Risk Management</i>				
2.13	Risk Management	The activity of identifying and assessing risks and managing adverse effects relating to the Contract Management function.		
2.13.1		Records relating to the identification, assessment, and management of risk relating to TasNetworks contractors and suppliers.	Temporary	Destroy 7 years after action completed.
3	CUSTOMER MANAGEMENT	<p>The function of managing customers including the planning, implementation, monitoring, marketing, and the provision and evaluation of services provided to customers of the distribution, transmission and telecommunications networks. Includes:</p> <ul style="list-style-type: none"> • customer relationships • billing • connection agreements and processes • service planning • customer reactions including complaints • customer enquiries • market analysis and promotion <p>See CONTRACT MANAGEMENT - Procurement & Tendering for acquiring goods and services by TasNetworks including formulating, issuing, receiving, evaluating, awarding and administering tenders.</p> <p>See CONTRACT MANAGEMENT - Agreements for agreements between TasNetworks and other parties including contracts, memorandum of understanding</p>		

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No	Function/Activity	Description	Status	Disposal Action
<i>CUSTOMER MANAGEMENT - Account Management</i>				
		(MOU`S), novation deeds, escrow agreements, confidentiality agreements and customer charters.		
3.1	Account Management	<p>The activity of managing customer accounts by liaising with the customer, providing advice on services and products, and controlling authorities (permissions) received from customers for work to be undertaken. Includes telecommunications systems customer accounts.</p> <p>See CUSTOMER MANAGEMENT - Billing for providing customers with clearly understood, accurate, timely and complete bills and billing information.</p>		
3.1.1		Records documenting the management of customer accounts. Includes permissions received from customers, approvals and enquiries.	Temporary	Destroy 7 years after action completed.
3.1.2		Records documenting routine matters relating to account management including advice on products.	Temporary	Destroy 2 years after action completed.
3.2	Address Management	The activity of managing customer and client address details.		
3.2.1		Records documenting customer and client address details.	Temporary	Destroy 7 years after customer service agreement ceases.
3.3	Advice	The activity of providing or receiving formal opinions about particular matters relating to the Customer management function. Includes consultancy advice		

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No	Function/Activity	Description	Status	Disposal Action
<i>CUSTOMER MANAGEMENT - Advice</i>				
		<p>and expert advice on a subject provided to internal and external customers. This includes:</p> <ul style="list-style-type: none"> • advice relating to connections provided to individuals or businesses • Dial Before You Dig (DBYD) responses <p>See <i>DA2157 Disposal Schedule for Common Administrative Functions</i> for legal advice and legal action.</p>		
3.3.1		<p>Records documenting the provision and receipt of internal and external advice on issues relating to the Customer Management function that:</p> <ul style="list-style-type: none"> • underpin changes to policies • create precedent <p>Examples could be advice relating to:</p> <ul style="list-style-type: none"> • major issues of public or customer interest e.g. network related assets or connections 	Permanent	Retain as State Archives
3.3.2		<p>Records documenting the receipt and provision of internal and external advice on customer management issues that do <u>not</u> underpin changes to policies or create precedent. Includes advice received from consultants relating to:</p> <ul style="list-style-type: none"> • consumption • supply and metering options • service interruptions. 	Temporary	Destroy 7 years after action completed.

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No	Function/Activity	Description	Status	Disposal Action
<i>CUSTOMER MANAGEMENT - Audit</i>				
3.4	Audit	The activity of formally checking TasNetworks operations and processes by staff or authorised external personnel relating to the Customer Management function. Includes the monitoring of corrective action arising from audits.		
3.4.1		Final versions of internal and external audit reports relating to customer management which create precedent or raise policy or legal issues.	Permanent	Retain as State Archives
3.4.2		Final versions of internal and external audit reports relating to customer management that do <u>not</u> create precedent or raise policy or legal issues.	Temporary	Destroy 7 years after action completed.
3.4.3		Records documenting the planning and conduct of internal and external audits relating to customer management. Includes liaison with the auditing body, draft reports and comments.	Temporary	Destroy 2 years after action completed.
3.5	Authorisations	The activity of seeking and granting of permission to undertake specific actions relating to the Customer Management function.		
3.5.1		Records documenting the granting of permissions to undertake specific actions relating to the Customer Management function. Includes: <ul style="list-style-type: none"> • connection agreement notices and permissions 	Temporary	Destroy 7 years after superseded or revoked.
3.6	Billing	The activity of providing customers with bills and billing information.		

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No	Function/Activity	Description	Status	Disposal Action
<i>CUSTOMER MANAGEMENT - Billing</i>				
		<p>See CUSTOMER MANAGEMENT - Customer Enquiries for general enquiries regarding bills.</p> <p>See <i>DA2157 Disposal Schedule for Common Administrative Functions</i> for invoices for connection fees.</p>		
3.6.1		<p>Records documenting the billing activity where there is a query and/or dispute. Includes:</p> <ul style="list-style-type: none"> • account corrections • disputed accounts • reconciliations • revenue recovery 	Temporary	Destroy 7 years after action completed.
3.6.2		Records documenting the billing activity where there has been no query or dispute.	Temporary	Destroy 2 years after action completed.
3.7	Committees	<p>The activity of establishing and managing internal or external committees relating to the Customer Management function. Includes agendas and minutes of committee meetings.</p> <p>See CUSTOMER MANAGEMENT - Meetings for meetings of groups not considered committees.</p>		
3.7.1		<p>Records of internal and external committees relating to customer management where TasNetworks has the administrative role. Includes:</p> <ul style="list-style-type: none"> • documents establishing the committee • final versions of minutes 	Temporary	Destroy 7 years after action completed.

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No	Function/Activity	Description	Status	Disposal Action
<i>CUSTOMER MANAGEMENT - Committees</i>				
		<ul style="list-style-type: none"> • reports • recommendations • supporting documents such as briefing papers and discussion papers 		
3.7.2		<p>Records of external committees relating to customer management where TasNetworks do <u>not</u> have the administrative role. These may include:</p> <ul style="list-style-type: none"> • documents establishing the committee • final versions of minutes • reports • recommendations • supporting documents such as briefing papers and discussion papers 	Temporary	Destroy 2 years after action completed.
3.7.3		Records documenting the conduct and administration of committees relating to customer management.	Temporary	Destroy after administrative use ceases.
3.8	Communications & Liaison	<p>The activity of sharing information through the internet, intranet, etc. and seeking information from, or the opinions of others relating to the Customer management function.</p> <p>Includes:</p> <ul style="list-style-type: none"> • communications with stakeholders • general contact with external groups or individuals 		

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No	Function/Activity	Description	Status	Disposal Action
<i>CUSTOMER MANAGEMENT - Communications & Liaison</i>				
		<ul style="list-style-type: none"> • the issue of safety alerts <p>See CUSTOMER MANAGEMENT - Presentations for preparing and presenting addresses/speeches internally or to external organisations.</p> <p>See CUSTOMER MANAGEMENT - Advice for providing formal opinions about particular matters.</p> <p>See <i>DA2157 Disposal Schedule for Common Administrative Functions</i> for internal telecommunication systems and computer networks.</p>		
3.8.1		<p>Contributions made to communications within TasNetworks relating to customer management. Includes:</p> <ul style="list-style-type: none"> • intranet updates • education sessions • internal fact sheets • background information sheets • FAQ sheet 	Temporary	Destroy after superseded or withdrawn.
3.8.2		<p>Records documenting liaison activities and general contact with external organisations relating to the Customer Management function. Includes:</p> <ul style="list-style-type: none"> • exchange of information • change of address information 	Temporary	Destroy 3 years after action completed.
3.9	Compliance	The process of demonstrating compliance with external or internal standards, regulations or		

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No	Function/Activity	Description	Status	Disposal Action
<i>CUSTOMER MANAGEMENT - Compliance</i>				
		<p>requirements to which TasNetworks is subject relating to the Customer Management function.</p> <p>See CUSTOMER MANAGEMENT - Audit for audit activities related to the Customer Management function.</p>		
3.9.1		Records documenting compliance with standards such as customer service standards and charters.	Temporary	Destroy 7 years after superseded.
3.10	Contractor Management	<p>The activities involved in arranging and managing the performance of work or the provision of services by an external contractor, consultant, or bureau services relating to the Customer Management function. Sometimes referred to as outsourcing.</p> <p>See CONTRACT MANAGEMENT - Procurement & Tendering for the procurement of goods and services and the process of receiving and assessing tenders from potential external consultants for services, prior to the contract agreement.</p> <p>See CONTRACT MANAGEMENT - Agreements for contracts and agreements relating to contractors.</p> <p>See <i>DA2157 Disposal Schedule for Common Administrative Functions</i> for financial transactions related to contractors including invoicing.</p>		
3.10.1		<p>Records documenting the management of contractors relating to customer management including:</p> <ul style="list-style-type: none"> • parameters of consultancy/service • terms and conditions 	Temporary	Destroy 7 years after expiry or termination of contract.

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No	Function/Activity	Description	Status	Disposal Action
<i>CUSTOMER MANAGEMENT - Customer Connections</i>				
		<ul style="list-style-type: none"> • performance and evaluation reports • meetings with stakeholders 		
3.11	Customer Connections	<p>The activity of connecting, altering, maintaining and disconnecting residences, businesses or industry to the distribution, transmission and telecommunications networks. Includes:</p> <ul style="list-style-type: none"> • high voltage connections • new supply connections • embedded generation (wind, solar, water) connections • telecommunications services <p>Also includes the process associated with new or upgraded connections including:</p> <ul style="list-style-type: none"> • applications • requests • acceptance documents • connection agreements <p><i>See DA2157 Disposal Schedule for Common Administrative Functions for invoices for connection fees.</i></p>		
3.11.1		<p>Records documenting or in relation to connecting, altering, maintaining and disconnecting residences, businesses or industry to the networks. Includes:</p> <ul style="list-style-type: none"> • applications 	Temporary	Destroy 10 years after action completed.

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No	Function/Activity	Description	Status	Disposal Action
<i>CUSTOMER MANAGEMENT - Customer Enquiries</i>				
		<ul style="list-style-type: none"> • requests • installation notices • acceptance documents • connection agreements 		
3.12	Customer Enquiries	<p>The activity of handling customer enquiries regarding TasNetworks services and products. Includes responses to routine enquiries including those handled by the call and faults centre.</p> <p>See CUSTOMER MANAGEMENT - Advice for providing formal opinions about particular matters to individuals or external organisations.</p> <p>See CUSTOMER MANAGEMENT - Customer Reaction for activities associated with the receipt, investigation, response and resolution of grievances, expression of dissatisfaction, compliments or suggestions made to TasNetworks by the general public, customers and clients</p> <p>See <i>DA2157 Disposal Schedule for Common Administrative Functions</i> for training of call and faults centre operators.</p>		
3.12.1		Records relating to the provision of information that involves detailed research or considerable input of resources for the Customer Management function.	Temporary	Destroy 7 years after action completed.
3.12.2		Records relating to the provision of information about routine and general matters, such as connection enquiries, hours of operation, and change of address.	Temporary	Destroy 2 years after action completed.

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No	Function/Activity	Description	Status	Disposal Action
<i>CUSTOMER MANAGEMENT - Customer Reaction</i>				
3.13	Customer Reaction	<p>The activities associated with the receipt, investigation, response and resolution of grievances, expression of dissatisfaction, compliments or suggestions made to TasNetworks by the general public, customers and clients. Includes:</p> <ul style="list-style-type: none"> • standard complaints • escalated complaints • ombudsman complaints • media complaints • disputes between customers and retailers <p>See CUSTOMER MANAGEMENT - Customer Enquiries for requests for information.</p> <p>See <i>DA2157 Disposal Schedule for Common Administrative Functions</i> for ministerial representations.</p>		
3.13.1		Records documenting compliments, suggestions and complaints received by TasNetworks including the resolution of complaints and responses to complaints.	Temporary	Destroy 7 years after action completed.
3.14	Evaluation	<p>The activity of determining the suitability of program and systems in meeting the requirements of a given situation relating to the Customer Management function.</p> <p>See CONTRACT MANAGEMENT - Procurement & Tendering for the evaluation of tenders.</p>		

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No	Function/Activity	Description	Status	Disposal Action
<i>CUSTOMER MANAGEMENT - Evaluation</i>				
		See CUSTOMER MANAGEMENT - Performance Measurement for measuring and monitoring business performance against identified criteria.		
3.14.1		Records documenting the evaluation of programs, performance and systems relating to customer management. Includes evaluation of: <ul style="list-style-type: none"> • trade events • customer council activities • performance of systems such as self-read program 	Temporary	Destroy 7 years after action completed.
3.15	Implementation	The activity of carrying out or putting into action plans, policies or procedures relating to the Customer Management function.		
3.15.1		Records documenting the implementation of plans, policies or procedures relating to the Customer Management function. Examples include: <ul style="list-style-type: none"> • action plans to be implemented following the customer connections review 	Temporary	Destroy 7 years after action completed.
3.16	Marketing	The process of providing information relating to electrical safety. Includes marketing campaigns, advertising and promotion.		

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No	Function/Activity	Description	Status	Disposal Action
<i>CUSTOMER MANAGEMENT - Marketing</i>				
3.16.1		Records documenting the promotion of electrical safety. Includes: <ul style="list-style-type: none"> • marketing campaigns • advertisements • home health checks • <i>YouTube</i> videos 	Temporary	Destroy 7 years after action completed.
3.17	Meetings	The activity of arranging, preparing agenda, and recording minutes of meetings or workshops relating to the Customer Management function. See CUSTOMER MANAGEMENT - Committees for the establishment and management of internal and external committees including committee meetings.		
3.17.1		Final versions of notes or minutes, agendas and supporting documents of ad-hoc meetings relating to customer management. Includes meetings held with external organisations.	Temporary	Destroy 7 years after action completed.
3.18	Meter Reading	The activities associated with reading electricity meters for the purpose of billing. Includes checks, schedules and reading instructions. Also includes meter box issues, Pay as You Go and self reads.		
3.18.1		Records documenting meter readings. Includes meter reading reports.	Temporary	Destroy 7 years after action completed.

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No	Function/Activity	Description	Status	Disposal Action
<i>CUSTOMER MANAGEMENT - Performance Measurement</i>				
3.19	Performance Measurement	<p>The activity of measuring performance against organisational goals and objectives relating to the Customer Management function.</p> <p><i>See DA2157 Disposal Schedule for Common Administrative Functions for employee work performance evaluations.</i></p> <p><i>See DA2157 Disposal Schedule for Common Administrative Functions for measuring corporate performance.</i></p>		
3.19.1		Records documenting performance measurement relating to customer management.	Temporary	Destroy 7 years after action completed.
3.20	Planning	<p>The activity of identifying key issues to be addressed both externally and internally for the short and long term direction of TasNetworks relating to the Customer Management function. Includes short and long term planning, business plan development and growth strategies relating to the determination of customer services, needs and solutions.</p> <p><i>See DA2157 Disposal Schedule for Common Administrative Functions for strategic and corporate planning.</i></p>		
3.20.1		Final version of plans relating to customer management.	Temporary	Destroy 7 years after action completed.
3.20.2		Records used to develop all customer management plans. Includes draft plans, reports analysing issues, and comments received from other areas of TasNetworks.	Temporary	Destroy 2 years after adoption of the final plan.

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No	Function/Activity	Description	Status	Disposal Action
<i>CUSTOMER MANAGEMENT - Policies Procedures & Standards</i>				
3.21	Policies Procedures & Standards	<p>The activity of developing policies, procedures and standards for future action and decision making relating to the Customer Management function. Includes:</p> <ul style="list-style-type: none"> • directives • policies • operating procedures and standards • design and planning standards • industry standards <p>See DA 2158 Disposal Schedule for Short Term Value Records for working papers and drafts versions of policies, procedures and standards not issued for comment.</p>		
3.21.1		Final versions of policies relating to customer management including drafts issued for comment.	Temporary	Destroy 7 years after superseded.
3.21.2		Final versions of procedures and customer service standards relating to customer management including drafts issued for comment.	Temporary	Destroy 7 years after superseded.
3.22	Presentations	<p>The activity of preparing and presenting addresses/speeches internally or to external organisations relating to the Customer Management function. Includes attendance at exhibitions and trade events for the purpose of promoting TasNetworks' services.</p> <p>See CUSTOMER MANAGEMENT - Communications & Liaison for sharing information</p>		

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No	Function/Activity	Description	Status	Disposal Action
<i>CUSTOMER MANAGEMENT - Presentations</i>				
		and seeking information from, or the opinions of others.		
3.22.1		Records documenting presentations relating to customer management.	Temporary	Destroy 1 year after reference use ceases.
3.23	Pricing	The activity of determining the price of TasNetworks products and services. Includes the preparation of pricing and application guides for retailers. See REGULATION - Submissions for revenue pricing proposals.		
3.23.1		Records documenting final prices for products and services which form part of the core business of TasNetworks including working papers relating to the determination of final prices.	Temporary	Destroy 10 years after action completed.
3.24	Project Management	The activities associated with managing projects in accordance with project management methodologies relating to the Customer Management function. Includes: <ul style="list-style-type: none"> • project initiation • planning • governance • budgets • risk assessments • finalisation, and • associated project documentation 		

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No	Function/Activity	Description	Status	Disposal Action
<i>CUSTOMER MANAGEMENT - Project Management</i>				
		See REGULATION - Reporting for Regulatory Information Notices (RIN) project reports.		
3.24.1		Records documenting the management of projects relating to customer management includes: <ul style="list-style-type: none"> • schedules • plans • progress reports • targets and goals • budgets • risk assessments 	Temporary	Destroy 7 years after action completed.
3.25	Reporting	The activity of providing and receiving a formal response on any matter on which specific information is required. Includes monthly reports relating to the Customer Management function. See REGULATION - Reporting for reports required under TasNetworks licence obligations, Regulatory Information Notices (RIN) reports and system incident reports. See CUSTOMER MANAGEMENT - Performance Measurement for reporting business performance against identified criteria. See <i>DA2157 Disposal Schedule for Common Administrative Functions</i> for the preparation and publication of the annual report.		

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No	Function/Activity	Description	Status	Disposal Action
<i>CUSTOMER MANAGEMENT - Research & Analysis - Reporting</i>				
		See <i>DA2157 Disposal Schedule for Common Administrative Functions</i> for Ministerials, Ministerial Briefing Notes and Questions Time Briefs.		
3.25.1		Records documenting reporting activities relating to the Customer Management function. Includes: <ul style="list-style-type: none"> • final copies of reports • contributions to annual reports • statistical information 	Temporary	Destroy 7 years after action completed.
3.26	Research & Analysis	The activity of gathering, analysing and interpreting information relating to the Customer Management function. See CUSTOMER MANAGEMENT - Project Management for research undertaken as part of the project management methodology. See CUSTOMER MANAGEMENT - Policies, Procedures & Standards for research undertaken when developing policies, procedures or standards.		
3.26.1		Records documenting the analysis and interpretation of information relating to customer management.	Temporary	Destroy after reference use ceases.
3.27	Reviewing	The activities involved in re-evaluating or re-examining products, processes, procedures, standards and systems relating to the Customer Management function. Includes recommendations and advice resulting from these activities.		

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No	Function/Activity	Description	Status	Disposal Action
<i>CUSTOMER MANAGEMENT - Reviewing</i>				
3.27.1		Records documenting the review of TasNetworks programs, operations, and services relating to customer management. Includes: <ul style="list-style-type: none"> • final reports • action plans 	Temporary	Destroy 7 years after action completed.
3.28	Risk Management	The activity of identifying and assessing risks and managing adverse effects relating to the Customer Management function. See CUSTOMER MANAGEMENT - Project Management for the assessment of risks associated with a particular project.		
3.28.1		Records relating to the identification, assessment and management of risk regarding TasNetworks' Customer Management function.	Temporary	Destroy 7 years after superseded.
4	HEALTH, SAFETY, ENVIRONMENT & QUALITY	The function of providing and implementing programs for health, safety, environmental and quality management. Includes strategies, plans, policies and procedures to: <ul style="list-style-type: none"> • ensure adequate sensitive and safe operations • enable compliance with legislation and standards • provide effective sustainability See CONTRACT MANAGEMENT - Procurement & Tendering for acquiring goods and services by TasNetworks. Includes formulating, issuing,		

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No	Function/Activity	Description	Status	Disposal Action
<i>HEALTH, SAFETY, ENVIRONMENT & QUALITY - Accidents & Incidents</i>				
		<p>receiving, evaluating, awarding and administering tenders.</p> <p>See CONTRACT MANAGEMENT - Agreements for agreements between TasNetworks and other parties including contracts, memorandums of understanding (MOU's), novation deeds, escrow agreements, confidentiality agreements and customer charters.</p> <p>See <i>DA 2157</i> for the storage, disposal and removal of hazardous substances.</p> <p>See <i>DA 2157</i> for health programs for employees and health and safety representatives.</p> <p>See <i>DA 2135</i> for Government Registered Training Organisations for nationally accredited training.</p>		
4.1	Accidents & Incidents	<p>The activity of dealing with events and incidents that could or do result in harm to persons, property or asset loss including investigations relating to these events.</p> <p>See <i>DA2157 Disposal Schedule for Common Administrative Functions</i> for claims for injury or damage to property incurred by the public.</p> <p>See <i>DA2157 Disposal Schedule for Common Administrative Functions</i> for records relating to injury to employees.</p> <p>See <i>DA2157 Disposal Schedule for Common Administrative Functions</i> for notifiable incidents in a workplace that involve employees or members of the public.</p>		

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No	Function/Activity	Description	Status	Disposal Action
<i>HEALTH, SAFETY, ENVIRONMENT & QUALITY - Accidents & Incidents</i>				
4.1.1		<p>Records documenting significant incidents and reportable incidents including incidents where hazardous materials were involved. Includes:</p> <ul style="list-style-type: none"> • incident investigations • measures taken to prevent such events occurring • TasNetworks' involvement in coronial investigations <p>Examples of significant and reportable incidents includes incidents occurring in relation to:</p> <ul style="list-style-type: none"> • National Parks • World Heritage Area • threatened species 	Permanent	Retain as State Archives
4.1.2		<p>Records documenting non-significant incidents and incidents where non-hazardous materials are involved. Includes:</p> <ul style="list-style-type: none"> • incident investigations • measures taken to prevent such events occurring 	Temporary	Destroy 7 years after action completed.
4.2	Advice & Directives	<p>The activity of providing or receiving formal opinions and issuing directives and alerts relating to the Health, Safety, Environment & Quality function. Includes consultancy advice and expert advice provided to internal and external customers.</p>		

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No	Function/Activity	Description	Status	Disposal Action
<i>HEALTH, SAFETY, ENVIRONMENT & QUALITY - Advice & Directives</i>				
4.2.1		<p>Records documenting the provision or receipt of internal and external advice relating to health, safety, environment & quality management which:</p> <ul style="list-style-type: none"> • underpin changes to policies • create precedent • result from or in legal action • involve environmental issues <p>Includes issuing of directives and alerts.</p> <p>Examples of environmental issues includes:</p> <ul style="list-style-type: none"> • oil spill management • survey of threatened species • hazardous materials 	Permanent	Retain as State Archives
4.2.2		<p>Records documenting the provision or receipt of internal and external advice relating to health, safety, environment & quality management which do <u>not</u>:</p> <ul style="list-style-type: none"> • underpin changes to policies • create precedent • result from or in legal action • involve environmental issues <p>Includes the issuing of directives and alerts.</p> <p>Examples may include:</p> <ul style="list-style-type: none"> • directives to wear safety equipment 	Temporary	Destroy 13 years after action completed.

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No	Function/Activity	Description	Status	Disposal Action
<i>HEALTH, SAFETY, ENVIRONMENT & QUALITY - Advice & Directives</i>				
4.2.3		Records documenting technical advice provided to electrical contractors relating to electrical installations in premises including interpretations of standards.	Temporary	Destroy after demolition of premises.
4.3	Audit & Inspections	The activity of formally checking TasNetworks' operations and processes by staff or authorised external personnel relating to the Health, Safety, Environment & Quality function. Includes the monitoring of corrective action arising from audits and inspections.		
4.3.1		Final versions of internal and external audits, inspection reports and corrective actions relating to health, safety, environment & quality management which involve: <ul style="list-style-type: none"> • significant findings (e.g. Failure to comply with audit findings which may result in loss of accreditation) • create precedent • raise policy or legal issues 	Permanent	Retain as State Archives
4.3.2		Final versions of internal and external audits, inspection reports, findings, corrective actions and audit schedules relating to health, safety, environment & quality management which do <u>not</u> result in <ul style="list-style-type: none"> • significant findings • create precedent 	Temporary	Destroy 10 years after action completed.

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No	Function/Activity	Description	Status	Disposal Action
<i>HEALTH, SAFETY, ENVIRONMENT & QUALITY - Audit & Inspections</i>				
		<ul style="list-style-type: none"> • raise policy or legal issues Includes: <ul style="list-style-type: none"> • electrical safety scheme audits. 		
4.3.3		Records documenting the planning and conduct of internal and external audits relating to health, safety, environment & quality management. Includes: <ul style="list-style-type: none"> • records of liaison with the auditing body • draft reports and comments 	Temporary	Destroy 2 years after action completed.
4.4	Committees	The activity of establishing and managing internal or external committees relating to the Health, Safety, Environment & Quality function. Includes agendas and minutes of committee meetings. See HEALTH, SAFETY, ENVIRONMENT & QUALITY - Meetings for meetings of groups not considered committees.		
4.4.1		Records of internal and external committees relating to health, safety, environment & quality management where TasNetworks has the administrative role. Includes: <ul style="list-style-type: none"> • documents establishing the committee • final versions of minutes • reports • recommendations • supporting documents such as briefing papers and discussion papers 	Temporary	Destroy 7 years after action completed.

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No	Function/Activity	Description	Status	Disposal Action
<i>HEALTH, SAFETY, ENVIRONMENT & QUALITY - Committees</i>				
4.4.2		<p>Records of external committees relating to health, safety, environment & quality management where TasNetworks do <u>not</u> have the administrative role. These may include:</p> <ul style="list-style-type: none"> • documents establishing the committee • final versions of minutes • reports • recommendations • supporting documents such as briefing papers and discussion papers 	Temporary	Destroy 2 years after action completed.
4.4.3		Records documenting the conduct and administration of committees relating to health, safety, environment & quality management.	Temporary	Destroy after administrative use ceases.
4.5	Communications & Liaison	<p>The activity of sharing information through the internet, intranet, newsletters etc. and seeking information from or the opinions of others relating to the Health, Safety, Environment & Quality function.</p> <p>Includes:</p> <ul style="list-style-type: none"> • communications with stakeholders • general contact with external groups or individuals • the issue of safety alerts <p>See HEALTH, SAFETY, ENVIRONMENT & QUALITY - Advice & Directives for providing formal opinions about particular matters.</p>		

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No	Function/Activity	Description	Status	Disposal Action
<i>HEALTH, SAFETY, ENVIRONMENT & QUALITY - Communications & Liaison</i>				
		<p>See HEALTH, SAFETY, ENVIRONMENT & QUALITY - Presentations for preparing and presenting addresses/speeches internally or to external organisations relating to health, environment & quality.</p> <p>See <i>DA2157 Disposal Schedule for Common Administrative Functions</i> for internal telecommunication systems and computer networks.</p>		
4.5.1		<p>Contributions made to communications within TasNetworks relating to health, safety, environment & quality management. Includes:</p> <ul style="list-style-type: none"> • intranet updates • health, safety, environment & quality education sessions • operational cheat sheets • FAQ sheets 	Temporary	Destroy 2 years after action completed.
4.5.2		<p>Records documenting liaison activities and general contact with external organisations relating to health, safety, environment & quality management. Includes:</p> <ul style="list-style-type: none"> • exchange of information • change of address information etc. 	Temporary	Destroy 2 years after action completed.
4.6	Compliance	<p>The process of demonstrating compliance with external or internal standards, regulations or requirements to which TasNetworks is subject relating to the Health, Safety, Environment & Quality function. Includes compliance with regulations</p>		

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No	Function/Activity	Description	Status	Disposal Action
<i>HEALTH, SAFETY, ENVIRONMENT & QUALITY - Compliance</i>				
		<p>relating to the Electrical Safety Management Scheme.</p> <p>See HEALTH, SAFETY, ENVIRONMENT & QUALITY - Audit & Inspections for audits of the electrical safety scheme.</p> <p>See HEALTH, SAFETY, ENVIRONMENT & QUALITY - Enterprise Training for the electrical safety management scheme training.</p>		
4.6.1		<p>Records documenting compliance relating to the Health, Safety, Environment & Quality function. Includes annual compliance certificates and certification of electrical work on private assets.</p>	Temporary	Destroy after 2 regulatory reporting periods.
4.6.2		<p>Records documenting exemptions granted to employees to perform limited electrical work without a full licence in accordance with regulations relating to the electrical safety management scheme. Includes evidence of training.</p>	Temporary	Destroy 10 years after separation of the employee.
4.7	Contractor Management	<p>The activities involved in arranging and managing the performance of work or the provision of services by an external contractor, consultant, or bureau service relating to the Health, Safety, Environment & Quality function. Includes authorised service provider registration and the engagement and management of external contractors to undertake scopes of work (work packs).</p> <p>See CUSTOMER MANAGEMENT - Procurement & Tendering for the process of receiving and</p>		

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No	Function/Activity	Description	Status	Disposal Action
<i>HEALTH, SAFETY, ENVIRONMENT & QUALITY - Contractor Management</i>				
		assessing tenders from potential external consultants for services, prior to the contract agreement. See CONTRACT MANAGEMENT - Agreements for contracts and agreements relating to contractors. See <i>DA2157 Disposal Schedule for Common Administrative Functions</i> for financial transactions related to contractors including invoicing.		
4.7.1		Records documenting the management of contractors and authorised service providers relating to health, safety, environment and quality management. Includes: <ul style="list-style-type: none"> • parameters of consultancy/service • terms and conditions • registration of authorised service providers • performance and evaluation reports • meetings with stakeholders 	Temporary	Destroy 7 years after expiry or termination of contract or registration.
4.8	Enquiries	The activity of managing requests for routine or readily available information on any subject matter relating to the Health, Safety, Environment & Quality function. See CUSTOMER MANAGEMENT - Customer Enquiries for enquiries from customers. See HEALTH, SAFETY, ENVIRONMENT & QUALITY - Advice & Directives for when the enquiry involves the provision of non-routine		

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No	Function/Activity	Description	Status	Disposal Action
<i>HEALTH, SAFETY, ENVIRONMENT & QUALITY - Enquiries</i>				
		<p>information or the provision of an opinion on the subject matter.</p> <p><i>See DA2157 Disposal Schedule for Common Administrative Functions</i> for ministerial representations.</p>		
4.8.1		Records documenting enquiries requesting information on any subject matter relating to health, safety, environment & quality management.	Temporary	Destroy 2 years after action completed.
4.9	Enterprise Training	<p>The activity of providing TasNetworks' specialised enterprise training to employees and customers in the operation of networks and systems. Only includes training that is not nationally accredited as a registered training organisation. Includes training required for the electrical safety management scheme.</p> <p><i>See DA 2135 Disposal Schedule for Government Registered Training Organisations</i> for nationally accredited training.</p> <p><i>See DA2157 Disposal Schedule for Common Administrative Functions</i> for staff development training.</p>		
4.9.1		<p>Records documenting assessment and competency of individuals in relation to TasNetworks enterprise training including the electrical safety management scheme training. Includes:</p> <ul style="list-style-type: none"> • assessments • evidence of competency 	Temporary	Destroy 30 years after action completed.

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No	Function/Activity	Description	Status	Disposal Action
<i>HEALTH, SAFETY, ENVIRONMENT & QUALITY - Enterprise Training</i>				
		<ul style="list-style-type: none"> • assessment results 		
4.9.2		Records documenting the development and delivery of TasNetworks enterprise training including: <ul style="list-style-type: none"> • delivery and assessment strategies • training plans • training materials • assessment tools 	Temporary	Destroy 5 years after action completed.
4.9.3		Records documenting administrative arrangements for the delivery of TasNetworks enterprise training. Includes: <ul style="list-style-type: none"> • training delivery personnel • venue bookings • timetabling • training notices • equipment bookings 	Temporary	Destroy after administrative use ceases.
4.10	Environmental Management	The activity of managing environmental and sustainability issues associated with work undertaken by TasNetworks. Includes: <ul style="list-style-type: none"> • environmental management planning • environmental impact assessment • materials management • physical site management including heritage sites 		

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No	Function/Activity	Description	Status	Disposal Action
<i>HEALTH, SAFETY, ENVIRONMENT & QUALITY - Environmental Management</i>				
		<ul style="list-style-type: none"> • obtaining permits to conduct work <p>Also includes the management of environmental issues related to:</p> <ul style="list-style-type: none"> • controlling vegetation • waste materials including waste collection, storage, transportation, treatment and disposal reduction measures 		
4.10.1		<p>Records documenting environmental programs (e.g. remedial, threatened species, hazardous waste) that:</p> <ul style="list-style-type: none"> • involve a significant health risk • involve public controversy • result in litigation • set a precedent 	Permanent	Retain as State Archives
4.10.2		<p>Records documenting environmental issues in the management and control of vegetation of sites of national significance or which have been contaminated with hazardous materials. Includes natural, historic, and indigenous sites of significance that are:</p> <ul style="list-style-type: none"> • listed in the Register of the National Estate • listed by the World Heritage Commission • classified by the Tasmanian National Trust • classified on the Tasmanian Heritage listing 	Permanent	Retain as State Archives

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No	Function/Activity	Description	Status	Disposal Action
<i>HEALTH, SAFETY, ENVIRONMENT & QUALITY - Environmental Management</i>				
4.10.3		Records documenting the management of contaminated waste.	Permanent	Retain as State Archives
4.10.4		Records documenting environmental programs that do <u>not</u> involve a significant health risk, involve public controversy, result in litigation or set a precedent. Examples of programs include: <ul style="list-style-type: none"> • weed management • bird management (where not threatened) • energy efficiency • electromagnetic field awareness 	Temporary	Destroy 20 years after action completed.
4.10.5		Records documenting the environmental issues related to the management and control of vegetation of sites which have <u>no</u> national significance and are of a routine nature.	Temporary	Destroy 20 years after action completed.
4.10.6		Records documenting the management of waste which is <u>not</u> contaminated.	Temporary	Destroy 7 years after action completed.
4.11	Meetings	The activity of arranging meetings, preparing agenda, and recording minutes of meetings or workshops relating to the Health, Safety, Environment & Quality function. See HEALTH, SAFETY, ENVIRONMENT & QUALITY - Committees for the establishment and management of internal and external committees including committee meetings.		

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No	Function/Activity	Description	Status	Disposal Action
<i>HEALTH, SAFETY, ENVIRONMENT & QUALITY - Meetings</i>				
4.11.1		<p>Final versions of notes or minutes, agendas and supporting documents of meetings relating to health, safety, environment & quality management where decisions made are of major significance to the public or TasNetworks. Includes meetings held with external organisations.</p> <p>Examples of decisions made include:</p> <ul style="list-style-type: none"> • Electrical safety and equipment recall • Identification of significant hazards 	Permanent	Retain as State Archives
4.11.2		<p>Final versions of notes or minutes, agendas and supporting documents of ad-hoc meetings relating to health, safety, environment & quality management where decisions are <u>not</u> of major significance to the public or TasNetworks. Includes meetings held with external organisations.</p> <p>Examples of decisions made include:</p> <ul style="list-style-type: none"> • Personal Protective Equipment implementation • general work practices 	Temporary	Destroy 7 years after action completed.
4.12	Planning	<p>The activity of identifying key issues to be addressed both externally and internally for the short and long term direction of TasNetworks relating to the Health, Safety, Environment & Quality function. Includes short and long term planning, business plan development and growth strategies.</p>		

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No	Function/Activity	Description	Status	Disposal Action
<i>HEALTH, SAFETY, ENVIRONMENT & QUALITY - Planning</i>				
4.12.1		Final versions of plans relating to health, safety, environment & quality management.	Temporary	Destroy 7 years after superseded.
4.12.2		Records used to develop all plans relating to health, safety, environment & quality management. Includes draft plans, reports analysing issues, and comments received from other areas of TasNetworks.	Temporary	Destroy 7 years after release of the final plan.
4.13	Policies Procedures & Standards	<p>The activity of developing decisions, directives, and precedents for future actions and decision making. This forms the basis of operating procedures relating to the Health, Safety, Environment & Quality function.</p> <ul style="list-style-type: none"> • operating procedures and standards, • design and planning standards, and • industry standards. <p><i>See DA 2158 Disposal Schedule for Short Term Value Records for working papers and drafts versions of policies, procedures and standards not issued for comment.</i></p>		
4.13.1		Final version of policies relating to the Health, Safety, Environment & Quality function including drafts issued for comment.	Permanent	Retain as State Archives
4.13.2		Final versions of procedures and standards relating to the Health, Safety, Environment & Quality function including drafts issued for comment.	Temporary	Destroy 7 years after superseded.

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No	Function/Activity	Description	Status	Disposal Action
<i>HEALTH, SAFETY, ENVIRONMENT & QUALITY - Presentations</i>				
4.14	Presentations	<p>The activity of preparing and presenting addresses/speeches internally or to external organisations relating to the Health, Safety, Environment & Quality function. Includes attendance at exhibitions and trade events for the purpose of promoting TasNetworks' services.</p> <p>See HEALTH, SAFETY, ENVIRONMENT & QUALITY - Communications & Liaison for sharing information and seeking information or the opinions of others.</p>		
4.14.1		Records documenting presentations relating to the Health, Safety, Environment & Quality function.	Temporary	Destroy 7 years after action completed.
4.15	Project Management	<p>The activities associated with managing projects in accordance with project management methodologies relating to the Health, Safety, Environment & Quality function. Includes:</p> <ul style="list-style-type: none"> • project initiation • planning • governance • budgets • risk assessments • finalisation • all associated project documentation <p>See REGULATION - Reporting for Regulatory Information Notices (RIN) projects reports.</p>		

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No	Function/Activity	Description	Status	Disposal Action
<i>HEALTH, SAFETY, ENVIRONMENT & QUALITY - Project Management</i>				
4.15.1		Records documenting the management of projects relating to the Health, Safety, Environment & Quality function. Includes: <ul style="list-style-type: none"> • project budgeting • scheduling and planning • progress management • target and goal setting • risk assessment 	Temporary	Destroy 7 years after project completed.
4.16	Reporting	The activity of providing and receiving a formal response on any matter on which specific information is required includes monthly reports relating to the Health, Safety, Environment & quality function. <i>See DA2157 Disposal Schedule for Common Administrative Functions</i> for the preparation and publication of the annual report. <i>See DA2157 Disposal Schedule for Common Administrative Functions</i> for Ministerials, Ministerial Briefing Notes and Questions Time Briefs.		
4.16.1		Internal and external reports prepared by or for TasNetworks about health, safety, environment and quality activities, containing: <ul style="list-style-type: none"> • safety or environmental recommendations and initiatives relating to significant network assets • environmental impact statements. 	Permanent	Retain as State Archives

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No	Function/Activity	Description	Status	Disposal Action
<i>HEALTH, SAFETY, ENVIRONMENT & QUALITY - Reporting</i>				
		<p>Examples of reports include:</p> <ul style="list-style-type: none"> • major works (eg Waddamana Lindisfarne Transmission Line) • development application reports for councils • threatened species • hazardous materials management 		
4.16.2		<p>Internal and external reports prepared by or for TasNetworks concerning health, safety, environment and quality activities that do <u>not</u> include significant findings and/or recommendations.</p> <p>Examples of reports include:</p> <ul style="list-style-type: none"> • safety management • general internal reports to support design and construction 	Temporary	Destroy 7 years after action completed.
4.16.3		Records relating to environmental surveys completed for external organisations that are not included in, or in response to a report.	Temporary	Destroy 7 years after action completed.
4.17	Reviewing	<p>The activities involved in re-evaluating or re-examining products, processes, procedures, standards and systems relating to the Health, Safety, Environment & Quality function. Includes recommendations and advice resulting from these activities.</p> <p>See HEALTH, SAFETY, ENVIRONMENT & QUALITY - Advice & Directives for more formal opinions on matters not specific to reviewing.</p>		

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No	Function/Activity	Description	Status	Disposal Action
<i>HEALTH, SAFETY, ENVIRONMENT & QUALITY - Reviewing</i>				
4.17.1		Records documenting the review of TasNetworks' products, processes, procedures, standards and systems relating to the Health, Safety, Environment & Quality function. Includes: <ul style="list-style-type: none"> • final reports • action plans 	Temporary	Destroy 7 years after action completed.
4.18	Risk Management	The activity of identifying and assessing risks and managing adverse effects relating to the Health, Safety, Environment & Quality function. See HEALTH, SAFETY, ENVIRONMENT & QUALITY - Project Management for the assessment of risks associated with a particular project.		
4.18.1		Records documenting risk management of projects which involve hazardous materials or significant health, safety, environmental or quality risk.	Permanent	Retain as State Archives
4.18.2		Records documenting risk management of projects which do <u>not</u> involve hazardous materials or significant health, safety, environmental or quality risk.	Temporary	Destroy 7 years after action completed.
4.19	Tools & Equipment	The activities associated with the inspection, testing, maintenance and calibration of tools and equipment including safety and protective equipment, used by TasNetworks. See CONTRACT MANAGEMENT - Procurement & Tendering for acquiring tools and equipment including offers, quotations and formulating, issuing,		

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No	Function/Activity	Description	Status	Disposal Action
<i>HEALTH, SAFETY, ENVIRONMENT & QUALITY - Tools & Equipment</i>				
		receiving, evaluating, awarding and administering tenders. See <i>DA2157 Disposal Schedule for Common Administrative Functions</i> for the disposal of tools and equipment.		
4.19.1		Records documenting the inspection, testing, maintenance and calibration of specialised tools and equipment used by TasNetworks. Examples of specialised tools being reported include: <ul style="list-style-type: none"> • network analyser • phase angle meters • voltage measurement • insulation resistance 	Temporary	Destroy 7 years after action completed.
5	NETWORK MANAGEMENT	The function of developing and managing the distribution, transmission, and telecommunications networks and systems. Includes the following aspects of developing and managing Network Assets: <ul style="list-style-type: none"> • planning • design • procurement • construction • installation • commissioning • operation 		

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No	Function/Activity	Description	Status	Disposal Action
<i>NETWORK MANAGEMENT</i>				
		<ul style="list-style-type: none"> • maintenance • disposal • decommissioning <p>Also Network maintenance activities including:</p> <ul style="list-style-type: none"> • planning and coordination of outages • monitoring • system performance • switching and emergency responses <p>See CONTRACT MANAGEMENT - Procurement & Tendering for acquiring goods and services and formulating, issuing, receiving, evaluating, awarding and administering tenders.</p> <p>See CUSTOMER MANAGEMENT for relationships with customers including connections, billing, customer enquiries, service complaints etc.</p> <p>See RESEARCH & DEVELOPMENT for conducting research and planning for new business and diversification opportunities.</p> <p>See REGULATION - Licensing for obtaining and managing network licences required by TasNetworks for the distribution, transmission and telecommunications networks.</p> <p>See CONTRACT MANAGEMENT - Agreements for managing legal arrangements or contracts between two or more parties.</p> <p>See HEALTH, SAFETY, ENVIRONMENT & QUALITY - Environmental Management for</p>		

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No	Function/Activity	Description	Status	Disposal Action
NETWORK MANAGEMENT - Advice				
		<p>managing environmental and sustainability issues associated with work undertaken by TasNetworks.</p> <p>See HEALTH, SAFETY, ENVIRONMENT & QUALITY - Tools & Equipment for the inspection, testing, maintenance and calibration of tools and equipment used by TasNetworks.</p> <p>See <i>DA2157 Disposal Schedule for Common Administrative Functions</i> for the acquisition, disposal, supplying and managing stocks of tools, equipment, plant and vehicles.</p> <p>See <i>DA2157 Disposal Schedule for Common Administrative Functions</i> for the management of easements, wayleaves, and land.</p>		
5.1	Advice	The activity of providing or receiving formal opinions about particular matters relating to the Network Management function. Includes consultancy advice and expert advice on a subject provided to internal and external customers.		
5.1.1		<p>Records documenting the receipt and provision of internal and external advice relating to network management on issues which:</p> <ul style="list-style-type: none"> • underpin changes to policies • create precedent • result from or in legal action • relate to national electricity rules 	Permanent	Retain as State Archives

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No	Function/Activity	Description	Status	Disposal Action
<i>NETWORK MANAGEMENT - Advice</i>				
5.1.2		<p>Records documenting the receipt and provision of internal and external advice on issues relating to network management that do not:</p> <ul style="list-style-type: none"> • underpin changes to policies • create precedent • result from or in legal action • relate to national electricity rules 	Temporary	Destroy 13 years after action completed.
5.2	Asset Register Management	<p>The activity of managing the register listing specific details of TasNetworks network assets including a description of the asset, location of asset, cost, etc.</p> <p>Network assets include:</p> <ul style="list-style-type: none"> • poles and wires • substations • anything on the network <p>See NETWORK MANAGEMENT - Inspections & Monitoring for test reports</p> <p>See NETWORK MANAGEMENT - Design and Construction for designing, construction and installing network assets</p> <p>See CONTRACT MANAGEMENT - Agreements for managing contracts for network assets.</p>		
5.2.1		<p>Network Asset Register listing asset details including:</p> <ul style="list-style-type: none"> • description of the asset • location of the asset 	Permanent	Retain in Agency

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No	Function/Activity	Description	Status	Disposal Action
<i>NETWORK MANAGEMENT - Audit</i>				
		<ul style="list-style-type: none"> • cost of the asset <p>Network assets include:</p> <ul style="list-style-type: none"> • poles and wires • substations • anything on the network 		
5.3	Audit	<p>The activity of formally checking TasNetworks' operations and processes by staff or authorised external personnel relating to the Network Management function. Includes audits to ensure operations are complying with operational standards associated with networks and systems.</p> <p>See NETWORK MANAGEMENT - Inspections & Monitoring for regular monitoring of network assets and asset inspections.</p>		
5.3.1		<p>Final versions of internal and external audit reports relating to network management which:</p> <ul style="list-style-type: none"> • create precedent • raise policy • raise legal issues 	Permanent	Retain as State Archives
5.3.2		<p>Final versions of internal and external audit reports relating to network management which do not:</p> <ul style="list-style-type: none"> • create precedent • raise policy • raise legal issues 	Temporary	Destroy 7 years after action completed.

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No	Function/Activity	Description	Status	Disposal Action
<i>NETWORK MANAGEMENT - Audit</i>				
5.3.3		<p>Records documenting the planning and conduct of internal and external audits relating to network management. Includes:</p> <ul style="list-style-type: none"> • liaison with the auditing body • draft reports • recommendations • actions • comments 	Temporary	Destroy 7 years after action completed.
5.4	Authorisations	<p>The activity of seeking and granting of permission to undertake specific actions relating to the Network Management function.</p> <p>See CUSTOMER MANAGEMENT - Customer Connections for connections and dis-connections of the networks including installation notices and connection agreements.</p>		
5.4.1		<p>Records documenting authorisations to undertake work on the distribution, transmission and telecommunications networks. Includes:</p> <ul style="list-style-type: none"> • authorisations for access to the network • permits to carry out work • site access registers • authorisations for switching • reconfiguration of the networks • decommissioning of network assets 	Temporary	Destroy 7 years after action completed.

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No	Function/Activity	Description	Status	Disposal Action
<i>NETWORK MANAGEMENT - Authorisations</i>				
5.4.2		<p>Records documenting authorisations to connect third party plant and equipment to the distribution, transmission and telecommunications networks.</p> <p>Includes authorisations relating to the level of performance of third party plant and equipment including:</p> <ul style="list-style-type: none"> • hydro schemes • generators 	Temporary	Destroy 7 years after disconnection of asset from the network.
5.5	Committees	<p>The activity of establishing and managing internal or external committees relating to the Network Management function. Includes agendas and minutes of committee meetings.</p> <p>See NETWORK MANAGEMENT - Meetings for meetings of groups not considered committees.</p>		
5.5.1		<p>Records of internal and external committees relating to network management where TasNetworks has the administrative role. Includes:</p> <ul style="list-style-type: none"> • documents establishing the committee • final versions of minutes • reports • recommendations • supporting documents such as briefing papers and discussion papers 	Temporary	Destroy 7 years after action completed.

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No	Function/Activity	Description	Status	Disposal Action
<i>NETWORK MANAGEMENT - Committees</i>				
5.5.2		<p>Records of external committees relating to network management where TasNetworks does <u>not</u> have the administrative role. These include:</p> <ul style="list-style-type: none"> • documents establishing the committee • final versions of minutes • reports • recommendations • supporting documents such as briefing papers and discussion papers 	Temporary	Destroy 2 years after action completed.
5.5.3		Records documenting the conduct and administration of committees relating to network management.	Temporary	Destroy after administrative use ceases.
5.6	Communications & Liaison	<p>The activity of sharing information through the internet, intranet, newsletters etc. and seeking information from or the opinions of others relating to the Network Management function. This includes communications with stakeholders and general contact with external groups or individuals.</p> <p>See NETWORK MANAGEMENT - Advice for providing formal opinions about particular matters.</p> <p>See REGULATION - Communications & Liaison for education sessions relating to rule changes.</p>		
5.6.1		Records documenting liaison activities and general contact with external organisations relating to network management.	Temporary	Destroy 3 years after action completed.

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No	Function/Activity	Description	Status	Disposal Action
<i>NETWORK MANAGEMENT - Communications & Liaison</i>				
		Includes: <ul style="list-style-type: none"> • exchange of information • change of address information • participation in community forums and electrical contractor groups 		
5.6.2		Contributions made to communications within TasNetworks relating to network management. Includes: <ul style="list-style-type: none"> • information sheets • fact sheets • education sessions 	Temporary	Destroy 1 year after superseded or withdrawn.
5.7	Compliance	The process of demonstrating compliance with external or internal standards, regulations or requirements to which TasNetworks is subject relating to the Network Management function.		
5.7.1		Records documenting TasNetworks' compliance with external or internal standards, regulations or requirements relating to network management. Includes reports relating to compliance.	Temporary	Destroy after 2 regulatory reporting periods.
5.8	Conceptual Development	The activity of developing ideas and concepts in relation to network business activities prior to implementation. Includes trials of new technologies. See NETWORK MANAGEMENT - Research & Analysis for gathering, analysing and interpreting		

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No	Function/Activity	Description	Status	Disposal Action
<i>NETWORK MANAGEMENT - Conceptual Development</i>				
		<p>information relating to the Network Management function.</p> <p>See RESEARCH & DEVELOPMENT for conducting research and planning for new business and diversification opportunities.</p> <p>See NETWORK MANAGEMENT - Design & Construction for designing, constructing and installing transmission, distribution and telecommunications networks, systems and assets.</p>		
5.8.1		<p>Records documenting the development of ideas and concepts and trials relating to the Network Management function. Includes:</p> <ul style="list-style-type: none"> • designs • scopes • financial assessments • preferred options for proposed projects • regulatory investment tests-distribution (RIT-D) for proposed distribution and transmission projects • regulatory investment tests-transmission (RIT-T) for proposed distribution and transmission projects 	Temporary	Destroy after 2 regulatory reporting periods.
5.9	Contractor Management	<p>The Activities involved in arranging and managing the performance of work or the provision of services by a contractor, consultant, or bureau services relating to the Network Management function. (Sometimes referred to as Outsourcing). Also</p>		

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No	Function/Activity	Description	Status	Disposal Action
NETWORK MANAGEMENT - Contractor Management				
		<p>includes the engagement of external contractors to undertake scopes of work (work packs).</p> <p>See CONTRACT MANAGEMENT - Procurement & Tendering for the process of receiving and assessing tenders from potential external consultants for services, prior to the contract management.</p> <p>See CONTRACT MANAGEMENT - Agreements for contracts and agreements relating to contractors.</p> <p>See <i>DA2157 Disposal Schedule for Common Administrative Functions</i> for financial transactions related to contractors including invoicing.</p>		
5.9.1		<p>Records documenting the management of contractors relating to network management including:</p> <ul style="list-style-type: none"> • parameters of consultancy/service • terms and conditions • performance and evaluation reports • meetings with stakeholders 	Temporary	Destroy 7 years after expiry or termination of contract.
5.10	Design & Construction	<p>The activity of designing, constructing and installing:</p> <ul style="list-style-type: none"> • transmission networks • distribution networks • telecommunications networks • systems • assets 		

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No	Function/Activity	Description	Status	Disposal Action
<i>NETWORK MANAGEMENT - Design & Construction</i>				
		Includes onsite commissioning and decommissioning. See NETWORK MANAGEMENT - Project Management for project management records.		
5.10.1		Records documenting the design, construction, installation, commissioning and decommissioning of significant network assets. Includes: <ul style="list-style-type: none"> • final construction specifications • as installed drawings (including superseded versions and drawing indexes). Significant assets include those that: <ul style="list-style-type: none"> • involve significant monetary investment (as defined in national electricity rules) • have significant environmental impact • have significance to the State Examples include: <ul style="list-style-type: none"> • major substations • new transmission lines • new sub-transmission lines 	Permanent	Retain as State Archives
5.10.2		Standard drawings of network assets. Standard drawing is referring to the current "standard" i.e. like a template. The approved standard is a moment in time drawing, like a policy, the standard could be updated. These standard drawings will not have a location.	Permanent	Retain in Agency

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No	Function/Activity	Description	Status	Disposal Action
<i>NETWORK MANAGEMENT - Design & Construction</i>				
5.10.3		<p>Records documenting the design, construction, installation, commissioning and decommissioning of non-significant network assets. Includes:</p> <ul style="list-style-type: none"> • final construction specifications • as installed drawings (including superseded versions and drawing indexes) <p>Examples of non-significant assets includes:</p> <ul style="list-style-type: none"> • small substations • distribution transformers • pump on a farm dam 	Temporary	Destroy 7 years after disposal of asset.
5.10.4		<p>Construction design drawings used for network assets as planned to be built and which are replaced by the 'as installed' drawings when the work is completed.</p> <p>These could also be described as preparation drawings of network assets and includes:</p> <ul style="list-style-type: none"> • cancelled drawings • preparation drawings for construction • superseded drawings <p>See above class for as installed drawings</p>	Temporary	Destroy 7 years after construction and as installed drawings are completed.
5.10.5		Manufacturer's operational maintenance manuals relating to particular network assets.	Temporary	Destroy after disposal of asset.

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No	Function/Activity	Description	Status	Disposal Action
NETWORK MANAGEMENT - Disposal				
5.11	Disposal	<p>The activity of managing the sale, transfer, auction, gifting or destruction of network assets no longer required by TasNetworks.</p> <p>See NETWORK MANAGEMENT - Design & Construction for the decommissioning of network assets.</p> <p>See <i>DA2157 Disposal Schedule for Common Administrative Functions</i> for the disposal of tools and equipment.</p>		
5.11.1		Records documenting the disposal of network assets.	Temporary	Destroy 7 years after disposal of asset.
5.12	Equipment Rating	The activities associated with the determination or confirmation of electrical equipment ratings for the transmission, distribution and telecommunications networks.		
5.12.1		Records relating to the determination or confirmation of electrical equipment ratings for the transmission, distribution and telecommunications networks. Includes alterations to line ratings.	Temporary	Destroy after 2 regulatory reporting periods after disposal of the asset.
5.13	Inspections & Monitoring	<p>The activity of checking and observing network assets over a period of time including:</p> <ul style="list-style-type: none"> • risk analysis • reporting on those activities • trend reporting 		

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No	Function/Activity	Description	Status	Disposal Action
<i>NETWORK MANAGEMENT - Inspections & Monitoring</i>				
		<p>See NETWORK MANAGEMENT - Operations & Control Systems Management for supervisory control and data acquisition (SCADA).</p> <p>See NETWORK MANAGEMENT - Asset Register for information recording the inspection of network assets in the asset register</p>		
5.13.1		<p>Records relating to network assets maintenance data collection programs and surveys. Includes:</p> <ul style="list-style-type: none"> • condition assessments • asset inspections • test reports • risk assessments • surveys 	Temporary	Destroy 10 years after disposal of asset.
5.13.2		<p>Records documenting data collection tools and administrative matters relating to network assets data collection. Includes:</p> <ul style="list-style-type: none"> • hourly logging • daily logging • correspondence including emails 	Temporary	Destroy 2 years after action completed.
5.14	Investigations	<p>The activity of carrying out investigations relating to the relating to the transmission, distribution and telecommunications networks. Includes investigations relating to network failures.</p>		

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No	Function/Activity	Description	Status	Disposal Action
<i>NETWORK MANAGEMENT - Investigations</i>				
		<p>See CUSTOMER MANAGEMENT - Customer Reaction for investigations related to customer complaints</p> <p>See HEALTH, SAFETY, ENVIRONMENT & QUALITY - Accidents & Incidents for investigations of events and incidents that could or do result in unintended harm or asset loss including coronial investigations.</p>		
5.14.1		<p>Records documenting investigations relating to the transmission, distribution and telecommunications networks that result in significant changes to policies or systems. Includes:</p> <ul style="list-style-type: none"> • major events leading to planned or unplanned outages 	Permanent	Retain as State Archives
5.14.2		<p>Records documenting investigations relating to the transmission, distribution and telecommunications networks that do <u>not</u> result in changes to policies or systems.</p>	Temporary	Destroy 7 years after action completed.
5.15	Meetings	<p>The activity of arranging meetings, preparing agenda, and recording minutes of meetings or workshops relating to the Network Management function.</p> <p>See NETWORK MANAGEMENT - Committees for the establishment and management of internal and external committees including committee meetings.</p>		
5.15.1		<p>Final versions of notes or minutes, agendas and supporting documents of meetings relating to</p>	Permanent	Retain as State Archives

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No	Function/Activity	Description	Status	Disposal Action
<i>NETWORK MANAGEMENT - Meetings</i>				
		<p>network management where decisions made are of major significance to the public or TasNetworks. Includes meetings held with external organisations.</p> <p>Examples include:</p> <ul style="list-style-type: none"> • major failures or outages • network security 		
5.15.2		<p>Final versions of notes or minutes, agendas and supporting documents of meetings relating to network management where decisions made are not of major significance to the public or TasNetworks. Includes meetings held with external organisations.</p>	Temporary	Destroy 7 years after action completed.
5.16	Modelling	<p>The activity of undertaking modelling relating to the Network Management function. Includes results of modelling.</p> <p>Modelling is the process of:</p> <ul style="list-style-type: none"> • designing, testing, evaluating and using mathematical representations of the network to predict network response to the network conditions under investigation. <p>See NETWORK MANAGEMENT - Network Planning for where the modelling is part of the planning process.</p> <p>See NETWORK MANAGEMENT - Operations & Control Systems Management for short term modelling relating to outages.</p>		

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No	Function/Activity	Description	Status	Disposal Action
<i>NETWORK MANAGEMENT - Modelling</i>				
5.16.1		Records documenting network and connected plant models. Including: <ul style="list-style-type: none"> • network contingency • go or no go analysis for planned network outage or switching • customer impact 	Temporary	Destroy 10 years after decommissioning of the network or disconnection of plant.
5.17	Network Planning	The activity of identifying key issues to be addressed both externally and internally for the short and long term direction of the Network. Includes: <ul style="list-style-type: none"> • short and long term planning • network area plans • asset management plans • contingency plans • asset life-cycle plans • supporting information See REGULATION - Reporting for the annual planning report.		
5.17.1		Final versions of Network plans including asset life-cycle plans. Includes: <ul style="list-style-type: none"> • network area plans • asset management plans • contingency and emergency management plans 	Temporary	Destroy 10 years after superseded or ceases to be in operation.

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No	Function/Activity	Description	Status	Disposal Action
<i>NETWORK MANAGEMENT - Network Planning</i>				
		<ul style="list-style-type: none"> • asset life-cycle plans 		
5.17.2		Records used to develop all network plans. Includes: <ul style="list-style-type: none"> • draft plans • reports analysing issues • comments received from other areas of TasNetworks 	Temporary	Destroy 2 years after release of the final plan.
5.18	Operations and Control Systems Management	The activity of managing the transmission, distribution and telecommunications networks. Includes: <ul style="list-style-type: none"> • the process of managing operational technology for systems • load studies and implementation of emergency procedures for unplanned outages • data and application ownership and supervisory control and data acquisition (SCADA) See NETWORK MANAGEMENT - Works Management for managing the work program related to the distribution, transmission and telecommunications networks. Includes outage notices and switching sheets. See NETWORK MANAGEMENT - Policies, Procedures & Standards for the development of emergency procedures and operational standards. See NETWORK MANAGEMENT - Network Planning for contingency planning.		

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No	Function/Activity	Description	Status	Disposal Action
NETWORK MANAGEMENT - Operations and Control Systems Management				
		<p>See HEALTH, SAFETY, ENVIRONMENT & QUALITY - Enterprise Training for the provision of training to employees and external customers relating to the operation of networks and systems.</p> <p>See <i>DA2157 Disposal Schedule for Common Administrative Functions</i> for maintaining and using the data that is held in corporate ICT systems.</p>		
5.18.1		<p>Records documenting the management and reliability of the distribution, transmission and telecommunications networks and systems data. Includes:</p> <ul style="list-style-type: none"> • supervisory control and data acquisition (SCADA) • load studies • implementation of emergency procedures for unplanned outages • data logs 	Temporary	Destroy 10 years after action completed.
5.18.2		Network control room voice recordings relating to field operations.	Temporary	Destroy 7 years after action completed.
5.19	Policies, Procedures & Standards	<p>The activity of developing decisions, directives, and precedents for future actions and decision making, which form the basis of operating procedures relating to the Network Management function. Includes the development of:</p> <ul style="list-style-type: none"> • policies • operating procedures and standards 		

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No	Function/Activity	Description	Status	Disposal Action
<i>NETWORK MANAGEMENT - Policies, Procedures & Standards</i>				
		<ul style="list-style-type: none"> • design and planning standards • industry standards <p>See DA 2158 for Short Term Value Records for working papers and drafts versions of policies and procedures not issued for comment.</p>		
5.19.1		Final version of policies relating to network management and draft policies issued for comment.	Permanent	Retain as State Archives
5.19.2		Records documenting the development of TasNetworks' standards and TasNetworks' participation in the development of industry standards to support the Network Management function.	Permanent	Retain in Agency
5.19.3		Final versions of procedures and drafts issued for comment relating to network management.	Temporary	Destroy 7 years after superseded.
5.20	Presentations	<p>The activity of preparing and presenting addresses/speeches internally or to external organisations relating to the Network Management function. Includes attendance at exhibitions and trade events for the purpose of promoting TasNetworks' services.</p> <p>See NETWORK MANAGEMENT - Communications & Liaison for sharing information and seeking information from or the opinions of others including communications with stakeholder and general contact with external groups or individuals.</p>		

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No	Function/Activity	Description	Status	Disposal Action
NETWORK MANAGEMENT - Presentations				
		<p>See NETWORK MANAGEMENT - Public Consultation for the formal process of seeking public input on proposed network projects.</p> <p>See <i>DA2157 Disposal Schedule for Common Administrative Functions</i> for internal telecommunication systems and computer networks.</p>		
5.20.1		<p>Records documenting presentations relating to the Network Management function. Examples of topics include:</p> <ul style="list-style-type: none"> • Climate Change • Solagrid Connect • Customer pays for Connections 	Temporary	Destroy 1 year after action completed.
5.21	Project Management	<p>The activities associated with managing projects in accordance with project management methodologies relating to the Network Management function. Includes:</p> <ul style="list-style-type: none"> • project initiation • planning • governance • budgets • risk assessments • finalisation • all associated project documentation <p>See REGULATION - Reporting for reports required under TasNetworks' licence obligations, Regulatory</p>		

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No	Function/Activity	Description	Status	Disposal Action
<i>NETWORK MANAGEMENT - Project Management</i>				
		<p>Information Notices (RIN) reports and system incident reports.</p> <p>See NETWORK MANAGEMENT - Design & Construction for the design, construction, installation, commissioning and decommissioning of network assets.</p>		
5.21.1		<p>Records documenting the management of projects relating to network management including:</p> <ul style="list-style-type: none"> • scheduling • progress management • target and goal setting 	Temporary	Destroy 7 years after action completed.
5.22	Public Consultation	<p>The formal process of seeking public input on proposed network projects.</p> <p>See REGULATION - Consultation for consultation relating to the Regulatory function including consultation on revenue proposals and regulatory submissions.</p>		
5.22.1		<p>Records documenting public consultation relating to network projects. Includes submissions received and assessment reports.</p>	Temporary	Destroy 7 years after action completed.
5.23	Reporting	<p>The activity of providing and receiving a formal response on any matter on which specific information is required. Includes monthly reports relating to the Network Management function.</p> <p>See REGULATION - Reporting for reports required under TasNetworks' licence obligations, Regulatory</p>		

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No	Function/Activity	Description	Status	Disposal Action
<i>NETWORK MANAGEMENT - Reporting</i>				
		<p>Information Notices (RIN) reports, annual planning reports and system incident reports.</p> <p>See <i>DA2157 Disposal Schedule for Common Administrative Functions</i> for the preparation and publication of the annual report.</p> <p>See <i>DA2157 Disposal Schedule for Common Administrative Functions</i> for Ministerials, Ministerial Briefing Notes and Questions Time Briefs.</p>		
5.23.1		<p>Records documenting reporting activities relating to the Network Management function. Includes:</p> <ul style="list-style-type: none"> • final copies of reports • reports on network performance • contributions to annual reports • statistical information 	Temporary	Destroy 3 years after action completed.
5.24	Research & Analysis	<p>The activity of gathering, analysing and interpreting information relating to the Network Management function.</p> <p>See <i>DA 2459 NETWORK MANAGEMENT - Conceptual Development</i> for developing ideas and concepts in relation to existing business activities and projects.</p> <p>See <i>DA 2459 NETWORK MANAGEMENT - Policies, Procedures & Standards</i> for research undertaken when developing policies, procedures or standards.</p>		

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No	Function/Activity	Description	Status	Disposal Action
NETWORK MANAGEMENT - Research & Analysis				
		See DA 2459 NETWORK MANAGEMENT - Project Management for research undertaken as part of the project management methodology.		
5.24.1		Records documenting the gathering, analysis and interpretation of information to identify changing trends relating to network management.	Temporary	Destroy 7 years after action completed.
5.25	Reviewing	The activities of re-evaluating or re-examining products, processes, procedures, standards and systems relating to the Network Management function. Includes: <ul style="list-style-type: none"> • review recommendations • advice resulting from review 		
5.25.1		Records documenting reviews of TasNetworks' programs, operations, and services relating to network management. Includes: <ul style="list-style-type: none"> • final reports • recommendations • action plans 	Temporary	Destroy after 2 regulatory reporting periods.
5.25.2		Records supporting the conduct of reviews of TasNetworks' programs, operations, and services relating to network management.	Temporary	Destroy 5 years after action completed.
5.26	Works Management	The activity of managing the work program related to the distribution, transmission and telecommunications networks. Includes works planning and management. Records include:		

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No	Function/Activity	Description	Status	Disposal Action
<i>NETWORK MANAGEMENT - Works Management</i>				
		<ul style="list-style-type: none"> • technical instructions • request to alter or augment elements of the networks and systems <p>See NETWORK MANAGEMENT - Operations & Control Systems Management for managing the transmission, distribution and telecommunications networks.</p> <p>See NETWORK MANAGEMENT - Contractor Management for the management of external contractors who undertake operational work on behalf of TasNetworks.</p> <p>See NETWORK MANAGEMENT - Project Management for the capital works program.</p> <p>See HEALTH, SAFETY, ENVIRONMENT & QUALITY - Environmental Management for environmental and sustainability issues associated with work undertaken by TasNetworks including controlling vegetation.</p> <p>See NETWORK MANAGEMENT - Asset Register for listing specific details of works undertaken on network assets.</p> <p>See NETWORK MANAGEMENT - Inspections & Monitoring for network assets maintenance data collection programs, and surveys. Includes condition assessments, asset inspections, test reports and risk assessments.</p> <p>See HEALTH, SAFETY, ENVIRONMENT & QUALITY - Tools & Equipment for the calibration and testing of tools and equipment.</p>		

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No	Function/Activity	Description	Status	Disposal Action
<i>NETWORK MANAGEMENT - Works Management</i>				
5.26.1		<p>Records documenting the planning and management of work undertaken on the distribution, transmission and telecommunications network assets. Includes vegetation control. Records include:</p> <ul style="list-style-type: none"> • regimes • work prioritisation • work plans • work schedules • scopes of work • job risk analysis • public notices • work practice instructions • traffic management plans • outage notices • switching sheets 	Temporary	Destroy after 2 regulatory reporting periods.
6	REGULATION	<p>The function of managing TasNetworks' compliance with and influencing the regulatory rules in the national electricity market (NEM). These include state and national legislation, regulations and rules. Includes:</p> <ul style="list-style-type: none"> • input into the development of legislation, regulations and rules • submissions to reviews • revenue proposals 		

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No	Function/Activity	Description	Status	Disposal Action
<i>REGULATION - Advice</i>				
		<ul style="list-style-type: none"> • price determinations • regulatory information notices (RIN) <p>Includes managing the relationship with regulators and government regarding Regulation.</p> <p>See CUSTOMER MANAGEMENT - Pricing for final prices for TasNetworks' products and services.</p> <p>See <i>DA2157 Disposal Schedule for Common Administrative Functions</i> for drafting, amending or reviewing legislation relating to the Regulation function. Includes TasNetworks' input into the development of legislation, regulations and rules.</p>		
6.1	Advice	<p>The activity of providing or receiving formal opinions and / or consultancy advice about particular matters relating to the Regulation function.</p> <p>See REGULATION - Submissions for preparing and submitting a formal statement supporting a case or opinion to another organisation.</p> <p>See REGULATION - Enquiries for requests for general information relating to the Regulation function.</p>		
6.1.1		<p>Records documenting the provision or receipt of internal and external advice on issues relating to the Regulation function which:</p> <ul style="list-style-type: none"> • underpin changes to policies • create precedent • interpret legislation 	Permanent	Retain as State Archives

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No	Function/Activity	Description	Status	Disposal Action
<i>REGULATION - Advice</i>				
		<ul style="list-style-type: none"> • relate to major issues of public or customer interest • result from or in legal action. 		
6.1.2		<p>Records documenting the receipt and provision of internal and external advice relating to the Regulation function which do <u>not</u>:</p> <ul style="list-style-type: none"> • underpin changes to policies, • create precedent, • interpret legislation, • relate to major issues of public or customer interest, or • result from or in legal action. 	Temporary	Destroy after 2 regulatory reporting periods.
6.2	Committees	<p>The activity of establishing and managing internal or external committees relating to the Regulation function. Includes agendas and minutes of committee meetings.</p> <p>See REGULATION - Meetings for meetings of groups not considered committees.</p>		
6.2.1		<p>Records of internal and external committees relating to the Regulation function where TasNetworks has the administrative role. Includes:</p> <ul style="list-style-type: none"> • documents establishing the committee • final versions of minutes • reports 	Temporary	Destroy after 2 regulatory reporting periods.

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No	Function/Activity	Description	Status	Disposal Action
<i>REGULATION - Committees</i>				
		<ul style="list-style-type: none"> • recommendations • supporting documents such as briefing papers and discussion papers 		
6.2.2		<p>Records of external committees relating to the Regulation function where TasNetworks does <u>not</u> have the administrative role. These may include:</p> <ul style="list-style-type: none"> • documents establishing the committee • final versions of minutes • reports • recommendations • supporting documents such as briefing papers and discussion papers 	Temporary	Destroy 3 years after action completed.
6.2.3		Records documenting the conduct and administration of committees relating to the Regulation function.	Temporary	Destroy after administrative use ceases.
6.3	Communications & Liaison	<p>The activity of sharing information through the internet, intranet, newsletters etc. and seeking information from or the opinions of others relating to the Regulation function. This includes:</p> <ul style="list-style-type: none"> • communications with stakeholders • general contact with external groups or individuals <p>See REGULATION - Advice for providing formal opinions about particular matters.</p>		

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No	Function/Activity	Description	Status	Disposal Action
<i>REGULATION - Communications & Liaison</i>				
		<p>See REGULATION - Presentations for preparing and presenting addresses/speeches internally or to external organisations.</p> <p>See REGULATION - Consultation for providing information and seeking feedback from customers, the public and Government relating to the Regulatory function.</p> <p>See <i>DA2157 Disposal Schedule for Common Administrative Functions</i> for internal telecommunication systems and computer networks.</p>		
6.3.1		<p>Contributions made to communications within the organisation relating to the Regulation function. Includes:</p> <ul style="list-style-type: none"> • intranet updates • regulatory and compliance education sessions to staff 	Temporary	Destroy after 2 regulatory reporting periods.
6.3.2		Records documenting liaison activities and general contact with external organisations relating to the Regulation function including exchange of information, change of address information etc.	Temporary	Destroy 3 years after action completed.
6.4	Consultation	The process of providing information to and seeking feedback from customers, the public and Government relating to the Regulation function. This may include consultation on revenue proposals and regulatory submissions.		

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No	Function/Activity	Description	Status	Disposal Action
<i>REGULATION</i> - Consultation				
		See NETWORK MANAGEMENT - Public Consultation for seeking public input on proposed network projects.		
6.4.1		Records documenting consultation undertaken with external parties relating to the Regulatory function including feedback received.	Temporary	Destroy after 2 regulatory reporting periods.
6.5	Enquiries	The activity of managing requests for general information relating to the Regulation function. See REGULATION - Advice for formal opinions and/or consultancy advice about particular matters relating to the Regulation function.		
6.5.1		Records documenting requests for general information relating to the Regulation function. Includes responses.	Temporary	Destroy 3 years after action completed.
6.6	Licensing	The activities associated with obtaining and managing network licences required by TasNetworks for the distribution, transmission and telecommunications networks. <i>See DA2157 Disposal Schedule for Common Administrative Functions</i> for software licence agreements.		
6.6.1		Records relating to the successful application for licences, authorities and regulatory approvals. Includes records relating to the amendment, transfer, cancellation and revocation of licences, authorities and regulatory approvals.	Permanent	Retain as State Archives

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No	Function/Activity	Description	Status	Disposal Action
<i>REGULATION</i> - Licensing				
6.6.2		Records documenting unsuccessful applications for licences, authorities and regulatory approvals including the lodgement of appeals.	Temporary	Destroy 7 years after action completed.
6.7	Meetings	The activity of arranging meetings, preparing agenda, and recording minutes of meetings or workshops relating to the Regulation function. See REGULATION - Committees for the establishment and management of internal and external committees including committee meetings.		
6.7.1		Final versions of agendas, notes, or minutes and supporting documents relating to ad-hoc meetings. Includes meetings held with external organisations.	Temporary	Destroy after 2 regulatory reporting periods.
6.8	Presentations	The activity of preparing and presenting addresses/speeches to external organisations relating to the Regulation function. Includes attendance at exhibitions and trade events for the purpose of promotion. See REGULATION - Communications & Liaison for regulatory and compliance education sessions provided to staff and for sharing information through, for example, newsletters, the internet, intranet, etc. See REGULATION - Consultation for providing information and seeking feedback from customers, the public and Government relating to the Regulatory function.		
6.8.1		Records documenting presentations relating to the Regulation function.	Temporary	Destroy 3 years after action completed.

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No	Function/Activity	Description	Status	Disposal Action
<i>REGULATION</i> - Reporting				
6.9	Reporting	The activity of providing reports relating to the Regulation function including reports required under TasNetworks' licence obligations.		
6.9.1		Records documenting reports required under TasNetworks' licence obligations. These include: <ul style="list-style-type: none"> • Regulatory Information Notices (RIN) reports • system incident reports • annual planning reports 	Temporary	Destroy after 2 regulatory reporting periods.
6.10	Submissions	The activity of preparing, submitting and receiving formal statements supporting a case or opinion held by TasNetworks relating to the Regulation function.		
6.10.1		Records documenting submissions made or received by TasNetworks relating to the Regulation function including supporting information. Includes: <ul style="list-style-type: none"> • revenue and pricing proposals • rate change requests • rule change requests 	Temporary	Destroy after 2 regulatory reporting periods.
7	RESEARCH & DEVELOPMENT	The function of conducting research and planning for new business and diversification opportunities. Includes: <ul style="list-style-type: none"> • identifying and examining potential new business opportunities • sharing and seeking information from or the opinions of others 		

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No	Function/Activity	Description	Status	Disposal Action
<i>RESEARCH & DEVELOPMENT - Business Opportunities</i>				
		<ul style="list-style-type: none"> • communications with stakeholders and general contact with external groups or individuals • managing TasNetworks intellectual property • preparing and presenting addresses/speeches internally or to external organisations • gathering, analysing, interpreting, modelling and evaluating information <p>See NETWORK MANAGEMENT - Conceptual Development for developing ideas and concepts in relation to existing business activities.</p> <p>See <i>DA2157 Disposal Schedule for Common Administrative Functions</i> for research and analysis relating to corporate management of TasNetworks.</p>		
7.1	Business Opportunities	<p>The activity of identifying and examining potential new business opportunities.</p> <p>See RESEARCH & DEVELOPMENT - Research & Analysis for research and analysis of information relating to new business and diversification opportunities</p>		
7.1.1		<p>Records documenting the identification and examination of business opportunities which lead to the completion of a business deal.</p>	Temporary	<p>Destroy 15 years after either business ceases to operate, is sold, or expiry of any agreement of joint venture contract.</p>

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No	Function/Activity	Description	Status	Disposal Action
<i>RESEARCH & DEVELOPMENT - Business Opportunities</i>				
7.1.2		Records documenting the identification and examination of business opportunities which do <u>not</u> lead to a successful business deal. Includes business profiles.	Temporary	Destroy 10 years after action completed.
7.2	Communications & Liaison	<p>The activity of sharing information through the internet, intranet, newsletters etc. and seeking information from or the opinions of others relating to the Research and Development function. This includes:</p> <ul style="list-style-type: none"> • communications with stakeholders • general contact with external groups or individuals <p>See RESEARCH & DEVELOPMENT - Presentations for preparing and presenting addresses/speeches internally or to external organisations to promote TasNetworks' research and development activities.</p>		
7.2.1		<p>Records documenting liaison activities and general contact with external organisations relating to Research and Development. Includes records of:</p> <ul style="list-style-type: none"> • exchange of information • change of address information • participation in community forums 	Temporary	Destroy 3 years after action completed.
7.2.2		<p>Contributions made to communications within TasNetworks relating to Research and Development. Includes:</p> <ul style="list-style-type: none"> • information sheets 	Temporary	Destroy 1 year after superseded.

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No	Function/Activity	Description	Status	Disposal Action
<i>RESEARCH & DEVELOPMENT - Intellectual Property</i>				
		<ul style="list-style-type: none"> • fact sheets • education sessions 		
7.3	Intellectual Property	<p>The activities associated with managing TasNetworks' intellectual property relating to the establishment and maintenance of new business and diversification opportunities under the Research and Development function. Includes:</p> <ul style="list-style-type: none"> • copyright • patents • trademarks 		
7.3.1		Records documenting the establishment and maintenance of TasNetworks' intellectual property relating to new business and diversification opportunities.	Permanent	Retain as State Archives
7.4	Policies & Procedures	<p>The activity of developing policies and procedures for future action and decision making relating to the Research & Development function. Includes:</p> <ul style="list-style-type: none"> • directives • policies • operating procedures • guiding principles <p><i>See DA 2158 Disposal Schedule for Short Term Value Records for working papers and drafts versions of policies and procedures not issued for comment.</i></p>		

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No	Function/Activity	Description	Status	Disposal Action
<i>RESEARCH & DEVELOPMENT - Policies & Procedures</i>				
7.4.1		Final versions of procedures and guiding principles including drafts issued for comment relating to the Research and Development function.	Temporary	Destroy 7 years after superseded.
7.5	Presentations	The activity of preparing and presenting addresses/speeches internally or to external organisations to promote TasNetworks' research and development activities. Includes presentations provided at conferences, exhibitions, and forums. See RESEARCH & DEVELOPMENT - Communications & Liaison for internal and external communications and sharing and seeking information relating to research and development.		
7.5.1		Records documenting presentations relating to the Research and Development function.	Temporary	Destroy 7 years after action completed.
7.6	Research & Analysis	The activity of gathering, analysing, interpreting, modelling and evaluating information relating to the Research & Development function. See NETWORK MANAGEMENT - Conceptual Development for developing ideas and concepts in relation to existing business activities.		
7.6.1		Records documenting the gathering, analysing, interpreting, modelling and evaluating information relating to new business and diversification opportunities that result in the conduct of academic research. Includes agreements, funding arrangement and research outcomes.	Permanent	Retain as State Archives

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No	Function/Activity	Description	Status	Disposal Action
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RESEARCH & DEVELOPMENT - Research & Analysis

7.6.2		Records documenting the gathering, analysing, interpreting, modelling and evaluating information relating to new business and diversification opportunities that do <u>not</u> result in a trial or academic research. Includes: <ul style="list-style-type: none">• analysis spreadsheets• research papers• reports	Temporary	Destroy 15 years after action completed.
7.6.3		Records documenting the gathering, analysing, interpreting, modelling and evaluating information relating to new business and diversification opportunities that result in a trial. Includes: <ul style="list-style-type: none">• analysis spreadsheets• research papers• reports	Temporary	Destroy 5 years after trial completed.