

## Operational Records Disposal Schedule

# Roxby Council – Electricity Supply, Sewerage and Water Services

## RDS 2025/05 Version 1

Effective Dates: 25 July 2025 to 25 July 2035

This operational records disposal schedule (RDS) authorises disposal of official records (including destruction and transfer of records to State Records custody) as a determination in accordance with section 23(2) of the *State Records Act 1997*.

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<b>RDS No</b>	RDS 2025/05 Version 1
<b>Disposal Schedule Type</b>	Operational Records Disposal Schedule
<b>Agency</b>	Roxby Council
<b>Records Scope</b>	Records documenting the function/s of Electricity Supply, Water and Sewerage Services
<b>Records Coverage Dates</b>	January 1987 - ongoing
<b>Effective Dates</b>	<b>25 July 2025 to 25 July 2035</b>
<b>Status</b>	Determined by Director State Records and approved by State Records Council 6 May 2025
<b>Associated RDS</b>	<i>RDS 2011/26 v1 (expired 30 June 2023)</i> Note: GDS 40 function 29 Drinking (Potable Water not applicable to Roxby Water (applies to SA Water sourced water only)

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Contents

RDS 2025/05 Version 1 ..... 1

Introduction ..... 4

    Scope ..... 4

    Objectives ..... 4

    Relationship to other disposal schedules ..... 5

Interpretation ..... 6

    State Records Contact Details ..... 7

# Introduction

## Scope

This RDS applies to official records in all formats including (but not limited to) those that were born digital in databases, email systems, office applications, digital cameras and video as well as physical records on film, tape and other analogue media. Any common records of Government Agencies are covered under General Disposal Schedule for State Government Agencies (GDS 30).

This RDS excludes:

- all pre-1901 records. These are permanent in accordance with a motion approved by the State Records Council on 19 February 2008
- records of permanent value already in State Records custody
- destruction of physical records badly damaged by fire, flood, mould, etc, and neglect of physical, digital records which makes them unreadable and inaccessible
- records to be transferred as part of a privatisation or sale to a non-government organisation
- records not adequately covered within the scope of this RDS

If records fall into any of the above exclusions, please contact State Records for advice.

## Objectives

The purpose of this RDS is to authorise the disposal of records in accordance with the *State Records Act 1997* including:

- records of enduring evidential or informational value that cannot be destroyed and must be preserved for future reference (identified as permanent - retain as state archives) in accordance with State Records appraisal criteria and
- authorising the destruction of records not of enduring evidential or information value (identified as temporary) after they have been retained a minimum period

### Relationship to other disposal schedules

The General Disposal Schedule for Local Government Agencies in South Australia (GDS 40, as amended) should be used by Local Government agencies for common records documenting activities such as HR, financial management, policy and procedures.

Hardcopy source records dating from 1 January 2005 that are converted to digital format (digitised) as part of business processes can be disposed of under General Disposal Schedule 21 (GDS 21) where the conditions outlined in GDS 21 are met.

State Records issue general disposal schedules from time to time to implement disposal freezes, restricting disposal of records which might otherwise be authorised for destruction. To see the latest schedules implementing disposal freezes check State Records website <https://archives.sa.gov.au/managing-information/archiving-transfer-and-disposal/disposal/general-disposal-schedules-gds>

# Interpretation

This RDS establishes minimum periods before temporary value digital and physical records can be legally destroyed and identifies records of permanent value to be transferred to State Records' custody.

## Status/Disposal action definitions

- Permanent – retain as State archives.  
The disposal action 'Retain as State archives' is used to identify those records of enduring evidential or informational value that cannot be destroyed and must be preserved for future reference. The permanent retention of these records as State archives has been identified in accordance with the State Records' appraisal criteria. These records are required to be transferred to State Records in accordance with State Records Transfer Standard (as amended).
- Temporary – retain for *[list specific period of time]* then destroy.  
The disposal action 'temporary' is used to identify records not of enduring evidential or informational value. These records are not considered to have continuing value to the agency or the State but must be retained for a minimum period. They can be destroyed after reaching this minimum period, and once any other disposal considerations have been taken into account.

## Retain a record of records destroyed under this RDS

Agencies must keep their own record of all records destroyed under this RDS, noting the relevant disposal schedule entry and the authorisation for destruction. Temporary records should only be destroyed with the approval of the CE or delegate in accordance with the *Destruction of Official Records Guideline* issued by State Records of South Australia.

## Compliance with the Determination

Failure to comply with this determination, or any directions in it, falls under Section 17 of the *State Records Act 1997*.

**For more information**

Refer to State Records sentencing, transfer and destruction guidelines on our website at [www.archives.sa.gov.au](http://www.archives.sa.gov.au).

**State Records Contact Details**

**Contact details**

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No	Function/Activity	Description including Records Examples	Status	Disposal Action
<b>1</b>	<b>ASSET MANAGEMENT</b>	The function of operating assets that supply and distribute electricity, water and sewerage services within the Roxby Downs township. Includes activities relating to inspecting and maintaining assets; planning and scheduling maintenance tasks; internal and external reporting on operations; and managing process changes, site-specific procedures relating to the operation of assets, and Telemetric and SCADA data.  <i>See GDS 40 v1 (as amended): 82 ASSET MANAGEMENT (various) for acquisition, construction, management, and disposal of infrastructure assets.</i>		
1.1	<b>Inspections</b>	<i>The process of official examinations of facilities, equipment and items, to ensure compliance with agreed standards and objectives.</i>		
1.1.1	Inspections	Records documenting that an asset has been inspected to ensure it meets operational standards: e.g. draining and disinfection reports; environmental assessments of water discharge, leakage reports, and pumping plan logs.	TEMPORARY	Retain a minimum of 10 years after action completed, then destroy.
<b>1.2</b>	<b>Maintenance</b>	<i>The activities associated with the upkeep, repair, servicing and preservation of internal/external conditions of premises, equipment, vehicles etc.</i>		
1.2.1	Maintenance	Records relating to work orders and records documenting that a maintenance activity has been performed on assets that supply electricity.	TEMPORARY	Retain a minimum of 10 years after action completed, then destroy.
1.2.2	Maintenance	Records relating to work orders and records documenting that a maintenance activity has been performed on assets that convey and distribute water.	TEMPORARY	Retain a minimum of 10 years after action completed, then destroy.
<b>1.3</b>	<b>Performance Reporting</b>	<i>The activities relating to the analysing and reporting on the performance of assets.</i>  <i>See Item 3.3.1 for testing and calibration of power testing equipment.</i>  <i>See Item 4.3.1 for testing and calibration of water and sewerage testing equipment.</i>		
1.3.1	Performance Reporting	Final reports, and input and assessments from technical specialists.	PERMANENT	Retain as State archives

No	Function/Activity	Description including Records Examples	Status	Disposal Action
		<i>See Item 1.3.2 for the preparation of reports.</i>		
1.3.2	Performance Reporting	Records relating to the preparation of summary reports which investigate and document whether assets are performing to standard.  <i>See Item 3.3.1 for testing and calibration of power testing equipment.</i>  <i>See Item 4.3.1 for testing and calibration of water and sewerage testing equipment.</i>	TEMPORARY	Retain a minimum of 5 years after action completed, then destroy.
<b>1.4</b>	<b>Control Room Monitoring</b>	<i>The activities related to the monitoring and control of water and sewage flows via the control room. Includes issuing of instructions to SCADA system and collection of Telemetry and SCADA data.</i>		
1.4.1	Control Room Monitoring	Records relating to SCADA control room instructions. Includes instructions.  <i>See Item 1.4.2 for Telemetry and SCADA data including water levels, testing etc.</i>	TEMPORARY	Retain a minimum of 10 years after action completed, then destroy.
1.4.2	Control Room Monitoring	Records of collection of Telemetry and SCADA data including water levels, testing etc.  <i>See Item 1.4.1 for SCADA control room instructions.</i>	TEMPORARY	Retain a minimum of 10 years after action completed, then destroy.
<b>2</b>	<b>CUSTOMER MANAGEMENT</b>	The function of managing the customer relationship with Roxby Council in relation to the supply of electricity, sewerage and water services. Includes data collection for billing and rebate applications.  <i>See GDS 40 v1 (as amended): 6.3 FINANCIAL MANAGEMENT – Accounting (various) for records of invoicing and payment of water and power supply including debt collection, reconciliation, account suspensions and removals etc.</i>		

**OFFICIAL**

RDS 2025/05 Version 1 - Municipal Council of Roxby Downs - Electricity Supply Sewerage and Water Services

No	Function/Activity	Description including Records Examples	Status	Disposal Action
		<p><i>See Item 3.2.1 for power connection, disconnection and reconnection applications, and streetlight shield applications.</i></p> <p><i>See Item 3.2.2 for registration of premises with life support equipment.</i></p> <p><i>See Item 4.2.1 for water connection, disconnection and reconnection applications.</i></p>		
<b>2.1</b>	<b>Customer Complaints Management</b>	<i>The activities associated with receiving and responding to customer complaints.</i>		
2.1.1	Customer Complaints Management	Records of customer complaints to Council and those received via the EWOSA. Includes responding to complaints.	TEMPORARY	Retain a minimum of 6 years after action completed, then destroy.
<b>2.2</b>	<b>Customer Data Collection</b>	<i>The activities associated with collecting data used to generate bills/accounts to customers.</i>		
2.2.1	Customer Data Collection	Data collected on consumer consumption used to generate bills and accounts, including data receipt confirmations, consumption figures, estimations etc.	TEMPORARY	Retain a minimum of 5 years after action completed, then destroy.
<b>2.3</b>	<b>Rebate Applications</b>	<i>The activities associated with assessing applications for rebates or concessions on electricity, sewerage, or water services.</i>		
2.3.1	Rebate Applications	Records of applications from customers for rebates, concessions and remissions on rates and charges. Includes pensioner, charity and hardship concessions, leakage allowance and State and Local Government exemptions.	TEMPORARY	Retain a minimum of 10 years after action completed, then destroy.
<b>3</b>	<b>POWER MANAGEMENT</b>	<p>The function of managing the supply and distribution of electricity to the Roxby Downs township. Includes maintaining power quality standards.</p> <p><i>See Item 1 (various) for management and operation of assets that supply and distribute electricity, water and sewerage services within the Roxby Downs township.</i></p>		

No	Function/Activity	Description including Records Examples	Status	Disposal Action
		<p><i>See GDS 40 v1 (as amended): 82 ASSET MANAGEMENT (various) for acquisition, construction, management, and disposal of infrastructure assets.</i></p> <p><i>See GDS 40 v1 (as amended): 78.2 ADVICE (various) for records of advice relating to routine operational matters.</i></p> <p><i>See GDS 40 v1 (as amended): 7.2 SOURCES OF FUNDS AND INSURANCE CLAIMS - Compensation (various) for records relating to compensation claims for principle-controlled contract work, third party bodily injury and third-party property damage.</i></p> <p><i>See GDS 40 v1 (as amended): 5.7 STRATEGIC MANAGEMENT – Policy and Procedures (various) for records relating to formulation of policies and procedures.</i></p> <p><i>See GDS 40 v1 (as amended): 7.9 SOURCES OF FUNDS AND INSURANCE CLAIMS - Insurance (various) for records relating to the administration of insurance policies.</i></p>		
<b>3.1</b>	<b>Compliance (Power)</b>	<i>The activities associated with complying with mandatory, regulatory, or quality standards or requirements relating to the provision of electricity services. Includes compliance with legislation, standards, and licencing requirements.</i>		
3.1.1	Compliance (Power)	<p>Records of Roxby Power breaches of its compliance requirements to ESCOSA e.g., breaches of licence conditions.</p> <p><i>See Item 3.5 (various) for unplanned and scheduled power outages.</i></p>	PERMANENT	Retain as State archives.
3.1.2	Compliance (Power)	Records of reports/plans relating to the supply of electricity. Includes Safety, Reliability, Maintenance and Technical Management Plans (SRMTMP) and annual submission to OTR.	PERMANENT	Retain as State archives
3.1.3	Compliance (Power)	Master copies of policies and plans as required under the Electricity Distribution Licence. Includes	PERMANENT	Retain as State archives

No	Function/Activity	Description including Records Examples	Status	Disposal Action
		<p>Connection Policy, Metering Plan and High Voltage Switching Manual.</p> <p><i>See Item 3.1.4 for the development, review and implementation of policies required under the Electricity Distribution Licence.</i></p>		
3.1.4	Compliance (Water and Sewerage)	<p>Records of the development, review and implementation of policies as required under the Electricity Distribution Licence. Includes Connection Policy</p> <p><i>See Item 3.1.3 for master policies required under the Electricity Distribution Licence.</i></p>	TEMPORARY	Retain a minimum of 20 years after superseded, then destroy.
3.1.5	Compliance (Power)	<p>Records of the development of plans as required under the Electricity Distribution Licence. Includes Metering Plan and High Voltage Switching Manual.</p> <p><i>See Item 3.1.6 for annuals reviews of the Metering Plan.</i></p> <p><i>See Item 3.1.7 for ongoing reviews of the High Voltage Switching Manual.</i></p>	TEMPORARY	Retain a minimum of 10 years after licence is surrendered or cancelled, then destroy.
3.1.6	Compliance (Power)	<p>Records of annuals reviews of the Metering Plan including submission to ESCOSA.</p> <p><i>See Item 3.1.3 for the master Metering Plan.</i></p>	PERMANENT	Retain as State archives.
3.1.7	Compliance (Power)	<p>Records of ongoing review of the High Voltage Switching Manual in accordance with the Electricity Distribution Licence.</p>	TEMPORARY	Retain a minimum of 10 years after superseded, then destroy.

No	Function/Activity	Description including Records Examples	Status	Disposal Action
		<i>See Item 3.1.3 for the master High Voltage Switching Manual.</i>		
3.1.8	Compliance (Power)	Records relating to the ESCOSA reporting requirements including Annual Compliance Report, operational and compliance audits, power quality, material compliance breaches and material service issues.	PERMANENT	Retain as State archives.
3.1.9	Compliance (Power)	Supporting records of council compliance with registration as a power provider including records of copies of audit or inspections reports, results of monitoring etc.	TEMPORARY	Retain a minimum of 6 years after action completed, then destroy.
3.1.10	Compliance (Power)	Supplementary records relating to the development of plans for power services. Includes input into plans, comments on drafts, working papers etc.	TEMPORARY	Retain a minimum of 2 years after action completed, then destroy.
<b>3.2</b>	<b>Connection Services (Power)</b>	<i>The activities associated with connections, disconnections and reconnections of customers to electricity supply. Includes solar installation applications and approvals, and applications for streetlight shields.</i>		
3.2.1	Connection Services (Power)	Records of assessments and approvals of applications for connection, disconnection, reconnection, and meter replacements. Includes solar panel installation approvals and rejections. Also includes applications and associated records for streetlight shields.	TEMPORARY	Retain a minimum of 10 years after action completed, then destroy.
3.2.2	Connection Services (Power)	Records of the registration of premises containing life support equipment. Includes registration and vacation forms.  <i>See Item 3.5.2 for liaison with BHP and customers regarding planned and unplanned power outages.</i>	TEMPORARY	Retain a minimum of 10 years after vacating the premises, then destroy.

No	Function/Activity	Description including Records Examples	Status	Disposal Action
<b>3.3</b>	<b>Equipment Testing (Power)</b>	<i>The activities associated with testing and calibrating testing equipment used for power supply testing. Includes multi-meters and other testing equipment.</i>		
3.3.1	Equipment Testing (Power)	Records of periodic calibration reports for electricity testing equipment.	TEMPORARY	Retain a minimum of 5 years after action completed, then destroy.
<b>3.4</b>	<b>Licensing (Power)</b>	<i>The activities relating to obtaining and complying with licences issued for the provision of electricity services to the Roxby Downs township. Includes application and variations to a licence.</i>		
3.4.1	Licensing (Power)	Records of electricity licences issued to Roxby Council by ESCOSA. Includes Electrical Distribution Licences.	TEMPORARY	Retain a minimum of 10 years after licence is surrendered or cancelled, then destroy.
3.4.2	Licensing (Power)	Records of exemptions issued to Roxby Council by the Minister for Energy and Mining. (predecessor/successor). Includes Electricity Retail Exemption from holding an Electricity Retail Licence.	TEMPORARY	Retain a minimum of 10 years after licence is surrendered or cancelled, then destroy.
<b>3.5</b>	<b>Power Outages</b>	<i>The activities associated with managing unplanned and scheduled power outages. Includes liaison with BHP, contractors and customers.</i>  <i>See Item 3.1.8 for ESCOSA annual reporting</i>		
3.5.1	Power Outages	Summary records of power outages. Includes ongoing spreadsheet of all power outages both unplanned and scheduled.  <i>See Item 3.1.8 for ESCOSA annual reporting.</i>  <i>See Item 3.5.2 for liaison with BHP and customers regarding planned and unplanned power outages.</i>	TEMPORARY	Retain a minimum of 20 years after action completed, then destroy.
3.5.2	Power Outages	Records of liaison with contractors and customers regarding unplanned or scheduled power outages.	TEMPORARY	Retain a minimum of 6 years after action completed, then destroy.

No	Function/Activity	Description including Records Examples	Status	Disposal Action
		Includes advice and communications from BHP and to contractors and customers.  <i>See Item 3.5.1 for summary records of power outages including ongoing spreadsheet.</i>		
<b>3.6</b>	<b>Regulating (Power)</b>	<i>The activities associated with investigating customers and contractor’s breaches of legislative standards in relation to electricity as per the Electricity Act 1996 and Roxby Downs (Indenture Ratification) Act 1982. Includes issuing expiation notices and fines to customers and handling of requests where alleged offenders elect to challenge the fine in court.</i>  <i>See GDS 40 v1 (as amended): 99.1 Litigation and Legal Proceedings (various) for cases of litigation.</i>		
3.6.1	Regulating (Power)	Records of expiations and warnings notices issued to customers for bypassing or tampering with meters, and to electrical installers and solar panel installers for breaching electrical standards.	TEMPORARY	Retain a minimum of 10 years after action completed, then destroy.
<b>4</b>	<b>WATER AND SEWER MANAGEMENT</b>	The function of the supply, distribution and testing of drinking water, wastewater and sewerage to the town of Roxby Council pursuant to Clause 13 of the <i>Roxby Downs (Indenture Ratification) Act 1982</i> and section 188 of the <i>Local Government Act 1999</i> .  <i>See Item 1 (various) for the management and operation of assets that supply and distribute electricity, water and sewerage services within the Roxby Downs township.</i>  <i>See GDS 40 v1 (as amended): 82 ASSET MANAGEMENT (various) for the acquisition, construction, management, and disposal of infrastructure assets.</i>  <i>See GDS 40 v1 (as amended): 89.1 Education (various) for education programs.</i>  <i>See GDS 40 v1 (as amended): 103.1 Program and Project Management (various) for water and sewerage management including water conservation programs and projects.</i>  <i>See GDS 40 v1 (as amended): 5.5 STRATEGIC MANAGEMENT – Audit (various) for operational and audits.</i>		

No	Function/Activity	Description including Records Examples	Status	Disposal Action
		<i>See GDS 40 v1 (as amended): 5.7 STRATEGIC MANAGEMENT – Policy and Procedures (various) for records relating to formulation of policies and procedures.</i>		
<b>4.1</b>	<b>Compliance (Water and Sewerage)</b>	<i>The activities associated with complying with mandatory, regulatory, or quality standards or requirements relating to the provision of water and sewerage services. Includes compliance with legislation, standards, and licencing requirements.</i>		
4.1.1	Compliance (Water and Sewerage)	Records relating to the ESCOSA reporting requirements including the Annual Compliance Report and supporting records used to create the final report.	PERMANENT	Retain as State archives.
4.1.2	Compliance (Water and Sewerage)	Records of reporting requirements to the Department of Health and Wellbeing (predecessor/successor) on water testing, including annual reporting and the Risk Management Plan as required under the <i>Safe Drinking Water Act 2011</i> and the <i>South Australian Public Health (Wastewater) Regulations 2013</i> .	PERMANENT	Retain as State archives.
4.1.3	Compliance (Water and Sewerage)	Records of weekly internal testing, sending physical samples of drinking water to AWQC quarterly and reports received after testing.  <i>See Item 4.1.4 for corrective or preventative actions implemented for drinking water.</i>	TEMPORARY	Retain a minimum of 10 years after action completed, then destroy.
4.1.4	Compliance (Water and Sewerage)	Records relating to drinking water corrective or preventative actions including reporting, inspections, maintenance sheets.  <i>See Item 4.1.3 for drinking water weekly and quarterly AWQC testing.</i>	TEMPORARY	Retain a minimum of 5 years after action completed, then destroy.

**OFFICIAL**

RDS 2025/05 Version 1 - Municipal Council of Roxby Downs - Electricity Supply Sewerage and Water Services

No	Function/Activity	Description including Records Examples	Status	Disposal Action
		<i>See Item 4.1.5 for wastewater daily and monthly AWQC testing.</i>		
4.1.5	Compliance (Water and Sewerage)	Records of daily testing of wastewater, sending physical samples to AWQC monthly and reports received after testing. Includes quarterly inspections required by sub-condition 1 of the Water Retail Licence.  <i>See Item 1.3 (various) for performance of assets. See Item 4.1.3 for drinking water weekly and quarterly AWQC testing.</i>	TEMPORARY	Retain a minimum of 10 years after action completed, then destroy.
4.1.6	Compliance (Water and Sewerage)	Records of operational and compliance audits as required under section 12 of the Water Retail Licence. Includes water testing audits.  <i>See Item 4.1.1 for ESCOSA annual reporting.</i>	TEMPORARY	Retain a minimum of 10 years after action completed, then destroy.
4.1.7	Compliance (Water and Sewerage)	Records of reporting requirements to ESCOSA on serious breaches of compliance by Roxby Water as per section 6 of the Water Retail Licence. Includes details of the breach committed and monitoring and reporting on levels of compliance with any applicable code, industry rule and standards.  <i>See Item 4.1.1 for ESCOSA annual reporting.</i>	TEMPORARY	Retain a minimum of 20 years after action completed, then destroy.
4.1.8	Compliance (Water and Sewerage)	Master copy of plans relating to the supply of water and sewerage services. Includes Safety, Reliability, Maintenance and Technical Management Plans (SRMTMP) and annual submission to OTR.	PERMANENT	Retain as State archives

**OFFICIAL**

RDS 2025/05 Version 1 - Municipal Council of Roxby Downs - Electricity Supply Sewerage and Water Services

No	Function/Activity	Description including Records Examples	Status	Disposal Action
4.1.9	Compliance (Water and Sewerage)	Records of information/reporting to ESCOSA as required under section 11 of the Water Retail Licence, including details of Roxby Water's financial and technical capacity to continue operations under the licence, changes of officers, and any significant reduction in its financial capacity.  <i>See Item 4.1.1 for ESCOSA annual reporting.</i>	TEMPORARY	Retain a minimum of 10 years after licence expires or is surrendered, then destroy.
4.1.10	Compliance (Water and Sewerage)	Records of leak detection monitoring pursuant to section 2.4 of the EPA Licence for Wastewater Treatment Works (outside MLR WPA). Includes monitoring reports.  <i>See Item 4.1.12 for EPA wastewater treatment works annual return.</i>	TEMPORARY	Retain a minimum of 10 years after action completed, then destroy.
4.1.11	Compliance (Water and Sewerage)	Records relating to the EPA annual reporting requirements including the Annual Return.	PERMANENT	Retain as State archives.
4.1.12	Compliance (Water and Sewerage)	Records of monitoring, sampling and analysis of water and wastewater pursuant to the section 3 of the EPA Licence for Wastewater Treatment Works (outside MLR WPA). Includes Annual Return to the EPA.  <i>See Item 4.1.2 for Department of Health and Wellbeing (predecessor/successor) annual returns and Risk Management Plan required by the South Australian Public Health (Wastewater) Regulations 2013.</i>	TEMPORARY	Retain a minimum of 20 years after action completed, then destroy.

No	Function/Activity	Description including Records Examples	Status	Disposal Action
		<p><i>See Item 4.1.10 for wastewater leak detection monitoring.</i></p> <p><i>See Item 4.1.11 for wastewater Annual Return to the EPA.</i></p>		
4.1.13	Compliance (Water and Sewerage)	<p>Master copy of Water Pricing Policy as required under the <i>Water Industry Act 2012</i> requirement for ESCOSA licence holders to develop a Water Pricing Policy based on National Water Initiative (NWI) pricing principles.</p> <p><i>See GDS 40 v1 (as amended): 7.6 SOURCES OF FUNDS AND INSURANCE CLAIMS - Fees and charges for records relating to the annual review of water and sewerage price changes under the Local Government Act 1999.</i></p>	PERMANENT	Retain as State archives
4.1.14	Compliance (Water and Sewerage)	<p>Records of the development, review and implementation of the Water Pricing Policy.</p> <p><i>See Item 4.1.13 master Water Pricing Policy.</i></p>	TEMPORARY	Retain a minimum of 20 years after superseded, then destroy.
4.1.15	Compliance (Water and Sewerage)	Supplementary records relating to the development of plans relating to the supply of water and sewerage services. Includes input into plans, comments on drafts, working papers etc.	TEMPORARY	Retain a minimum of 2 years after action completed, then destroy.
<b>4.2</b>	<b>Connection Services</b>	<i>The activities associated with connecting and disconnecting customers to water and sewerage services.</i>		

No	Function/Activity	Description including Records Examples	Status	Disposal Action
	<b>(Water and Sewerage)</b>			
4.2.1	Connection Services (Water and Sewerage)	Records of assessments and approvals of applications for connection, disconnection, inspections, repairing, testing and meter replacements. Also includes notices of access to supply address properties.	TEMPORARY	Retain a minimum of 10 years after action completed, then destroy.
<b>4.3</b>	<b>Equipment Testing (Water and Sewerage)</b>	<i>The activities associated with testing and calibrating testing equipment used for water and sewage testing. Includes multi-meters and other testing equipment.</i>  <i>See Item 4.1 for monitoring of drinking water and wastewater quality.</i>		
4.3.1	Equipment Testing (Water and Sewerage)	Records of periodic calibration reports for testing equipment. Includes equipment used for gas detection in sewerage.	TEMPORARY	Retain a minimum of 5 years after action completed, then destroy.
<b>4.4</b>	<b>Licensing (Water and Sewerage)</b>	<i>The activities relating to obtaining and complying with licences issued for the provision of water and sewerage services to the Roxby Downs township. Includes application and variations to a licence.</i>		
4.4.1	Licensing (Water and Sewerage)	Records of water and sewerage licences issued to Roxby Council by ESCOSA, pursuant to the <i>Water Industry Act 2012</i> . Includes Water Retail Licences. Includes applications and variations.	TEMPORARY	Retain a minimum of 10 years after licence surrendered or cancelled, then destroy.
4.4.2	Licensing (Water and Sewerage)	Records of licences issued to Roxby Council by the EPA, pursuant to the <i>Environment Protection Act 1993</i> . Includes licences for Wastewater treatment works (outside MLR WPA). Includes applications and variations.		Retain a minimum of 10 years after licence surrendered or cancelled, then destroy.

No	Function/Activity	Description including Records Examples	Status	Disposal Action
<b>4.5</b>	<b>Regulating (Water)</b>	<p><i>The activities associated with Council investigating customers breaching Council policy in relation to water restrictions and the Roxby Downs (Indenture Ratification) Act 1982.</i></p> <p><i>Includes issuing expiation notices and fines to customers for breaching water restrictions, and handling of requests where alleged offenders elect to challenge the fine in court.</i></p> <p><i>See GDS 40 v1 (as amended):99.1 Litigation and Legal Proceedings (various) for cases of litigation.</i></p>		
4.5.1	Regulating (Water)	<p>Register of expiations issued for breaching water restrictions.</p> <p><i>See Item 4.5.2 for expiations and warning notices issued to customers.</i></p>	TEMPORARY	Retain a minimum of 10 years after action completed, then destroy.
4.5.2	Regulating (Water)	<p>Records of expiations and warning notices issued to customers for breaching water restrictions. Includes expiations and letters to customers.</p> <p><i>See Item 4.5.1 for register of expiations issued for breaching water restrictions.</i></p>	TEMPORARY	Retain a minimum of 10 years after action completed, then destroy.
<b>4.6</b>	<b>Water Outages</b>	<p><i>The activities associated with managing unplanned and scheduled water outages. Includes liaison with BHP, contractors and customers.</i></p>		
4.6.1	Water Outages	<p>Records of liaison with BHP, contractors and customers regarding unplanned or scheduled water outages. Includes advice and communications from BHP and to contractors and customers.</p>	TEMPORARY	Retain a minimum of 10 years after action completed, then destroy.
<b>4.7</b>	<b>Water Restrictions</b>	<p><i>The activities associated with developing and implementing temporary water restrictions.</i></p> <p><i>See GDS 40 v1 (as amended):5.8 Policy and Procedures for Roxby Council water restrictions policy.</i></p>		

No	Function/Activity	Description including Records Examples	Status	Disposal Action
4.7.1	Water Restrictions	<p>Records relating to developing and implementing water restrictions. Includes advice from BHP and advice to customers.</p> <p><i>See GDS 40 v1 (as amended):5.8 Policy and Procedures for Roxby Council water restrictions policy.</i></p>	TEMPORARY	Retain a minimum of 6 years after action completed, then destroy.