

State Records Authority of New South Wales

Functional Retention and Disposal Authority: FA262

This authority covers records documenting the function of growth centre development

Issued to the Growth Centres Commission and Western Parkland City Authority

This functional retention and disposal authority is approved under section 21(2)c of the *State Records Act 1998* following prior approval by the Board of the State Records Authority of New South Wales in accordance with section 21(3) of the Act.

State Records Authority of New South Wales
Functional Retention and Disposal Authority

Authority no FA262

SR file no 07/0080

Scope

This functional retention and disposal authority covers records documenting the function of growth centre development from 2005 onwards.

Public office

Growth Centres Commission

Approval date

Alan Ventress
Director
State Records Authority of New South Wales

27/06/2008
Date

Issued to and Western City & Aerotropolis Authority 4 December 2019

About the Functional Retention and Disposal Authority

Purpose of the authority

The purpose of this functional retention and disposal authority is to identify those records created and maintained by NSW public offices which are required as State archives and to provide approval for the destruction of certain other records created and maintained by NSW public offices, after minimum retention periods have been met.

The approval for disposal given by this authority is given under the provisions of the *State Records Act 1998* only and does not override any other obligations of an organisation to retain records.

The retention and disposal of State records

The records retention and disposal practices outlined in this authority are approved under section 21 (2)(c) of the *State Records Act 1998 (NSW)*. Part 3 (Protection of State Records) of the Act provides that records are not to be disposed of without the consent of State Records with certain defined exceptions. These exceptions include an action of disposal which is positively required by law, or which takes place in accordance with a normal administrative practice (NAP) of which State Records does not disapprove. Advice on the State Records Act can be obtained from State Records.

The authority sets out how long the different classes of records generated by an organisation must be kept to meet its legal, operational and other requirements, and whether the records are to be kept as State archives. The State Records Authority ('State Records') reviews and approves organisations' retention and disposal authorities under the State Records Act.

This authority is the product of an appraisal process conducted in accordance with State Records' *Standard on the appraisal and disposal of State records*. It is the duty of a public office, in submitting a draft functional retention and disposal authority for approval, to disclose to State Records any information which affects the retention of the records covered by the authority.

State Records' decisions take into account both the administrative requirements of the public office in discharging its functional responsibilities and the potential research use of the records by the NSW Government and the public. One of State Records' functions is to identify and preserve records as State archives. These are records which document the authority and functions of Government, its decision-making processes and the implementation and outcomes of those decisions, including the nature of their influence and effect on communities and individual lives. Criteria for the identification of State archives are listed in *Building the Archives: Policy on records appraisal and the identification of State archives*. The Policy also explains the roles and responsibilities of State Records and of public offices in undertaking appraisal processes and disposal activities.

Implementing the authority

This functional retention and disposal authority covers records controlled by the public office and applies only to the records or classes of records described in the authority. The authority should be implemented as part of the records management program of the organisation. Two primary objectives of this program are to ensure that records are kept for as long as they are of value to the organisation and its stakeholders and to enable the destruction or other disposal of records once they are no longer required for business or operational purposes.

The implementation process entails use of the authority to sentence records. Sentencing is the examination of records in order to identify the disposal class in the authority to which they belong. This process enables the organisation to determine the appropriate retention period and disposal action for the records. Advice on sentencing can be obtained from State Records.

Where the format of records has changed (for example, from paper-based to electronic) this does not prevent the disposal decisions in the authority from being applied to records which perform the same function. The information contained in non paper-based or technology dependant records must be accessible for the periods prescribed in the classes. Where a record is copied, either onto microform or digitally imaged, the original should not be disposed of without authorisation (see also the *General Retention and Disposal Authority – Imaged records*). Public offices will need to ensure that any software, hardware or documentation required to gain continuing access to technology dependent records is available for the periods prescribed.

Disposal action

Records required as State archives

Records which are to be retained as State archives are identified with the disposal action 'Required as State archives'. Records that are identified as being required as State archives should be stored in controlled environmental conditions and control of these records should be transferred to State Records when they are no longer in use for official purposes.

The transfer of control of records as State archives may, or may not, involve a change in custodial arrangements. Records can continue to be managed by the public office under a distributed management agreement. Public offices are encouraged to make arrangements with State Records regarding the management of State archives.

Transferring records identified as State archives and no longer in use for official purposes to State Records' control should be a routine and systematic part of a public office's records management program. If the records are more than 25 years old and are still in use for official purposes, then a 'still in use determination' should be made.

Records approved for destruction

Records that have been identified as being approved for destruction may only be destroyed once a public office has ensured that all other requirements for retaining the records are met. Retention periods set down in this authority are *minimum* periods only and a public office should keep records for a longer period if necessary. Reasons for longer retention can include legal requirements, administrative need, and government directives. A public office *must not* dispose of any records where the public office is aware of possible legal action (including legal discovery, court cases, FOI requests) where the records may be required as evidence. Once all requirements for retention have been met, destruction of records should be carried out in a secure and environmentally sound way. Relevant details of the destruction should be recorded.

Organisations should review functional retention and disposal authorities regularly to ensure that they remain relevant as the organisation's functions and activities, operating environment and requirements for records change. Retention requirements may change over time. This can occur when:

- business needs or practices change
- new laws, regulations or standards are introduced
- new technology is implemented
- government administration is restructured and functions are moved between entities, or
- unforeseen or new community expectations become apparent.

State Records recommends that organisations check any functional retention and disposal authorities more than 5 years old to ensure that the retention periods and disposal actions remain relevant.

Regardless of whether a record has been approved for destruction or is required as a State archive, a public office or an officer of a public office must not permanently transfer possession or ownership of a State record to any person or organisation without the explicit approval of State Records.

Custody

The custody column in the functional retention and disposal authority is designed to assist public offices in identifying storage requirements or transfer arrangements for records identified as State archives (ie with a Disposal action of 'Required as State archives'). The directions in this column are recommendations only and are *not* mandatory. The type of information may include directions on how long records should be retained in the office and how long they should be kept in off-site, off-line or secondary storage prior to their transfer as State archives. A recommendation to retain records in the organisation for more than 25 years does not imply that a *still in use determination* (see Part 4, Section 28 of the *State Records Act 1998*) or that a distributed management agreement (see Part 4, Section 30 of the *State Records Act 1998*)

has been approved by State Records. Advice on arrangements for managing and transferring State archives can be obtained from State Records.

Administrative change

This functional retention and disposal authority has been designed to link records to the functions they document rather than to organisational structure. This provides for a stable functional retention and disposal authority that is less affected by administrative change. The movement of specified functions between branches or units within the public office does not require the authority to be resubmitted to State Records for approval. However, when functions move from one public office to another the public office that inherits the new function should contact State Records to discuss use of any existing functional retention and disposal authority approved for use by a predecessor organisation.

Amendment and review of this authority

State Records must approve any amendment to this authority. Public offices that use the authority should advise State Records of any proposed changes or amendments to the authority.

State Records recommends a review of this authority after five years to establish whether its provisions are still appropriate. Either the public office or State Records may propose a review of the authority at any other time, particularly in the case of change of administrative arrangements or procedures which are likely to affect the value of the records covered by this authority.

In all cases the process of review will involve consultation between State Records and the public office. If the process of review reveals that this authority requires amendment, the necessary amendments should be made and approved.

Contact Information

State Records
PO Box 516 Kingswood NSW 2747
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E-mail: govrec@records.nsw.gov.au

Functional Retention and Disposal Authority Growth centre development

Authority no: FA262

Dates of coverage: 2005+

List of Functions and Activities covered

Function	Activity	Reference
INFRASTRUCTURE COORDINATION		1.0.0
	Advice	1.1.0
	Agreements	1.2.0
	Consultation & Liaison	1.3.0
	Development Contributions	1.4.0
	Implementation	1.5.0
	Planning	1.6.0
	Policy	1.7.0
	Procedures	1.8.0
	Publications	1.9.0
	Reporting	1.10.0
	Reviewing	1.11.0
PRECINCT PLANNING		2.0.0
	Advice	2.1.0

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List of Functions and Activities covered

Function	Activity	Reference
	Concurrence	2.2.0
	Consultation & Liaison	2.3.0
	Due Diligence	2.4.0
	Investigations & Environmental Assessments	2.5.0
	Planning	2.6.0
	Planning Instruments	2.7.0
	Policy	2.8.0
	Procedures	2.9.0
	Publications	2.10.0
	Reporting	2.11.0

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No	Function/Activity	Description	Disposal Action	Custody*
1.0.0	INFRASTRUCTURE COORDINATION	<p>The process of overseeing and signing off the delivery of infrastructure to facilitate residential or industrial occupation within precincts. Includes facilitating the delivery of roads, water, sewerage, stormwater, electricity, gas and schools.</p> <p><i>See General Retention and Disposal Authority - Administrative Records – COMMITTEES for records relating to the formation, meetings and decisions of committees, task forces, working groups or parties, etc. such as the North West and South West Local Government Committees.</i></p> <p><i>See General Retention and Disposal Authority - Administrative Records – COMMUNITY RELATIONS – Media Relations for media releases relating to the provision of infrastructure.</i></p> <p><i>See General Retention and Disposal Authority - Administrative Records - CONTRACTING-OUT for records relating to the acquisition of goods or services through a contracting-out process, for example the acquisition of infrastructure contractors.</i></p> <p><i>See General Retention and Disposal Authority – Administrative Records - GOVERNING BODIES for records of the Growth Centres Commission Board.</i></p> <p><i>See General Retention and Disposal Authority - Administrative Records - GOVERNMENT RELATIONS – Submissions for records relating to submissions to Cabinet or the Minister or other government organisations relating to infrastructure coordination.</i></p>		

* see *About the functional retention and disposal authority*

Growth centre development

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No	Function/Activity	Description	Disposal Action	Custody*
		<p><i>See General Retention and Disposal Authority - Administrative Records - TENDERING for records relating to the issue, receipt and assessment of tenders for the provision of infrastructure.</i></p>		
1.1.0	Advice	<p>The activities associated with offering and receiving opinions and advice to or from the executive, land holders, developers, community groups and non-government organisations relating to the provision of infrastructure to precincts.</p> <p><i>See INFRASTRUCTURE COORDINATION - Consultation & Liaison for records of opinions and advice received by the agency as part of a consultative process, including comments on proposed infrastructure plans.</i></p> <p><i>See General Retention and Disposal Authority - Administrative Records - GOVERNING BODIES - Meetings for records relating to advice provided to the Board.</i></p> <p><i>See General Retention and Disposal Authority - Administrative Records - GOVERNMENT RELATIONS - Advice for records relating to advice provided to the Minister and government organisations.</i></p> <p><i>See General Retention and Disposal Authority - Administrative Records - LEGAL SERVICES - Advice for records relating to legal advice provided to or by the organisation.</i></p> <p><i>See INFRASTRUCTURE COORDINATION</i></p>		

* see *About the functional retention and disposal authority*

Growth centre development

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No	Function/Activity	Description	Disposal Action	Custody*
1.1.1		Records relating to the receipt and provision of advice to or from land holders, developers, community groups and non-government organisations concerning the provision of infrastructure to precincts, such as infrastructure timeframes, budgets and plans.	Retain minimum of 10 years after last action, then destroy.	
1.2.0	Agreements	<p>The processes associated with the establishment, maintenance, review and negotiation of agreements with infrastructure agencies and/or developers relating to the provision of infrastructure within precincts. Includes memoranda of understanding and planning agreements.</p> <p>See INFRASTRUCTURE CO-ORDINATION – Consultation & Liaison for records relating to the exhibition of planning agreements for public consultation.</p>		
1.2.1		<p>Records relating to the establishment, negotiation, maintenance and review of agreements with infrastructure agencies and/or developers for the provision of infrastructure within precincts, including memoranda of understanding and planning agreements between the agency and developers under which the developer is required to dedicate land free of cost, pay a monetary contribution, or provide any other material public benefit, to be used for or applied towards the provision of infrastructure. Records include:</p> <ul style="list-style-type: none"> • correspondence and negotiations including minutes or notes of meetings with main stakeholders or parties to the agreement • drafts containing significant changes/alterations or 	Retain minimum of 20 years after expiry or termination of agreement, then destroy	

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Growth centre development

Authority no: FA262

Dates of coverage: 2005+

No	Function/Activity	Description	Disposal Action	Custody*
		<p>formally circulated for comment</p> <ul style="list-style-type: none"> • final, approved versions of agreements. 		
1.3.0	Consultation & Liaison	The activities associated with consultation and liaison with stakeholders, including the public, councils and State authorities, relating to the provision of infrastructure to precincts.		
1.3.1		<p>Records of submissions, representations and feedback resulting from formal or informal consultation processes undertaken with the public or stakeholders concerning the provision of infrastructure to precincts. Includes submissions on proposed plans for transport, pedestrian and cycle links, or on proposed planning agreements. Records include:</p> <ul style="list-style-type: none"> • submissions • summaries of oral representations • reports on outcomes of or minutes of meetings, forums, focus groups and surveys, etc. <p>NOTE: Formal consultation processes are those where plans or proposals are advertised and exhibited and submissions are called for, e.g. proposed plans for transport, etc.</p>	Required as State archives	Retain in office 10 years (or longer if required), then transfer to State Records
1.3.2		<p>Records relating to the conduct of consultation and liaison processes with stakeholders and the public concerning the provision of infrastructure to precincts. Records include:</p> <ul style="list-style-type: none"> • consultation plans and schedules 	Retain minimum of 7 years after last action, then destroy	

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Growth centre development

Authority no: FA262

Dates of coverage: 2005+

No	Function/Activity	Description	Disposal Action	Custody*
		<ul style="list-style-type: none"> • correspondence with the public, landowners, government agencies and infrastructure providers regarding their views and opinions on the provision of infrastructure • questionnaires and surveys used to assess the views and opinions of the community on the provision of infrastructure • presentation material. 		
1.3.3		<p>Records relating to administrative arrangements for the conduct of the consultation and liaison processes associated with facilitating the provision of infrastructure to precincts. Records include:</p> <ul style="list-style-type: none"> • venue bookings for exhibitions of infrastructure plans, planning agreements etc. • bookings and arrangements for meetings • arrangements for site visits/inspections. 	Retain until ceases to be of administrative or reference use, then destroy	
1.4.0	Development Contributions	The activities associated with managing development contributions and 'Works in Kind' arrangements for the funding and development of infrastructure.		
1.4.1		<p>Records relating to the management of schemes used to fund the provision of regional infrastructure, such as the Special Infrastructure Contributions (SIC) scheme or 'works in kind' arrangements. Records include:</p> <ul style="list-style-type: none"> • correspondence with councils regarding the collection of 	Retain minimum of 10 years after precinct development is finalised, or any obligation is discharged,	

* see *About the functional retention and disposal authority*

Growth centre development

Authority no: FA262

Dates of coverage: 2005+

No	Function/Activity	Description	Disposal Action	Custody*
		the levies <ul style="list-style-type: none"> • estimates of infrastructure costs • calculations • contribution plans • reports on the receipt and dispersal of contributions • 'Works in Kind' arrangements with developers, including offers, assessments and agreements. 	whichever is longer, then destroy	
1.4.2		Records relating to audits of the systems and processes associated with the collection and management of development contributions. Records include: <ul style="list-style-type: none"> • records of audit planning or liaison with auditing body • minutes of meetings • notes taken at interviews • correspondence • draft versions of reports containing significant changes/alteration or formally circulated for comment • final versions of authorised reports • records of remedial action. 	Retain minimum of 7 years after last action, then destroy	
1.5.0	Implementation	The activities associated with carrying out or putting into		

* see *About the functional retention and disposal authority*

Growth centre development

Authority no: FA262

Dates of coverage: 2005+

No	Function/Activity	Description	Disposal Action	Custody*
		<p>action plans or processes relating to the provision of infrastructure to precincts. Includes monitoring to ensure that the implementation goes according to schedule and that standards are met.</p> <p>See INFRASTRUCTURE COORDINATION – Reporting for reports on the coordination and delivery of infrastructure and problems/issues arising from the implementation of plans and processes.</p> <p>See INFRASTRUCTURE COORDINATION – Reviewing for records relating to the re-evaluation or examination of infrastructure coordination processes.</p>		
1.5.1		<p>Records relating to the implementation and monitoring of plans and processes for the provision of infrastructure to precincts. Records include:</p> <ul style="list-style-type: none"> • notes of meetings or reports analysing issues • documentation on the project management of implementation programs • implementation strategies and plans • records of implementation monitoring. 	Retain minimum of 5 years after last action, then destroy	
1.6.0	Planning	<p>The activities associated with formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.</p> <p>See INFRASTRUCTURE COORDINATION – Development Contributions for contribution plans.</p>		

* see *About the functional retention and disposal authority*

Growth centre development

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Dates of coverage: 2005+

No	Function/Activity	Description	Disposal Action	Custody*
		<p>See INFRASTRUCTURE COORDINATION – Implementation for implementation plans.</p> <p>See INFRASTRUCTURE COORDINATION – Reviewing for project and action plans following reviews of plans and processes.</p>		
1.6.1		<p>Records relating to the development of high level strategic plans that provide the framework for the provision of infrastructure to precincts, such as infrastructure plans. Records include:</p> <ul style="list-style-type: none"> • final, approved versions of plans • major drafts • research and background information • assessment of reports and recommendations • internal reviews and comments. 	Required as State archives.	Retain in office 10 years (or longer if required), then transfer to State Records
1.6.2		<p>Records relating to the development of routine and operational plans for the provision of infrastructure to precincts. Includes business plans and work plans. Records include:</p> <ul style="list-style-type: none"> • final, approved versions of plans • major drafts • research and background information 	Retain minimum of 7 years after last action, then destroy	

* see *About the functional retention and disposal authority*

Growth centre development

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Dates of coverage: 2005+

No	Function/Activity	Description	Disposal Action	Custody*
		<ul style="list-style-type: none"> • assessment of reports and recommendations • internal reviews and comments. 		
1.7.0	Policy	The activities associated with the formulation of internal policies relating to the provision of infrastructure to precincts.		
1.7.1		Records relating to the development of internal policies associated with the provision of infrastructure to precincts, such as infrastructure contributions and infrastructure planning policies. Records include: <ul style="list-style-type: none"> • final, approved versions of policies • policy proposals • research • draft versions circulated for comment and consultation purposes including amendments, interpretation and clarifications. 	Required as State archives	Retain in office 10 years (or longer if required), then transfer to State Records
1.8.0	Procedures	The activities associated with the formulation of internal procedures and guidelines relating to the provision of infrastructure to precincts.		
1.8.1		Final, approved versions of procedures and guidelines relating to the provision of infrastructure to precincts. Includes procedures for the calculation and collection of infrastructure contributions, transport study guidelines and procedures for works-in-kind processes.	Required as State archives	Retain in office 10 years (or longer if required), then transfer to State Records

* see *About the functional retention and disposal authority*

Growth centre development

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Dates of coverage: 2005+

No	Function/Activity	Description	Disposal Action	Custody*
1.8.2		<p>Records relating to the development of procedures concerning the provision of infrastructure to precincts. Records include:</p> <ul style="list-style-type: none"> • research and background information • significant drafts • internal reviews and comments. 	Retain minimum of 2 years after action completed, then destroy	
1.9.0	Publications	The activities associated with the development of publications relating to the provision of infrastructure to precincts.		
1.9.1		<p>Records relating to the drafting and development of information brochures, flyers and fact sheets concerning the provision of infrastructure to precincts. Records include:</p> <ul style="list-style-type: none"> • final versions • significant drafts, and • background material. 	Retain until superseded or until ceases to be of administrative or reference use, then destroy	
1.10.0	Reporting	<p>The activities associated with developing reports relating to the provision of infrastructure to precincts.</p> <p>See INFRASTRUCTURE CO-ORDINATION – Implementation for reports relating to the implementation of plans and processes.</p> <p>See INFRASTRUCTURE CO-ORDINATION – Reviewing for reports on the re-evaluation or examination of plans and</p>		

* see *About the functional retention and disposal authority*

Growth centre development

Authority no: FA262

Dates of coverage: 2005+

No	Function/Activity	Description	Disposal Action	Custody*
		processes.		
1.10.1		Final, approved versions of published reports, reports to external organisations and internal reports to the Minister, Director General or senior executive on matters, progress or issues associated with the coordination and delivery of infrastructure or which contain detailed recommendations. Includes reports on infrastructure coordination issues such as problems with infrastructure timeframes and statements on proposed processes.	Required as State archives	Retain in office 10 years (or longer if required), then transfer to State Records
1.10.2		Final, approved versions of reports relating to routine operational or administrative matters associated with the provision of infrastructure to precincts, such as periodic internal progress and statistical reports.	Retain minimum of 5 years after last action, then destroy	
1.10.3		Records relating to the development of reports concerning the provision of infrastructure to precincts. Records include working papers, drafts, comments, etc.	Retain until ceases to be of administrative or reference use, then destroy	
1.11.0	Reviewing	The activities associated with re-evaluating or re-examining plans and processes for the provision of infrastructure to precincts. Includes recommendations and advice resulting from the review. See INFRASTRUCTURE COORDINATION – Reporting for reports to the senior executive containing detailed recommendations regarding strategic direction.		
1.11.1		Records relating to the review of precinct infrastructure provision plans and processes, including reviews of	Retain minimum of 7 years after last	

* see *About the functional retention and disposal authority*

Growth centre development

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Dates of coverage: 2005+

No	Function/Activity	Description	Disposal Action	Custody*
		<p>infrastructure plan requirements or review of works-in-kind processes. Records include:</p> <ul style="list-style-type: none"> • documents establishing the review • background research • draft versions of review reports containing significant changes/alterations or formally circulated for comments • project or action plans. 	action, then destroy	
2.0.0	PRECINCT PLANNING	<p>The function of planning and designing for the future development of land within a precinct. Includes consultation with stakeholders, determination of the physical and environmental constraints of the land, development of planning controls, etc.</p> <p><i>See General Retention and Disposal Authority - Administrative Records - COMMITTEES for records relating to the formation, meetings and decisions of committees, task forces, working groups or parties, etc. such as Precinct Project Control Groups and Local Government Co-ordination Committees.</i></p> <p><i>See General Retention and Disposal Authority - Administrative Records - COMMUNITY RELATIONS - Media Relations for records relating to contact with the media.</i></p> <p><i>See General Retention and Disposal Authority - Administrative Records - CONTRACTING-OUT for records relating to the acquisition of services through a contracting-out process, for example the acquisition of specialist</i></p>		

* see *About the functional retention and disposal authority*

Growth centre development

Authority no: FA262

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No	Function/Activity	Description	Disposal Action	Custody*
		<p>contractors.</p> <p><i>See General Retention and Disposal Authority – Administrative Records - GOVERNING BODIES for records of the Growth Centres Commission Board.</i></p> <p><i>See General Retention and Disposal Authority – Administrative Records - GOVERNMENT RELATIONS – Submissions for records relating to submissions to Cabinet or the Minister or other government organisations relating to precinct planning.</i></p> <p><i>See General Retention and Disposal Authority – Administrative Records - LEGAL SERVICES – Litigation for appeals and legal action relating to precinct planning, such as refusing concurrence for development applications.</i></p> <p><i>See General Retention and Disposal Authority – Administrative Records – TENDERING for records relating to the issue, receipt and assessment of tenders for projects or services to develop land within precincts.</i></p>		
2.1.0	Advice	<p>The activities associated with offering or receiving opinions and advice to or from the public, developers, stakeholders and non-government organisations relating to the administration and processes of planning and designing for the future development of land within precincts.</p> <p><i>See General Retention and Disposal Authority – Administrative Records – GOVERNING BODIES – Advice for records relating to advice provided to or received from the Board.</i></p>		

* see *About the functional retention and disposal authority*

Growth centre development

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No	Function/Activity	Description	Disposal Action	Custody*
		<p><i>See General Retention and Disposal Authority – Administrative Records – GOVERNMENT RELATIONS – Advice for records relating to advice provided to and received from the Minister and government organisations, including local councils.</i></p> <p><i>See General Retention and Disposal Authority – Administrative Records – LEGAL SERVICES – Advice for records relating to legal advice provided to or by the organisation.</i></p>		
2.1.1		Records relating to the receipt and provision of advice relating to planning and designing for the future development of land within precincts, to and from the public, developers, stakeholder and non-government organisations.	Retain minimum of 10 years after last action, then destroy	
2.2.0	Concurrence	The activities associated with the receipt and consideration of development applications referred by other parties (e.g. local councils) and granting or refusing concurrence.		
2.2.1		<p>Records relating to the granting or refusal of concurrence for development applications referred to the organisation by external agencies such as local councils. Records include:</p> <ul style="list-style-type: none"> • copies of development applications • assessment and determination • correspondence between parties. 	Retain minimum of 7 years after grant or rejection of application, then destroy	

* see *About the functional retention and disposal authority*

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No	Function/Activity	Description	Disposal Action	Custody*
2.3.0	Consultation & Liaison	The activities associated with liaison and consultation with stakeholders including landowners, local and state government and the public, concerning planning and designing for the future development of land within precincts. Includes landowners giving or refusing permission to enter their property.		
2.3.1		<p>Records of submissions, representations and feedback resulting from formal or informal consultation processes undertaken with the public or stakeholders concerning the planning and designing for the future development of land within precincts. Includes submissions on proposed precinct of development control plans. Records include:</p> <ul style="list-style-type: none"> • submissions • summaries of oral representations • reports on outcomes of or minutes of meetings, forums, focus groups and surveys, etc. <p>NOTE: Formal consultation processes are those where plans or proposals are advertised and exhibited and submissions are called for, e.g. proposed plans for transport, etc.</p>	Required as State archives	Retain in office 10 years (or longer if required), then transfer to State Records
2.3.2		<p>Records relating to the conduct of consultation and liaison processes with stakeholders and the public and associated with planning and designing for the future development of land within precincts. Records include:</p> <ul style="list-style-type: none"> • consultation plans and schedules 	Retain minimum of 7 years after last action, then destroy	

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No	Function/Activity	Description	Disposal Action	Custody*
		<ul style="list-style-type: none"> • authorities or refusals to enter private property • correspondence with the public, landowners, government agencies and infrastructure providers • questionnaires and surveys used to assess the views and opinions of the community on the precinct development and planning • presentation material. 		
2.3.3		<p>Records relating to administrative arrangements for the conduct of the consultation and liaison processes associated with planning and designing for the future development of land within precincts. Records include:</p> <ul style="list-style-type: none"> • venue bookings for exhibitions (e.g. of development codes and precinct plans) • bookings and arrangements for meetings • arrangements for site visits/inspections. 	Retain until ceases to be of administrative or reference use, then destroy	
2.4.0	Due Diligence	<p>The process of identifying and analysing risks, costs and issues to determine the feasibility of potential precinct planning projects. Includes investigation of legislative and statutory requirements, planning policies, zoning requirements, development codes, and section 94 contributions. Includes forecasting and market analysis to determine the project's potential.</p> <p>See PRECINCT PLANNING - Consultation & Liaison for records of consultation, exhibition and receipt of</p>		

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Growth centre development

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No	Function/Activity	Description	Disposal Action	Custody*
		<p>submissions regarding precinct planning.</p> <p>See PRECINCT PLANNING – Investigations & Environmental Assessments for reports of environmental assessments and investigations prepared by consultants relating to precinct development, including feasibility and water quality reports, contamination assessments, flood and noise control studies, etc.</p>		
2.4.1		<p>Records relating to due diligence assessments of land and property which are considered for precinct development and are given approval to proceed, and which are considered to have environmental and heritage value, including aboriginal and natural heritage value. Includes records sourced from other agencies. Records include:</p> <ul style="list-style-type: none"> • submissions to the board, and board resolutions to proceed with the precinct development • title searches • land valuations • market assessments • surveys • local environment plans • financial analyses • hazardous materials assessments 	Required as State archives	Retain in office 10 years (or longer if required), the transfer to State Records

* see *About the functional retention and disposal authority*

Growth centre development

Authority no: FA262

Dates of coverage: 2005+

No	Function/Activity	Description	Disposal Action	Custody*
		<ul style="list-style-type: none"> • maps and plans and aerial photographs. 		
2.4.2		<p>Records relating to due diligence assessments of land and property which are considered for precinct development and are given approval to proceed, but which are not considered to have environmental and heritage value, including aboriginal and natural heritage. Includes records sourced from other agencies. Records include:</p> <ul style="list-style-type: none"> • submissions to the board, and board resolutions to proceed with the precinct development • title searches • land valuations • market assessments • surveys • local environment plans • financial analyses • hazardous materials assessments • maps and plans and aerial photographs. 	Retain minimum of 20 years after development project has been completed, then destroy	
2.4.3		<p>Records relating to due diligence assessments of land and property which are considered for precinct development and which are not given approval to proceed. Includes records sourced from other agencies. Records include:</p>	Retain minimum of 10 years after last action, then destroy	

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No	Function/Activity	Description	Disposal Action	Custody*
		<ul style="list-style-type: none"> • submissions to the board, and board resolutions to not proceed with the precinct development • title searches • land valuations • market assessments • surveys • local environment plans • financial analyses • hazardous materials assessments • maps and plans and aerial photographs. 		
2.5.0	Investigations & Environmental Assessments	<p>The activities associated with the receipt of detailed precinct investigations and studies undertaken by specialist contractors relating to precinct development and management.</p> <p><i>See General Retention and Disposal Authority - Administrative Records - CONTRACTING-OUT for records relating to the acquisition of specialist services through a contracting-out process.</i></p>		
2.5.1		Final, approved versions of specialist contractors' reports detailing environmental assessments and investigations relating to precincts and recommendations for the development of precinct plans. Includes reports on	Required as State archives	Retain in office 10 years (or longer if required), then transfer to State

* see *About the functional retention and disposal authority*

Growth centre development

Authority no: FA262

Dates of coverage: 2005+

No	Function/Activity	Description	Disposal Action	Custody*
		aboriginal heritage, community facilities, open space, cultural heritage, biodiversity, bushfire management, economics, employment, landscape, land capability, contamination, noise, odour, transport, urban design, water cycle management etc.		Records
2.6.0	Planning	<p>The activities associated with the development of detailed plans for making land available for environmentally sustainable residential development and other purposes within precincts.</p> <p>See PRECINCT PLANNING - Consultation & Liaison, for records of consultation, exhibition and receipt of submissions regarding precinct planning.</p> <p>See PRECINCT PLANNING - Investigations & Environmental Assessments, for records relating to detailed precinct investigations and studies undertaken by specialist contractors.</p>		
2.6.1		<p>Records relating to the development of plans for the development of land within precincts. Examples of plans include:</p> <ul style="list-style-type: none"> • Precinct Plans • Conservation Plans • Development Control Plans • Land Use Plans • Structure Plans 	Required as State archives	Retain in office 10 years (or longer if required), then transfer to State Records

* see *About the functional retention and disposal authority*

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No	Function/Activity	Description	Disposal Action	Custody*
		<ul style="list-style-type: none"> • Indicative Layout Plans. <p>Records include:</p> <ul style="list-style-type: none"> • final, approved versions of plans • exhibited versions of plans for consultation and consultation packages • major drafts • internal assessments, reviews and comments • background research. 		
2.7.0	Planning Instruments	<p>The activities associated with developing planning instruments, such as development codes, land use zones and conservation plans, which provide the statutory framework for the development and conservation of land within precincts.</p> <p>See PRECINCT PLANNING - Consultation & Liaison, for the formal consultative process relating to planning instruments.</p>		
2.7.1		<p>Records relating to the development of planning instruments which provide the statutory framework for the development and conservation of the precincts, such as state environmental planning policies (SEPP), development code, land use zones, zoning maps, conservation plans and Section 94 plans for precincts. Records include:</p> <ul style="list-style-type: none"> • final, approved versions of planning instruments 	Required as State archives	Retain in office 10 years (or longer if required), then transfer to State Records

* see *About the functional retention and disposal authority*

Growth centre development

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Dates of coverage: 2005+

No	Function/Activity	Description	Disposal Action	Custody*
		<ul style="list-style-type: none"> • drafts • background information • correspondence with relevant authorities. 		
2.8.0	Policy	The activities associated with the formulation of internal policies relating to planning and designing for the development of land within precincts.		
2.8.1		<p>Records relating to the formulation of agency policies associated with planning and designing for the development of land within precincts, such as policies relating to the preparation of strategic precinct plans and in dealing with stakeholders such as land owners and developers. Records include:</p> <ul style="list-style-type: none"> • master copy of final approved version • policy proposals • research • draft versions circulated for comment and consultation purposes including amendments, interpretation and clarifications. 	Required as State archives	Retain in office 10 years (or longer if required), then transfer to State Records
2.9.0	Procedures	The activities associated with internal procedures, protocols and guidelines developed by the agency relating to the development of land within precincts.		
2.9.1		Final, approved versions of procedures, protocols and guidelines associated with planning and designing for the	Required as State	Retain in office 10 years (or longer if

* see *About the functional retention and disposal authority*

Growth centre development

Authority no: FA262

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No	Function/Activity	Description	Disposal Action	Custody*
		development of land within precincts, such as environmental research guidelines and flooding study guidelines.	archives	required), then transfer to State Records
2.9.2		<p>Records relating to the development of procedures associated with planning and designing for the development of land within precincts. Records include:</p> <ul style="list-style-type: none"> • Research and background information • major drafts • internal reviews and comments. 	Retain minimum of 2 years after action completed, then destroy	
2.10.0	Publications	<p>The activities associated with the development of publications relating to the planning and designing for the development of land within precincts.</p> <p>See PRECINCT PLANNING – Planning and Planning Instruments for records relating to the development of published and exhibited precinct development plans and planning instruments.</p> <p><i>See General Retention and Disposal Authority – Administrative Records – PUBLICATION – Production for records relating to the design, layout, printing, etc of publications.</i></p>		
2.10.1		<p>Records relating to the drafting and development of information brochures, flyers and fact sheets concerning the development of land within precincts. Records include:</p> <ul style="list-style-type: none"> • final versions 	Retain until superseded or until ceases to be of administrative or reference use, then	

* see *About the functional retention and disposal authority*

Growth centre development

Authority no: FA262

Dates of coverage: 2005+

No	Function/Activity	Description	Disposal Action	Custody*
		<ul style="list-style-type: none"> • drafts, and • background material. 	destroy	
2.11.0	Reporting	The activities associated with developing reports relating to the planning and designing for the development of land within precincts.		
2.11.1		Final, approved versions of published reports, externally submitted reports and reports to the Minister, Director General or senior executive on development progress or precinct planning issues, such as sequencing of land release and rezoning.	Required as State archives	Retain in office 10 years (or longer if required), then transfer to State Records
2.11.2		Final, approved versions of internal reports to management relating to routine operational or administrative matters associated with planning and designing for the development of land within precincts, such as periodic progress and statistical reports.	Retain minimum of 5 years after last action, then destroy	
2.11.3		Records relating to the development of reports concerning the development of land within precincts. Records include working papers, drafts, comments, etc.	Retain until ceases to be of administrative or reference use, then destroy	

* see *About the functional retention and disposal authority*