



How to complete a legislative mapping template

The legislative mapping template helps an agency to identify the provisions of the legislation and any recordkeeping requirements.

Key phrases to look out for

Look out for the following key phrases:

- keep a register
- give written notice
- must be in writing
- must provide further information
- kept in electronic form
- supporting documents
- approved form.

Time periods

Look out for time periods listed that relate to a process:

- no application is made for an order under subsection (2)(a) or (b) within 14 days after the counterclaim is serviced on the other party or parties to the proceeding
- the publisher must comply with the notice within 3 business days after receiving it.

Retention periods

Look out for specified retention periods:

- a matter must be kept in the mine record for 7 years after the matter is included in the record
- the organisation must keep, for at least 7 years after the date the disclosure notice was given, a written register.

Title information

Fill in the details of the reprint the mapping is based on. This can be found in the table of reprints in the legislation endnotes.

Mapping table

Below is how you can complete the legislative mapping template.

COLUMN	HOW TO COMPLETE
Section	List the sections of the legislation. Take this from the table of contents.
Section description	List the description of the section. Take this from the

COLUMN	HOW TO COMPLETE
Recordkeeping requirements	Complete the requirements from the legislation. Example - Notice of appointment of a scrutineer, received by the manager of an election from a candidate.
Covered by record class	List the record class which covers the recordkeeping requirement.