

**Disposal Schedule
for
Functional records of the Office
of the Tasmanian Economic
Regulator**

Disposal Authorisation No. 2384

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INTRODUCTION

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 the custody of their creating Agency, or their transfer to the Tasmanian Archive & 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 & 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 those 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. Reviews may also be initiated by the Tasmanian Archive & Heritage Office.

Contacts

Any enquiries relating to this schedule should be directed in writing to the Tasmanian Archive & Heritage Office, 91 Murray Street, Hobart, email GRK@education.tas.gov.au, phone 03 6165 5581

TASMANIAN ARCHIVE & HERITAGE OFFICE

DISPOSAL AUTHORISATION No. 2384

Title: Disposal Schedule for Functional records of the Office of the Tasmanian Economic Regulator

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

Build Status

Version	Date	Author	Reason	Sections
2.0	01-07-2015	Christine Woods	Template	All
1.0	14-09-2011	TAHO	Initial Release	All

Amendments in this Release

Section Title	Section Number	Amendment Summary
All	All	Document imported into new template

INTERPRETATION

Definitions

Permanent records are those that will be transferred to the Tasmanian Archive & 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 to the Tasmanian Archive & Heritage Office 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 Office of the Tasmanian Economic Regulator.

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 & 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 Archives Office 25 years after the date of creation. Agencies may make application to the Tasmanian Archive & Heritage Office for earlier transfer of particular groups of records and the Tasmanian Archive & 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 & 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 the expiration of the specified period, but the provisions of the *Archives Act 1983* regarding their proper care and custody will still apply to them.

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.

Records relating to indigenous families and communities or which document links between indigenous people and localities are not to be destroyed and should be the subject of consultation with the Tasmanian Archive & Heritage Office.

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

Central to the accountability process 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 & Heritage Office website.

01.00.00	<p>ECONOMIC REGULATION</p> <p>The function of investigating and undertaking inquiries into the pricing policies of certain Government bodies that are monopoly, or near monopoly, providers of services and goods in Tasmania in accordance with the Economic Regulator Act 2009. Includes recommending to Government maximum prices chargeable by such bodies, investigations into complaints of breaches of the national competition policy competitive neutrality principles, inquiries into matters relating to or affecting the pricing policies of prescribed bodies, inquiries relating to methodologies for setting taxi fares and for other related matters. Also includes management of panels and advisory committees with the exception of those that are specific to water and sewerage regulation or energy regulation.</p> <p>See WATER AND SEWERAGE REGULATION for investigating and undertaking inquiries into the water and sewerage sector in Tasmania and the management of panels and advisory committees specific to water and sewerage regulation.</p> <p>See ENERGY REGULATION for investigating and undertaking inquiries into the energy supply industry in Tasmania and the management of panels and advisory committees specific to energy regulation. See GOVERNMENT RELATIONS for the transfer of regulatory functions to national institutions.</p>	
01.01.00	<p>ADVICE (Economic Regulation)</p> <p>The activities associated with offering opinions by or to the organisation as to an action or judgement. Includes responses to requests for advice or comment. Includes the process of advising.</p>	
01.01.01	<p>Records documenting the receipt and provision of advice including responses to requests for advice or comment relating to significant issues. Includes:</p> <ul style="list-style-type: none"> • interpretations of legislation; • issues of public or customer interest; • precedents. 	PERMANENT
01.01.02	<p>Records documenting the receipt and provision of advice including responses to requests for advice or comment on non-significant issues.</p>	TEMPORARY Destroy 10 years after action completed
01.02.00	<p>APPOINTMENTS</p> <p>The processes involved in the appointment of persons to statutory positions, boards or bodies. Includes recommendations to the Treasurer or the Government on suitable candidates. Also includes appointment of members of the Economic Regulator.</p> <p>See COMMITTEES for appointments to committees, advisory bodies, panels etc.</p>	
01.02.01	<p>Records relating to the appointment of members to the Economic Regulator. Includes the development of position descriptions and advertising of positions</p>	PERMANENT
01.03.00	<p>AUTHORISATION (Economic Regulation)</p> <p>The process of granting permission to undertake a requested action</p>	
01.03.01	<p>Records documenting the Regulator's approval of the pricing policies and prices charged by certain Government bodies that are monopoly, or near monopoly, providers of services and goods in Tasmania, where consistent with the Government's pricing order</p>	PERMANENT

<p>01.04.00</p>	<p>COMMITTEES (Economic Regulation) The activities associated with the management of committees, task forces and working groups (departmental and external, State Government, national etc.). Includes the committee's establishment, appointment of members, terms of reference, proceedings, agendas and minutes, reports, etc.</p> <p>Further classify by the type of committee, Departmental, State Government, National or External, then the full name of the committee, e.g. CORPORATE MANAGEMENT – COMMITTEES – Departmental – Corporate Management Group (CMG).</p>	
<p>01.04.01</p>	<p>Records of meetings of the Tasmanian Economic Regulator (TER). These may include:</p> <ul style="list-style-type: none"> • Final versions of minutes • Agenda papers • Reports presented to the Regulator 	<p>PERMANENT</p>
<p>01.04.02</p>	<p>Records documenting external committees where the Regulator does not have the administrative role. These may include:</p> <ul style="list-style-type: none"> • documents establishing the committee • documents appointing members • final versions of minutes • agenda papers • reports presented to the committee • submission presented to the committee 	<p>TEMPORARY Destroy 5 years after action completed</p>
<p>01.04.03</p>	<p>Records of internal operational committees. These may include:</p> <ul style="list-style-type: none"> • documents establishing the committee • documents appointing members • final versions of minutes • agenda papers • reports presented to the committee • submission presented to the committee 	<p>TEMPORARY Destroy 5 years after an action completed</p>
<p>01.04.04</p>	<p>Records documenting the conduct and administration of committees. Includes travel arrangements, meeting protocols and use of premises</p>	<p>TEMPORARY Destroy 2 years after action completed</p>
<p>01.05.00</p>	<p>COMPLAINTS (Economic Regulation) The process of managing complaints made to the organisation. Includes referral of complaints to review bodies</p> <p>See ENERGY REGULATION – COMPLAINTS for complaints made to the Economic Regulator relating to the energy supply industry including referral of complaints to the Energy Ombudsman</p> <p>See WATER and SEWERAGE REGULATION – COMPLAINTS for complaints made to the Economic Regulator relating to the water and sewerage sector including the referral of complaints to the Ombudsman.</p>	
<p>01.05.01</p>	<p>Records documenting potential competitive neutrality complaints received by the Regulator that do not proceed to an investigation.</p> <p>See INVESTIGATIONS classes for records of competitive neutrality complaints that do not proceed to an investigation</p>	<p>TEMPORARY Destroy 7 years after action completed.</p>
<p>01.06.00</p>	<p>CONTRACTING-OUT (Economic Regulation) The activities involved in arranging, procuring and managing the performance of work or the provision of services by an external contractor or consultant, or by using external bureau services. Includes any associated contracts. Sometimes referred to as outsourcing.</p> <p>See TENDERING for the process of receiving and assessing tenders from potential external consultants for services, prior to the contract agreement.</p>	

01.06.01	<p>Records documenting the management of contracts including:</p> <ul style="list-style-type: none"> • parameters of consultancy/service • terms and conditions • performance and evaluation reports • meetings with stakeholders • contracts • agreements • quotations 	<p>TEMPORARY Destroy 7 years after action completed</p>
01.06.02	<p>Records relating to information received about contractors, consultants and suppliers, including unsuccessful quotations, resumes, catalogues and brochures. Includes unsolicited offers and lists of potential contractors or suppliers.</p>	<p>TEMPORARY Destroy 3 years after action completed</p>
01.07.00	<p>ENQUIRIES (Economic Regulation) The activities associated with the handling of requests for information about the organisation and its services by the general public or another organisation</p> <p>See INQUIRIES for investigations carried out by persons or bodies including the Economic Regulator who have been empowered to inquire and report on a subject.</p>	
01.07.01	<p>Records documenting enquiries requesting general information</p>	<p>TEMPORARY Destroy 2 years after action completed</p>
01.08.00	<p>INQUIRIES (Economic Regulation) The activities associated with the conduct of inquiries carried out by the Tasmanian Economic Regulator including prescribed body and taxi fare methodology inquiries. Also includes the Regulator's participation in the inquiry by providing evidence in the form of records, submissions or staff.</p> <p>For Inquiries that are not specific to water and sewerage regulation or energy regulation use ECONOMIC REGULATION - INQUIRIES.</p> <p>See ENERGY REGULATION - INQUIRIES for Inquiries relating to electricity and gas.</p> <p>See WATER AND SEWERAGE REGULATION - INQUIRIES for Inquires relating to water and sewerage.</p> <p>See INVESTIGATIONS for conducting investigations into the prices charged by government monopolies.</p> <p>See ENQUIRIES for general enquiries for information.</p> <p>See the Disposal Schedule for Common Administrative Records (DA 2157) for the Regulator's participation in external inquiries.</p>	
01.08.01	<p>Submissions received from individuals and organisations and presentations given at hearings relating to prescribed body and taxi fare methodology inquiries</p>	<p>TEMPORARY Destroy 10 years after action completed</p>
01.08.02	<p>Records relating to prescribed body and taxi fare methodology inquiries. Includes terms of reference; position papers; issues papers; framework papers; and draft and final reports</p>	<p>PERMANENT</p>

01.09.00	<p>INVESTIGATIONS (Economic Regulation) The activities associated with conducting investigations into the pricing policies of certain Government bodies that are monopoly, or near monopoly, providers of services and goods in Tasmania (with the exception of those that are specific to water and sewerage regulation or energy regulation). Includes submissions received from the organisations involved and the community and reports arising from investigations including reports that recommend to Government maximum prices to be charged by certain Government bodies. Also includes investigations of competitive neutrality complaints.</p> <p>See ENERGY REGULATION - INVESTIGATIONS for conducting Electricity Investigations.</p> <p>See WATER AND SEWERAGE - INVESTIGATIONS for conducting Water and Sewerage Investigations.</p> <p>See PROCEDURES for competitive neutrality complaint guidelines.</p>	
01.09.01	Submissions received from individuals and organisations and presentations given at hearings relating to price and competitive neutrality investigations	TEMPORARY Destroy 10 years after completed
01.09.02	Records of price and competitive neutrality investigation. Includes terms of reference; position papers; issues papers; and draft and final reports	PERMANENT
01.09.03	Records relating to the conduct of investigations including public notices, advertisements and correspondence calling for submissions and advising of public hearings	TEMPORARY Destroy 7 years after action completed.
01.10.00	<p>LIAISON (Economic Regulation) The activities associated with maintaining regular general contact between the organisation and professional associations, professionals in related fields, other private sector organisations and community groups. Includes sharing informal advice and discussions, membership of professional associations and collaborating on projects that are not joint ventures.</p> <p>See ADVICE for formal advising</p> <p>See COMMITTEES for liaison through committees or meetings</p>	
01.10.01	Records documenting liaison with professional associations, industry groups, other regulatory bodies and industry organisations. Includes exchanges of information including MOUs; collaboration on projects; activities as a member of an organisation; and membership of community groups, professional associations, etc.	TEMPORARY Destroy 3 years after action completed
01.11.00	<p>Policy (Economic Regulation) The activities associated with development and establishing decisions, directions and precedents which act as a reference for future decision making. Includes the research, drafting, reviewing, amending, adoption and implementation of policies</p>	
01.11.01	Records illustrating the development of policy and documenting policy decisions and the establishment of precedents	PERMANENT
01.12.00	<p>PROCEDURES (Economic Regulation) Standard methods of operating laid down by the organisation according to formulated policy.</p>	
01.12.01	Records documenting the development and review of internal procedures and final versions of manuals and instructions relating to Economic Regulation	TEMPORARY Destroy 7 years after superseded
01.13.00	<p>REPORTING (Economic Regulation) The processes associated with initiating or providing a formal response to a situation (either internal, external or as a requirement of corporate policies). Includes the submission of the annual report to the Minister, discussion papers, proposals, reports, reviews and returns</p> <p>See ADVICE for responses to requests for advice or comment</p> <p>See INVESTIGATIONS for reports on competitive neutrality complaint and price investigations</p>	

01.13.01	Final versions of reports prepared by or for the Regulator including consultants reports	PERMANENT
01.14.00	TENDERING (Economic Regulation) The activities involved in receiving and assessing tenders. Includes offers made in writing by one party to another to carry out at an inclusive price or uniform rate, an order for the supply or purchase of goods, or for the production of work. See CONTRACTING-OUT for the process of outsourcing operations or arranging, procuring and managing the provision of service by an external consultant once the tender has been decided.	
01.14.01	Records documenting unsuccessful tenders and offers and tenders received where the tender process does not proceed	TEMPORARY Destroy 7 years after action completed
01.14.02	Records documenting the development and issue of tender documents and the evaluation of tenders including: <ul style="list-style-type: none"> • statements of requirements' • request for proposals • expression of interest • request for tender • draft contracts • reports • public notices 	TEMPORARY Destroy 7 years after action completed.
02.00.00	ENERGY REGULATION The function of regulating the energy supply industry in Tasmania and monitoring energy markets. Includes the administration of the licensing of entities involved in the generation, transmission/distribution and retail of electricity and gas in Tasmania; includes the setting of prices; setting and monitoring of technical and performance standards; facilitating development of the gas supply industry; maintenance and enforcement of the electricity code and the gas codes. Also includes the management of panels and advisory committees.	
02.01.00	ADVICE (Energy Regulation) The activities associated with offering opinions by or to the organisation as to an action or judgement. Includes responses to requests for advice or comment. Includes the process of advising.	
02.01.01	Records documenting the receipt and provision of advice relating to Energy Regulation including responses to requests for advice or comment relating to significant issues. Includes: interpretations of legislation; issues of public or customer interest; and precedents	PERMANENT
02.01.02	Records documenting the receipt and provision of advice relating to Energy Regulation including responses to request for advice or comment on non-significant issues.	TEMPORARY Destroy 10 years after audit closed.
02.02.00	APPOINTMENTS (Energy Regulation) The processes involved in the appointment of persons to statutory positions, boards or bodies. Includes recommendations to the Treasurer or the Government on suitable candidates. See COMMITTEES for appointments to committees, advisory bodies, panels etc.	
02.02.01	Records documenting the appointment of the dispute resolution adviser	PERMANENT
02.03.00	AUTHORISATION (Energy Regulation) The process of seeking and granting permission to undertake a requested action. Includes approval of electricity prices.	
02.03.01	Records documenting approvals and determinations issued by the Regulator in accordance with legislation, codes and regulations	PERMANENT

02.04.00	<p>CLIENT EDUCATION (Energy Regulation) The activities associated with all aspects of educating clients including training courses, seminars, presentations and client surveys.</p> <p>See LEARNING AND DEVELOPMENT for internal or external staff training</p>	
02.04.01	<p>Records documenting the development and delivery of client education programs including training courses, seminars, presentations, circulars, brochures, etc.</p> <p>See DA 2157 for master copies of publications.</p>	<p>TEMPORARY Destroy 10 years after audit closed</p>
02.04.02	<p>Records documenting client surveys conducted by, or on behalf of the Regulator.</p>	<p>TEMPORARY Destroy 5 years after action completed.</p>
02.05.00	<p>COMMITTEES (Energy Regulation) The activities associated with the management of committees, task forces and working groups (departmental and external, State government, national etc.). Includes the committee's establishment, appointment of members, terms of reference, proceedings, agendas and minutes, reports etc.</p> <p>Further classify by the type of committee, Departmental, State Government, National or External, then the full name of the committee, e.g. CORPORATE MANAGEMENT – COMMITTEES – Departmental -0 Corporate Management Group (CMG).</p> <p>For appointments to advisory bodies, panels, etc., use ENERGY REGULATION - COMMITTEES</p>	
02.05.01	<p>Records of external committees administered by the Regulator including Customer Consultation Committees, Advisory Panels and working parties established by the Regulator. These may include:</p> <ul style="list-style-type: none"> ○ documents establishing the committee ○ final versions of minutes ○ agenda papers <p>See DA 2158 for duplicate copies of agendas and meeting papers.</p>	<p>PERMANENT</p>
02.05.02	<p>Records documenting external committees where the Regulator does not have the administrative role. These may include:</p> <ul style="list-style-type: none"> ● documents establishing the committee ● documents appointing members ● final versions of minutes ● agenda papers ● reports presented to the committee ● submission presented to the committee 	<p>TEMPORARY Destroy 5 years after action completed</p>
02.05.03	<p>Records of internal operational committees where the Regulator has the administrative role. These may include:</p> <ul style="list-style-type: none"> ● documents establishing the committee ● documents appointing members ● final versions of minutes ● agenda papers ● reports presented to the committee ● submissions presented to the committee 	<p>TEMPORARY Destroy 5 years after action completed</p>
02.05.04	<p>Records documenting the conduct and administration of committees. Includes travel arrangements, meeting protocols and use of premises</p>	<p>TEMPORARY Destroy 2 years after action completed</p>

02.05.05	Records relating to membership of external committees administered by the Regulator including Customer Consultative Committees and Advisory Panels. Includes advice of organisation representatives and remuneration. See DA 2157 for financial records relating to payments to members	TEMPORARY Destroy 6 years after action completed
02.06.00	COMPLAINTS (Energy Regulation) The process of managing complaints made to the organisation. Includes referral of complaints to review bodies. Includes complaints made to the Economic Regulator relating to the energy supply industry including referral of complaints to the Energy Ombudsman	
02.06.01	Records documenting complaints that are investigated by the Regulator including details of complaint resolution	TEMPORARY Destroy 7 years after action completed
02.06.02	Records documenting complaints that are referred to another authority.	TEMPORARY Destroy 2 years after action completed
02.07.00	COMPLAINTS MONITORING (Energy Regulation) The activities involved in monitoring compliance with legislation, standards, codes, guidelines and regulations. Also includes audits and independent appraisals of electricity and gas entities' compliance and management plans	
02.07.01	Records documenting energy supply industry entities compliance with mandatory, fiscal, and statutory requirements including compliance with general conditions of contract and investigations of breaches. Includes regulatory reporter and independent appraiser reviews and audits of management plans and emergency management plans.	TEMPORARY Destroy 10 years after completed
02.08.00	CONTRACTING OUT (Energy Regulation) The activities involved in arranging, procuring and managing the performance of work or the provision of services by an external contractor or consultant, or by using external bureau services. Includes any associated contracts. Sometimes referred to as outsourcing. See TENDERING for the process of receiving and assessing tenders from potential external consultants for services, prior to the contract agreement.	
02.08.01	Records documenting the management of contracts including: <ul style="list-style-type: none"> • parameters of consultancy/service • terms and conditions • performance and evaluation reports • meetings with stakeholders • contracts • agreements • quotations 	TEMPORARY Destroy 7 years after action completed
02.08.02	Records relating to information received about contractors, consultants and suppliers, including unsuccessful quotations, resumes, catalogues and brochures. Includes unsolicited offers and lists of potential contractors or suppliers	TEMPORARY Destroy 3 years after action completed
02.09.00	DISPUTES (Energy Regulation) The activities associated with resolving disputes that may arise between energy supply entities. Includes notices, advertisements, correspondence, procedures and submissions to dispute hearings.	
02.09.01	Records documenting disputes including first and second stage dispute resolution processes. Includes documents tabled at dispute hearings including submissions, documents, reports and final outcomes.	PERMANENT
02.09.02	Records relating to administrative arrangements for dispute hearings including notices, advertisements and correspondence advising of dispute hearings	TEMPORARY Destroy 2 years after action completed

02.10.00	<p>ENQUIRIES (Energy Regulation) The activities associated with the handling of requests for information about the organisation and its services by the general public or another organisation</p> <p>See INQUIRIES for investigations carried out by persons or bodies including the Economic Regulator who have been empowered to inquire and report on a subject</p>	
02.10.01	Records documenting enquiries requesting general information about Energy Regulation	TEMPORARY Destroy 2 years after action completed
02.11.00	<p>INQUIRIES (Energy Regulation) The activities associated with the conduct of inquiries carried out by the Tasmanian Economic Regulator relating to electricity and gas. Also includes the Regulator's participation in the inquiry by providing evidence in the form of records, submissions or staff.</p> <p>See INVESTIGATIONS for conducting investigations into the prices charged by energy entities.</p> <p>See ENQUIRIES for general enquiries for information.</p> <p>See the Disposal Schedule for Common Administrative Records (DA 2157) for the Regulator's participation in external inquiries.</p>	
02.11.01	Submissions received from individuals and organisations and presentations given at hearings relating to inquiries into matters on which the Minister requires a special report	TEMPORARY Destroy 10 years after action completed
02.11.02	Records relating inquiries into matters on which the Minister requires a special report. Includes terms of reference, position papers, issues papers, framework papers, and draft and final reports	PERMANENT
02.11.03	Records relating to the conduct of inquiries including public notices, advertisements and correspondence calling for submissions and advising of public hearings	TEMPORARY Destroy 7 years after action completed
02.12.00	<p>INVESTIGATIONS (Energy Regulation) The activities associated with conducting investigations into the prices charged by government electricity monopolies. Includes submissions received from the organisations involved and the community and reports arising from investigations.</p>	
02.12.01	Submissions received from individuals and organisations and presentations given at hearings relating to price investigations	TEMPORARY Destroy 10 years after action completed
02.12.02	Records of price investigations. Includes terms of reference; position papers; issues papers; framework papers; draft and final reports; and price determinations.	PERMANENT
02.12.03	Records relating to the conduct of investigations including public notices, advertisements and correspondence calling for submissions and advising of public hearings.	TEMPORARY Destroy 5 years after action completed
02.13.00	<p>LIAISON (Energy Regulation) The activities associated with maintaining regular general contact between the organisation and professional associations, professionals in related fields, other private sector organisations and community groups. Includes sharing informal advice and discussions, membership of professional associations and collaborating on projects that are not joint ventures.</p> <p>See ADVICE for formal advising.</p> <p>See COMMITTEES for liaison through committees or meetings.</p>	
02.13.01	Records documenting liaison with professional associations, industry groups, other regulatory bodies and industry organisations. Includes exchanges of information; collaboration on projects; activities as a member of an organisation; and membership of community groups, professional associations etc	TEMPORARY Destroy 3 years after action completed

02.14.00	LICENSING (Energy Regulation) The activities involved in issuing a licence to undertake a particular activity. Includes the receipt and assessment of applications, fee payments, determinations, associated conditions and orders, cancellations and suspensions.	
02.14.01	Records documenting the successful application for licences and authorities. Includes client consultation and records relating to the review, amendment, transfer, cancellation and revocation of licences, authorities and regulatory approvals.	PERMANENT
02.14.02	Records relating to unsuccessful licence applications including unsuccessful appeals	TEMPORARY Destroy 7 years after action completed
02.14.03	Register of licences issued under the <i>Electricity Supply Industry Act 1995</i> and <i>Gas Act 2000</i> .	PERMANENT
02.14.04	Records relating to the methodology used to determine licence fees including advice to licence holders of the amount of licence fees to be paid. See the Disposal Schedule for Common Administrative Records (DA 2157) for published documents.	TEMPORARY Destroy 7 years after action completed
02.14.05	Submissions made by organisations or individuals relating to licence applications	TEMPORARY Destroy after licence is cancelled
02.15.00	PERFORMANCE MONITORING AND REVIEW (Energy Regulation) The processes and activities involved in the monitoring and review of entities' performance.	
02.15.01	Copies of energy entities quarterly and annual performance reports submitted to the Regulator	TEMPORARY Destroy 7 years after action completed
02.15.02	Records relating to reviews of entities' performance including energy supply industry performance and planning reports submitted by energy entities and correspondence about entities' performance.	TEMPORARY Destroy 10 years after action completed
02.16.00	PLANNING (Energy Regulation) The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs. Includes the submission of entities' management plans and planning reports to the Economic Regulator. See CORPORATE MANAGEMENT - PLANNING for branch operating plans. See CORPORATE MANAGEMENT - PLANNING for overall planning to achieve corporate objectives.	
02.16.01	Copies of entities' plans and planning reports submitted to the Economic Regulator. These may include: <ul style="list-style-type: none"> • management plans • compliance plans • asset management plans • network planning reports • emergency management plans • vegetation management plans • customer service plans 	TEMPORARY Destroy 10 years after action completed
02.17.00	POLICY (Energy Regulation) The activities associated with developing and establishing decisions, directions and precedents that act as a reference for future decision making. Includes the research, drafting, reviewing, amending, adoption and implementation of policies.	
02.17.01	Records illustrating the development of policy and documenting policy decisions and the establishment of precedents.	PERMANENT
02.18.00	PROCEDURES (Energy Regulation) Standard methods of operating laid down by the organisation according to formulated policy	

02.18.01	Records documenting the development and review of internal procedures and final versions of manuals and instructions relating to Energy Regulation.	TEMPORARY Destroy 7 years after superseded.
02.19.00	PROJECTS (Energy Regulation) The process of bringing about change by the management of a group of inter-related activities that are planned and then executed in a certain sequence to create a unique product or service (output) within specific time and resource constraints. Includes all project documentation, steering committee minutes, implementation, reports etc.	
02.19.01	Records relating to projects undertaken by the Regulator. Records include minutes to the Treasurer or Minister, correspondence; background papers; consultants reports; agreements; reports and memoranda of understanding.	TEMPORARY Destroy 10 years after action completed
02.20.00	REPORTING (Energy Regulation) The processes associated with initiating or providing a formal response to a situation (either internal, external or as a requirement of corporate policies), and to provide formal statements or findings of the results of the examination. Includes discussion papers, proposals, reports, reviews and returns. Includes industry performance reports, price comparison reports; and reliability review reports. See ADVICE for responses to requests for advice or comment. See INVESTIGATIONS for reports price investigations.	
02.20.01	Final versions of reports prepared by or for the Regulator including consultants' reports. Reports include: energy industry performance reports; price comparison reports; and reliability review reports.	PERMANENT
02.20.02	Records relating to the preparation of reports including: <ul style="list-style-type: none"> • terms of reference • models • draft reports 	TEMPORARY Destroy 10 years after action completed
02.20.03	Submissions received from individuals or organisations relating to reports prepared by the Regulator	TEMPORARY Destroy 10 years after action completed
02.21.00	SETTING STANDARDS (Energy Regulation) The activities associated with setting technical standards, performance measures and guidelines for the energy supply industry	
02.21.01	Records documenting the development of technical standards and guidelines for the energy supply industry including consultation drafts and submissions received from individuals or organisations.	TEMPORARY Destroy 10 years after superseded
02.21.02	Final versions of technical standards and guidelines for the energy supply industry	PERMANENT
02.22.00	TENDERING (Energy Regulation) The activities involved in receiving and assessing tenders. Includes offers made in writing by one party to another to carry out at an inclusive price or uniform rate, an order for the supply or purchase of goods, or for the production of work. See CONTRACTING-OUT for the process of outsourcing operations or arranging, procuring and managing the provision of service by an external consultant once the tender has been decided	
02.22.01	Records documenting the development and issue of tender documents and the evaluation of tenders including: <ul style="list-style-type: none"> • statements of requirements • request for proposals • expression of interest • request for tender • draft contracts • reports • public notices 	TEMPORARY Destroy 7 years after tender process completed

02.22.02	Records documenting unsuccessful tenders and offers and tenders received where the tender process does not proceed	TEMPORARY Destroy 7 years after tender process completed
03.00.00	GOVERNMENT PRICES OVERSIGHT (INACTIVE)* The function of investigating pricing policies and activities of Government businesses, agencies statutory authorities and local government businesses that are monopoly, or near monopoly providers of goods and services in Tasmania. Includes investigations of alleged breaches of the national competition policy competitive neutrality principles. *NOTE: The <i>Government Prices Oversight Act 1995</i> was rescinded on 7 July 2010. This function should only be used for the disposal of legacy records created under this Act. Do not classify current records using this function.	
03.01.00	ADVICE (Government Prices Oversight) The activities associated with offering opinions by or to the organisation as to an action or judgement. Includes responses to requests for advice or comment. Includes the process of advising.	
03.01.01	Records documenting the receipt and provision of advice including responses to requests for advice or comment relating to significant issues. Includes: interpretations of legislation; issues of public or customer interest; and precedents.	PERMANENT
03.01.02	Records documenting the receipt and provision of advice including responses to requests for advice or comment on non-significant issues.	TEMPORARY Destroy 5 years after action completed
03.02.00	AUTHORISATION (Government Prices Oversight) The process of seeking and granting permission to undertake a requested action.	
03.02.01	Records documenting the Government Prices Oversight Commissioners approval of the pricing policies and prices charged by certain Government bodies that are monopoly, or near monopoly, providers of services and goods in Tasmania, where consistent with the Government's pricing policy order.	PERMANENT
03.03.00	ENQUIRIES (Government Prices Oversight) The activities associated with the handling of requests for information about the organisation and its services by the general public or another organisation. See INQUIRIES for investigations carried out by persons or bodies including the Tasmanian Economic Regulator who have been empowered to inquire and report on a subject.	
03.03.01	Records documenting enquiries requesting general information	TEMPORARY Destroy 2 years after action completed
03.04.00	INQUIRIES (Government Prices Oversight) The activities associated with the conduct of inquiries carried out by the Government Prices Oversight Commissioner relating to price and competitive neutrality. Also includes the Commissioner's participation in the inquiry by providing evidence in the form of records, submissions or staff. See INVESTIGATIONS for conducting investigations into the prices charged by government monopolies. See ENQUIRIES for general enquiries for information. See the Disposal Schedule for Common Administrative Records (DA 2157) for the Regulator's participation in external inquiries.	
03.04.01	Submissions received from individuals and organisations and presentations given at hearings	TEMPORARY Destroy 10 years after action completed
03.04.02	Records relating to inquiries. Includes terms of reference, position papers, issues papers, framework papers and draft and final reports	PERMANENT

03.05.00	INVESTIGATIONS (Government Prices Oversight) The activities associated with conducting investigations into the prices charged by government monopolies. Includes submissions received from the organisations involved and the community and reports arising from investigations. Includes reports that recommend to Government maximum prices to be charged by certain Government bodies. Also includes investigations of competitive neutrality complaints. See PROCEDURES for competitive neutrality complaint guidelines.	
03.05.01	Submissions received from individuals and organisations and presentations given at hearings relating to price and competitive neutrality investigations	TEMPORARY Destroy 10 years after action completed
03.05.02	Records of price and competitive neutrality investigations. Includes terms of reference, position papers, issues papers, framework papers and draft and final reports.	PERMANENT
03.05.03	Records relating to the conduct of investigations including public notices, advertisements and correspondence calling for submissions and advising of public hearings	TEMPORARY Destroy 7 years after action completed.
03.06.00	LIAISON (Government Prices Oversight) The activities associated with maintaining regular general contact between the organisation and professional associations, professionals in related fields, other private sector organisations and community groups. Includes sharing informal advice and discussions, membership of professional associations and collaborating on projects that are not joint ventures. See ADVICE for formal advising.	
03.06.01	Records documenting liaison with professional associations, industry groups, other regulatory bodies and industry organisations. Includes exchanges of information; collaboration on projects; activities as a member of an organisation; and membership of community groups, professional associations etc	TEMPORARY Destroy 3 years after action completed
03.07.00	PROCEDURES (Government Prices Oversight) Standard methods of operating laid down by the organisation according to formulated policy.	
03.07.01	Records documenting the development and review of internal procedures and final versions of manuals and instructions	TEMPORARY Destroy 7 years after superseded
03.08.00	REPORTING (Government Prices Oversight) The processes associated with initiating or providing a formal response to a situation (either internal, external or as a requirement of corporate policies). Includes the submission of the annual report to the Minister, discussion papers, proposals, reports, reviews and returns. Includes industry performance reports. See ADVICE for responses to requests for advice or comment. See INVESTIGATIONS for reports on competitive neutrality complaint and price investigations.	
03.08.01	Final versions of reports prepared by or for GPOC including consultants reports. Reports include industry performance reports, price comparison reports and reliability reports.	PERMANENT
04.00.00	WATER AND SEWER REGULATION The function of regulating the water and sewerage sector in Tasmania. Includes the administration of the licensing of entities involved in the provision of water and sewerage services in Tasmania; setting standards and monitoring performance against them; determining prices for water and sewerage services; and development, maintenance and enforcement of related codes.	

04.01.00	ADVICE (Water and Sewerage Regulation) The activities associated with offering opinions by or to the organisation as to an action or judgement. Includes responses to requests for advice or comment. Includes the process of advising.	
04.01.01	Records documenting the receipt and provision of advice including responses to requests for advice or comment relating to significant issues. Includes interpretations of legislation, issues of public or customer interest and precedents	PERMANENT
04.01.02	Records documenting the receipt and provision of advice relating to Water and Sewerage Regulation including responses to requests for advice or comment on non-significant issues.	TEMPORARY Destroy 10 years after action completed
04.02.00	AUTHORISATION (Water and Sewerage Regulation) The process of seeking and granting permission to undertake a requested action. Includes approval of water and Sewerage prices.	
04.02.01	Records documenting approvals and determinations issued by the Regulator in accordance with legislation, codes and regulations	PERMANENT
04.03.00	CLIENT EDUCATION (Water and Sewerage Regulation) The activities associated with all aspects of educating clients including training courses, seminars, presentations and client surveys. See LEARNING AND DEVELOPMENT for internal and external staff training.	
04.03.01	Records documenting the development and delivery of client education programs including training courses, seminars, presentations, circulars, brochures, etc. See the Disposal Schedule for Common Administrative Records (DA 2157) for master copies of publications	TEMPORARY Destroy 10 years after action completed
04.03.02	Records documenting client surveys conducted by or on behalf of the Regulator	TEMPORARY Destroy 3 years after action completed
04.04.00	COMMITTEES (Water and Sewerage Regulation) The activities associated with the management of committees, task forces and working groups (departmental and external, State government, national etc.). Includes the committee's establishment, appointment of members, terms of reference, proceedings, agendas and minutes, reports etc. Further classify by the type of committee, Departmental, State Government, National, or External, then the full name of the committee e.g. CORPORATE MANAGEMENT - COMMITTEES - Departmental - Corporate Management Group (CMG).	
04.04.01	Records of external committees administered by the Regulator and Customer Consultation Committees, Advisory Panels and working parties established by the Regulator. These may include: <ul style="list-style-type: none"> • documents establishing the committee • final versions of minutes • agenda papers See the Disposal Schedule for Short-term Value Records (DA 2158) for duplicate copies of agendas and meeting papers.	PERMANENT
04.04.02	Records documenting external committees where the Regulator does not have the administrative role. These may include: <ul style="list-style-type: none"> • documents establishing the committee • documents appointing members • final versions of minutes • agenda papers • reports presented to the committee • submission presented to the committee 	TEMPORARY Destroy 5 years after action completed

04.04.03	Records of internal operational committees. These may include: <ul style="list-style-type: none"> • documents establishing the committee • documents appointing members • final versions of minutes • agenda papers • reports presented to the committee • submissions presented to the committee 	TEMPORARY Destroy 5 years after action completed
04.04.04	Records documenting the conduct and administration of committees. Includes travel arrangements, meeting protocols and use of premises	TEMPORARY Destroy 2 years after action completed
04.04.05	Records relating to membership of external committees administered by the Regulator including customer Consultative Committees and Advisory Panels. Includes advice of organisation representatives and remuneration. See the Disposal Schedule for common Administrative Records (DA 2157) for financial records relating to payments	TEMPORARY Destroy 6 years after action completed
04.05.00	COMPLAINTS (Water and Sewerage Regulation) The process of managing complaints made to the organisation. Includes referral of complaints to review bodies. Includes complaints made to the Economic Regulator relating to the water and sewerage sector including the referral of complaints to the Ombudsman.	
04.05.01	Records documenting complaints that are investigated by the Economic Regulator including details of complaint resolution	TEMPORARY Destroy 7 years after action completed
04.05.02	Records documenting complaints that are referred to another authority	TEMPORARY Destroy 2 years after action completed
04.06.00	COMPLIANCE MONITORING (Water and Sewerage Regulation) The activities involved in monitoring compliance with legislation, standards, codes, guidelines and regulations. Also includes compliance audits. Includes monitoring compliance and independent appraisals of water and sewerage compliance and management plans.	
04.06.01	Records documenting water and sewerage industry entities compliance with mandatory, fiscal, and statutory requirements, including compliance audits and investigations of breaches. Includes regulatory reporter reviews and audits of performance information, management plans and emergency management plans.	TEMPORARY Destroy 10 years after action completed
04.07.00	CONTRACTING-OUT (Water and Sewerage Regulation) The activities involved in arranging, procuring and managing the performance of work or the provision of services by an external contractor or consultant, or by using external bureau services. Includes any associated contracts. Sometimes referred to as outsourcing. See TENDERING for the process of receiving and assessing tenders from potential external consultants for services, prior to the contract agreement.	
04.07.01	Records documenting the management of contracts including: <ul style="list-style-type: none"> • parameters of consultancy/service • terms and conditions • performance and evaluation reports • meetings with stakeholders • contracts • agreements • quotations 	TEMPORARY Destroy 7 years after action completed
04.07.02	Records relating to information received about contractors, consultants and suppliers, including unsuccessful quotations, resumes, catalogues and brochures. Includes unsolicited offers and lists of potential contractors or suppliers.	TEMPORARY Destroy 3 years after action completed
04.08.00	ENQUIRIES (Water and Sewerage Regulation) The activities associated with the handling of requests for information about the organisation and its services by the general public or another organisation. See INQUIRIES for investigations carried out by persons or bodies including the Economic Regulator who have been empowered to inquire and report on a subject.	

04.08.01	Records documenting enquiries requesting general information relating to Water and Sewerage Regulation	TEMPORARY Destroy 2 years after action completed
04.09.00	<p>INQUIRIES - Water and Sewerage Regulation</p> <p>The activities associated with the conduct of inquiries carried out by the Tasmanian Economic Regulator relating to water and sewerage. Also includes the Regulator's participation in the inquiry by providing evidence in the form of records, submissions or staff.</p> <p>See INVESTIGATIONS for conducting investigations into the prices charged by water and sewerage entities.</p> <p>See ENQUIRIES for general enquiries for information.</p> <p>See the Disposal Schedule for Common Administrative Records (DA 2157) for the Regulator's participation in external inquiries.</p>	
04.09.01	Submissions received from individuals and organisations and presentations given at hearings relating to inquiries.	TEMPORARY Destroy 10 years after action completed
04.09.02	Records relating to inquiries. Includes terms of reference, position papers, issues papers, framework papers and draft and final reports	PERMANENT
04.09.03	Records relating to the conduct of inquiries including public notices, advertisements and correspondence calling for submissions and advising of public hearings	TEMPORARY Destroy 7 years after action completed
04.10.00	<p>INVESTIGATIONS (Water and Sewerage Regulation)</p> <p>The activities associated with conducting investigations into the prices charged by government monopolies. Includes submissions received from the organisations involved and the community and reports arising from investigations.</p>	
04.10.01	Submissions received from individuals and organisations and presentations given at hearings relating investigations.	TEMPORARY Destroy 5 years after action completed
04.10.02	Records of price investigations. Includes terms of reference, position papers, issues papers, framework papers, draft and final reports and price determinations	PERMANENT
04.10.03	Records relating to the conduct of investigations including public notices, advertisements and correspondence calling for submissions and advising of public hearings.	TEMPORARY Destroy 5 years after action completed
04.11.00	<p>LIAISON (Water and Sewerage Regulation)</p> <p>The activities associated with maintaining regular general contact between the organisation and professional associations, professionals in related fields, other private sector organisations and community groups. Includes sharing informal advice and discussions, membership of professional associations and collaborating on projects that are not joint ventures.</p> <p>See ADVICE for formal advising.</p> <p>See COMMITTEES for liaison through committees or meetings.</p>	
04.11.01	Records documenting liaison with professional associations, industry groups, regulatory bodies and industry entities. Includes exchanges of information, collaboration on projects, activities as a member of an organisation and membership of community groups, professional associations, etc.	TEMPORARY Destroy 2 years after action completed
04.12.00	<p>LICENSING (Water and Sewerage Regulation)</p> <p>The activities involved in issuing a licence to undertake a particular activity. Includes the receipt and assessment of applications, fee payments, determinations, associated conditions and orders, cancellations and suspensions.</p>	
04.12.01	Records documenting the successful application for licences and authorities. Includes client consultation and records relating to the review, amendment, transfer, cancellation and revocation of licences, authorities and regulatory approvals.	PERMANENT
04.12.02	Records relating to unsuccessful licence applications including unsuccessful appeals	TEMPORARY Destroy 7 years after action completed
04.12.03	Registers of licences issued under the <i>Water and Sewerage Industry Act 2008</i> .	PERMANENT

04.12.04	Records relating to the methodology used to determine the Regulator's component of licence fees.	PERMANENT
04.12.05	Correspondence advising the Minister and the organisation of the amount of licence fees to be paid	TEMPORARY Destroy 7 years after action completed
04.12.06	Submissions made by organisations or individuals relating to licence applications	TEMPORARY Destroy 7 years after action completed
04.13.00	PERFORMANCE MONITORING AND REVIEW (Water and Sewerage Regulation) The processes and activities involved in the monitoring and review of entities' performance.	
04.13.01	Copies of water and sewerage entities annual performance reports submitted to the Regulator.	TEMPORARY Destroy 7 years after action completed
04.13.02	Records relating to reviews of entities' performance including water and sewerage industry performance and planning reports submitted by water and sewerage entities and correspondence about entities' performance.	PERMANENT
04.14.00	PLANNING (Water and Sewerage Regulation) The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs. Includes the submission of entities' planning reports to the Economic Regulator. See CORPORATE MANAGEMENT - PLANNING for branch operating plans. See CORPORATE MANAGEMENT - PLANNING for overall planning to achieve corporate objectives.	
04.14.01	Copies of entities plans submitted to the Economic Regulator. These may include: <ul style="list-style-type: none"> • compliance plans • asset management plans • emergency management plans 	TEMPORARY Destroy 10 years after action completed
04.15.00	POLICY (Water and Sewerage Regulation) The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making. Includes the research, drafting, reviewing, amending, adoption and implementation of policies.	
04.15.01	Records illustrating the development of policy and documenting policy decisions and the establishment of precedents.	PERMANENT
04.16.00	PROCEDURES (Water and Sewerage Regulation) Standard methods of operating laid down by the organisation according to formulated policy.	
04.16.01	Records documenting the development and review of internal procedures and final versions of manuals and instructions relating to Water and Sewerage Regulation	TEMPORARY Destroy 7 years after superseded.
04.17.00	PROJECTS (Water and Sewerage Regulation) The process of bringing about change by the management of a group of inter-related activities that are planned and then executed in a certain sequence to create a unique product or service (output) within specific time and resource constraints. Includes all project documentation, steering committee minutes, implementation, reports etc.	
04.17.01	Records relating to projects undertaken by the Regulator. Records include minutes to the Treasurer or Minister, correspondence, background papers, consultants reports, agreements and memoranda of understanding	TEMPORARY Destroy 10 years after action completed
04.18.00	REPORTING (Water and Sewerage Regulation) The processes associated with initiating or providing a formal response to a situation (either internal, external or as a requirement of corporate policies), and to provide formal statements or findings of the results of the examination or investigation. Includes discussion papers, proposals, reports, reviews and returns. Includes state of the industry reports. See ADVICE for responses to requests for advice or comment. See INVESTIGATIONS for reports on price investigations.	
04.18.01	Final versions of reports prepared by or for the Regulator including consultant reports and state of the industry reports	PERMANENT

04.18.02	Submissions received from individuals or organisations relating to draft reports prepared by the Economic Regulator	TEMPORARY Destroy 10 years after action completed
04.18.03	Records relating to the preparation of reports including: <ul style="list-style-type: none"> • terms of reference • models • draft reports 	TEMPORARY Destroy 10 years after action completed
04.19.00	SETTING STANDARDS (Water and Sewerage Regulation) The activities associated with setting technical standards, performance measures and guidelines for the water and sewerage supply industry.	
04.19.01	Final versions of technical standards and guidelines for the water and sewerage industry.	PERMANENT
04.19.02	Records documenting the development of technical standards and guidelines for the water and sewerage industry including consultation drafts and submissions received from individuals or organisations	TEMPORARY Destroy 10 years after action superseded
04.20.00	TENDERING (Water and Sewerage Regulation) The activities involved in receiving and assessing tenders. Includes offers made in writing by one party to another to carry out at an inclusive price or uniform rate, an order for the supply or purchase of goods, or for the production of work. See CONTRACTING-OUT for the process of outsourcing operations or arranging, procuring and managing the provision of service by an external consultant once the tender has been decided.	
04.20.01	Records documenting the development and issue of tender documents and the evaluation of tenders including: <ul style="list-style-type: none"> • statements of requirements • request for proposals • expression of interest • request for tender • draft contracts • reports • public notices 	TEMPORARY Destroy 7 years after tender process completed
04.20.02	Records documenting unsuccessful tenders and offers and tenders received where the tender process does not proceed	TEMPORARY Destroy 7 years after tender process completed.