

**Retention and Disposal Authority for Records of Water Industry Functions**

Authority number: PROS 12/06 VAR 1



PROS 12/06 VAR 1

**Retention and Disposal Authority for Records of  
Water Industry Functions**

Status Date: 13/12/2022

## **Retention and Disposal Authority for Records of Water Industry Functions**

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### **Variation 1**

**Public Records Act 1973 (Section 12)**

### **Retention and Disposal Authority for Records of Water Industry Functions**

In accordance with section 12 of the Public Records Act 1973 (as amended), I hereby vary the Standard applying to the Retention and Disposal Authority for Records of Water Industry Functions, issued as Public Record Office Standard (PROS) 12/06 on 03/12/2012, as follows:

Extension of the application of this Authority **indefinitely**.

This Variation shall have effect from its date of issue.

[Approved]

Justine Heazlewood

Director & Keeper of Public Records

Date of issue: 13/12/2022

## Retention and Disposal Authority for Records of Water Industry Functions

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## Retention and Disposal Authority for Records of Water Industry Functions

Authority number: PROS 12/06 VAR 1

## Retention and Disposal Authority for Records of Water Industry Functions

<b>Retention and Disposal Authority No</b>	PROS 12/06 VAR 1
<b>Scope</b>	This RDA authorises the disposal of records created by the activities of managing, operating and protecting the water supply, including the management of wastewater services.
<b>Status</b>	Issued by Keeper
<b>Issue Date</b>	13/12/2022

## Retention and Disposal Authority for Records of Water Industry Functions

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# Retention and Disposal Authority for Records of Water Industry Functions

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## Introduction

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### Purpose of this Authority

The purpose of this Authority is to provide a mechanism for the disposal of public records in accordance with the *Public Records Act 1973*. The Authority:

- identifies records which are worth preserving permanently as part of Victoria's archival heritage
- prevents the premature destruction of records which need to be retained for a specified period to satisfy legal, financial and other requirements of public administration, and
- authorises the destruction of those records not required permanently.

### Context of this Authority

#### Public Record Office Victoria Standards

This Authority should be used in conjunction with the Standards issued by the Keeper of Public Records under Section 12 of the *Public Records Act 1973*. Copies of all relevant PROV standards, specifications and regulatory advice can be downloaded from [www.prov.vic.gov.au](http://www.prov.vic.gov.au). These documents set out the procedures that must be followed by Victorian public offices.

#### Disposal of records identified in the Authority

Disposal of public records identified in this Authority must be undertaken in accordance with the requirements of Public Record Office Standard - *Disposal*.

It is a criminal offence to unlawfully destroy a public record under s 19(1) of the *Public Records Act 1973*.

The destruction of a public record is not unlawful if done in accordance with a Standard established under s 12 of the *Public Records Act 1973*.

This Standard (also known as an Authority) authorises the disposal of public records as described within its provisions. However, disposal is **not** authorised under this Standard if it is reasonably likely that the public record will be required in evidence in a current or future legal proceeding.



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For the purposes of this Retention and Disposal Authority, a 'legal proceeding' has the same meaning as the *Evidence (Miscellaneous Provisions) Act 1958*, and includes any civil, criminal or mixed proceeding and any inquiry in which evidence is or may be given before any court or person acting judicially, including a Royal Commission or Board of Inquiry under the *Inquiries Act 2014*.

If the public office identifies that public records must be retained under other applicable legislation for a period that exceeds the retention period specified under the Standards, then the longer retention period must apply.

### Normal Administrative Practice

*PROS 22/04 Disposal Standard* authorises the destruction of some public records under Normal Administrative Practice (NAP) principles. Low value facilitative records described below are authorised for destruction by *PROS 22/04* under NAP principles:

- working documents, such as notes or calculations, used to assist in the preparation of other records
- minor drafts and transitory documents, where the content is reproduced elsewhere, and the information will not be needed to show how the work has progressed or actions approved
- minor updates of content, such as those in databases, which will not be needed to show actions, decisions, or approvals
- communications for the purpose of making minor arrangements
- duplicate copies. ephemeral material of a facilitative nature created, acquired or collected by public officers during the course of their duties.

### Transfer of records to Public Record Office Victoria

Contact Public Record Office Victoria for further information on procedures for transferring permanent records to archival custody.

### Use of Other Authorities

In applying the disposal sentences set out in this Authority, reference should be made to other current Authorities where applicable. Where there is a conflict between two Authorities (for instance this Authority and the General Retention and Disposal Authority for Records of Common Administrative Functions), consult the Public Record Office Victoria for advice.

## **Retention and Disposal Authority for Records of Water Industry Functions**

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### **Explanation of Authority Headings**

#### **Class Number**

The class number or entry reference number provides citation and ease of reference.

#### **Description**

The description of each record class is specified in this entry. A record class is a group of records that relate to the same activity, function or subject and require the same disposal action.

#### **Status**

This entry provides the archival status of each class - either permanent or temporary.

#### **Custody**

This entry specifies whether the records are to be retained by the public office or transferred to the Public Record Office Victoria. Permanent records must be managed and transferred in accordance with PROV Standards.

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### Establishment of Standard

Pursuant to Section 12 of the *Public Records Act 1973*, I hereby establish these provisions as a Standard (also known as a Retention and Disposal Authority) applying to Water Authorities. This standard as varied or amended from time to time, shall have effect from the date of issue unless revoked.

[signed]

**Justine Heazlewood**, Keeper of Public Records  
Date of Issue: 03/12/2012

## Retention and Disposal Authority for Records of Water Industry Functions

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No	Function/Activity	Description	Status	Disposal Action
1	<p><b>EMERGENCY PREPARATION AND MANAGEMENT</b></p>	<p>Preparing for and responding to emergency situations that may impact on the agency's water or wastewater infrastructure assets or the continuity or quality of the water supply.</p> <p>This includes the management of risks to water or wastewater infrastructure assets and services and the undertaking of periodic training and exercises to ensure that Emergency Response Plans can be implemented effectively.</p> <p>Emergencies are categorised as either critical, moderate or minor.</p> <p>Examples of critical emergencies include;</p> <ul style="list-style-type: none"> <li>• The collapse of a dam wall or reservoir</li> <li>• The overtopping of a dam or reservoir</li> <li>• Detection of toxic chemicals in excess of the maximum contaminant level</li> </ul> <p>Examples of moderate emergencies include;</p> <ul style="list-style-type: none"> <li>• Failure to part of a water treatment plant resulting in dirty water that may not comply with safe drinking water standards</li> <li>• Sewer pumping station releasing raw sewerage into the environment</li> </ul>		

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No	Function/Activity	Description	Status	Disposal Action
<i>EMERGENCY PREPARATION AND MANAGEMENT - Prevention and Risk Management</i>				
		<p>Examples of minor emergencies include;</p> <ul style="list-style-type: none"> <li>• Pump system failure</li> <li>• Power failure</li> <li>• Managing the day to day operations with a reduction in resources.</li> </ul> <p>[For policy relating to emergency management, see <i>Retention and Disposal Authority for Records of Common Administrative Functions.</i>]</p> <p>[For committees and meetings, see <i>Retention and Disposal Authority for Records of Common Administrative Functions</i>]</p>		
1.1	<b>Prevention and Risk Management</b>	<p>The development and implementation of strategies, systems and processes to ensure the agency is prepared in the event of an emergency.</p> <p>This includes activities involving the identification of risks to water or wastewater infrastructure assets, waterways or the continuity of or quality of the water supply and the likelihood and consequences of the risks.</p>		
1.1.1		Records documenting systems, processes and assessments that identify and manage risk to water and wastewater infrastructure assets, the natural environment or continuity of the water supply	Permanent	Retain as State archives

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No	Function/Activity	Description	Status	Disposal Action
<i>EMERGENCY PREPARATION AND MANAGEMENT - Prevention and Risk Management</i>				
		<p>including risks to public health where health surveillance and/or monitoring is required.</p> <p>Includes the agency's Emergency Response Plan which documents the accepted convention for emergency management through the mitigation, preparedness, response, and recovery continuum.</p>		
1.1.2		<p>Records of <b>minor</b> agreements to supply water, drainage or sewerage services where standard conditions apply.</p> <p>Includes house connection, standpipe use and outside area agreements.</p>	Temporary	Destroy 7 years after action completed.
1.1.3		Records documenting an agency's emergency response training simulations and exercises.	Temporary	Destroy 7 years after action completed.
1.2	<b>Notification</b>	<p>Receiving and processing incident notifications for state or national emergency situations issued by emergency service organisations, which may have or has impacted upon the agency's water or wastewater infrastructure assets, or the continuity or quality of the water supply.</p> <p>Also includes activities where the agency has been responsible for notifying the relevant emergency service organisation of potential and actual emergency situations.</p>		

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No	Function/Activity	Description	Status	Disposal Action
<i>EMERGENCY PREPARATION AND MANAGEMENT - Notification</i>				
		Notifications may relate to extreme weather events or other potential emergency situations such as alerts for floods, storms, heavy rainfall, bushfire and extreme heat.		
1.2.1		Records documenting the issuing, receipt and actioning of incident notifications for emergency situations that cause <b>critical</b> impacts to water or wastewater infrastructure assets or the natural environment or is one of a series of similar emergencies forming a significant pattern of disruption to water quality or the provision of water services to the community.	Permanent	Retain as State archives
1.2.2		Records documenting the issuing, receipt and actioning of incident notifications for emergency situations that cause <b>moderate</b> damage to water or wastewater infrastructure assets or the natural environment and where the incident is not identifiably part of a pattern or series of events.  This includes moderate disruption to the provision of water services to the community.	Temporary	Destroy 25 years after incident.
1.2.3		Records documenting the issuing, receipt and actioning of incident notifications for emergency situations that cause <b>minor</b> damage to infrastructure, water or wastewater infrastructure assets or the natural environment.	Temporary	Destroy 7 years after incident.

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**Authority number: PROS 12/06 VAR 1**

No	Function/Activity	Description	Status	Disposal Action
<i>EMERGENCY PREPARATION AND MANAGEMENT - Response</i>				
		This includes minor disruptions to the provision of water services to the community.		
1.3	<b>Response</b>	Response to emergency situations that may have or has impacted on the agency's water or wastewater infrastructure assets or the continuity or quality of the water supply.		
1.3.1		Records documenting the response by the agency to emergencies that cause <b>critical</b> impact; <ul style="list-style-type: none"> <li>• to water or wastewater infrastructure assets,</li> <li>• the natural environment, or</li> <li>• is one of a series of similar emergencies forming a significant pattern of disruption to water quality or the provision of water services to the community.</li> </ul>	Permanent	Retain as State archives
1.3.2		Records documenting the response by the agency to emergencies that cause <b>moderate</b> damage; <ul style="list-style-type: none"> <li>• to water or wastewater infrastructure assets,</li> <li>• the natural environment, or</li> <li>• where the incident is not identifiably part of a pattern or series of events.</li> </ul>	Temporary	Destroy 25 years after incident.



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No	Function/Activity	Description	Status	Disposal Action
<i>EMERGENCY PREPARATION AND MANAGEMENT - Response</i>				
		This includes moderate disruption to the provision of water services to the community.		
1.3.3		<p>Records documenting the response by the agency to emergencies that cause <b>minor</b> damage;</p> <ul style="list-style-type: none"> <li>• to water or wastewater infrastructure assets, or</li> <li>• the natural environment.</li> </ul> <p>This includes minor disruptions to the provision of water services to the community.</p>	Temporary	Destroy 7 years after incident.
1.4	<b>Recovery</b>	<p>The reconstruction and repair of water or wastewater infrastructure assets and the reinstatement of the water supply and/or services to the community following an emergency situation.</p> <p>[For infrastructure day-to-day operation and monitoring, see WASTEWATER MANAGEMENT, Operation and Monitoring and WATER SUPPLY MANAGEMENT, Operation and Monitoring.]</p>		
1.4.1		<p>Records documenting the reconstruction or repair of assets following a <b>critical</b> emergency.</p> <p>Records include; safety inspections, debriefs in relation to the incident, work logs, and input into the Emergency Response Plan.</p>	Permanent	Retain as State archives

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No	Function/Activity	Description	Status	Disposal Action
<i>EMERGENCY PREPARATION AND MANAGEMENT - Recovery</i>				
1.4.2		<p>Records documenting the reconstruction or repair of assets following a <b>moderate</b> emergency.</p> <p>Records include; safety inspections, debriefs in relation to the incident, work logs, and input into the Emergency Response Plan.</p>	Temporary	Destroy 25 years after incident.
1.4.3		<p>Records documenting the reconstruction or repair of assets following a <b>minor</b> emergency.</p> <p>Records include; safety inspections, debriefs in relation to the incident, work logs, and input into the Emergency Response Plan.</p>	Temporary	Destroy 7 years after incident.
2	<b>ENVIRONMENTAL MANAGEMENT AND SUSTAINABILITY</b>	<p>Ensuring water resources are conserved and properly managed for the future by maintaining and restoring natural assets.</p> <p>Includes activities involved with responding to climate change and managing environmental impacts, such as the minimisation of flood risks whilst preserving the natural features of the floodplain.</p> <p>[For activities involved with environmental accidents, incidents, emergencies or risks, see EMERGENCY PREPARATION AND MANAGEMENT.]</p>		

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No	Function/Activity	Description	Status	Disposal Action
<i>ENVIRONMENTAL MANAGEMENT AND SUSTAINABILITY - Audit and Compliance</i>				
2.1	<b>Audit and Compliance</b>	<p>Auditing and reporting activities of the agency's Environmental Management System to ensure it meets legislated requirements and standards.</p> <p>This includes complying with the Environment Protection Authority's standards and guidelines in order to maintain the agency's Victorian Corporate License.</p>		
2.1.1		<p>Final records of reports required for environment and sustainability reporting purposes.</p> <p>Records include; internal and external audit reports and the Annual Performance Statement (APS) submitted to the Environment Protection Authority demonstrating performance against the license conditions.</p>	Permanent	Retain as State archives
2.1.2		<p>Records documenting the review and monitoring of the Environmental Management System in order to meet reporting and compliance requirements.</p> <p>Records include; draft reports, copies of raw data and other supporting documentation.</p>	Temporary	Destroy 7 years after action completed.
2.2	<b>Quality Monitoring and Analysis</b>	<p>Monitoring of systems, processes, operations and policies to manage the impact of the agency's activities on the environment and in charting potential environmental disaster over time.</p>		

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No	Function/Activity	Description	Status	Disposal Action
<i>ENVIRONMENTAL MANAGEMENT AND SUSTAINABILITY - Quality Monitoring and Analysis</i>				
		<p>Includes activities in order to comply with the Environment Protection Authority (EPA) licensing requirements.</p> <p>[For audit and compliance reporting, see ENVIRONMENTAL MANAGEMENT AND SUSTAINABILITY, Audit and Compliance.]</p>		
2.2.1		<p>Summary records of environmental activities undertaken to meet compliance requirements for legislative, operational, research and development purposes which are measured over time.</p> <p>Records include; flood management plans, flood warning systems, quantity and quality flow, drought management plans and water savings and conservation plans.</p>	Permanent	Retain as State archives
2.2.2		<p>Records of environmental monitoring activities undertaken to meet compliance requirements for legislative, operational and research and development purposes.</p> <p>Records include; analytical reports, biological monitoring data and other raw data.</p>	Permanent	Retain as State archives
2.3	<b>Research</b>	<p>Research and investigation into natural resources in order to establish base environmental measurements to enable the development of programs;</p>		

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No	Function/Activity	Description	Status	Disposal Action
<i>ENVIRONMENTAL MANAGEMENT AND SUSTAINABILITY - Research</i>				
		<ul style="list-style-type: none"> <li>• that protect threatened or endangered species, the environment or natural resources, or</li> <li>• provide for the ongoing sustainability of the natural waterways and catchment areas.</li> </ul>		
2.3.1		<p>The collection, analysis, monitoring and evaluation of data and the reporting undertaken to support the protection of the natural environment, including; threatened or endangered species, water quality, vegetation density, soil health and salinity.</p> <p>Records include; raw data, photo point assessments taken over a period of time, working documents, background papers and final research reports.</p>	Permanent	Retain as State archives
2.4	<b>Programs</b>	<p>The development of partnerships with other agencies, educational institutions and the public to deliver programs that result in a healthy and sustainable relationship between the natural environment and the community's use of land and water resources.</p> <p>Types of programs include; biodiversity, drought prevention, flood plain management, land care, river health, water quality and threatened species recovery.</p>		

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No	Function/Activity	Description	Status	Disposal Action
<i>ENVIRONMENTAL MANAGEMENT AND SUSTAINABILITY - Programs</i>				
2.4.1		Records documenting the development and establishment of programs. Includes records of the program rationale, objectives and methodology.	Permanent	Retain as State archives
2.4.2		Records of the implementation and administration of programs.	Temporary	Destroy 5 years after conclusion of program.
2.4.3		Summary and annual reporting on program outcomes. Includes internal and external reporting.	Permanent	Retain as State archives
2.4.4		Records documenting reviews of programs that result in substantial changes to the purpose and content of a program.	Permanent	Retain as State archives
2.4.5		Records documenting reviews of programs that do not result in substantial changes to the purpose and content of a program.	Temporary	Destroy 7 years after conclusion of program.
2.5	<b>Education and Training</b>	<p>The development of education and training services to promote awareness of environmental protection\natural resource management issues in natural waterways and catchment areas to the community.</p> <p>Includes workshops, outdoor activities, field days and seminars.</p> <p>[For the education and training of staff, see <i>Retention and Disposal Authority for Records of Common Administrative Functions.</i>]</p>		

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No	Function/Activity	Description	Status	Disposal Action
<i>ENVIRONMENTAL MANAGEMENT AND SUSTAINABILITY - Education and Training</i>				
2.5.1		<p>Records relating to the development of course curriculum and training.</p> <p>Records include draft and final versions of training outlines, information brochures and other training materials</p>	Temporary	Destroy 5 years after training program is superseded.
2.5.2		<p>Records documenting the delivery of education and training programs.</p> <p>Records include programs, records of advice on training issues, applications to attend training, attendance records, venue bookings, catering arrangements and training evaluations.</p>	Temporary	Destroy after reference ceases.
3	<b>GOVERNANCE</b>	<p>Drafting, endorsing and administering by-laws developed in accordance with the <i>Water Act 1989</i> and <i>Water Governance Act 2006</i>.</p> <p>By-laws can relate to water restrictions, trade waste, water supply protection, waterways and drainage protection.</p> <p>[For records associated with the management of elected or appointed management bodies established as a requirement of, or under legislation, see <i>Retention and Disposal Authority for Records of Common Administrative Functions</i>.]</p>		

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No	Function/Activity	Description	Status	Disposal Action
<i>GOVERNANCE - By-laws Development</i>				
		<p>[For records associated with policy making, see <i>Retention and Disposal Authority for Records of Common Administrative Functions.</i>]</p> <p>[For records associated with the formulation of required corporate, annual and functional reporting, see <i>Retention and Disposal Authority for Records of Common Administrative Functions.</i>]</p>		
3.1	<b>By-laws Development</b>	The drafting of by-laws in accordance with the <i>Water Act</i> 1989.		
3.1.1		<p>Final record of each by-law endorsed by the Minister.</p> <p>This includes records of by-laws that are later revoked on the recommendation of the Minister.</p>	Permanent	Retain as State archives
3.1.2		<p>Records of the development of each by-law and its endorsement through the Board and relevant personnel of the agency prior to its approval by the Minister.</p> <p>Records include; research, justification statements, gazettal and other notification records, and stakeholder input.</p> <p>Also includes records of appeals and challenges to the establishment of a by-law.</p>	Temporary	Destroy 10 years after revocation of by-law.
3.2	<b>By-laws Enforcement</b>	The issuing of infringement notices on any person that has contravened a restriction or prohibition on		



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No	Function/Activity	Description	Status	Disposal Action
<i>GOVERNANCE - By-laws Enforcement</i>				
		the use of water under the by-laws established by the agency.		
3.2.1		Records of infringement notices and notices of contravention in accordance with a by-law.	Temporary	Destroy 2 years after resolution of matter.
4	<b>LAND DEVELOPMENT AND MANAGEMENT</b>	<p>The provision of input into the Local Council's administration of land use which impacts on the agency water and wastewater infrastructure assets.</p> <p>This includes planning activities of the agency in considering and approving planning permits under the planning scheme, and preparing and consulting with Local Councils and/or the Minister on proposed changes to the planning scheme.</p> <p>[For records associated with policy making, see <i>Retention and Disposal Authority for Records of Common Administrative Functions.</i>]</p>		
4.1	<b>Planning Scheme Input</b>	<p>The provision of input by the agency into a planning scheme amendment that has the potential to affect water or wastewater infrastructure assets.</p> <p>Input includes; providing comment on applications and if necessary, placing conditions on planning permits.</p>		
4.1.1		Records of input by the agency into a planning scheme amendment that is approved by the Minister.	Temporary	Destroy 25 years after submission.

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No	Function/Activity	Description	Status	Disposal Action
<i>LAND DEVELOPMENT AND MANAGEMENT - Planning Scheme Input</i>				
		This includes any amendments that are later revoked.		
4.1.2		Records of input by the agency into a planning scheme amendment that is not approved.	Temporary	Destroy 7 years after submission.
4.1.3		Records documenting the preparation and drafting of input into planning scheme amendments.  Records include; invitation for public submissions, submissions from the public and copies of records provided for information to gain input and comment.	Temporary	Destroy 7 years after action completed.
4.2	<b>Permits</b>	The receipt, assessment and issuing of permits for planning works involving agencies assets, including; waterways, water networks, drainage and sewer systems to industrial, rural, commercial and residential properties.  Includes applications for sub-divisions or consolidation and the creation, variation and removal of easements.  [For the actual amendment of a planning scheme, see LAND DEVELOPMENT AND MANAGEMENT, Planning Scheme Input.]  [For records associated with the acquisition or disposal of easements, see <i>Retention and Disposal</i>		

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No	Function/Activity	Description	Status	Disposal Action
<i>LAND DEVELOPMENT AND MANAGEMENT - Permits</i>				
		<i>Authority for Records of Common Administrative Functions.]</i>		
4.2.1		Summary records of subdivision and planning permit applications and conditions for approval.	Permanent	Retain as State archives
4.2.2		Records of approved subdivision and planning permit applications and conditions.  Records include; certified plans of subdivision or consolidation, applications for certification and statements of compliance.	Temporary	Destroy 15 years after action completed.
4.2.3		Records relating to subdivision and planning permits that are withdrawn or not issued or approved.	Temporary	Destroy 7 years after final action.
5	<b>RATES MANAGEMENT</b>	The establishment, monitoring and charging of water and sewerage rates for properties within an agency's district.  Includes the determination of annual rate amounts, the administration of rate accounts with property owners and any process of objection.		
5.1	<b>Establishment</b>	The establishment of the relevant water and sewerage charges to be applied to customers in accordance with Essential Services Commission regulations and guidelines.		

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No	Function/Activity	Description	Status	Disposal Action
<i>RATES MANAGEMENT - Establishment</i>				
5.1.1		The determination of the price for water and sewage rates by the agency and as approved by the Essential Services Commission.	Temporary	Destroy 7 years after action completed.
5.1.2		Summary records of water and sewage rates levied on individual properties within the agency's district.	Temporary	Destroy 7 years after action completed.
5.1.3		Records of applications for water and sewage rate exemptions or reductions due to exceptional or special circumstances.  Includes the processing and determination of acceptance or rejection of the applications, applications for financial assistance and any exemptions or relief schemes.	Temporary	Destroy 7 years after action completed.
5.2	<b>Meter Reading</b>	The taking of water meter readings in order to charge back consumption rates to consumers.  [Agencies use water meters to measure the amount of water that each property uses.]		
5.2.1		Meter reading and special meter reading records used to monitor customer consumption for chargeback purposes.	Temporary	Destroy 7 years after action completed.
5.3	<b>Rate Notification and Debt Collection</b>	The issuing of water and sewage rates notifications and managing the collection of outstanding rate payments, including debt collection.		

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No	Function/Activity	Description	Status	Disposal Action
<i>RATES MANAGEMENT - Rate Notification and Debt Collection</i>				
		[For records relating to the financial administration of rates revenue, see <i>Retention and Disposal Authority for Records of Common Administrative Functions</i> .]		
5.3.1		<p>Records advising the agency of the transfer, sale or change of status of property to ensure that rates notifications are issued accordingly.</p> <p>Records include; change of address, change of ownership forms, notice of acquisition or disposition of property, notifications of new or vacated commercial tenants, notifications of new or vacated residential tenants and Information Statements.</p>	Temporary	Destroy 7 years after action completed.
5.3.2		<p>Records of water and sewage rate notices issued by the agency, including; notices of overdue rates, reminder notices and penalty interest notifications.</p> <p>Also includes requests to reissue rate notices and requests to update/reissue rate notices previously issued as part of an Information Statement.</p>	Temporary	Destroy 7 years after action completed.
5.3.3		<p>Records associated with the payment of an issued rates notice and the management of debt recovery following a period of unpaid notices.</p> <p>Records include; notices to collection agencies and notices to solicitors.</p>	Temporary	Destroy 7 years after resolution of matter.

## Retention and Disposal Authority for Records of Water Industry Functions

**Authority number: PROS 12/06 VAR 1**

No	Function/Activity	Description	Status	Disposal Action
<i>RATES MANAGEMENT - Rate Notification and Debt Collection</i>				
5.3.4		Records relating to the enforcement of rate payments where routine penalties are exacted upon the ratepayer and property is not acquired as a penalty.	Temporary	Destroy 7 years after resolution of matter.
5.3.5		Records relating to the enforcement of rate payments where an agency has obtained a court order permitting sale or assumption of ownership of the land to recover the debt.	Temporary	Destroy 15 years after resolution of matter.
6	<b>WASTEWATER MANAGEMENT</b>	<p>The management of sewer systems and networks for the collection, treatment and disposal of the liquid waste generated from households, industry, business, trade and manufacturing processes.</p> <p>Also includes the development, construction, operation and ongoing maintenance of wastewater supply infrastructure.</p> <p>[For records of recovery activities related to water or wastewater infrastructure assets following an emergency, see EMERGENCY PREPARATION AND MANAGEMENT.]</p> <p>[For Environment Protection Authority reporting requirements, see ENVIRONMENTAL MANAGEMENT AND SUSTAINABILITY.]</p>		
6.1	<b>Agreements</b>	Protection of the sewers through the execution of trade waste and wastewater agreements with		

## Retention and Disposal Authority for Records of Water Industry Functions

**Authority number: PROS 12/06 VAR 1**

No	Function/Activity	Description	Status	Disposal Action
<i>WASTEWATER MANAGEMENT - Agreements</i>				
		businesses as a requirement of legislation and in accordance with the agency's by-laws.  [For the development and promulgation of by-laws, see GOVERNANCE.]		
6.1.1		Assessment of applications for the discharging and/or reuse of minor or major trade waste. Includes any supporting documentation.	Temporary	Destroy 7 years after action completed.
6.1.2		Final records of major trade waste, wastewater and reuse agreements and any amendments to the agreements.  [Major trade wastes have the capacity to damage the wastewater infrastructure assets and/or have a large impact on the treatment process.]	Permanent	Retain as State archives
6.1.3		Final records of minor trade waste, wastewater, sale of reclaimed water and reuse agreements including any amendments to the agreements.  [Minor trade waste comprises discharges from food preparation premises, mechanical workshops or other premises of minor nature.]	Temporary	Destroy 15 years after agreement ceases.
6.2	<b>Planning, Design and Construction</b>	Implementing and managing the program of works for the planning, design and construction of wastewater infrastructure assets required to provide wastewater services to the state.		

## Retention and Disposal Authority for Records of Water Industry Functions

**Authority number: PROS 12/06 VAR 1**

No	Function/Activity	Description	Status	Disposal Action
<i>WASTEWATER MANAGEMENT - Planning, Design and Construction</i>				
6.2.1		<p>Final records of the design, construction or refurbishment of wastewater infrastructure assets.</p> <p>Records include; location information, construction and engineering as-built plans, specifications, field books, site surveys and commissioning records.</p>	Permanent	Retain as State archives
6.2.2		<p>Records documenting the drafting, planning and design phase for the implementation of new or the refurbishing of existing wastewater infrastructure assets.</p> <p>Records include; design notes, draft plans and engineer reports.</p>	Temporary	Destroy 7 years after infrastructure has been decommissioned.
6.3	<b>Operation and Monitoring</b>	<p>Implementing and managing the program of works for the operation and maintenance of wastewater infrastructure assets required to provide wastewater services.</p> <p>[For procedural documentation, see <i>Retention and Disposal Authority for Records of Common Administrative Functions</i>].</p>		
6.3.1		<p>Records documenting the monitoring of wastewater infrastructure assets.</p> <p>Records include; discharge reports, effluent reuse reports, flow gauging reports, pump station operating reports, mains testing reports, network</p>	Temporary	Destroy 7 years after action completed.



## Retention and Disposal Authority for Records of Water Industry Functions

**Authority number: PROS 12/06 VAR 1**

No	Function/Activity	Description	Status	Disposal Action
<i>WASTEWATER MANAGEMENT - Operation and Monitoring</i>				
		analysis, storm flow studies, pipeline inspection reports, CCTV footage and reports.		
6.3.2		Records relating to undertaking routine and emergency maintenance on the wastewater network.  Records include; pipeline maintenance reports, inspection reports and routine maintenance reports.	Temporary	Destroy 7 years after action completed.
6.3.3		Records relating to the communication of proposed wastewater infrastructure construction works.  Records include; consent for works forms, works notices, local newspaper notices of works, letters of objection, response to objections.	Temporary	Destroy 1 year after action completed.
6.4	<b>Collection</b>	Managing and operating systems for the collection of trade waste and sewage discharged from properties.		
6.4.1		Records relating to the collection of trade waste and the routine/random sampling and analysis of wastewater flows to monitor compliance with the terms and conditions of the trade waste agreement.	Temporary	Destroy 25 years after action completed.
6.4.2		Records relating to the collection and routine/random sampling and analysis of wastewater flows from households, undertaken to monitor quantity to ensure that the infrastructure is able to meet the demands being placed upon it.	Temporary	Destroy 7 years after action completed.

## Retention and Disposal Authority for Records of Water Industry Functions

**Authority number: PROS 12/06 VAR 1**

No	Function/Activity	Description	Status	Disposal Action
<i>WASTEWATER MANAGEMENT - Treatment</i>				
		Records include; quantity and flow reports, inspection reports.		
6.5	<b>Treatment</b>	<p>Managing and operating the plants that treat household, industry, business, trade and manufacturing wastewater collected by sewerage systems so that it can be reused or discharged to the environment in accordance with Environment Protection Authority requirements.</p> <p>Includes the issuing of licenses by the Environment Protection Authority to the agency for the operation of the plant.</p> <p>The license sets out the monitoring and reporting requirements, limits for discharging to both water and land, and environmental management requirements.</p> <p>[For audit and compliance activities related with meeting the requirements of the Environment Protection Authority, see ENVIRONMENTAL MANAGEMENT AND SUSTAINABILITY.]</p>		
6.5.1		<p>Records relating to monitoring the performance of treatment plants in accordance with the agency's licence.</p> <p>This includes summary records of raw data that is tested following the treatment process to measure against recommended environmental criteria as</p>	Permanent	Retain as State archives

## Retention and Disposal Authority for Records of Water Industry Functions

**Authority number: PROS 12/06 VAR 1**

No	Function/Activity	Description	Status	Disposal Action
<i>WASTEWATER MANAGEMENT - Treatment</i>				
		required by the Environment Protection Authority guidelines.		
6.5.2		Records of the monitoring and analysis of the quality of wastewater following the treatment process.	Temporary	Destroy 25 years after action completed.
6.6	<b>Reuse</b>	The process of ensuring the safe and sustainable use of reclaimed wastewater, including meeting the requirements of the Environment Protection Authority prior to distribution.		
6.6.1		Records of the development of reuse schemes.  Records include; environmental improvement plans and site management plans.	Temporary	Destroy 25 years after scheme is finished.
6.6.2		Register of reuse schemes to which an agency supplies reclaimed water to.  Examples of reuse schemes include; farming, forestry and agricultural irrigation, industrial processing such as for cooling, municipal uses such as watering parks and gardens and domestic uses such as toilet flushing, car washing, and garden watering.	Permanent	Retain as State archives
7	<b>WATER SUPPLY MANAGEMENT</b>	Managing, operating and protecting water supply systems. Includes the collection, storage, treatment, transfer and distribution of water to consumers.		

## Retention and Disposal Authority for Records of Water Industry Functions

**Authority number: PROS 12/06 VAR 1**

No	Function/Activity	Description	Status	Disposal Action
<i>WATER SUPPLY MANAGEMENT - Entitlements and Allocations</i>				
		Also includes the development, construction, operation and ongoing maintenance of water supply infrastructure.		
7.1	<b>Entitlements and Allocations</b>	<p>Managing and receipt of bulk water entitlements, water trading and water allocations.</p> <p>This also includes the agency's joint responsibility with the Water Registrar to maintain information held within the register.</p> <p>[For water supply agreements, see WATER SUPPLY MANAGEMENT, Agreements.]</p>		
7.1.1		<p>The Victorian Water Register is used to record all water-related entitlements in order to manage the states water resources. The Water Corporations, Water Registrar and the Minister are responsible for establishing and maintaining records within the Water Register. The Register is held and maintained centrally by the Victorian Water Registrar to record transactions relating to;</p> <ul style="list-style-type: none"> <li>• water shares, mortgages and limited term transfers (leases) relevant to these water shares</li> <li>• licences to take and use surface water and groundwater</li> </ul>	Permanent	Retain as State archives

## Retention and Disposal Authority for Records of Water Industry Functions

**Authority number: PROS 12/06 VAR 1**

No	Function/Activity	Description	Status	Disposal Action
<i>WATER SUPPLY MANAGEMENT - Entitlements and Allocations</i>				
		<ul style="list-style-type: none"> <li>• works-related licences</li> <li>• water allocations that are available in the current season</li> <li>• volumes of water entitlements by water system and trading zone</li> <li>• water-use licences and delivery shares that are managed by water agencies</li> </ul> <p>Although the Water Authorities are responsible for recording certain information within the Register (as described above), the Water Register is maintained centrally by the Water Registrar and it is the record held by the Water Registrar which is required as State Archives.</p>		
7.1.2		Final copies of the agency's bulk water entitlement and transfer of water entitlements.	Permanent	Retain as State archives
7.1.3		<p>Records of an agency's applications for bulk water entitlements or transfer of water entitlements as submitted to the Minister for Water in accordance with the <i>Water Act</i> 1989.</p> <p>Includes applications for amendments to water entitlements.</p>	Temporary	Destroy 2 years after action completed.

## Retention and Disposal Authority for Records of Water Industry Functions

**Authority number: PROS 12/06 VAR 1**

No	Function/Activity	Description	Status	Disposal Action
<i>WATER SUPPLY MANAGEMENT - Entitlements and Allocations</i>				
7.1.4		<p>Records of applications submitted to the agency for water shares, water-use licenses, water-use registration, delivery shares, works licenses and take and use licenses.</p> <p>Includes the assessment of applications and amendments to entitlements and allocations</p>	Temporary	Destroy after once entitlement expires or is superseded.
7.1.5		Records of seasonal water determinations used to determine climate change impacts overtime.	Permanent	Retain as State Archives
7.2	<b>Agreements</b>	<p>Protection of the water supply through the execution of agreements with the owner/occupier of properties as a requirement of legislation and in accordance with the agency's by-laws.</p> <p>[For receipt and processing of applications for access to water distribution services, see Distribution.]</p> <p>[For the development and promulgation of by-laws, see GOVERANCE.]</p> <p>[For trade waste and wastewater agreements with businesses, see WASTEWATER MANAGEMENT.]</p>		
7.2.1		Records of <b>major</b> agreements to supply or receive water, drainage or sewerage services where special conditions apply.	Permanent	Retain as State Archives

## Retention and Disposal Authority for Records of Water Industry Functions

**Authority number: PROS 12/06 VAR 1**

No	Function/Activity	Description	Status	Disposal Action
<i>WATER SUPPLY MANAGEMENT - Agreements</i>				
		Includes water drainage, bulk supply agreements, agreements to build over sewerage easements, water supply and grazing agreements.		
7.2.2		Records of <b>minor</b> agreements to supply water, drainage or sewerage services where standard conditions apply.  Includes house connections, standpipe use and outside area agreements.	Temporary	Destroy 7 years after agreement ceases.
7.3	<b>Planning, Design and Construction</b>	Implementing and managing the program of works for the planning, design and construction of water infrastructure assets required to provide water services to the state.		
7.3.1		Final records of the design, construction or refurbishment of water supply infrastructure assets.  Records include; locations of mains connections, construction and engineering as-built plans, specifications and commissioning records.	Permanent	Retain as State archives
7.3.2		Records documenting the drafting, planning and design for the implementation of new or the refurbishing of existing water supply infrastructure assets.  Records include; design notes, draft plans and engineer reports.	Temporary	Destroy 7 years after infrastructure has been decommissioned.

## Retention and Disposal Authority for Records of Water Industry Functions

**Authority number: PROS 12/06 VAR 1**

No	Function/Activity	Description	Status	Disposal Action
<i>WATER SUPPLY MANAGEMENT - Operation and Monitoring</i>				
7.4	<b>Operation and Monitoring</b>	<p>Implementing and managing the program of works for the operation and maintenance of water infrastructure assets required to provide water services to the state.</p> <p>[For procedural documentation, see <i>Retention and Disposal Authority for Records of Common Administrative Functions.</i>]</p>		
7.4.1		<p>Records documenting the monitoring and optimisation of water supply infrastructure assets to ensure it can meet the demands placed upon it.</p> <p>Records include; flow reports, equipment calibration and testing reports, inspection reports, general maintenance, mains testing reports, operating reports, pipeline inspection results, CCTV footage and reports.</p>	Temporary	Destroy 7 years after action completed.
7.4.2		<p>Records relating to undertaking routine and emergency maintenance on the water supply network.</p> <p>Records include; pipeline maintenance reports, inspection reports and routine maintenance reports.</p>	Temporary	Destroy 7 years after action completed.
7.4.3		Records relating to the communication of proposed water supply infrastructure construction works.	Temporary	Destroy 1 year after action completed.



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**Authority number: PROS 12/06 VAR 1**

No	Function/Activity	Description	Status	Disposal Action
<i>WATER SUPPLY MANAGEMENT - Operation and Monitoring</i>				
		Records include; consent for works forms, works notices, local newspaper notices of works, letters of objection, and response to objections.		
7.4.4		Records relating to the metering of properties, meter replacement programs and metering issues. Includes records documenting calibration of meters and other maintenance related works.	Temporary	Destroy 7 years after infrastructure has been decommissioned.
7.5	<b>Collection</b>	The extraction or harvesting and storage of water from catchment areas, rivers, bores and networks prior to distribution.		
7.5.1		Records monitoring storage levels and the controlled release of water to mitigate flood or drought conditions.  This class includes level books.	Permanent	Retain as State archives
7.5.2		Records of the day-to-day operations of managing the collection and storage of water.  Records include; storage level data, nutrient reports, salinity reports, and operational reports.	Temporary	Destroy 7 years after action completed.
7.6	<b>Quality Monitoring and Analysis</b>	The monitoring and analysing water quality within dams, rivers, irrigation channels and drains to meet legislative requirements and guidelines.		

## Retention and Disposal Authority for Records of Water Industry Functions

**Authority number: PROS 12/06 VAR 1**

No	Function/Activity	Description	Status	Disposal Action
<i>WATER SUPPLY MANAGEMENT - Quality Monitoring and Analysis</i>				
7.6.1		Records of an agencies risk management assessments undertaken to protect public health by ensuring a safe drinking water supply.  Records include; risk management assessments, risk management plans, and catchment to tap risk assessments.	Permanent	Retain as State archives
7.6.2		Records of water quality sampling, testing, analysis and reporting.  Records include; raw data, log sheets, water sample statistics, chemical analysis sampling results, and water quality analysis data sheets.	Permanent	Retain as State archives
7.6.3		Records of notifications regarding the supply of unsafe drinking water or potential supply of unsafe drinking water including the issuance of warning notices to the community.	Permanent	Retain as State archives
7.6.4		Records of routine water quality reports required for regulatory purposes.	Temporary	Destroy 7 years after action completed.
7.7	<b>Treatment</b>	Treatment of water prior to its distribution to consumers to ensure that all potable water supplied by the agency meets the approved health standards as specified by the current Australian Drinking Water Guidelines.  The treatment process typically involves sedimentation, clarification, chemical treatment		

## Retention and Disposal Authority for Records of Water Industry Functions

**Authority number: PROS 12/06 VAR 1**

No	Function/Activity	Description	Status	Disposal Action
<i>WATER SUPPLY MANAGEMENT - Treatment</i>				
		involving coagulation and flocculation, dissolved aeration, filtration, and finally disinfection.		
7.7.1		Summary records of monitoring data collected following the water treatment process.  Includes: <ul style="list-style-type: none"> <li>• sedimentation data</li> <li>• clarification data</li> <li>• chemical treatments used</li> <li>• filtration process</li> <li>• disinfection requirements.</li> </ul>	Permanent	Retain as State archives
7.7.2		Records of monitoring and analysis of the quality of water following the treatment process.	Temporary	Destroy 10 years after action completed.
7.8	<b>Distribution</b>	The planning for and provision of water distribution services to customers via the agency's water distribution system infrastructure, including pump stations, channels and pipelines via reticulation.  Also includes the processing of applications for mains extensions and tapping, and the issuing of permits.		

## Retention and Disposal Authority for Records of Water Industry Functions

**Authority number: PROS 12/06 VAR 1**

No	Function/Activity	Description	Status	Disposal Action
<i>WATER SUPPLY MANAGEMENT - Distribution</i>				
7.8.1		Records relating to the monitoring of water pressure, including flow reports and water pressure data.	Temporary	Destroy 7 years after infrastructure has been decommissioned.
7.8.2		<p>Records relating to the receipt and processing of applications from customers for access to the agencies water distribution services, such as mains tapping and extensions.</p> <p>Records include; main extension applications, mains tapping applications, and permits.</p>	Temporary	Destroy 2 years after action completed.