



State Records Act 1997

Operational Records Disposal Schedule

**The Local Government Association of South
Australia (LGA)**

RDS 2012/03 Version 1

Effective Date: 18 December 2012 to 30 June 2022

Approved Date: 18 December 2012

Approved by SRC



The Local Government Association of South Australia (LGA)

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The Local Government Association of South Australia (LGA)

Preamble

Purpose of the Schedule

This Operational Records Disposal Schedule (RDS) authorises arrangements for the retention or destruction of records in accordance with Section 23(2) of the *State Records Act 1997*.

Application of the Schedule

The Local Government Association of South Australia (LGA)

Approved Date: 18 December 2012

Effective Date: 18 December 2012 to 30 June 2022

Authorisation by State Records

This authorisation applies only to the disposal of the records described in the Schedule.

State Records' Contact Information

State Records of South Australia

GPO Box 2343
ADELAIDE
South Australia 5001
Email: StateRecordCouncil@sa.gov.au

Ph: +61 8 204 8791
Fax: +61 8 204 8777
DX: 467 Adelaide

Chair, State Records Council

Director, State Records



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Disposal of Official Records

Legislation

Section 23(1) of the *State Records Act 1997* states that an agency must not dispose of official records except in accordance with a determination made by the Manager [Director] of State Records with the approval of the State Records Council.

Section 23(2) states:

‘If an agency requests the Manager to make a determination as to the disposal of official records, the Manager must, as soon as practicable:

- (a) with the approval of the [State Records] Council, make a determination requiring or authorising disposal of the records in a specified manner; or
- (b) make a determination requiring delivery of the records into the custody of State Records or retention of the records and later delivery into the custody of State Records.’

The contents of an RDS, once the approval process is complete, constitute a determination within the meaning of the *State Records Act 1997*.

Functions of the Schedule

An RDS plans the life of these records from the time of their creation to their disposal. It describes the records created and/or controlled by LGA, the disposal sentence specifying whether they are to be retained as archives or destroyed, and when this should occur.

This Operational Records Disposal Schedule has been prepared in conjunction with staff from LGA to determine the records which need to be kept because of their long term value and to enable the disposal of records once they are no longer needed for administrative purposes. The assessment of the records takes into account their administrative, legal, evidential, financial, informational and historical values. The appraisal of the records is in accordance with the State Records’ policy as documented in *Appraisal of Official Records – Policy and Objectives* - available from State Records’ website (www.archives.sa.gov.au).

The Schedule complements the General Disposal Schedules (GDS) that are issued by State Records to cover housekeeping and other administrative records common to most State Government agencies.

Using the Schedule

The Schedule applies only to the records described within it.



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Layout

The Schedule is laid out as follows:

- Item Number:** Numbering in the Schedule is multi level:
- Functions have single numbers (*e.g.* 1.)
 - Activities and/or processes have two-level numbers (*e.g.* 1.1)
 - Disposal classes have three-level numbers (*e.g.* 1.1.1)
- Function:** The general functions are shown in 12 point bold Arial upper case at the start of each section. (*e.g.* **MEMBER SERVICES**)
- Activity/Process:** The activities and processes relating to each function are shown in 12 point bold Arial sentence case (*e.g.* **Education and Training**).
- Description:** Descriptions are in three levels ranging from broad functions to specific disposal classes:
- definitions of functions are shown at the start of each section in bold (*e.g.* **The function of developing services for member Councils that satisfy their requirements. Includes education and training, industrial relations, performance enhancement, and procurement services. Also includes financial, insurance and workers compensation services managed by external entities.**)
 - definitions of activities are located adjacent to the activity title in italics *e.g.* *The activity of providing fee-based services and programs, including online training, of education and training for Chief Executive Officers, Mayors, Council Members and Council staff. Includes residential programs and seminars.*
 - descriptions of each disposal class are arranged in sequence under the activity definitions.
- Disposal Action:** Disposal actions relate to the disposal classes arranged under the activity descriptions. The status of the class is either PERMANENT or TEMPORARY with a disposal trigger and retention period given for all temporary records.



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Retention Period of the Record

The Schedule is used to sentence records. Sentencing involves applying the record retention periods within the RDS to the records of LGA. Decisions are made using the Schedule about whether records are to be retained and, if so, for how long, or when they are to be destroyed.

Retention periods set down in the Schedule are minimum ones and LGA may extend the retention period of the record if it considers there is an administrative need to do so. Where LGA wishes to retain records for substantially longer periods it should request that the Schedule be amended to reflect this requirement.

Custody and Transfer of the Record

Permanent Records

Section 19 of the *State Records Act 1997* includes provisions for the transfer of custody of an official record:

- a) when the agency ceases to require access to the record for current administrative purposes or
- b) during the year occurring 15 years after the record came into existence - whichever first occurs

Official records that have been sentenced as permanent, in accordance with an approved disposal schedule, are required to be transferred to State Records.

Agencies with valid reasons to retain permanent records for longer than 15 years should apply in writing to Director [Manager], State Records requesting either a postponement or an exemption from section 19.

It should be noted that postponement or exemption are only granted in exceptional circumstances.

Temporary Records

The custody of official records that have been sentenced as temporary is the responsibility of agencies. A policy and standards framework for the management and storage of temporary value official records has been established by State Records as documented in *Records of Temporary Value: Management and Storage: Standard and Guidelines (May 2002)*. LGA needs to comply with these policy documents - available from State Records' website (www.archives.sa.gov.au).

The custody of official records on networks or hard drives is also the responsibility of agencies. LGA needs to ensure that records in electronic format remain accessible to authorised users for the duration of the designated retention period. State Records is,



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however, currently examining options for the transfer of permanent value electronic records in digital form to its custody.

Destruction of Records

Prior to destruction, the following General Disposal Schedules (GDS) need to be consulted:

- ***GDS 16 Impact of Native Title Claims on Disposal of Records*** to ensure records which are relevant to native title claims in South Australia are identified and preserved.
- ***GDS 27 for Records Required for Legal Proceedings or Ex Gratia Applications Relating to Alleged Abuse of Former Children Whilst in State Care*** to ensure the preservation of official records that may relate to the rights and entitlements of the individuals who present a court claim or apply for an ex gratia payment and of the State Government in defending or processing those claims and applications.

When official records, in LGA's custody or housed in secondary storage, are due to be destroyed in accordance with the provisions of this or other disposal determinations, State Records is required to be notified via an Intention to Destroy Records Report. This form is available on the State Records' website (www.archives.sa.gov.au).

LGA must ensure that all destruction is secure and confidential and that a certificate confirming destruction is provided by private contractors.

Standard methods for destruction of paper are shredding, pulping or other means that are environmentally friendly.

Records in electronic format must only be destroyed by reformatting or rewriting to ensure that the data and any "pointers" in the system are destroyed. "Delete" instructions do not offer adequate security as data may be restored or recovered.

LGA should keep their own record of all records destroyed, noting the relevant disposal authority. Proof of destruction may be required for legal purposes, or in response to FOI applications. When records are destroyed systems that control them should also be updated by inputting destruction dates and relevant disposal authorities.

Review

State Records' disposal schedules apply for a period of ten years. Either LGA or State Records may propose a review of the Schedule at an earlier time, in the event of changes to functions or procedures that affect the value of the records covered by the disposal authority. Reviews are especially necessary if there is vast administrative change that affects the currency and use of the records and/or the records are dispersed to other agencies.

The State Records Council needs to approve all amendments to the Schedule. Officers using the Schedule should advise State Records of any necessary changes.



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Context Statement

Context of the Agency Covered by the Schedule

LGA History and Background

Susan Marsden in her 2012 history of the Local Government Association of South Australia, records that on 25 November 1852, 'An Act to appoint District Councils' was passed which permitted general purpose councils to form with boundaries determined by their petitioners. Apart from Adelaide City Council (1840-1843, and revived in 1852), all other councils in South Australia were formed after this Act. From the 1850s until the 1930s, as a general rule, every settled Hundred gained and retained its own District Council.¹

In 1858 there were 45 Councils in South Australia, whose primary function was road making and maintenance, and they were already recognising the benefits of acting collectively to petition the Government for an increase in road maintenance grants.

The first formal association of Local Government bodies appeared in 1875, when the Municipal Association was formed.² The District Councils' Association was formed in 1886, possibly as a response to Government moves to amalgamate Councils and rationalise their boundaries. The District Councils' Association and the Municipal Association merged to form a Local Government Association in 1896, and a formal merger occurred in 1900. The event was organised to coincide with Australian Federation and was marked with some fanfare.³ The Rules of the Local Government Association were adopted on Friday, 2 March 1900.⁴

The Association later divided into two major organisations – the Municipal Association (for Corporations) and the Local Government Association (for country District Councils). Other regional bodies also appeared for specific issues. The prime function of the two bodies was to lobby for legislative development at the State level, relating to Local Government.

The common objectives of these two organisations led to amalgamation discussions by the mid-1960s and a formal merger occurred at a meeting at the Unley Town Hall on 26 June, 1968, where they adopted a new constitution and rules for the new Local Government Association (LGA). Although these two predecessor organisations which merged to become the LGA in 1968 are not themselves agencies for the purposes of the *State Records Act 1997*⁵ they remain a critical part of the LGA's formative history.

¹ Marsden, Susan: Local Government Association of South Australia: A History of South Australian Councils to 1936".

²South Australia "The Civic Record" 1836 – 1986 p25

³ Ibid p23

⁴ Ibid p25

⁵ See section "Predecessor Agencies"



The Local Government Association of South Australia (LGA)

By virtue of the *Local Government Act Amendment Act No.2 of 1975*, the Local Government Association became a statutory body.⁶

Two dramatic changes to Local Government between 1968 and 1986 altered the basic framework within which Councils operated and the LGA became prominent in serving, representing and promoting Councils. The first significant change was the introduction of Commonwealth tax-sharing in 1973 – an untied share of Federal revenue collections for Councils – which ultimately saw approximately \$45 million pass from the Commonwealth to South Australian Councils in 1985/1986.

The second significant change was the extension of the franchise for Council elections. In 1977 it was extended from the traditional property-holding base, to encompass any resident over the age of 18, in addition to property holders. This move resulted in a gradual change in the elected membership of Councils towards a broader representation of the community as a whole.⁷

Also occurring in 1973 was legislation requiring all Councils to offer superannuation benefits to all permanent staff resulted in a proliferation of schemes. The LGA set up a task force to propose a single improved scheme for employees, and at the same meeting which established the Finance Authority, the Local Government Superannuation Scheme was also established, and was effected through legislation under the *Local Government Act* in 1984.⁸

The LGA entered into contractual service arrangements with several entities during the 1980s including the Mutual Liability Scheme providing self-management public liability across all Councils, the Local Government Workers Compensation Scheme establishing safety and return to work outcomes for local government employees and Local Community Insurance Services for not-for-profit clubs and community groups.

In May 1991 the Local Government Training Authority (LGTA) was incorporated as an Association, following a resolution of South Australian Councils at the LGA Annual General Meeting in 1990. The Authority was owned, controlled and predominantly funded by Councils through subscriptions and course fees and it received project and grant funding through a number of Commonwealth and State Departments. Its primary role was to assist Councils with the management of education, training and development of employees and elected members throughout South Australia in order that competency development and reforms occur and improved productivity and effectiveness result.⁹ The LGTA as an incorporated Association has been determined not to be an Agency for the purposes of the *State Records Act 1997*, and does not have coverage within this Schedule. Its close relationship with the Local Government Association nonetheless is relevant.

⁶ Acts of the Parliament of South Australia 1976. Adelaide, Government Printer p39

⁷ The Civic Record op cit p26

⁸ See also Supported and Operated Entities, p14-15

⁹ Interview with S. Semmens, Program Manager, LGA Education & Training Service, 120815



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During the first decade of the 21st century, LGA continued to establish self-insurance for Councils, including Asset Mutual Fund (2002).

LGA Role and Function

The LGA is constituted as a public authority for the purpose of promoting and advancing the interests of local government and has the objects prescribed by its constitution. It is a voluntary membership organisation. All Councils in South Australia and the Aboriginal Local Government Authority, Anangu Pitjantjatjara Yankunytjatjara (APY) are members. Associate members include Nepabunna Aboriginal Community, Gerard Aboriginal Community and the Outback Areas Community Development Trust.¹⁰

The LGA is federated nationally with interstate and territory associations in the Australian Local Government Association (ALGA). It is supported by the Parliament of South Australia in Schedule 1 to the *Local Government Act 1999*. Under its Constitution, the LGA conducts both a General Meeting and an Annual General Meeting, where members can determine the policy direction of the Association. Each member Council appoints a delegate to vote at these meetings. Governance is provided by the State Executive Committee – an 18 member body of members elected to represent their geographical region of Councils. The LGA Secretariat is a small team of employees who provide support to the State Executive Committee and carry out activities determined by Councils at General Meetings.

The early core function of the LGA was to influence State legislators in relation to funding and legislation impacting on Councils and this remains a core objective in 2012. Legislation guarantees representation by the LGA on key State Boards, including the Libraries Board, the Development Assessment Commission, and the Natural Resources Management Board.

The LGA provides representation and leadership on issues of importance to Councils throughout South Australia. Councils' needs are considered at Annual or General meetings of the members and through the LGA State Executive Committee. Service delivery approaches are developed collaboratively with pilot Councils and professional groups to ensure they match Council needs and budgets. Services are generally structured to meet the needs of small, medium and large Councils in metropolitan and country settings.

Councils' membership fees to the LGA deliver representation in industrial matters in state wage cases and provides award interpretation services. These matters are brought to the attention of the LGA by their attendance at Council meetings, regional LGA meetings, and the Metropolitan Local Government Group.¹¹

Australian Local Government Association

Federal legislation impacting on Councils is also influenced by the LGA through its membership of the Australian Local Government Association (ALGA) which lobbies for

¹⁰ LGA website <http://www.lga.sa.gov.au/site/>

¹¹ LGA Services Brochure - LGA Website: <http://www.lga.sa.gov.au/site/page.cfm>



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federal funding for South Australian local government interests. The Australian Local Government Association is the national voice of local government, representing 560 councils across the country.¹²

Key activities include representation of local government on national bodies and ministerial councils, providing submissions to government and parliamentary inquiries, raising the profile and concerns of local government at the national level and providing forums for local government to guide the development of national local government policies.

As one of Australia's three spheres of government, local government is represented by ALGA's President on the Council of Australian Governments (COAG). This peak government body brings together the Prime Minister, State Premiers, Territory Chief Ministers and the ALGA President to develop responses to issues of concern to all three spheres of government.

Services and Programs¹³

Services and programs provided by the LGA to its members, which are funded by Commonwealth and/or State funding include:

- Community Wastewater Management Schemes
- Financial Sustainability and Asset Management assessment.

Services and programs delivered with LGA or contributory participant funding include:

- Comparative Performance Measurement (LGA Local Excellence Program)
- Sector Wide Benchmarking, Data Collection and Analysis
- Workforce Planning
- Government Graduate Register
- Local Government Women's Board and Committee Membership Register.

Fees based services are also delivered through conferences and educational events, training courses, residential programs and seminars.

Local Government Reform Fund

The Reform Fund is funded by the Commonwealth through the Office for State / Local Government Relations. Its long term focus is to improve and make more consistent, asset management, and to reverse trends where assets are being consumed faster than they are being created. The LGA identifies areas of need across Local Government, distributes

¹² ALGA website <http://alga.asn.au/>

¹³ "The Voice of Local Government" - LGA Services Brochure:
http://www.lga.sa.gov.au/webdata/resources/files/LGA_services_brochure_2012.pdf



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funding to eligible projects or training, and reports to the Commonwealth, through the Australian Centre of Excellence for Local Government on expenditure and acquittals.

Research and Development Scheme

The Local Government Research & Development Scheme was created in 1999 by an amendment to the *Local Government Finance Authority (LGFA) Act* as a result of an agreement between the South Australian Government, the LGA and the LGFA on the application of the National Competition Policy in the Local Government sector in South Australia.

The Research & Development Scheme was established to fund projects of benefit to the system of Local Government in South Australia. The Local Government Research & Development Scheme Advisory Committee was established by the LGA to assist it with the management of the Scheme. The key functions of the Advisory Committee are to highlight, guide and encourage proposals from Councils and other Local Government stakeholders in areas that will enhance the development of Local Government in South Australia and to make recommendations for approvals of project proposals to the LGA State Executive Committee. The Scheme currently holds two funding calls per year.

Decisions regarding funding for proposals are made in accordance with the principles and purposes of the Scheme by the LGA State Executive Committee (acting on advice from the Advisory Committee).¹⁴

LGA staff also provide legal advice to Councils, representation, research, lobbying services, public relations, education advice and policy development. The LGA published a bi-monthly journal *Council & Community*, aimed at informing Council members, staff, politicians and others involved in the industry about issues facing Councils across Australia. In 2012, LGA Circulars are the primary communication tool with Councils. They are targeted and written for a Local Government audience.

Operational and Supported Entities¹⁵ and related Associations

The LGA operates specific entities which deliver services for Councils. The records of these entities are not covered by this RDS.

They include:

- LGA Mutual Liability Scheme (MLS) – a business unit of the LGA which provides all public liability and professional indemnity cover for all South Australian Councils and risk management support

¹⁴ Local Government Research and Development Scheme, Annual Business Plan, February 2012

¹⁵ LGA Entities: <http://www.lga.sa.gov.au/site/>



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- LGA Workers Compensation Scheme – a business unit of the LGA providing workers compensation cover for all South Australian employees and associated occupational health and safety services
- LGA Asset Mutual – a commercial arrangement between the LGA and (in 2012) Jardine Lloyd Thomson Pty Ltd, providing asset insurance services for all South Australian Councils
- Local Community Insurance Services – a commercial arrangement brokered by Jardine Lloyd Thomson Pty Ltd, offering its services to meet the needs of clubs and community organisations
- Local Government Risk Services – a commercial arrangement brokered by Jardine Lloyd Thomson Pty Ltd, servicing the unique insurance, risk management and income protection needs of Local Government in South Australia
- Local Government Corporate Services Pty Ltd (LGCS) - a trustee company jointly owned by the LGA and the LGFA (which manages a range of bulk arrangements and online solutions for Councils)
- Local Government Training Authority (LGTA) - incorporated as an Association, following a resolution of South Australian Councils at the LGA Annual General Meeting in 1990. The Authority commenced formal operations on 1 July 1991 and absorbed its predecessor, the Local Government Industry Training Council (LGITC). At that time, the staff and assets of the LGITC were transferred to the LGTA. The LGTA operated until 28 April, 2000.

The LGA supports and is also involved in other entities established by statute or incorporation, whose records are *not* covered by this RDS. They include:

- The Local Government Finance Authority – a separate statutory authority established pursuant to the *Local Government Finance Authority Act 1983* which borrows and invests in bulk for Councils. Early in the 1980s the LGA recognised the changes taking place within the Australian financial system, which led to deregulation in many areas. It foresaw the need for Councils to form a united approach on financial matters. A task force was established to develop the concept of a funds management body for Local Government, and in 1983 established the Local Government Finance Authority (LGFA) as a body corporate. Under Section 24 of the *Local Government Finance Authority Act 1983*, the LGFA has the cooperation of the State Government and a State Treasury guarantee for borrowings and liabilities, including monies accepted on deposit from clients.

By 1985, the LGFA had loaned nearly \$30 million to Councils. The LGFA in 2012 is managed and administered by a Board of Trustees. It is not part of the Crown, nor is it an agency or instrumentality of the Crown. All South Australian Councils are automatically members of the LGFA, but use of the services for investment and loans is voluntary.



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- Local Super (the Local Government Superannuation Scheme – now merged into Statewide Super) - established pursuant to the *Local Government Act 1999*, Schedule 1 providing superannuation services to Council employees in South Australia and the Northern Territory.

LGA Structure Description

The Association's ultimate decision making and policy setting body is the Annual General and General Meetings. At these meetings, the member Councils have votes with a value that reflect the population of Councils. The structure of the LGA is set out in its Constitution. The day to day work of the LGA is set out in the Strategic Plan and Annual Priorities Statement which is determined by the State Executive Committee. This Committee comprises all Mayors and Chief Executive Officers of Councils, meets bi-monthly, and conducts the business between Annual and General Meetings. The Senior State Executive Committee of Chief Executive Officers of Councils reports to the State Executive Committee.

The LGA Secretariat, headed by the LGA Chief Executive Officer, provides advice to and implements the decisions of the State Executive Committee. It maintains close contact with Councils and Regions, and supports Local Government working parties of Council Members and Officers. The Secretariat also maintains a profile with Parliament, the media and other influential groups.¹⁶

The LGA also provides regional opportunities for Councils to raise issues, through their representation in the South Australian Regional Organisation of Councils (SAROC), and similarly, metropolitan representation in the Metropolitan Local Government Group.

The LGA has structured the organisation of its 45 personnel into five functional groups – Executive, Corporate Services, Reform, Policy & Strategy, and Services.¹⁷ Each group comprises Teams which have functional responsibility for executing the responsibilities of the LGA. Each Team is led by a Director. The Leadership Management Team, which comprises the Executive and all Directors, discuss and jointly manage the functional groups.

Predecessor Agencies

There are no predecessor agencies.

The LGA formed in 1968 as the result of a merger of two Associations incorporated under the *Associations Incorporation Act* – the Municipal Association, which represented Corporations, and the District Councils Association, which represented Country District Councils. These two organisations were not established for a public purpose by, or under an

¹⁶ LGA Administrative Manual, 2011, p9

¹⁷ Refer Attachment 1 – LGA Organisation Chart, July 2012



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Act (such as the *Local Government Act*) and are not agencies for the purposes of the *State Records Act*.

Successor Agencies

There are no successor agencies.

Legislation

- *There is no legislation administered by the LGA*

Legislation affecting the work of the LGA includes:

- *Local Government Act 1999*
- *Local Government Finance Authority (LGFA) Act 1983*

Context of the Records Covered by the Schedule

Coverage of RDS 2012/03

RDS 2012/03 applies to historical and ongoing records of the Local Government Association since its origins in 1968. Generally the RDS covers records that are either closed or not day-batched. Specifically, pre-2002 records that were closed with no further action prior to day-batching, 2002-2012 records that were not day-batched (eg. Committee records and Research and Development Scheme files), and post 2012 records that will be managed by an EDRMS are included.

Pre-2002 records whose business was ongoing beyond 2002, and those records day-batched during 2002-2012 are excluded.

The LGA formed in 1968 as the result of a merger of two Associations incorporated under the *Associations Incorporation Act* – the Municipal Association, which represented Corporations, and the District Councils Association, which represented Country District Councils. These two organisations were not established for a public purpose by, or under an Act (such as the *Local Government Act*) and are not agencies for the purposes of the *State Records Act*.

State Records has custody of some records of these two organisations for the period 1896 - 1968. However, they are not covered by this RDS because they are non-official. (*See Attachment 2 - Records excluded from RDS 2012/03*).

RDS 2012/03 is intended to provide coverage for the operational records of the agency 1968 - ongoing, with the exception of the supported LGA Entities. These exclusions are:

- LGA Mutual Liability Scheme (MLS)
- LGA Workers Compensation Scheme
- LGA Asset Mutual



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- Local Community Insurance Services
- Local Government Risk Services
- Local Government Corporate Services Pty Ltd (LGCS)
- Local Government Superannuation Scheme
- Local Government Finance Authority

A number of series of the LGA for the period since 1968 are also held in the custody of State Records but are excluded from this RDS. (*See Attachment 2 – Records excluded from RDS 2012/03*). Such series require further processing and arrangement and description before they can be appraised and included in a RDS.

It is the intention of the LGA to later submit an updated version of RDS 2012/03 to incorporate the above entities.

Related Series Affected by RDS 2012/03

- There are related series to these records in the custody of State Records South Australia (*see Exclusions*).

Complementary Schedules to RDS 2012/03

There are no complementary Schedules.

Existing Disposal Schedules Superseded by RDS 2012/03

- RDS 2012/03 supersedes RDS 2000/18 for the Local Government Association of South Australia, approved on 10 August 2000
- GDS 15 v.8.0 also supersedes RDS 2000/18 for the Local Government Association of South Australia approved on 10 August 2000, for those items which now have coverage under the General Disposal Schedule.

Records Structure within LGA

LGA instituted in 2002, an automated centralised system, 80-20 Document Management Exchange which is developed by 80-20 Software Pty Ltd (DME 80-20), to control and retrieve records and information. Parallel with this system of control, is a decentralised culture of responsibility, in which all staff are required to capture their transactions in DME 80-20.

Broad Description and Purpose of the Records

The records of the LGA which have coverage in RDS2012/03 include official digital transactions which are born digital and have no paper renditions, and official hard copy paper files prior to the use of DME 80-20 in 2002 which are not scanned into the system.



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The records of the LGA since 1968 are primarily in paper form. Documents were arranged in files to reflect the LGA structure of work teams. Whilst each team had its own style of file titling, the files remain accessible through consistency. Since the implementation of DME 80-20 in 2002, the 'born-digital' record and the digital rendition of paper-based records have been regarded as the official records. Since 2002 selected source paper documents, once scanned, have been batched chronologically in files.

The business of the LGA from its beginnings in 1968 are documented in the records. This includes a continuous history of governance, education and training, industrial relations issues with Councils, and other local government issues common across all Councils. The unique nexus between Councils and State Government, between Commonwealth and State Government for funding purposes is documented in the various funding schemes, research projects and the collaboration from COAG to the smallest Council.

Functions and Activities Documented by the Records

The primary function of the LGA is to provide leadership to Councils for the benefit of the South Australian community.

The LGA activities include offering services to member Councils which are determined by members through the LGA State Executive Committee and General Meetings. Fee based services include conferences and education and training.

The LGA also lobby State Government on legislative issues and both State and Federal governments in relation to Council funding.

The functions and activities of the LGA, additional to those covered by GDS 15 v.8 are as follows:

- **GOVERNANCE**
 - Committee management
 - Contract management
 - Operational policy and procedures
 - Reporting
- **INDUSTRY DEVELOPMENT**
 - Lobbying
 - Research promotion
- **MEMBER SERVICES**
 - Education and training



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Industrial relations management

Performance management

Procurement services.

Arrangement of the Records

DME 80-20 is a fully integrated enterprise content management system that manages digital documents, folders, and records. Since its implementation in 2002, hard copy files representing chronological day-batches have been created for paper renditions of documents scanned into the EDRMS, and have been numbered by year and single number: yyyy/nnnn. Titling of files has been free text, with no naming conventions.

From 1989 to 2002, an absence of naming conventions for files also placed dependence for retrieval upon each officer's language. A three-levelled classification system however accounted for the numbering and arranging of hard copy files, and provided additional finding aids. The three levels were based on an hierarchical subject classification, with the first number being a major subject area, the second number representing a smaller component of that subject, and the third number representing the sequential number of the file within that group. The classified number was represented thus: 07.03.06. In some cases, for example Roads files, a further alphabetical decomposition was required at the middle classification to keep files in road name order. These numbers therefore appeared thus: 07.06A.00.

From 1968 to 1988 files were titled and stored alphabetically by the first word of that title. Lists cited provide limited information, and files are listed as sub-groups, eg. DVA – EMP.

Most LGA evidence of transactions, records and information are born digital, and are entered to DME 80-20. Since its implementation in 2002, significant retrospective scanning and capture of records has also widened the scope of the content in DME 80-20 which applies a unique system generated number to each item in the system.

Agency Creating the Records

LGA administers the records covered by this RDS and also created them.

Agency Owning or Controlling the Records

LGA administers the records covered by this RDS and also controls or owns them.

Date Range of the Records

Records Date Range: 1968 to **Ongoing**

Volume of the Records

LGA accommodates approximately 165 linear metres of records in its offices in Frome Street, Adelaide.



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LGA stores legacy records with an off-site commercial storage company. These records comprise approximately 150 linear metres.

State Records holds an unspecified quantity of records at their Gepps Cross repository.

Special Custody Requirements

There are no special custody requirements.

Special Storage Requirements

There are no special storage requirements.

Issues Not Mentioned Previously

There are no issues that have not already been mentioned.

Comments Regarding Disposal Recommendations

Permanent Records Rationale

Records deemed to be permanent are those which have a continuing value to the State or are of national significance. The appraisal objectives adopted by State Records of South Australia for identifying records of permanent value relevant to the records covered by this Schedule are:

Objective 1: *To identify and preserve official records providing evidence of the source of authority, foundation and machinery of the South Australian Government and public sector bodies.* (Considered not applicable to the records of the LGA)

Objective 2: *To identify and preserve official records providing evidence of the deliberations, decisions and actions of the South Australian Government and public sector bodies relating to key functions and programs and significant issues faced in governing the state of South Australia.*

The records of the LGA which meet this objective include:

- Records documenting establishment of the State Executive Committee of all Mayors and Chief Executive Officers. Includes Terms of Reference, membership, proceedings, reports, agenda and minutes (Item 1.1.1).
- Records of Council, Region and Whole of State improvement plans for Local Government (Item 3.3.1).

Objective 3: *To identify and preserve official records providing evidence of the legal status and fundamental rights and entitlements of individuals and groups.*

The records of the LGA which meet this objective include:



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- Records documenting the proceedings of the Local Government Governance Panel, to which Councils refer complaints or allegations about Council Members for consideration. Includes referrals, assessments, investigations, findings and reports (Item 1.1.6).

Objective 4: *To identify and preserve official records substantially contributing to the knowledge and understanding of the society and communities of South Australia.*

The records of the LGA which meet this objective include:

- Records documenting the management of asset improvement projects funded by the Local Government Reform Fund, specifically for assets owned by each Council, eg. Community Wastewater Management Systems (*formerly Septic Tank Effluent Disposal Systems*) (Item 3.3.8).
- Records documenting European Wasp management in Councils including annual LGA Council survey and reports to State Government (Item 3.3.9).

Objective 5: *To identify and preserve official records that contribute to the protection and well being of the community or provide substantial evidence of the condition of the State, its people and the environment, and the impact of government activities on them.*

The records of the LGA which meet this objective include:

- Records documenting the development and purpose of the Local Government Reform Fund, aimed to build capacity in areas such as asset and financial management, workforce planning, and demographic and climate change adaptation (Item 3.3.7).
- Item 3.3.9 - Submissions to Parliamentary Committees on behalf of Councils, has been determined to have permanent retention to ensure access into the future. Parliamentary records are not public records for the purposes of the *State Records Act South Australia 1997*.

Temporary Records Rationale

Temporary records are those considered not to have continuing value to the LGA, the State Government nor to the community. Records documenting core business activities in this Schedule that are considered of temporary value have short, or less-than-permanent terms before expiry. These include the following item which is retained permanently with Council records:

- Records documenting summaries of European Wasp management in Councils including annual LGA Council survey and reports to State Government for continued funding. (Item 3.3.10)
- and activities where the retention decision was guided by complementary temporary disposal actions in the GDS 15.



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Other Disposal Considerations

There are no other considerations for or against the retention or destruction of records affected by this RDS.

Disposal Recommendation Effect on Related Records

There are related records in custody of State Records which will be affected by the disposal recommendations in this RDS.

Alternative Record Formats

There are no alternative record formats.

Impact on Native Title Claims

There is no discernible relevance to Native Title Claims.

Indigenous Considerations

The determinations within *RDS 2012/03* are consistent with Recommendation 21 of the *National Inquiry into the Separation of Aboriginal and Torres Strait Islander Children from Their Families*.

The principles outlined in *GDS 16*, relating to Native Title claims, have also been considered in the development of this Schedule.

RDS 2012/03 meets all cultural, historical, legal and administrative requirements.

All documents considered relevant to native title in South Australia must be checked for actual relevance with the Native Title Section of the Crown Solicitor's Office before being disposed of.



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Scope Note

Records Covered by this Schedule

This *RDS 2012/03* applies to ongoing records of the Local Government Association since its origins in 1968. Generally the RDS covers records that are either closed or not day-batched. Specifically, pre-2002 records that were closed with no further action prior to day-batching, 2002-2012 records that were not day-batched (eg. Committee records and Research and Development Scheme files), and post 2012 records that will be managed by an EDRMS are included.

Pre-2002 records whose business was ongoing beyond 2002, and those records day-batched during 2002-2012 are excluded.

The LGA formed in 1968 as the result of a merger of two Associations incorporated under the *Associations Incorporation Act* – the Municipal Association, which represented Corporations, and the District Councils Association, which represented Country District Councils. These two organisations were not established for a public purpose by, or under an Act (such as the *Local Government Act*) and are not agencies for the purposes of the *State Records Act*.

The LGA does, however, have records from these two organisations stored at State Records repository at Gepps Cross (*see Attachment 2*).

RDS 2012/03 is intended to provide coverage for the operational records of the agency, with the exception of the supported LGA Entities. These exclusions are:

- LGA Mutual Liability Scheme (MLS)
- LGA Workers Compensation Scheme
- LGA Asset Mutual
- Local Community Insurance Services
- Local Government Risk Services
- Local Government Corporate Services Pty Ltd (LGCS)
- Local Government Superannuation Scheme
- Local Government Finance Authority.

How to Apply this Schedule

Use in conjunction with GDS

This Schedule should be used in conjunction with **GDS 15**, as amended, or its successor. Cross-references to the **GDS 15** are included in this Schedule where appropriate.



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To identify records that may be potentially relevant to native title claims, please refer to guideline *Identifying documents which may be relevant to Native Title* attached to **GDS 16**. Where records sentenced for temporary retention are identified as having potential relevance to a native title claim, they need to be retained until 31 December 2024.

To identify records that may be potentially relevant to *Legal Proceedings or Ex Gratia Applications Relating to Alleged Abuse of Former Children Whilst in State Care*, please refer to **GDS 27**. Where records sentenced for temporary retention are identified as having potential relevance, they need to be retained until 31 December 2020.

Use in conjunction with, or complementary to, other RDS

This Records Disposal Schedule does not complement any existing schedules.

Other RDS superseded by RDS 2012/03

- RDS 2012/03 supersedes RDS 2000/18 for the Local Government Association of South Australia, approved on 10 August 2000
- GDS 15 v.8.0 also supersedes RDS 2000/18 for the Local Government Association of South Australia approved on 10 August 2000, for those items which now have coverage under the General Disposal Schedule.

Re-sentencing of records where schedules are superseded or particular entries within a schedule are superseded

LGA will review and re-sentence the records whose retention periods have altered. (*See Records excluded from RDS 2012/03*).

Records excluded from RDS 2012/03

Certain records have been excluded from coverage by this RDS. The following list contains descriptions of these excluded records:

- All records of the LGA-operated business entities as mentioned in “Scope”
- All existing series (*see Attachment 2*) are excluded from this RDS due to anomalies that exist within each. As an ongoing process, these series will be reviewed for their relevance. This will be instigated and managed by State Records under consultation and with the cooperation of the Local Government Association.

Application to records in all formats

RDS 2012/03 applies to records in all formats, including databases and other electronic records. LGA is required to ensure that records remain accessible for the duration of designated retention periods.



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Interpretation of the Schedule

Minimum retention periods

Retention periods for temporary records shown in *RDS 2012/03* are minimum retention periods for which records need to be retained. It is at the discretion of LGA as to whether records are kept for longer than the minimum period.

Acronyms

- ALGA - Australian Local Government Association
- APY - Anangu Pitjantjatjara Yankunytjatjara
- COAG - Council of Australian Governments
- GDS – General Disposal Schedule
- LGA – Local Government Association
- LGCS Pty Ltd – Local Government Corporate Services Pty Ltd
- LGFA – Local Government Finance Authority
- LGCS Pty Ltd – Local Government Corporate Services Pty Ltd
- LGITC – Local Government Industry Training Council
- LGTA – Local Government Training Authority
- MLS – Mutual Liability Scheme
- RDS – Records Disposal Schedule
- SAROC - South Australian Regional Organisation of Councils
- TAFE – Technical and Further Education

Definitions of terms specific to RDS 2012/03

No specific terms used requiring explanation.

Legal Deposit

Legal deposit refers to statutory provisions that oblige publishers to deposit copies of their publications in libraries in the country in which they are published. Under the Commonwealth *Copyright Act 1968* and various Australian state Acts, a copy of any work published in Australia must be deposited with (a) the National Library of Australia and (b) the appropriate State Library. Legal deposit extends not only to commercial publishers but also to private individuals, clubs, churches, societies and organisations.

In South Australia, one copy of publications produced for external use should be deposited with the State Library and the Parliamentary Library (section 35, *Libraries Act 1982*). Publications include books, newspapers, magazines, journals, pamphlets, maps, plans, charts,



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printed music, records, cassettes, films, video or audio tapes, computer software CD-ROMS, compact discs and other items made available to the public.

Records and Litigation

Where LGA is aware that records may be required for use in litigation, for use in a government enquiry or the consideration of the Ombudsman, the records must not be destroyed. In such circumstances the records must be retained until two years after all cases and enquiries are complete (including appeals) and then have the original retention period applied to the records.

Pre-1901 Records

All pre-1901 records are required to be **retained permanently** in accordance with a motion approved by the State Records Council on 19 February 2008.

In this instance, this RDS does **NOT** apply to pre-1901 records.

Approved by SRC



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Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
1 GOVERNANCE			
1	GOVERNANCE	The function of the capacity of the organisation to undertake its legislated functions independently, effectively formulate and implement sound policies, foster assurance, relationships and the respect of customers and stakeholders. Includes managing accountability, statutory compliance and the proceedings of its Committees, documented proceedings, and reporting.	
1.1	Committee Management	<i>The activities associated with the management of committees and task forces – internal or external – including establishment, appointment of members, terms of reference, proceedings.</i>	
1.1.1	Committee Management	Records documenting establishment of the State Executive Committee of all Mayors and Chief Executive Officers. Includes Terms of Reference, membership, proceedings, reports, agenda and minutes.	PERMANENT If digital, actively manage and maintain to ensure ongoing accessibility for evidentiary and/or historical purposes
1.1.2	Committee Management	Records documenting establishment of the Senior State Executive Committee of all Chief Executive Officers. Includes Terms of Reference, membership, proceedings, reports, agenda and minutes.	PERMANENT If digital, actively manage and maintain to ensure ongoing accessibility for evidentiary and/or historical purposes
1.1.3	Committee Management	Records documenting the establishment and proceedings of the South Australian Regional Organisation of Councils (SAROC). Includes Terms of Reference, membership, proceedings, reports, agenda and minutes.	PERMANENT If digital, actively manage and maintain to ensure ongoing accessibility for evidentiary and/or historical purposes



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Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
1 GOVERNANCE			
1.1.4	Committee Management	Records documenting the establishment of the Metropolitan Local Government Group, consisting of every metropolitan Mayor and Chief Executive Officer. Includes Terms of Reference, membership, proceedings, reports, agenda and minutes.	PERMANENT If digital, actively manage and maintain to ensure ongoing accessibility for evidentiary and/or historical purposes
1.1.5	Committee Management	Records documenting the Local Government Research and Development Scheme Advisory Committee, including Terms of Reference, appointment of member representatives, reports, agenda, recommendations to the LGA State Executive Committee, and minutes of meetings.	PERMANENT If digital, actively manage and maintain to ensure ongoing accessibility for evidentiary and/or historical purposes
1.1.6	Committee Management	Records documenting the proceedings of the Local Government Governance Panel, to which Councils refer complaints or allegations about Council Members for consideration. Includes referrals, assessments, investigations, findings and reports.	PERMANENT If digital, actively manage and maintain to ensure ongoing accessibility for evidentiary and/or historical purposes
1.1.7	Committee Management	Records documenting the proceedings of forums and reference groups of the LGA to address specific areas of concern including passenger transport and roads. Includes Terms of Reference, reports, agenda and minutes.	PERMANENT If digital, actively manage and maintain to ensure ongoing accessibility for evidentiary and/or historical purposes



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Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
1 GOVERNANCE			
1.1.8	Committee Management	Records documenting the proceedings of external Council working groups, where the LGA has a representative, eg. Level Crossings Working Group.	TEMPORARY Destroy 5 years after last action If digital, maintain and reformat as required for administrative purposes.
1.1.9	Committee Management	Records documenting facilitative or administrative arrangements relating to the Committee meetings. Includes contacts lists, venue bookings, hire or equipment and catering.	TEMPORARY Destroy 2 years after last action If digital, maintain and reformat as required for administrative purposes.
1.2	Contract Management	<i>The activity of negotiating and managing major agreements with government, providers and contractors. Includes contracts, goods and services agreements and funding agreements.</i>	
1.2.1	Contract Management	Register of contracts and agreements.	PERMANENT If digital, actively manage and maintain to ensure ongoing accessibility for evidentiary and/or historical purposes
1.2.2	Contract Management	Agreement between State and Local Government, (referred to as the Handbook) which confirms the relationship and commitment to cooperation on issues of mutual importance, and defines how the two tiers will work together including the meetings schedule.	PERMANENT If digital, actively manage and maintain to ensure ongoing accessibility for evidentiary and/or historical purposes



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Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
1 GOVERNANCE			
1.2.3	Contract Management	Records documenting contractual arrangements with business entities which provide services for Councils, including LGA Mutual Liability Scheme, LGA Workers Compensation Scheme, LGA Asset Mutual and LGA Income Protection Scheme.	TEMPORARY Destroy 17 years after action completed If digital, maintain and reformat as required for administrative purposes.
1.2.4	Contract Management	Memoranda of Understanding between LGA and the State Government for the operation of the Local Government Research & Development Scheme. Includes the establishment of the framework and eligibility criteria.	TEMPORARY Destroy 17 years after action completed If digital, maintain and reformat as required for administrative purposes.
1.2.5	Contract Management	Records documenting Memoranda of Understanding with the State Government, on behalf of Councils, to provide or receive public services including immunisation and Valuer-General data.	TEMPORARY Destroy 17 years after action completed If digital, maintain and reformat as required for administrative purposes.
1.2.6	Contract Management	Record documenting sector agreements with Councils for the provision of community services including sustainable public lighting and public health planning.	TEMPORARY Destroy 17 years after action completed If digital, maintain and reformat as required for administrative purposes.



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Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
1 GOVERNANCE			
1.2.7	Contract Management	Record documenting State and LGA forward-funded agreements for research conducted by the LGA on sector priorities including climate change and water catchment, eg. "Water for Good Plan", researched to ensure water future to 2050.	TEMPORARY Destroy 17 years after action completed If digital, maintain and reformat as required for administrative purposes.
1.2.8	Contract Management	Records relating to formal relationships established with TAFE, University or Registered Training Organisations to auspice or accredit education and training provided through LGA.	TEMPORARY Destroy 17 years after action completed If digital, maintain and reformat as required for administrative purposes.
1.2.9	Contract Management	Records of contracts with client Councils and contractors for the provision of services and products according to an agreed specification. Includes contracts relating to information technology, the Electronic Services Program, and the online solution One Library Card.	TEMPORARY Destroy 8 years after action completed If digital, maintain and reformat as required for administrative purposes.
1.2.10	Contract Management	Records documenting contracts with service providers to develop training and education material, including delivery of training to Local Government staff and elected Members.	TEMPORARY Destroy 8 years after action completed If digital, maintain and reformat as required for administrative purposes.



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Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
1 GOVERNANCE			
1.3	Operational Policy and Procedures	<i>Standard method of operating documented by the Agency according to statutory requirements or formulated policy.</i>	
1.3.1	Operational Policy and Procedures	Master copy of specific operational policies, procedures and work instructions relating to Governance. <i>Excludes OH&S information and procedure manuals. See GDS 15 V8: 11.50.1 OH&S – Health Promotion</i>	PERMANENT If digital, maintain and reformat as required for administrative purposes
1.3.2	Operational Policy and Procedures	Facilitative records and working papers documenting operational policy procedures and work instructions.	TEMPORARY Destroy 2 years after last action If digital, maintain and reformat as required for administrative purposes.
1.3.3	Operational Policy and Procedures	Reference copies of circulars, manuals, handbooks, instructions, or other information relating to governance.	TEMPORARY Destroy 3 months after last action If digital, maintain and reformat as required for administrative purposes.
1.4	Reporting	<i>The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements or findings of the results of their examinations or investigation. Includes agenda, briefing, business, discussion papers, proposals, reports, reviews and returns. (KWAAA)</i>	



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Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
1 GOVERNANCE			
1.4.1	Reporting	Periodic business performance reports submitted to LGA from business entities which provide services for Councils, including LGA Mutual Liability Scheme, LGA Workers Compensation Scheme, LGA Asset Mutual and LGA Income Protection Scheme.	TEMPORARY Destroy 17 years after action completed If digital, maintain and reformat as required for administrative purposes.
1.4.2	Reporting	Consolidated set of records (originals held by individual Councils) which document the outcome of Local Government elections, across all Councils prior to Electoral Commission responsibilities. 1979 - 2000. <i>Discontinued series.</i>	PERMANENT



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Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
2 INDUSTRY DEVELOPMENT			
2	INDUSTRY DEVELOPMENT	The function of building capacity in local government by empowering better decision making, researching to enable Councils to maximise the value of their assets, and lobbying government and business to advance the capability of Councils.	
2.1	Lobbying	<i>The activity of maintaining communications with, and positively persuading governments, business and the community of the strategic importance of local government to community advancement and well being.</i>	
2.1.1	Lobbying	Records documenting regional meetings hosted by the LGA to lobby for, and support regional development, eg. quarterly Regional Airport Managers' Meetings for the sustainable management of regional airports.	PERMANENT If digital, actively manage and maintain to ensure ongoing accessibility for evidentiary and/or historical purposes
2.1.2	Lobbying	Records documenting Local Government issues including regional development issues and the formulation of strategies for lobbying and advocacy, eg. State and Federal election strategies.	PERMANENT If digital, actively manage and maintain to ensure ongoing accessibility for evidentiary and/or historical purposes
2.1.3	Lobbying	Records documenting the development of Regional Transport Plans or strategies which promote Councils' priorities to provide economic activity, tourism links and social connectivity.	PERMANENT If digital, actively manage and maintain to ensure ongoing accessibility for evidentiary and/or historical purposes



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Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
2 INDUSTRY DEVELOPMENT			
2.1.4	Lobbying	Records documenting facilitative or administrative arrangements relating to the lobbying. Includes contacts lists, venue bookings, hire or equipment and catering.	TEMPORARY Destroy 2 years after last action If digital, maintain and reformat as required for administrative purposes.
2.2	Research Promotion	<i>The activity of promoting and funding research projects of benefit to Local Government in South Australia. Includes liaising with the Local Government Finance Authority and State Government, assessment of research proposals and support for researchers.</i>	
2.2.1	Research Promotion	Records documenting the development and purpose of the Local Government Research and Development Scheme. Includes annual business plan and guidelines.	PERMANENT If digital, actively manage and maintain to ensure ongoing accessibility for evidentiary and/or historical purposes
2.2.2	Research Promotion	Records of internal and external submissions to the Research and Development Scheme Advisory Committee for research and development funding, eg applications addressing financial sustainability and asset management for Councils. Includes ineligible and eligible projects, approvals, summary registers of project records, signed terms of agreement, final reports and evaluation, project outputs and final financial reports.	PERMANENT If digital, actively manage and maintain to ensure ongoing accessibility for evidentiary and/or historical purposes



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Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
2 INDUSTRY DEVELOPMENT			
2.2.3	Research Promotion	Database records of all Local Government Research & Development Scheme projects (currently Research & Development database). Data includes successful and unsuccessful proposals, amounts approved, status of projects, - eg completed, current, discontinued or unsuccessful, milestone reports, and final reports.	PERMANENT Actively manage and migrate to ensure ongoing accessibility for evidentiary and/or historical purposes
2.2.4	Research Promotion	Records documenting successful quarterly submissions to State Government for Research and Development Scheme funds.	TEMPORARY Destroy 17 years after action completed If digital, maintain and reformat as required for administrative purposes.
2.2.5	Research Promotion	Records documenting unsuccessful quarterly submissions to State Government for Research and Development Scheme funds (also kept in the database).	TEMPORARY Destroy 2 years after last action If digital, maintain and reformat as required for administrative purposes.
2.2.6	Research Promotion	Records documenting the management of funds from the Local Government Finance Authority via the State Government to the Local Government Association for the purposes of approving research and development projects that build capacity in local government.	TEMPORARY Destroy 7 years after action completed If digital, maintain and reformat as required for administrative purposes.



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Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
2 INDUSTRY DEVELOPMENT			
2.2.7	Research Promotion	Records documenting liaison between LGA and LGFA regarding annual LGFA predicted tax equivalent regime for the purposes of Local Government Research and Development Scheme budgeting.	TEMPORARY Destroy 7 years after action completed If digital, maintain and reformat as required for administrative purposes.
2.2.8	Research Promotion	Facilitative records supporting submissions for funding, including financials, draft documentation, progress reports and correspondence.	TEMPORARY Destroy 5 years after last action If digital, maintain and reformat as required for administrative purposes.



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Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
3 MEMBER SERVICES			
3	MEMBER SERVICES	The function of developing services for member Councils that satisfy their requirements. Includes education and training, industrial relations, performance enhancement, and procurement services. Also includes financial, insurance and workers compensation services managed by external entities.	
3.1	Education and Training	<i>The activity of providing fee-based services and programs, including online training, of education and training for Chief Executive Officers, Mayors, Council Members and Council staff. Includes residential programs and seminars.</i>	
3.1.1	Education and Training	Records documenting the annual schedule of courses, seminars and training events conducted by the LGA.	PERMANENT If digital, actively manage and maintain to ensure ongoing accessibility for evidentiary and/or historical purposes
3.1.2	Education and Training	Master copy of promotional flyers, presenter or provider information, programs, presentations and handout material.	PERMANENT If digital, actively manage and maintain to ensure ongoing accessibility for evidentiary and/or historical purposes



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Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
3 MEMBER SERVICES			
3.1.3	Education and Training	Records documenting list of attendees participating in training, courses, conferences and seminars.	TEMPORARY Destroy 7 years after action completed If digital, maintain and reformat as required for administrative purposes.
3.1.4	Education and Training	Records documenting research into the training requirements and needs of Councils.	PERMANENT
3.1.5	Education and Training	Records relating to arrangements for Local Government Staff, Elected Members and external participant training, including residential seminars, programs, trainers, venue booking, hire of equipment, accommodation and catering.	TEMPORARY Destroy 2 years after action completed If digital, maintain and reformat as required for administrative purposes.
3.1.6	Education and Training	Records relating to the evaluation of training programs run for Local Government staff, Elected Members and external participants.	TEMPORARY Destroy 2 years after last action If digital, maintain and reformat as required for administrative purposes.



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Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
3 MEMBER SERVICES			
3.1.7	Education and Training	Copies of programs, workbooks, handouts and workshop notes.	TEMPORARY Destroy 3 months after last action If digital, maintain and reformat as required for administrative purposes.
3.2	Industrial Relations Management	<i>The activity of representing Councils in state wage cases, the provision of award interpretation services and attendance at the Industrial Court and Commission, for all industrial relations issues. Includes advice and assistance with recruitment, organisational development, classification, enterprise bargaining negotiations, employee counselling and performance appraisals.</i>	
3.2.1	Industrial Relations Management	Records documenting industrial disputes where a matter is resolved in the Industrial Court, Industrial Commission or other national court. Includes appeals and court transcripts.	PERMANENT If digital, actively manage and maintain to ensure ongoing accessibility for evidentiary and/or historical purposes
3.2.2	Industrial Relations Management	Records documenting liaison between Councils and Unions about industrial relations matters including awards, reclassifications and policy.	PERMANENT If digital, actively manage and maintain to ensure ongoing accessibility for evidentiary and/or historical purposes



The Local Government Association of South Australia (LGA)

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
3 MEMBER SERVICES			
3.2.3	Industrial Relations Management	Records documenting negotiations to resolve industrial relations matters outside of court. Includes correspondence, notes of meetings and outcome of negotiations.	PERMANENT If digital, actively manage and maintain to ensure ongoing accessibility for evidentiary and/or historical purposes
3.2.4	Industrial Relations Management	Records of legal opinions sought by LGA in relation to industrial relations matters.	PERMANENT If digital, actively manage and maintain to ensure ongoing accessibility for evidentiary and/or historical purposes
3.2.5	Industrial Relations Management	Records documenting the proceedings of Boards of Reference, established to make determinations on the classification of positions under the unions' awards. Includes establishment, Terms of Reference, membership, reports, agenda and minutes.	PERMANENT If digital, actively manage and maintain to ensure ongoing accessibility for evidentiary and/or historical purposes
3.2.6	Industrial Relations Management	Records documenting the review and restructure of the Municipal Officers Association award, including correspondence, consultation process and negotiations between and with Councils and unions. Includes court transcripts, decisions and orders.	PERMANENT If digital, actively manage and maintain to ensure ongoing accessibility for evidentiary and/or historical purposes



The Local Government Association of South Australia (LGA)

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
3 MEMBER SERVICES			
3.2.7	Industrial Relations Management	Records documenting liaison with Councils, unions and other professional associations in relation to industrial relations matters.	TEMPORARY Destroy 7 years after action completed If digital, maintain and reformat as required for administrative purposes.
3.2.8	Industrial Relations Management	Copies of industrial awards from various Unions, including salaries and general conditions awards and wage bulletins.	TEMPORARY Destroy 2 years after award is superseded If digital, maintain and reformat as required for administrative purposes.
3.3	Performance Management	<i>The activity of providing members with advice, support and improvement plans targeting strategic planning, asset and financial management, governance and performance excellence.</i>	
3.3.1	Performance Management	Records of Council, Region and Whole of State improvement plans for Local Government.	PERMANENT If digital, actively manage and maintain to ensure ongoing accessibility for evidentiary and/or historical purposes



The Local Government Association of South Australia (LGA)

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
3 MEMBER SERVICES			
3.3.2	Performance Management	Records documenting the development and purpose of data management projects including the development of metadata categorisations that inform Councils, in order to develop consistent measurements and enable sector wide comparability, evidence based research, data analysis and the capability to feed into State and National indicator sets. Projects include immunisation rates and carbon accounting across Councils.	PERMANENT If digital, actively manage and maintain to ensure ongoing accessibility for evidentiary and/or historical purposes
3.3.3	Performance Management	Database records (currently Unity content management system) providing longitudinal studies of local government activities and issues, including immunisation rates and carbon accounting. Includes reviews of past behaviour and outcomes, around new and developing coefficients.	PERMANENT Actively manage and migrate to ensure ongoing accessibility for evidentiary and/or historical purposes
3.3.4	Performance Management	Records documenting assessment tools and gap analyses used for identifying areas of need across Councils, used for targeting funded improvements.	PERMANENT If digital, actively manage and maintain to ensure ongoing accessibility for evidentiary and/or historical purposes
3.3.5	Performance Management	Records documenting the development and purpose of the Local Government Excellence Program and the raising of performance in governance and community engagement. Includes work programs, papers for themed areas and partner engagement.	PERMANENT If digital, actively manage and maintain to ensure ongoing accessibility for evidentiary and/or historical purposes



The Local Government Association of South Australia (LGA)

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
3 MEMBER SERVICES			
3.3.6	Performance Management	Records documenting the establishment and proceedings of the Local Excellence Expert Panel, which receives proposals and consults with Councils. Includes reports, agenda and minutes.	PERMANENT If digital, actively manage and maintain to ensure ongoing accessibility for evidentiary and/or historical purposes
3.3.7	Performance Management	Records documenting the development and purpose of the Local Government Reform Fund, aimed to build capacity in areas such as asset and financial management, workforce planning, and demographic and climate change adaptation.	PERMANENT If digital, actively manage and maintain to ensure ongoing accessibility for evidentiary and/or historical purposes
3.3.8	Performance Management	Records documenting the management of asset improvement projects at a strategic level funded by the Local Government Reform Fund, specifically for assets owned by each Council, eg. Community Wastewater Management Systems (<i>formerly Septic Tank Effluent Disposal Systems</i>). Individual projects will be in Council records.	PERMANENT If digital, actively manage and maintain to ensure ongoing accessibility for evidentiary and/or historical purposes
3.3.9	Performance Management	Submissions to Parliamentary Committees on behalf of Councils.	PERMANENT If digital, actively manage and maintain to ensure ongoing accessibility for evidentiary and/or historical purposes



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Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
3 MEMBER SERVICES			
3.3.10	Performance Management	Records documenting summaries of European Wasp management in Councils including annual LGA Council survey and reports to State Government for continued funding.	TEMPORARY Destroy 10 years after action completed If digital, maintain and reformat as required for administrative purposes.
3.3.11	Performance Management	Records of advice provided to Councils including planning and building advice, assistance and input to Councils' submissions, recreation or utility infrastructure.	TEMPORARY Destroy 8 years after action completed If digital, maintain and reformat as required for administrative purposes.
3.3.12	Performance Management	Records documenting the development of websites and web-based solutions for Councils in South Australia and interstate.	TEMPORARY Destroy 7 years after solution superseded If digital, maintain and reformat as required for administrative purposes.
3.3.13	Performance Management	Facilitative records for the Local Government Excellence Program, including working drafts, communications with potential stakeholders and progress reports.	TEMPORARY Destroy 5 years after last action If digital, maintain and reformat as required for administrative purposes.



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Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
3 MEMBER SERVICES			
3.3.14	Performance Management	Records of liaison with Councils concerning community planning, including community buildings, home and community care and amendments to the Development legislation.	TEMPORARY Destroy 7 years after action completed If digital, maintain and reformat as required for administrative purposes.
3.3.15	Performance Management	Examples of templates and forms developed for the purpose of creating governance products to assist Councils. Includes best practice codes and guidelines, manuals, policy models, and standard operating procedures.	TEMPORARY Destroy 5 years after last action If digital, maintain and reformat as required for administrative purposes.
3.3.16	Performance Management	Records documenting the process of allocating Local Government Reform Funding including phased and final reports to State and Commonwealth Government.	TEMPORARY Destroy 2 years after last action If digital, maintain and reformat as required for administrative purposes.
3.3.17	Performance Management	Supplementary records including working drafts and reference documents relating to the background and development of governance products.	TEMPORARY Destroy 2 years after last action If digital, maintain and reformat as required for administrative purposes.
3.4	Procurement Services	<i>The activity of providing best value purchasing options through a wide range of procurement and joint procurement, consultancy and professional advice and support.</i>	



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Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
3 MEMBER SERVICES			
3.4.1	Procurement Services	Records documenting the development and issue of tender documentation to suppliers of goods and services. Includes research into potential suppliers and development of tender specifications. <i>See also GDS 15 – 5.101 for receipt and assessment of tenders</i>	TEMPORARY Destroy 17 years after action completed If digital, maintain and reformat as required for administrative purposes.
3.4.2	Procurement Services	Records documenting the activities involved in seeking markets in local government, for the procurement and acquisition of goods. Includes the review of existing contracts, development of specifications of needs, correspondence and surveys with Councils, and potential suppliers.	TEMPORARY Destroy 8 years after action completed If digital, maintain and reformat as required for administrative purposes.
3.4.3	Procurement Services	Records documenting liaison with Councils about commercial products sourced by the LGA on behalf of Local Government as a whole eg. Solar power products.	TEMPORARY Destroy 8 years after action completed If digital, maintain and reformat as required for administrative purposes.



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