



# 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 table of contents.   |
| Recordkeeping requirements | Complete the requirements from the legislation.<br>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.  |