

**Disposal Schedule  
for  
Records of the Administration of  
Workplace Health and Safety  
Regulation**

**Disposal Authorisation No. 2094**

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## **INTRODUCTION**

### **Archives legislation**

The *Archives Act 1983* stipulates that State and local government organisations, must not dispose of **records of any type or format** without the written approval of the State Archivist. Disposal of records involves their destruction, their removal from the custody of their creating Agency, or their transfer to the Tasmanian Archive & Heritage Office.

### **Schedule elements and arrangement**

The administrative functions covered by this schedule are arranged in alphabetical order as function headings. The activities performed under each function are listed in alphabetical order within each function.

- **Reference**

All function and activity headings and disposal classes are allocated a reference number. These reference numbers are used, in conjunction with the schedule number, to identify records in the Tasmanian Archive & Heritage Office disposal documentation. These numbers can also be used by agencies, in the same way, to indicate disposal authorisation in their records control systems, where the records have been registered in these systems.

- **Disposal classes**

The groups of records that document, and are derived from, the performance of the functions and activities are listed as disposal classes under each function/activity set.

It should be noted that Disposal Classes have been described in functional terms irrespective of the format or medium in which the records were created.

- **Status**

All disposal classes have either 'PERMANENT' or 'TEMPORARY' status. Records identified as 'PERMANENT' are those that will be transferred to the Archives Office to be retained as State archives. 'TEMPORARY' records are those that can be destroyed under the authority of this schedule.

- **Disposal action**

All temporary records identified in this schedule will have a disposal action which specifies the length of time for which the record must be retained before it can be destroyed under this authorisation.

### **Review of the schedule**

It is the responsibility of agencies to monitor administrative, legal or regulatory changes which may result in the need to alter disposal class descriptions or disposal actions for records covered by this schedule. When this occurs, this schedule should not be used to dispose of those records and the State Archivist should be informed of the need to revise the schedule. If necessary, the procedures for the disposal of unscheduled records can be used in the interim. Reviews may also be initiated by the Tasmanian Archive & Heritage Office.

### **Contacts**

Any enquiries relating to this schedule should be directed in writing to the Tasmanian Archive & Heritage Office, 91 Murray Street, Hobart, email [gisu@education.tas.gov.au](mailto:gisu@education.tas.gov.au), phone 03 6165 5581

**TASMANIAN ARCHIVE & HERITAGE OFFICE**

**DISPOSAL AUTHORISATION No. 2094**

**Title:** Disposal Schedule for Records of the Administration of Workplace Health and Safety Regulation

**Authorisation:**

Under Section 20 (2) (b) of the *Archives Act 1983*, I hereby authorise 'relevant authorities' (as defined in Section 3 of that Act) to manage the disposal of the records described in this schedule in accordance with the procedures specified herein.

Ross Latham  
State Archivist

**Document Development History**  
**Build Status**

Version	Date	Author	Reason	Sections
4.0	05-08-2015	Christine Woods	Template	All
3.0	29-09-2010	TAHO	Amendment	All
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1.0	28-09-2001	TAHO	Initial Release	All

**Amendments in this Release**

Section Title	Section Number	Amendment Summary
All	All	Document imported into new template

## **INTERPRETATION**

### **Definitions**

**Permanent records** are those that will be transferred to the Tasmanian Archive & Heritage Office to be retained as State Archives. The *Archives Act 1983* establishes 25 years as the maximum required timeframe for the transfer of permanent records to the Tasmanian Archive & Heritage Office unless an extension of time has been approved by the State Archivist.

**Temporary records** are those that can be destroyed under the authority of this schedule after a minimum retention period, or once certain requirements have been met.

### **Coverage**

This schedule covers functional records of Workplace Health & Safety.

This schedule **does not cover pre-1960 records**. The disposal of those records should be managed according to the procedures for unscheduled records.

The *Disposal Schedule for Short-term Value Records - DA No. 2158* covers the disposal of short-term value records which are created by most agencies. These documents are usually of a trivial nature or of such short-term value that they do not support or contribute to the business functions of the agency.

Records not covered by these schedules, or other authorised disposal schedules, should be disposed of according to the current Tasmanian Archive & Heritage Office procedures for unscheduled records.

### **Preservation of records**

Section 10 (1) (a) of the *Archives Act 1983* requires agencies to preserve records until they are dealt with under the Act. This places a statutory obligation on agencies to ensure that all records, regardless of format, remain accessible while they are in the custody of the agency.

### **Permanent records**

All disposal classes of records identified as having 'PERMANENT' status in this schedule should be transferred to the Tasmanian Archive & Heritage Office 25 years after the date of creation. Agencies may make application to the Tasmanian Archive & Heritage Office for earlier transfer of particular groups of records and the Tasmanian Archive & Heritage Office may also initiate an earlier transfer arrangement.

Records for transfer should be arranged and described in accordance with any instruction provided by the Tasmanian Archive & Heritage Office.

### **Temporary records**

All records identified as having 'TEMPORARY' status in this schedule will have a disposal action which is the authorised date for destruction. These disposal actions specify minimum retention periods. Temporary records can be kept as long as the agency wishes following the expiration of the specified period, but the provisions of the *Archives Act 1983* regarding their proper care and custody will still apply to them.

Frequently the disposal actions will refer to '**after action completed**' which means after completion of the transaction to which the records relate. The disposal action '**destroy when reference ceases**' authorises the destruction of records when all business needs to refer to the records have ceased.

### **Destruction of records**

The destruction method chosen for records authorised for destruction in this schedule should be appropriate to the medium in which the record exists. It is the responsibility of the agency to ensure that the identified records are actually destroyed, and that this process is confidential and secure. The following issues should be considered before destruction of any documents.

### **Right to Information**

Right to Information legislation prescribe rights and processes for access to documents held by government agencies. If a request for access under the legislation has been lodged, all records relevant to the request, regardless of whether they are due for destruction, must be identified and preserved until action on the request and any subsequent reviews are completed.

### **Personal Information Protection**

Personal Information Protection legislation provides appropriate safeguards for government agencies in collecting and handling individual's personal information, creating statutory obligations and a right to make a privacy complaint. If an application is in progress, all records relevant to the application must be identified and preserved until the action and any subsequent actions are completed.

### **Other investigations or inquiries**

If an investigation or inquiry is in progress, all records relevant to the investigation or inquiry must be identified and preserved until the action and any subsequent actions are completed.

### **Records relating to indigenous people**

Key recommendations of the Bringing Them Home Report 1997 relate to the need for the identification, preservation, indexing, management and access to records relating to Indigenous individuals, families and/or communities in accordance with established privacy principles.

Records relating to indigenous families and communities or which document links between indigenous people and localities are not to be destroyed and should be the subject of consultation with the Tasmanian Archive & Heritage Office.

### **Native title**

If a native title claim is in progress, all documents relevant to the claim must be identified and preserved until the action and any subsequent actions are completed.

### **Registration of destruction**

Central to the accountability process built into the disposal schedules is the requirement that agencies maintain a *Register of Records Destroyed*. It is important to recognise that the formal evidential record of destruction is contained in this registration process. The register is to be made available to the State Archivist (or his nominee) on request.

The register must be clearly identified as the *Register of Records Destroyed* (under Section 20 (2) (b) of the *Archives Act 1983*) and should include the name of the agency. The register can be the same used for registering destructions authorised under other disposal schedules. A sample format indicating the required elements for the register and related procedures are available on the Tasmanian Archive & Heritage Office website.



<p><b>01.00.00</b></p>	<p><b>ACCREDITATION</b>                  The function of managing the responsibility for registration, certification, competency standards, accreditation matters, and licensing associated with the requirements of workplace legislation, standards and codes including:</p> <ul style="list-style-type: none"> <li>• Workplace Health and Safety Act 1995 and Regulations</li> <li>• Dangerous Substances Safe Handling Act 2005 &amp; Regulations</li> <li>• Dangerous Goods Road and Rail Transport Act 1998 and Regulations</li> <li>• Building Act 2005</li> <li>• Hairdresser’s Registration Act 1975 (Repealed 2002)</li> <li>• Electricity Industry Safety and Administration Act 1997</li> <li>• Electricity Industry Safety and Administration Regulations</li> <li>• Occupational Licensing Act 2005</li> <li>• Plumbers and Gas-Fitters Registration Act 1951</li> </ul>	
<p><b>01.01.00</b></p>	<p><b>Advice (ACCREDITATION)</b>                  The provision of policy and technical advice to the Minister, Government, Industry and relevant boards. Includes advice relating to Dangerous Substances sites.</p> <p><i>See 03.02.00 for the provision of information to the business community, the public and other government organisations.</i></p> <p><i>See DA2157 for Ministerial enquiries, minutes and briefing notes.</i></p>	
<p><b>01.01.01</b></p>	<p>Records relating to the provision of policy and technical advice to the Minister, Government, Industry and relevant boards on specific subjects/issues.                  Records may include:</p> <ul style="list-style-type: none"> <li>• correspondence</li> <li>• reports</li> <li>• minutes</li> <li>• briefing notes</li> </ul>	<p>PERMANENT</p>
<p><b>01.01.02</b></p>	<p>Records relating to liaison with other government agencies on common issues and the provision of advice relating to these issues where the WST has the lead agency role.</p>	<p>PERMANENT</p>
<p><b>01.01.03</b></p>	<p>Records relating to liaison with other government agencies on common issues and the provision of advice relating to these issues where the agency does not have the lead agency role.</p> <p><i>See 01.01.01 for policy and technical advice on specific subjects and issues.</i></p>	<p>TEMPORARY                  Destroy 10 years after action completed.</p>
<p><b>01.01.04</b></p>	<p>Records relating to the provision of routine information.</p> <p><i>See 01.01.01 for policy and technical advice on specific subjects and issues.</i></p>	<p>TEMPORARY                  Destroy 2 years after action completed.</p>
<p><b>01.02.00</b></p>	<p><b>Audit (ACCREDITATION)</b>                  The activities associated with officially checking that conditions of accreditation are being maintained and appropriate records are being kept.</p>	
<p><b>01.02.01</b></p>	<p>Records relating to audits of Registered Assessors and Plant Inspectors of Hazardous Plant Items.</p>	<p>PERMANENT</p>
<p><b>01.02.02</b></p>	<p>Records relating to audits of asbestos removalists.</p> <p><i>See 04.05.10 for asbestos removal notices.</i></p>	<p>TEMPORARY                  Destroy 7 years after audit completed.</p>

01.02.03	<p>Records relating to audits of training providers for workplace training which may include:</p> <ul style="list-style-type: none"> <li>• Workplace safety representatives</li> <li>• First Aid</li> </ul> <p><i>See 01.06.04 for registration details of training providers.</i></p>	<p>TEMPORARY Destroy 7 years after audit completed.</p>
<b>01.03.00</b>	<p><b>Course Approvals (ACCREDITATION)</b> The activities associated with the approval of training courses including assessment of content and monitoring of courses.</p>	
01.03.01	<p>Records relating to the approval of the content of training courses which may include:</p> <ul style="list-style-type: none"> <li>• Workplace safety representative training courses</li> <li>• First aid training courses</li> <li>• Shot firers training courses</li> <li>• Drivers conveying Dangerous Substances under Dangerous Goods Road &amp; Rail Transport Regulations</li> <li>• Electrical trade courses</li> <li>• Building Trades</li> </ul> <p><i>See 01.03.02 for approval of courses now undertaken by training providers.</i></p>	<p>TEMPORARY Destroy 10 years after completion of final course.</p>
01.03.02	<p>Records relating to the content of workplace training courses developed by training providers.</p>	<p>TEMPORARY Destroy 10 years after the agency ceases to have responsibility for course approval.</p>
01.03.03	<p>Records relating to liaison with course developers in the development of courses not formally approved by the agency.</p>	<p>TEMPORARY Destroy 5 years after action completed.</p>
01.03.04	<p>Records relating to the approval, development and review of plumbers trade courses.</p> <p><i>See 01.03.05 for courses developed by national training authorities.</i></p>	<p>TEMPORARY Destroy 5 years after course is superseded.</p>
01.03.05	<p>Records relating to the development of Building and Plumbing courses developed by national training authorities.</p>	<p>TEMPORARY Destroy 2 years after action completed.</p>
<b>01.04.00</b>	<p><b>Policy (ACCREDITATION)</b> The activities associated with developing and establishing decisions, directions and precedents that act as reference for future decision making and as the basis from which operating procedures are determined.</p> <p><i>See 05.00.00 for the development and review of legislation, standards and codes.</i></p>	
01.04.01	<p>Records illustrating the development of policy and documenting policy decisions and the establishment of precedents.</p>	<p>PERMANENT</p>
<b>01.05.00</b>	<p><b>Procedures (ACCREDITATION)</b> Standard methods of operating laid down by the agency according to legislation, standards and formulated policy.</p>	
01.05.01	<p>Records relating to the development of procedures including master copies of procedures manuals, etc.</p>	<p>TEMPORARY Destroy when superseded.</p>
01.05.02	<p>Records relating to the development and review of the Plumbing Products and Systems Authorisation Manual.</p>	<p>TEMPORARY Destroy 10 years after action completed.</p>

<b>01.06.00</b>	<p><b>Registration and Certification (ACCREDITATION)</b>                  The process of officially registering, approving, licensing or certifying, people, plant, designs, systems or products to undertake particular operations and to meet required standards and codes.</p> <p><i>See DA2157 for records of financial transactions associated with the payment of fees for registration and certification.</i></p>	
01.06.01	Register containing details of Employee Safety Representatives.	PERMANENT
01.06.02	<p>Records relating to certification of Employee Safety Representatives (ESR).                  Records may include:</p> <ul style="list-style-type: none"> <li>• Notification of election signed by nominee/returning officer</li> <li>• correspondence</li> <li>• copies of certificates</li> </ul> <p><i>See 01.06.01 for register of Employee Safety Representative details.</i></p>	<p>TEMPORARY                  Destroy 7 years after term expires or employee resigns.</p>
01.06.03	Records relating to requests for, and the provision of reports listing Employee Safety Representatives for Government agencies and other organisations.	<p>TEMPORARY                  Destroy 2 years after action completed.</p>
01.06.04	<p>Registration details contained in the registration databases called National Licensing Information System (NLIS) which may include:</p> <ul style="list-style-type: none"> <li>• occupational health and safety high risk work <i>certificate of competency</i> assessors</li> <li>• training providers</li> <li>• inspectors of hazardous plant</li> <li>• operators and users of industrial plant and equipment</li> <li>• asbestos removalists</li> </ul> <p>Details may include:</p> <ul style="list-style-type: none"> <li>• personal details</li> <li>• qualifications</li> <li>• certificate class</li> <li>• certificate date</li> </ul>	PERMANENT
01.06.05	Register of certification called National Certification Information System (NCIS) details for Tasmanian high risk work certificates of competency for <i>Operators and Users of Industrial Plant and Equipment</i> .	PERMANENT
01.06.06	<p>Records relating to applications for registration and certification of <i>occupational health and safety high risk work certificate of competency assessors</i>.                  Records may include:</p> <ul style="list-style-type: none"> <li>• application forms</li> <li>• completed examination papers</li> <li>• briefing session reports</li> <li>• notification of issue of registration</li> <li>• correspondence</li> <li>• renewal notices</li> <li>• copy of identification card</li> </ul> <p><i>See 01.06.04 for registration details</i></p>	<p>TEMPORARY                  Destroy 10 years after non-renewal</p>

<p><b>01.06.07</b></p>	<p>Records relating to applications for registration of <i>inspectors of hazardous plant</i>, including renewal applications. Records may include:</p> <ul style="list-style-type: none"> <li>• application forms</li> <li>• completed examination papers</li> <li>• briefing session reports</li> <li>• notification of issue of registration</li> <li>• correspondence</li> <li>• renewal notices</li> <li>• copy of identification card</li> </ul> <p><u>See 01.06.04 for registration details.</u></p>	<p>TEMPORARY Destroy 10 years after non-renewal</p>
<p><b>01.06.08</b></p>	<p>Records relating to applications for registration of <i>training providers</i>. Records may include:</p> <ul style="list-style-type: none"> <li>• application forms</li> <li>• completed examination papers</li> <li>• briefing session reports</li> <li>• notification of issue of registration</li> <li>• correspondence</li> </ul> <p><u>See 01.06.04 for registration details.</u></p>	<p>TEMPORARY Destroy 10 years after action completed.</p>
<p><b>01.06.09</b></p>	<p>Registration details of hazardous plant items. Details may include:</p> <ul style="list-style-type: none"> <li>• plant type</li> <li>• registration number</li> <li>• owner details</li> <li>• working location</li> <li>• inspection details</li> <li>• operating parameters</li> <li>• inspection details</li> </ul> <p><u>See 01.06.24 and 01.06.25 for registration of the designs of hazardous plant.</u></p>	<p>PERMANENT Retain in agency until plant ceases to be operative.</p>
<p><b>01.06.10</b></p>	<p>Records relating to the issue of high risk work certificates of competency for <i>National Operators and Users of Industrial Plant and Equipment</i>. Records may include:</p> <ul style="list-style-type: none"> <li>• application</li> <li>• assessment summary sheet</li> <li>• correspondence</li> <li>• notification of outcome</li> <li>• copy of certificate (pre 1995)</li> </ul> <p><u>See 01.06.04 and 01.06.05 for registration details.</u></p>	<p>TEMPORARY Destroy 10 years after non-renewal</p>
<p><b>01.06.11</b></p>	<p>Records relating to applications for the registration of <i>asbestos removalists</i>. Records may include:</p> <ul style="list-style-type: none"> <li>• application forms</li> <li>• notification of issue of certificate</li> <li>• correspondence</li> <li>• examination papers</li> </ul> <p><u>See 01.06.04 for registration details.</u></p>	<p>TEMPORARY Destroy 10 years after non-renewal.</p>

<p>01.06.12</p>	<p>Records of unsuccessful applications for registration and certification of:</p> <ul style="list-style-type: none"> <li>• occupational health and safety high risk work certificate of competency assessors</li> <li>• training providers</li> <li>• inspectors of hazardous plant</li> <li>• operators and users of industrial plant and equipment</li> <li>• mine managers</li> </ul> <p>Records may include:</p> <ul style="list-style-type: none"> <li>• application forms</li> <li>• completed examination papers</li> <li>• briefing session reports</li> <li>• notification of outcome</li> <li>• correspondence</li> </ul>	<p>TEMPORARY Return to applicant or destroy 6 months after action completed.</p>
<p>01.06.13</p>	<p>Records of lapsed applications for registration of:</p> <ul style="list-style-type: none"> <li>• occupational health and safety high risk work certificate of competency assessors</li> <li>• training providers</li> <li>• inspectors of hazardous plant</li> <li>• operators and users of industrial plant and equipment</li> </ul> <p>Records may include:</p> <ul style="list-style-type: none"> <li>• application forms</li> <li>• completed examination papers</li> <li>• briefing session reports</li> <li>• notification of outcome</li> <li>• correspondence</li> </ul>	<p>TEMPORARY Destroy 3 years after action completed.</p>
<p>01.06.14</p>	<p>List of certificates sent to the service provider to facilitate the issue of certificates/cards.</p>	<p>TEMPORARY Destroy when reference ceases.</p>
<p>01.06.15</p>	<p>Master copies of examination papers used for registration of:</p> <ul style="list-style-type: none"> <li>• training providers</li> <li>• occupational health and safety high risk work certificate of competency assessors</li> <li>• inspectors of hazardous plant</li> </ul>	<p>TEMPORARY Destroy 10 years after action completed.</p>
<p>01.06.16</p>	<p>Records relating to applications for registration of scheduled hazardous plant items. Records may include:</p> <ul style="list-style-type: none"> <li>• application forms</li> <li>• acknowledgment notice</li> <li>• certificate of inspection</li> <li>• correspondence</li> <li>• inspection reports</li> </ul> <p><i>See 01.06.24 for details entered in Hazardous Plant database.</i></p>	<p>TEMPORARY Destroy after receipt of notification that plant has been decommissioned.</p>
<p>01.06.17</p>	<p>Records relating to applications for registration for non-scheduled hazardous plant items.</p>	<p>TEMPORARY Return to applicant.</p>
<p>01.06.18</p>	<p>Certificates of inspection and associated records for non-scheduled (pre 1998) building safety equipment. Includes window cleaning systems.</p>	<p>TEMPORARY Destroy when building no longer exists.</p>

01.06.19	<p>Certificates of inspection and associated records for non-scheduled (pre 1998) plant items including:</p> <ul style="list-style-type: none"> <li>• pressure equipment (low hazard)</li> <li>• lifting equipment</li> <li>• monorail cranes</li> </ul> <p><i>See 01.06.18 for building safety equipment.</i></p>	<p>TEMPORARY Destroy 25 years after action completed.</p>
01.06.20	<p>Records relating to the inspection of non-scheduled hazardous plant items (pre 1998).</p> <ul style="list-style-type: none"> <li>• Records may include:</li> <li>• notice of inspection</li> <li>• correspondence</li> <li>• inspection certificates</li> </ul> <p><i>See 01.06.21 for items of historical significance.</i></p>	<p>TEMPORARY Destroy after registration details for scheduled plant items have been entered in Hazardous Plant database.</p>
01.06.21	<p>Records relating to the inspection of non-scheduled hazardous plant Items (pre 1998) that have historical significance.</p> <p>Records may include:</p> <ul style="list-style-type: none"> <li>• notice of inspection</li> <li>• correspondence</li> <li>• inspection certificates</li> </ul>	<p>PERMANENT</p>
01.06.22	<p>Records relating to approved applications for registration of the designs for scheduled hazardous plant items and items approved prior to 1998.</p> <p>Records may include:</p> <ul style="list-style-type: none"> <li>• application forms</li> <li>• acknowledgment notice</li> <li>• certificate of inspection</li> <li>• plans</li> <li>• correspondence</li> <li>• inspection reports</li> </ul> <p><i>See 01.06.24 for details entered in Hazardous Plant database.</i></p>	<p>PERMANENT</p>
01.06.23	<p>Unsuccessful applications for the registration of the designs for scheduled hazardous plant.</p> <p>Records may include:</p> <ul style="list-style-type: none"> <li>• application forms</li> <li>• acknowledgment notice</li> <li>• certificate of inspection</li> <li>• plans</li> <li>• correspondence</li> <li>• inspection reports</li> </ul>	<p>TEMPORARY Return to applicant or destroy 6 months after action completed.</p>
01.06.24	<p>Registration details of the designs of scheduled hazardous plant items contained in the hazardous plant database.</p> <p>Detail may include:</p> <ul style="list-style-type: none"> <li>• plant type</li> <li>• registration number</li> <li>• owner details</li> <li>• inspection details</li> <li>• operating parameters</li> <li>• designer of plant</li> <li>• design of verifiers statement</li> </ul> <p><i>See 01.06.25 for previous register.</i></p>	<p>PERMANENT</p>
01.06.25	<p>Register containing registration number for designs for hazardous plant approved prior to the implementation of the 1998 regulations.</p> <p><i>See 01.06.24 for subsequent database.</i></p>	<p>PERMANENT</p>

<p><b>01.06.26</b></p>	<p>Records relating to successful applications for, and renewal of, licences for <i>Drivers Conveying Dangerous Substances</i>. Records may include:</p> <ul style="list-style-type: none"> <li>• application form</li> <li>• training certificate</li> <li>• photographs</li> <li>• notification of certificate issue</li> <li>• renewal reminder</li> <li>• renewal application</li> <li>• re-accreditation course certificate</li> <li>• medical reports</li> <li>• medical details</li> <li>• medical recommendations.</li> </ul> <p><i>See 01.06.32 for personal documents supporting application.</i></p> <p><i>See 01.06.27 for licence registration details.</i></p>	<p>TEMPORARY Destroy 10 years after non-renewal or cancellation.</p>
<p><b>01.06.27</b></p>	<p>Registration details of licence holders for <i>Drivers Conveying Dangerous Substances</i>.</p>	<p>PERMANENT</p>
<p><b>01.06.28</b></p>	<p>Register of licence number allocation.</p>	<p>TEMPORARY Destroy when reference ceases.</p>
<p><b>01.06.29</b></p>	<p>Notices of the issue of <i>Drivers Conveying Dangerous Substances</i> licences sent to the Division of Transport for endorsement of driver's licence.</p>	<p>TEMPORARY Destroy when reference ceases.</p>
<p><b>01.06.30</b></p>	<p>Records relating to successful applications for the issue and renewal of <i>Shot firers Permits</i>. Records may include:</p> <ul style="list-style-type: none"> <li>• application form</li> <li>• renewal form</li> <li>• copy of completed examination paper</li> <li>• photographs</li> <li>• references</li> <li>• record of interview</li> <li>• notification of issue of permit</li> <li>• medical reports</li> <li>• medical details</li> <li>• medical recommendations</li> </ul> <p><i>See 01.06.32 for personal documents supporting application.</i></p>	<p>TEMPORARY Destroy 7 years after non-renewal or cancellation or Destroy when superseded by renewal documentation</p>
<p><b>01.06.31</b></p>	<p>Records relating to unsuccessful applications for the issue of <i>Shot firers Permits</i>. Records may include:</p> <ul style="list-style-type: none"> <li>• application form</li> <li>• copy of completed examination paper</li> <li>• photographs</li> <li>• letter of results</li> <li>• record of interview</li> <li>• notification of issue of permit</li> </ul> <p><i>See 01.06.32 for personal documents supporting application.</i></p>	<p>TEMPORARY Destroy 1 year after action completed including appeal processes</p>

<p>01.06.32</p>	<p>Copies of personal documents supporting applications and renewals for licences for:</p> <ul style="list-style-type: none"> <li>• Drivers Conveying Dangerous Substances</li> <li>• Shot firer's Permits</li> </ul> <p>Documents may include:</p> <ul style="list-style-type: none"> <li>• record of conviction release form</li> <li>• records of convictions</li> </ul>	<p>TEMPORARY Destroy when reference ceases or return to the applicant.</p>
<p>01.06.33</p>	<p>Records relating to application and renewals of licences for:</p> <ul style="list-style-type: none"> <li>• importing dangerous substances</li> <li>• exporting dangerous substances</li> <li>• gas supply</li> <li>• sale of safety cartridges and bullets</li> <li>• sale of explosives</li> <li>• sale of fireworks</li> </ul> <p>Records may include:</p> <ul style="list-style-type: none"> <li>• application forms</li> <li>• approvals</li> <li>• notice of approval</li> <li>• copies of licences</li> </ul> <p><u>See 01.06.34 for Fireworks Purchase and Display permits.</u></p>	<p>TEMPORARY Destroy 7 years after non-renewal or cancellation of licence.</p>
<p>01.06.34</p>	<p>Records relating to the issue of permits for <i>Fireworks Purchase and Display</i>. Records may include:</p> <ul style="list-style-type: none"> <li>• application forms (endorsed by relevant authorities)</li> <li>• no objection letters</li> <li>• approvals</li> <li>• correspondence</li> <li>• copies of permits</li> </ul>	<p>TEMPORARY Destroy 3 years after expiry of permit period.</p>
<p>01.06.35</p>	<p>List of <i>Fireworks Purchase and Display</i> permit details. Detail may include:</p> <ul style="list-style-type: none"> <li>• permit number</li> <li>• permit holder details</li> <li>• display date</li> </ul>	<p>TEMPORARY Destroy 7 years after expiry of permit period.</p>
<p>01.06.36</p>	<p>Register allocating <i>Fireworks Purchase and Display</i> permit numbers.</p>	<p>TEMPORARY Destroy when reference ceases.</p>
<p>01.06.37</p>	<p>Records relating to successful applications for the initial registration and renewal of dangerous substances bulk transporters including:</p> <ul style="list-style-type: none"> <li>• road tankers</li> <li>• rail tankers</li> </ul> <p>Records may include:</p> <ul style="list-style-type: none"> <li>• application forms</li> <li>• acknowledgment notice</li> <li>• certificate of inspection</li> <li>• plans</li> <li>• correspondence</li> <li>• inspection reports</li> </ul>	<p>TEMPORARY Destroy 3 years after registration lapses or is withdrawn.</p>



<p><b>01.06.38</b></p>	<p>Records relating to applications for approval to commence construction or alteration of dangerous substances storage facilities on contaminated sites. Records may include:</p> <ul style="list-style-type: none"> <li>• application forms</li> <li>• receipts for payment of fees</li> <li>• file notes</li> <li>• plans</li> <li>• correspondence</li> <li>• copies of licences</li> <li>• approval document</li> <li>• notice of approval</li> <li>• notice of completion</li> </ul> <p><i>See 01.06.41 for start work notices for gas installations in licensed sites.</i></p>	<p>PERMANENT</p>
<p><b>01.06.39</b></p>	<p>Records relating to approved applications to commence construction or alteration of dangerous substances storage facilities on non-contaminated sites. Records may include:</p> <ul style="list-style-type: none"> <li>• application forms</li> <li>• receipts for payment of fees</li> <li>• file notes</li> <li>• plans</li> <li>• correspondence</li> <li>• copies of licences</li> <li>• approval document</li> <li>• notice of approval</li> <li>• notice of completion</li> </ul> <p><i>See 01.06.41 for start work notices for gas installations in licensed sites.</i></p> <p><i>See 01.06.40 for lapsed applications.</i></p>	<p>TEMPORARY Destroy 7 years after site is decommissioned or abandoned.</p>
<p><b>01.06.40</b></p>	<p>Records relating to lapsed applications to commence construction or alteration of dangerous substances storage facilities on non-contaminated sites that lapse due to non-commencement. Records may include:</p> <ul style="list-style-type: none"> <li>• application forms</li> <li>• receipts for payment of fees</li> <li>• file notes</li> <li>• plans</li> <li>• correspondence</li> <li>• copies of licences</li> <li>• approval document</li> <li>• notice of approval</li> <li>• notice of rejection</li> </ul>	<p>TEMPORARY Destroy 3 years after expiry of approval.</p>
<p><b>01.06.41</b></p>	<p>Start work notices for gas installations in licensed sites.</p> <p><i>See 01.06.33 for licensing of sites.</i></p> <p><i>See 01.06.38 &amp; 01.06.39 for approval of construction or alteration of storage facilities.</i></p> <p><i>See 01.06.43 for details of installations held in dangerous substances database.</i></p> <p><i>See 01.06.42 for installations in domestic sites.</i></p>	<p>TEMPORARY Destroy 7 years after site is decommissioned or abandoned.</p>

01.06.42	<p>Start work notices for gas installations in domestic sites.</p> <p><u>See 01.06.41 for installations in licensed sites.</u></p> <p><u>See 01.06.43 for details of installations held in dangerous substances database.</u></p> <p><u>See 01.06.44 for electrical start work notices.</u></p>	<p>TEMPORARY Destroy 7 years after installation completed.</p>
01.06.43	<p>Details of gas installations held in dangerous substances database which may include:</p> <ul style="list-style-type: none"> <li>• installation date</li> <li>• storage grades</li> <li>• inspection details</li> <li>• gas fitters registration number</li> </ul>	<p>PERMANENT</p>
01.06.44	<p>Revoked.</p> <p><u>See 04.02.</u></p>	
01.06.45	<p>Records relating to successful applications for registration of Auto-Gas Installers under the relevant Occupational Licensing Regulations.</p> <p>Records may include:</p> <ul style="list-style-type: none"> <li>• letter requesting registration</li> <li>• copies of qualifications</li> <li>• approval</li> <li>• notice of registration</li> <li>• notice to Tasmanian automotive chamber of commerce</li> </ul> <p><u>See 01.06.47 for registration details.</u></p>	<p>TEMPORARY Destroy 10 years after non-renewal</p>
01.06.46	<p>Records relating to unsuccessful applications for registration of Auto-Gas Installers.</p> <p>Records may include:</p> <ul style="list-style-type: none"> <li>• letter requesting registration</li> <li>• copies of qualifications</li> <li>• notice of non-approval</li> </ul>	<p>TEMPORARY Destroy 2 years after action completed.</p>
01.06.47	<p>Registration details of registered Auto-Gas Installers maintained in database.</p>	<p>PERMANENT</p>
01.06.48	<p>Records relating to the nomination of <i>Responsible Officers</i> for designated workplaces.</p>	<p>TEMPORARY Destroy 7 years after nomination is superseded.</p>
01.06.49	<p>Register of Mine Managers certificates.</p>	<p>PERMANENT</p>
01.06.50	<p>Records relating to successful applications for registration as Mine Managers.</p> <p>Records may include:</p> <ul style="list-style-type: none"> <li>• application form</li> <li>• copy of qualifications</li> <li>• examination papers</li> <li>• letter of appointment</li> </ul> <p><u>See 01.06.12 for unsuccessful applications.</u></p>	<p>TEMPORARY Destroy 15 years after registration</p>

01.06.51	<p>Records relating to successful applications for registration of hairdressers which may include the following categories:</p> <ul style="list-style-type: none"> <li>• master</li> <li>• principals</li> <li>• hairdressers</li> </ul> <p>Records may include:</p> <ul style="list-style-type: none"> <li>• application form</li> <li>• copies of qualifications</li> <li>• references</li> <li>• confirmation of experience</li> <li>• approval letter</li> <li>• copy of certificate</li> <li>• correspondence</li> </ul>	TEMPORARY Destroy July 2015.
01.06.52	<p>Records relating to the issue of permits for mobile hairdressers.</p> <p>Records may include:</p> <ul style="list-style-type: none"> <li>• application</li> <li>• copies of permits</li> <li>• correspondence</li> </ul>	TEMPORARY Destroy July 2015.
01.06.53	Register containing details of registered hairdressers	PERMANENT
01.06.54	<p>Records relating to applications from Tasmanian Certificate holders for translation to National certificates.</p> <p>Records may include:</p> <ul style="list-style-type: none"> <li>• statutory declaration</li> <li>• letters from employers</li> <li>• correspondence</li> <li>• notice of outcome</li> </ul>	TEMPORARY Destroy 10 years after action completed.
01.06.55	Certificates/cards returned to agency when upgrading to a National Certificate.	TEMPORARY Destroy when new certificate issued or return certificate (marked invalid) to certificate holder.
01.06.56	<p>Records relating to requests for the issue of replacement certificates, licences, permits etc.</p> <p>Records may include:</p> <ul style="list-style-type: none"> <li>• applications</li> <li>• statutory declarations</li> <li>• letters from employers</li> <li>• correspondence</li> </ul>	TEMPORARY Destroy 5 years after action completed.
01.06.57	Routine correspondence including enquires and provision of routine information relating to accreditation.	TEMPORARY Destroy 2 years after action completed.
01.06.58	<p>Records relating to successful applications and renewals for registration of plumbers under Occupational Licensing.</p> <p>Records may include:</p> <ul style="list-style-type: none"> <li>• application forms</li> <li>• examination papers</li> <li>• copy of qualifications</li> <li>• copy of certificate</li> </ul> <p><i>See 01.06.60 for registration details.</i></p>	TEMPORARY Destroy 10 years after non-renewal
01.06.59	Records relating to unsuccessful applications for registration of plumbers under Occupational Licensing.	TEMPORARY Destroy 2 years after action completed.

01.06.60	<p>Register containing details of registered plumbers which may include:</p> <ul style="list-style-type: none"> <li>• registration categories</li> <li>• registration details</li> <li>• personal details</li> </ul>	PERMANENT
01.06.61	Master copies of examination papers for plumber’s registration.	<p>TEMPORARY                  Destroy 10 years after superseded.</p>
01.06.62	<p>Records relating to successful applications and renewal applications for electrical licences for:                  electrical technicians                  electrical contractors                  nominated managers                  provisional licences                  Records may include:</p> <ul style="list-style-type: none"> <li>• application form</li> <li>• copies of qualifications</li> <li>• correspondence</li> <li>• details of work experience</li> <li>• insurance details</li> <li>• copy of licence (interstate)</li> <li>• licence conditions</li> <li>• renewal applications</li> <li>• statutory declarations</li> <li>• supporting documents</li> <li>• licence conditions</li> <li>• copies of licence</li> </ul> <p><i>See 01.06.64 for registration details.</i>  <i>See 01.06.65 for ‘B’ grades licences.</i></p>	<p>TEMPORARY                  Destroy 10 years after non-renewal.</p>
01.06.63	<p>Records relating to unsuccessful applications for electrical licences including:</p> <ul style="list-style-type: none"> <li>• electrical technicians</li> <li>• electrical contractors</li> <li>• nominated managers</li> <li>• provisional licences</li> </ul>	<p>TEMPORARY                  Destroy 2 years after action completed</p>
01.06.64	<p>Details of electrical licences contained in register which may include:</p> <ul style="list-style-type: none"> <li>• personal details</li> <li>• demographic details</li> <li>• qualifications</li> <li>• licence number</li> <li>• date of issue</li> <li>• date of expiry</li> <li>• contractor’s details</li> <li>• nominated manager’s details</li> </ul> <p><i>See 01.06.65. for ‘B’ grade licence cards.</i></p>	PERMANENT
01.06.65	Card register recording details of ‘B’ grade electrical licences issued by the Hydro Electricity Commission.	PERMANENT

01.06.66	<p>Records relating to the successful and unsuccessful applications for the issue of certificates of competency for:</p> <ul style="list-style-type: none"> <li>• Building Surveyors</li> <li>• Building Inspectors</li> <li>• Municipal Engineers</li> <li>• Records may include:</li> <li>• Applications</li> <li>• interview panel reports</li> <li>• copies of certificates</li> </ul> <p><i>See 01.06.67 for list of certificates of competence</i></p>	TEMPORARY Destroy July 2015
01.06.67	<p>Lists of Certificates of Competency for:</p> <ul style="list-style-type: none"> <li>• Building Surveyors</li> <li>• Building Inspectors</li> <li>• Municipal Engineers</li> </ul>	PERMANENT
01.06.68	<p>WST copies of records of meetings of the Building Surveyors and Allied Professionals Accreditation Board. Records may include:</p> <ul style="list-style-type: none"> <li>• Minutes</li> <li>• Agendas</li> <li>• copies of decisions</li> </ul>	TEMPORARY Destroy 5 years after action completed.
01.06.69	Records relating to approvals for the use of electrical products/appliances in Tasmania.	TEMPORARY Destroy 10 years after issue of certification or model replacement.
01.06.70	Records relating to applications for the use of electrical products/appliances in Tasmania that are not approved.	TEMPORARY Destroy 5 years after action completed.
01.06.71	<p>Records relating to applications for the authorisation and accreditation of plumbing products and systems approved in Tasmania. Records may include:</p> <ul style="list-style-type: none"> <li>• Applications</li> <li>• Submission</li> <li>• Correspondence</li> <li>• panel comments</li> <li>• panel decisions</li> <li>• minutes to minister</li> <li>• copy of signed certificate</li> </ul> <p><i>See 01.06.74 for nationally approved plumbing products and systems.</i></p>	PERMANENT
01.06.72	<p>Records relating to unsuccessful applications for the authorisation and accreditation of plumbing products. Records may include:</p> <ul style="list-style-type: none"> <li>• Applications</li> <li>• Submission</li> <li>• Correspondence</li> <li>• panel comments</li> <li>• panel decisions</li> </ul>	TEMPORARY Destroy 7 years after action completed.
01.06.73	Lists of Tasmanian approved plumbing products and systems.	PERMANENT
01.06.74	<p>Records relating to nationally approved plumbing products and systems including copies of certificates and reports.</p> <p><i>See 01.06.71 for Tasmanian plumbing products and systems approvals.</i></p> <p><i>See 01.05.02 for the Plumbing Products and Systems Authorisation Manual</i></p>	TEMPORARY Destroy 10 years after issue of certificate.

01.06.75	<p>Records relating to the registration of accredited medical practitioners for workers compensation. Records may include</p> <ul style="list-style-type: none"> <li>• details contained in register</li> <li>• applications</li> <li>• correspondence</li> </ul>	<p>TEMPORARY Destroy 10 years after accreditation lapses or is cancelled.</p>
01.06.76	<p>Records relating to the registration of accredited rehabilitation providers for workers compensation by Workcover Tasmania under Workers Rehabilitation &amp; Compensation Act 1988. Records may include</p> <ul style="list-style-type: none"> <li>• Application</li> <li>• Approval</li> <li>• Associated correspondence</li> </ul>	<p>TEMPORARY Destroy 10 years after non-renewal.</p>
01.06.77	<p>Records relating to successful applications and renewal applications for Building Practitioners: Records may include:</p> <ul style="list-style-type: none"> <li>• application form</li> <li>• renewal applications</li> <li>• insurance details</li> <li>• copies of licence</li> </ul>	<p>TEMPORARY Destroy 10 years after non-renewal</p>
01.06.78	<p>Records of Continual Professional Development (CPD) points for Building Practitioners entered in Database.</p>	<p>TEMPORARY Destroy 5 years after entry in database.</p>
01.06.79	<p>Registration details Building Practitioners maintained in a database.</p>	<p>PERMANENT</p>

<p><b>02.00.00</b></p>	<p><b>BOARD AND DISCIPLINARY PANEL MANAGEMENT</b>                  The function of administering boards and disciplinary panels administered by Workplace Standards Tasmania. Includes arranging and conducting meetings, and the management of appointments.                  Includes:</p> <ul style="list-style-type: none"> <li>• Workcover Board</li> <li>• Building and Plumbing Regulations Board</li> <li>• Building Appeal Board</li> <li>• Hairdressers Registration Board</li> <li>• Electrical Safety Board</li> <li>• Electrical Licensing Board</li> <li>• Occupational Licensing Board</li> <li>• Disciplinary Panels</li> <li>• Plumbers Registration Board</li> </ul> <p><i>See 05.02.01 for appeals made to the Building Appeal Board.</i></p> <p><i>See 'advice' under other relevant functions for the provision of policy and technical advice to boards.</i></p>	
<p><b>02.01.00</b></p>	<p><b>Appointments (BOARD AND DISCIPLINARY PANEL MANAGEMENT)</b>                  The activities associated with the appointment of members of boards and disciplinary panels.  <i>See DA2157 for financial records relating to the payment of fees to board members.</i></p>	
<p>02.01.01</p>	<p>Records relating to the establishment of Boards and Disciplinary Panels and the appointment of members.</p>	<p>PERMANENT</p>
<p>02.01.02</p>	<p>Records relating to the appointment of the electrical Regulator and the Regulator's delegate.</p>	<p>PERMANENT</p>
<p><b>02.02.00</b></p>	<p><b>Meetings (ACCREDITATION)</b>                  The activities associated with arranging meetings, preparation of agendas and taking of minutes.   <i>See 04.03.00 for disciplinary action.</i>   <i>See 04.05.00 for investigations.</i></p>	
<p>02.02.01</p>	<p>Master set of minutes and agenda papers of meetings.</p>	<p>PERMANENT</p>
<p>02.02.02</p>	<p>Records relating to the conduct of meetings including notices of meetings and routine correspondence.</p>	<p>TEMPORARY                  Destroy 2 years after action completed.</p>
<p><b>02.03.00</b></p>	<p><b>Reporting (ACCREDITATION)</b>                  The process associated with initiating or providing a formal response to a situation or request and to provide formal statements to or findings of the results of the examination or investigation.</p>	
<p>02.03.01</p>	<p>Master copies of annual reports of Boards and panels not incorporated in the agency annual report.</p>	<p>PERMANENT</p>

<p><b>03.00.00</b></p>	<p><b>COMMUNITY AWARENESS</b></p> <p>The function of increasing awareness by educating the Tasmanian business community, the public and other government organisations about workplace legislation, building and plumbing legislation and codes and health and safety and good industrial relations practices. Includes special campaigns, activities, promotions and training programs to raise awareness of these issues and the provision of a help line, publications, and a website.</p> <p>Includes:</p> <ul style="list-style-type: none"> <li>• workplace safety</li> <li>• industrial award issues</li> <li>• electrical safety awareness</li> <li>• building and plumbing issues</li> </ul> <p><i>See 'advice' under other relevant functions for the provision of policy and technical advice to the Minister, Government and boards.</i></p>	
<p><b>03.01.00</b></p>	<p><b>Advice (COMMUNITY AWARENESS)</b></p> <p>The provision of policy and technical advice to the Minister, Industry, Government and relevant boards.</p> <p><i>See 03.02.00 for the provision of information to the business community, the public and other government organisations.</i></p>	
<p><b>03.01.01</b></p>	<p>Records relating to the provision of policy and technical advice to the Minister, Government, Industry and relevant boards on specific subjects/issues.</p> <p>Records may include:</p> <ul style="list-style-type: none"> <li>• correspondence</li> <li>• reports</li> <li>• minutes</li> <li>• briefing notes</li> </ul>	<p>PERMANENT</p>
<p><b>03.01.02</b></p>	<p>Records relating to liaison with other government agencies on common issues and the provision of advice relating to these issues where the agency has primary responsibility for the issue.</p>	<p>PERMANENT</p>
<p><b>03.01.03</b></p>	<p>Records relating to liaison with other government agencies on common issues and the provision of advice relating to these issues where the agency does not have primary responsibility for the issue.</p> <p><i>See 03.01.02 where the agency has primary responsibility for the issue.</i></p> <p><i>See 03.01.01 for policy and technical advice on specific subjects and issues.</i></p>	<p>TEMPORARY Destroy 10 years after action completed.</p>
<p><b>03.01.04</b></p>	<p>Records relating to the provision of routine information.</p> <p><i>See 03.01.01 for policy and technical advice on specific subjects and issues.</i></p>	<p>TEMPORARY Destroy 2 years after action completed.</p>
<p><b>03.02.00</b></p>	<p><b>Advisory Services (COMMUNITY AWARENESS)</b></p> <p>The activities associated with the provision of information to the business community, the public and other government organisations. Includes monitoring to ensure timely responses. Information relates to all agency functions and activities including:</p> <ul style="list-style-type: none"> <li>• legislation</li> <li>• safety issues</li> <li>• industrial awards issues</li> <li>• training issues</li> <li>• building and plumbing legislation, standards and codes</li> <li>• workers compensation</li> </ul>	



03.02.01	<p>Records relating to requests for, and the provision of forms and agency publications and the provision of routine information. Records include:</p> <ul style="list-style-type: none"> <li>• helpline request forms</li> <li>• correspondence</li> <li>• file notes</li> </ul>	<p>TEMPORARY Destroy 2 years after action completed.</p>
03.02.02	<p>Records relating to requests for, and the provision of information on specific issues which may include:</p> <ul style="list-style-type: none"> <li>• interpretation of legislation, standards and codes</li> <li>• wages enquiries</li> <li>• industrial award enquiries</li> <li>• advice provided to assist Industry to achieve safety goals</li> <li>• advice provided to assist Industry to meet legislative obligations</li> </ul> <p>Records may include:</p> <ul style="list-style-type: none"> <li>• help line request forms</li> <li>• correspondence</li> <li>• file notes</li> </ul> <p><i>See 04.05.07, 04.05.08 and 04.05.09 for complaints.</i></p>	<p>TEMPORARY Destroy 7 years after action completed.</p>
03.02.03	<p>Register containing statistics of the provision of agency publications.</p>	<p>TEMPORARY Destroy 1 year after action completed.</p>
03.02.04	<p>Copies of all Tasmanian industrial awards used to answer award enquires received from Industry and the public.</p>	<p>TEMPORARY Destroy when reference ceases.</p>
03.02.05	<p>Lists providing 'T' numbers of all awards and decisions of the Industrial Commission.</p>	<p>TEMPORARY Destroy when reference ceases.</p>
<b>03.03.00</b>	<p><b>Awards (Honours) (COMMUNITY AWARENESS)</b> Awards conferred on members of the business community as a token of achievement and to increase awareness of good workplace practices. Includes:</p> <ul style="list-style-type: none"> <li>• Departmental awards</li> <li>• Ministerial awards</li> <li>• Workplace Site awards</li> </ul> <p><i>See 03.04.01 for awards provided as part of a campaign.</i></p>	
03.03.01	<p>Records relating to the nomination and selection of recipients of awards.</p>	<p>TEMPORARY Destroy 5 years after action completed.</p>
03.03.02	<p>Records relating to the arrangements for, and the presentation of awards including invitations, catering arrangements, preparation of certificates. Records may include: issue briefs</p> <ul style="list-style-type: none"> <li>• advisory notes</li> <li>• copies of addresses</li> <li>• copies of certificates</li> <li>• correspondence</li> </ul>	<p>TEMPORARY Destroy 5 years after action completed.</p>

<p><b>03.04.00</b></p>	<p><b>Campaigns (COMMUNITY AWARENESS)</b>                  A series of coordinated activities designed to increase awareness of particular issues.                  Includes:</p> <ul style="list-style-type: none"> <li>• Workplace Safe Campaign</li> <li>• Workplace Safe Week</li> </ul> <p><i>See DA2157 for exhibitions at community events.</i></p> <p><i>See 03.07.00 for public reaction to campaigns</i></p> <p><i>See 03.09.00 for market research to measure effectiveness of campaigns.</i></p>	
<p><b>03.04.01</b></p>	<p>Master set of campaign materials documenting the content and extent of the campaign.</p>	<p>PERMANENT</p>
<p><b>03.04.02</b></p>	<p>Records relating to the design, preparation and conduct of campaigns including liaison with campaign providers and coordination of campaign activities.                  Records may include:</p> <ul style="list-style-type: none"> <li>• correspondence (e-mails)</li> <li>• briefing notes</li> <li>• records of meetings</li> <li>• reports</li> </ul> <p><i>See 03.10.00. for the selection and contracting of campaign providers.</i></p>	<p>TEMPORARY                  Destroy 5 years after action completed.</p>
<p><b>03.05.00</b></p>	<p><b>Consultation (COMMUNITY AWARENESS)</b>                  The activities associated with consulting and developing partnerships with community and industry groups on workplace health and safety issues. Includes:</p> <ul style="list-style-type: none"> <li>• Community forums</li> <li>• Industry forums</li> <li>• Departmental forums</li> <li>• Local government forums</li> </ul>	
<p><b>03.05.01</b></p>	<p>Records relating to community consultation and partnerships which may include:</p> <ul style="list-style-type: none"> <li>• meeting notes</li> <li>• transcripts of proceedings</li> <li>• correspondence</li> <li>• copies of advertisements</li> <li>• copies of addresses</li> </ul> <p><i>See 03.11.00 for presentations and addresses to community and industry groups.</i></p>	<p>TEMPORARY                  Destroy 5 years after action completed.</p>
<p><b>03.06.00</b></p>	<p><b>Policy (COMMUNITY AWARENESS)</b>                  The activities associated with developing and establishing decisions, directions and precedents that act as reference for future decision making and as the basis from which operating procedures are determined.   <i>See 05.00.00 for the development and review of legislation, standards and codes of practice.</i></p>	
<p><b>03.06.01</b></p>	<p>Records illustrating the development of policy and documenting policy decisions and the establishment of precedents.</p>	<p>PERMANENT</p>

<b>03.07.00</b>	<b>Public Reaction (COMMUNITY AWARENESS)</b> The process of handling public reaction to policies, services or campaigns. Includes anonymous letters, letters of complaint and letters of congratulations or appreciation received from the public.	
03.07.01	Records relating to complaints which; <ul style="list-style-type: none"> <li>• create a precedent</li> <li>• raise policy or legal issues</li> <li>• require broad follow up</li> <li>• contain qualified legal opinion</li> <li>• lead to procedural changes</li> </ul>	PERMANENT
03.07.02	Records relating to complaints not included in 03.07.01	TEMPORARY Destroy 2 years after action completed.
<b>03.08.00</b>	<b>Reporting (COMMUNITY AWARENESS)</b> The process associated with initiating or providing a formal response to a situation or request and to provide formal statements to or findings of the results of the examination or investigation.	
03.08.01	Master copy of annual reports.	PERMANENT
03.08.02	Workplace Standards Tasmania quarterly report on activities.	TEMPORARY Destroy 7 years after action completed.
03.08.03	Selection/branch contributions to quarterly reports including monthly reports.	TEMPORARY Destroy when report is finalised.
03.08.04	Selection/branch contributions to annual reports.	TEMPORARY Destroy 1 year after report is published.
<b>03.09.00</b>	<b>Research (COMMUNITY AWARENESS)</b> The activities involved in investigation or inquiring into a subject in order to discover facts, principles, etc.	
03.09.01	Records relating to market research to measure effectiveness of community awareness initiatives and campaigns. Records may include: <ul style="list-style-type: none"> <li>• survey results</li> <li>• reports</li> </ul>	TEMPORARY Destroy 5 years after action completed.
<b>03.10.00</b>	<b>Tendering (COMMUNITY AWARENESS)</b> The activities involved in receiving and assessing tenders and making offers and finalising contract arrangements for the supply of services. Includes campaign service providers.  <i>See 03.04.00 for control of campaigns and liaison with campaign service providers.</i>	
03.10.01	Records relating to the tender process which may include: <ul style="list-style-type: none"> <li>• development and issue of tender documents</li> <li>• evaluation of tenders</li> </ul> Records may include: <ul style="list-style-type: none"> <li>• tender documents</li> <li>• draft contracts</li> <li>• expressions of interest (successful tenderers)</li> <li>• requests for tender</li> <li>• tender submissions (successful tenderers)</li> <li>• correspondence</li> <li>• copies of advertisements</li> <li>• evaluation reports</li> <li>• recommendations</li> </ul>	TEMPORARY Destroy 7 years after tender process completed.

03.10.02	Documentation relating to unsuccessful tenders and records relating to the tender process for tenders that did not proceed.	TEMPORARY Destroy 2 years after action completed.
03.10.03	Signed contracts and agreements resulting from tenders and supporting documents.	TEMPORARY Destroy 7 years after completion of termination of contract.
<b>03.11.00</b>	<p><b>Training (COMMUNITY AWARENESS)</b> The activities associated with all aspects of providing and arranging presentations and seminars to raise awareness relating to workplace safety and building and plumbing issues including representation at training courses organised by Industry Training Boards. Includes:</p> <ul style="list-style-type: none"> <li>• Community forums</li> <li>• Industry forums</li> <li>• Industry Training Board courses</li> <li>• Departmental forums</li> <li>• Local government forums</li> </ul>	
03.11.01	Copies of addresses and presentations made by agency staff including copies of handouts to participants.	TEMPORARY Destroy 10 years after action completed.
03.11.02	Records relating to administrative arrangements for presentations and seminars arranged by the agency.	TEMPORARY Destroy 2 years after action completed.
03.11.03	<p>Records relating to invitations and arrangements for agency staff to give presentations or addresses at seminars and conferences.</p> <p><i>See 03.11.01 for copies of presentations and addresses.</i></p>	TEMPORARY Destroy when reference ceases.

<p><b>04.00.00</b></p>	<p><b>COMPLIANCE</b>                  The function of ensuring compliance with legislation, national and international standards and industrial awards. Includes inspections and investigations which contribute to the enforcement of health and safety standards in the workplace.                  Includes all legislation administered by WST including:</p> <ul style="list-style-type: none"> <li>• workplace legislation</li> <li>• dangerous substances legislation</li> <li>• building legislation, standards, regulations and codes</li> <li>• electrical legislation, standards, regulations and codes</li> <li>• <i>Commonwealth Disability Discrimination Act 1992</i></li> </ul>	
<p><b>04.01.00</b></p>	<p><b>Advice (COMPLIANCE)</b>                  The provision of policy and technical advice to the Minister, Government and relevant boards including:</p> <ul style="list-style-type: none"> <li>• WorkCover Board of Tasmania</li> <li>• Building and Plumbing Regulations Board</li> <li>• Building Appeal Board</li> <li>• Occupational Licensing Board</li> <li>• Plumbers and Gasfitters Board</li> </ul> <p><i>See 03.02.00 for the provision of information to the business community, the public and other government organisations.</i></p>	
<p><b>04.01.01</b></p>	<p>Records relating to the provision of policy and technical advice to the Minister, Government, Industry and relevant boards on specific subjects/issues.                  Records may include:</p> <ul style="list-style-type: none"> <li>• correspondence</li> <li>• reports</li> <li>• minutes</li> <li>• briefing notes</li> </ul>	<p>PERMANENT</p>
<p><b>04.01.02</b></p>	<p>Records relating to liaison with other government agencies on common issues and the provision of advice relating to these issues.   <i>See 04.01.01 for policy and technical advice on specific subjects and issues.</i></p>	<p>TEMPORARY                  Destroy 10 years after action completed.</p>
<p><b>04.01.03</b></p>	<p>Records relating to the provision of routine information.   <i>See 04.01.01 for policy and technical advice on specific subjects and issues.</i></p>	<p>TEMPORARY                  Destroy 2 years after action completed.</p>
<p><b>04.02.00</b></p>	<p><b>Audit (COMPLIANCE)</b>                  The activities associated with officially checking compliance with legislation and standards.</p>	
<p><b>04.02.01</b></p>	<p>Records relating to audits of designated workplaces records to check monitoring of atmospheric contaminants.   <i>See 04.08.03 for results of monitoring.</i></p>	<p>TEMPORARY                  Destroy 7 years after the workplace is decommissioned or abandoned.</p>
<p><b>04.02.02</b></p>	<p>Records relating to electrical installation, notification of work performed.(EIN)</p> <ul style="list-style-type: none"> <li>• preliminary notice</li> <li>• installation notice</li> </ul>	<p>TEMPORARY                  Destroy 10 years after action completed.</p>
<p><b>04.02.03</b></p>	<p>Records relating to Audits of Building and Plumbing permits issued under the Building Act 2005 by Local Government Councils.</p>	<p>TEMPORARY                  Destroy 10 years after action completed.</p>

<b>04.03.00</b>	<p><b>Discipline (COMPLIANCE)</b>                  The activities and actions associated with the disciplinary process. Includes charges, hearings, punishment and appeals.</p> <p><i>See 04.05.00 for investigations.</i></p> <p><i>See 02.02.00 for meetings of disciplinary panels.</i></p>	
04.03.01	Records relating to disciplinary action taken against electrical technicians, contractors and nominated managers including details of licence conditions or penalties.	TEMPORARY Destroy 10 years after non-renewal.
04.03.02	Records relating to disciplinary action taken against plumbers including records of disciplinary hearings conducted by Occupational Licensing Board.	TEMPORARY Destroy 10 years after non-renewal.
<b>04.04.00</b>	<p><b>Exemptions (COMPLIANCE)</b>                  The activities involved in providing exemptions from compliance with legislation administered by Workplace Standards Tasmania. Includes non-gazetted exemptions for the temporary storage of dangerous substances at special events such as Taste of Tasmania, Agfest etc. and the storage of diesel on open land.</p>	
04.04.01	Records relating to non-gazetted exemptions for the storage of dangerous substances. Records may include: <ul style="list-style-type: none"> <li>• applications</li> <li>• letter of approval</li> </ul>	TEMPORARY Destroy 2 years after expiry of exemption.
04.04.02	Records relating to gazetted exemptions for the storage of dangerous substances. Records may include: <ul style="list-style-type: none"> <li>• applications</li> <li>• review reports</li> <li>• details of conditions</li> <li>• copy of gazette notice</li> </ul>	TEMPORARY Destroy 5 years after expiry of exemption.
04.04.03	Records relating to exemptions from legislative requirements (under rescinded legislation) for the use of plant and equipment in mines.	TEMPORARY Destroy after equipment is replaced.
04.04.04	Records relating to exemptions from legislative requirements relating to underground visits in mines and blasting times.	TEMPORARY Destroy 7 years after action completed.
04.04.05	Records relating to exemptions not described in previous classes (04-04-01 – 04.04.04).	TEMPORARY Destroy 7 years after action completed.
<b>04.05.00</b>	<p><b>Investigations (COMPLIANCE)</b>                  The process of official examinations of facilities, equipment and items, to ensure compliance and establish facts relating to accidents, complaints and incidents. Includes audits of safety systems.</p> <p><i>See 04.07.00 for prosecutions.</i></p> <p><i>See 04.03.00 for disciplinary action.</i></p> <p><i>See 02.02.00 for meetings of disciplinary panels.</i></p>	
04.05.01	Agency copies of improvement notices issued under section 38 of the Workplace Health and Safety Act and associated records.  <i>See 04.05.13 for on the spot fines issued under the Act.</i>	TEMPORARY Destroy 7 years after the workplace is decommissioned or abandoned.

04.05.02	Agency copies of entries made in designated workplace record books.	TEMPORARY Destroy 7 years after the workplace is decommissioned or abandoned.
04.05.03	Inspector's copies of entries made in designated workplaces record book <u>See 04.05.02 for agency copy.</u>	TEMPORARY Destroy when agency copy has been completed and filed.
04.05.04	Records relating to investigations of fatal accidents. Records may include: <ul style="list-style-type: none"> <li>• photographs</li> <li>• interview reports</li> <li>• employment scenarios</li> <li>• company details</li> <li>• witness statements</li> <li>• investigation review committee recommendation on outcome</li> </ul>	PERMANENT
04.05.05	Records relating to non-fatal accident or incident investigations that result in legal proceedings including prosecution. Records may include: <ul style="list-style-type: none"> <li>• photographs</li> <li>• interview reports</li> <li>• employment scenarios</li> <li>• company details</li> <li>• witness statements</li> <li>• Investigation review committee recommendation on outcome</li> </ul> <u>See 04.05.04 for fatal accidents.</u>  <u>See 04.07.01 for prosecutions.</u>  <u>See 04.08.01 for monthly reports of mining incidents.</u>	TEMPORARY Destroy 7 years after finalisation of legal proceedings.
04.05.06	Records relating to non-fatal accident or incident investigations that do not result in legal proceedings. Records may include: <ul style="list-style-type: none"> <li>• photographs</li> <li>• interview reports</li> <li>• employment scenarios</li> <li>• company details</li> <li>• witness statements</li> <li>• Investigation review committee recommendation on outcome</li> </ul>	TEMPORARY Destroy 7 years after action completed.
04.05.07	Records of complaints that result in a major investigation which may include <ul style="list-style-type: none"> <li>• workplace conditions</li> <li>• registered persons</li> <li>• workers compensation</li> <li>• Buildings - Builders</li> </ul> Records may include: <ul style="list-style-type: none"> <li>• correspondence</li> <li>• file notes</li> <li>• reports</li> </ul> <u>See 04.07.00 for prosecutions.</u>	TEMPORARY Destroy 7 years after action completed including the finalisation of legal proceedings.

04.05.08	<p>Records of complaints that result in an investigation, other than those described in 04.05.07, which may include:</p> <ul style="list-style-type: none"> <li>• workplace conditions</li> <li>• registered persons</li> <li>• workers compensation</li> </ul> <p>Records may include:</p> <ul style="list-style-type: none"> <li>• correspondence</li> <li>• file notes</li> <li>• reports</li> </ul>	TEMPORARY Destroy 2 years after action completed.
04.05.09	<p>Records of complaints that do not result in investigation which may include:</p> <ul style="list-style-type: none"> <li>• workplace conditions</li> <li>• registered persons</li> <li>• workers compensation</li> <li>• Buildings</li> <li>• Builders</li> </ul> <p>Records may include:</p> <ul style="list-style-type: none"> <li>• correspondence</li> <li>• file notes</li> </ul>	TEMPORARY Destroy when reference ceases.
04.05.10	<p>Asbestos removal notices and associated records.</p> <p><i>See 01.02.02 for records of audits of asbestos removalists</i></p>	TEMPORARY Destroy 7 years after demolition of building.
04.05.11	<p>Records relating to inspections of electrical site works in designated workplaces.</p>	TEMPORARY Destroy 7 years after the workplace is decommissioned or abandoned.
04.05.12	<p>Records relating to inspections of underground equipment including diesel engines.</p>	TEMPORARY Destroy 10 years after action completed.
04.05.13	<p>Agency's copies of Infringement Notices/Books of on the spot fines issued under Workplace Health &amp; Safety Act 2005</p> <p><i>See 04.05.01 for Section 38 improvement notices.</i></p>	TEMPORARY Destroy 7 years after the workplace is decommissioned or abandoned
04.05.14	<p>Agencies Infringement Notices Database for on spot fines Workplace Health &amp; Safety Act 2005</p> <p><i>See DA2122 for records of the collection and enforcement of monetary penalties</i></p>	PERMANENT
04.06.00	<p><b>Policy (COMPLIANCE)</b></p> <p>The activities associated with developing and establishing decisions, directions and precedents that act as reference for future decision making and as the basis from which operating procedures are determined.</p> <p><i>See 05.00.00 for the development and review of legislation, standards and codes.</i></p>	
04.06.01	<p>Records illustrating the development of policy and documenting policy decisions and the establishment of precedents.</p>	PERMANENT
04.07.00	<p><b>Prosecution (COMPLIANCE)</b></p> <p>The activities associated with managing legal proceedings for breaches of compliance with legislation and regulations including workers compensation insurers.</p> <p><i>See 04.05.05 for investigations that lead to prosecution.</i></p>	
04.07.01	<p>Records relating to the prosecution of individuals and companies for breaches or infringements of the provisions of legislation and regulations.</p>	TEMPORARY Destroy 7 years after finalisation of legal proceedings.



<b>04.08.00</b>	<p><b>Reporting (COMPLIANCE)</b></p> <p>The process associated with initiating or providing a formal response to a situation or request and to provide formal statements to or findings of the results of the examination or investigation.</p> <p><i>See 03.08.02 for combined quarterly reports on activities of Workplace Standards Tasmania.</i></p>	
<b>04.08.01</b>	<p>Monthly accident and incident reports received from mining companies providing details which may include:</p> <ul style="list-style-type: none"> <li>• accident details</li> <li>• name of injured persons</li> <li>• accident or incident details</li> <li>• date of accident or incident</li> <li>• number of hours lost</li> </ul>	<p>TEMPORARY</p> <p>Destroy 7 years after entry into statistics database.</p>
<b>04.08.02</b>	<p>Summary of mining accident and incident details listed in database.</p>	<p>PERMANENT</p>
<b>04.08.03</b>	<p>Records relating to the monitoring of atmospheric contaminants in designated workplaces.</p> <p>Records may include:</p> <ul style="list-style-type: none"> <li>• test results</li> <li>• notices from companies containing monitoring statistics</li> </ul> <p><i>See 04.02.01 for audits of monitoring.</i></p> <p><i>See 04.08.04 for register of results.</i></p>	<p>TEMPORARY</p> <p>Destroy 7 years after the workplace is decommissioned or abandoned.</p>
<b>04.08.04</b>	<p>Register of atmospheric contaminant monitoring results.</p>	<p>PERMANENT</p>
<b>04.08.05</b>	<p>Records relating to the designation of hazardous workplaces under section 23 of the <i>Workplace Health and Safety Act 1998</i>.</p> <p>Records may include:</p> <ul style="list-style-type: none"> <li>• appointment notice</li> <li>• gazette notice</li> <li>• copy of advertisement</li> </ul>	<p>TEMPORARY</p> <p>Destroy 7 years after the workplace is decommissioned or abandoned.</p>
<b>04.08.06</b>	<p>Records relating to union reports on health and safety issues in designated workplaces.</p> <p>Records may include:</p> <ul style="list-style-type: none"> <li>• reports</li> <li>• correspondence</li> </ul>	<p>TEMPORARY</p> <p>Destroy 7 years after the workplace is decommissioned or abandoned.</p>
<b>04.08.07</b>	<p>Statistical reports on electrical accidents provided by electricity suppliers.</p>	<p>TEMPORARY</p> <p>Destroy 10 years after action completed.</p>
<b>04.08.08</b>	<p>Health surveillance records taken into custody in accordance with section 30 of the <i>Workplace Health and Safety Regulations 1998</i>.</p>	<p>TEMPORARY</p> <p>Destroy 30 years after action completed.</p>
<b>04.08.09</b>	<p>Monthly Returns of levies paid into the Building Administration Fund by Local Government Councils.</p>	<p>TEMPORARY</p> <p>Destroy 7 years after action completed.</p>
<b>04.08.10</b>	<p>Requests to build a home by the owner (Owner Builder requests). Records may include:</p> <ul style="list-style-type: none"> <li>• Details and address of applicant (form 40)</li> <li>• Owner Builder Declaration for work over \$5,000 (form 34)</li> <li>• Copy of Land Titles</li> <li>• Director of Building Control approval letter.</li> </ul> <p><i>See 04.08.12 for database of requests.</i></p>	<p>TEMPORARY</p> <p>Destroy 15 years after registration in database.</p>

04.08.11	Records relating to Building Start Work Notices received from Permit Authority (Local Government Council) advising of issue of Notice (form 39).	TEMPORARY Destroy 15 years after registration in database.
04.08.12	Owner Builder request details recorded in a database.  <i>See 04.08.10 for registration details.</i>	PERMANENT
<b>05.00.00</b>	<b>REGULATION</b> The function of administering, developing and reviewing legislation and standards relating to workplace health and safety and building and plumbing matters. Includes the development of both Tasmanian and national standards and codes of practice.	
<b>05.01.00</b>	<b>Advice (REGULATION)</b> The provision of policy and technical advice to the Minister, Government and relevant boards including: <ul style="list-style-type: none"> <li>• Workcover Board of Tasmania</li> <li>• Workers Compensation Board</li> <li>• Building Regulations Advisory Board</li> <li>• Building Appeal Board</li> <li>• Occupational Licensing Board</li> </ul> <i>See 03.02.00 for the provision of information to the business community, the public and other government organisations.</i>	
05.01.01	Records relating to the provision of policy and technical advice to the Minister, Government, Industry and relevant boards on specific subjects/issues. Records may include: <ul style="list-style-type: none"> <li>• correspondence</li> <li>• reports</li> <li>• minutes</li> <li>• briefing notes</li> </ul>	PERMANENT
05.01.02	Records relating to liaison with other government agencies on common issues and the provision of advice relating to these issues.  <i>See 05.01.01 for policy and technical advice on specific subjects and issues.</i>	TEMPORARY Destroy 10 years after action completed.
05.01.03	Records relating to the provision of routine information.  <i>See 05.01.01 for policy and technical advice on specific subjects and issues.</i>	TEMPORARY Destroy 2 years after action completed.
<b>05.02.00</b>	<b>Appeals (REGULATION)</b> Includes appeals to the Building Appeal Board relating to building regulations, the <i>Building Code of Australia</i> , the <i>Tasmanian Plumbing Code</i> or the <i>General Fire Regulations</i> .  <i>See 02.00.00 for administration of the Building Appeal Board.</i>	
05.02.01	Records relating to appeals made to the Building Appeal Board. Records may include: <ul style="list-style-type: none"> <li>• submissions</li> <li>• correspondence</li> <li>• decisions</li> </ul>	PERMANENT
<b>05.03.00</b>	<b>Arrangements (REGULATION)</b> The activities involved in arranging for the implementation of special provisions of legislation administered by the agency including: <ul style="list-style-type: none"> <li>• appointment of public holidays</li> <li>• variations to shop trading hours</li> </ul>	

05.03.01	<p>Records relating to appointments and declarations. Records may include:</p> <ul style="list-style-type: none"> <li>• correspondence</li> <li>• Governor in Council minutes</li> <li>• gazette notices</li> </ul>	<p>TEMPORARY Destroy 2 years after action completed</p>
05.04.00	<p><b>Legislation and Standards (REGULATION)</b> The activities involved in developing new Tasmanian legislation, regulations, standards and codes of practice and the development of national standards and codes, including re-evaluating, re-examining or monitoring legislation, standards and codes of practice and the Legislative Review Program. Includes:</p> <ul style="list-style-type: none"> <li>• Workplace Health and Safety legislation</li> <li>• Workers Compensation legislation</li> <li>• Building Code of Australia</li> <li>• Tasmanian Plumbing Code</li> <li>• Dangerous Substances legislation</li> <li>• Occupational Licensing legislation</li> </ul> <p><i>See DA2157 for comments on legislation, standards and codes of practice which are the responsibility of other Tasmanian government organisations.</i></p>	
05.04.01	<p>Records relating to the development and review of Tasmanian legislation, regulations, standards and codes of practice. Records may include:</p> <ul style="list-style-type: none"> <li>• technical reports</li> <li>• significant drafts</li> <li>• proposed bills</li> <li>• records of consultation with relevant organisations and government agencies</li> <li>• master copies of standards or codes</li> </ul>	<p>PERMANENT</p>
05.04.02	<p>Records relating to the development and review of national standards and codes including:</p> <ul style="list-style-type: none"> <li>• Australian Standards</li> <li>• Australian Building Code</li> </ul> <p><i>See 05.05.00 for committees that develop standards and codes.</i></p>	<p>TEMPORARY Destroy 10 years after adoption of standard or code.</p>
05.04.03	<p>Legal opinions, advice and interpretation of legislation.</p>	<p>PERMANENT</p>
05.04.04	<p>Records relating to legislation in other states and territories including amendments to State and Federal Acts and industry commission inquiries.</p>	<p>TEMPORARY Destroy when reference ceases.</p>
05.04.05	<p>Master copies of approved forms relating to Occupational Licensing.</p>	<p>TEMPORARY Destroy 5 years after superseded.</p>
05.05.00	<p><b>Inter-Government Relations (REGULATION)</b> The activities associated with collaboration with the Federal Government other State Governments, national bodies and Local Government. Includes representation on national boards and committees including Standards Australia.</p>	
05.05.01	<p>Master set of minutes and agenda papers of committees and boards where the agency has the administrative role or acts as secretary.</p> <p><i>See 05.05.02 for committees and boards relating to building and plumbing codes.</i></p> <p><i>See 05.04.04 for records of Tasmanian submissions to national committees and boards.</i></p>	<p>PERMANENT</p>
05.05.02	<p>Minutes and agendas of committees and boards that develop national building and plumbing codes.</p>	<p>PERMANENT</p>

05.05.03	Minutes and agendas of committees and boards <u>not</u> included in 05.05.01 and 05.05.02.	TEMPORARY Destroy 5 years after action completed.
05.05.04	Records of Tasmanian submissions presented to national committees or boards not described in 05.05.01 and 05.05.02. Records may include: <ul style="list-style-type: none"> <li>• reports</li> <li>• submissions</li> <li>• briefings</li> </ul>	PERMANENT
05.05.05	Records relating to the conduct of meetings including notices of meetings and routine correspondence.	TEMPORARY Destroy 2 years after action completed.
<b>05.06.00</b>	<b>Policy (REGULATION)</b> The activities associated with developing and establishing decisions, directions and precedents that act as reference for future decision making and as the basis from which operating procedures are determined.	
05.06.01	Records illustrating the development of policy and documenting policy decisions and the establishment of precedents.	PERMANENT
<b>06.00.00</b>	<b>WORKERS COMPENSATION</b> The function of managing the provision of compensation and rehabilitation of workers following workplace injuries.	
<b>06.01.00</b>	<b>Agreements (WORKERS COMPENSATION)</b> The process associated with the registration of agreements and settlements under workers compensation legislation.	
06.01.01	Register of agreements and settlements made under the Workers Compensation Act 1927 recording: <ul style="list-style-type: none"> <li>• employee personal details</li> <li>• employer details</li> <li>• insurer's details</li> <li>• amount of payment</li> <li>• date of agreement or settlement</li> </ul> <p><i>See 06.01.02 for agreements and settlements made under the Workers Compensation and Rehabilitation Act 1988.</i></p>	PERMANENT
06.01.02	Register of agreements and settlements made under the Workers Compensation and Rehabilitation Act 1988 recording: <ul style="list-style-type: none"> <li>• employee personal details</li> <li>• employer details</li> <li>• insurer's details</li> <li>• amount of payment</li> <li>• date of agreement or settlement</li> </ul> <p><i>See 06.01.01 for agreements and settlements made under the Workers Compensation Act 1927.</i></p>	PERMANENT
06.01.03	Records relating to agreements and settlements including requests for registration. Records may include: <ul style="list-style-type: none"> <li>• copies of agreements</li> <li>• correspondence</li> </ul>	TEMPORARY Destroy 7 years after action completed.

<p><b>06.02.00</b></p>	<p><b>Committees (WORKERS COMPENSATION)</b>                  The activities associated with the management of committees and task forces. Includes the committee’s establishment, appointment of members, terms of reference, proceedings, minutes, reports, agendas etc. Includes:  <ul style="list-style-type: none"> <li>• Heads of Workers Compensation Authorities Committee.</li> <li>• Rehabilitation Advisory Committee</li> <li>• Audit Regulatory Oversight Committee</li> <li>• Workplace Safety Advisory Committee</li> <li>• Knowledge Management Steering Committee</li> </ul>                 See 02.00.00 for Boards.</p>	
<p>06.02.01</p>	<p>Master copies of minutes and agenda and issues papers.</p>	<p>PERMANENT</p>
<p>06.02.02</p>	<p>Records relating to the conduct of meetings including notices of meetings and routine correspondence.</p>	<p>TEMPORARY                  Destroy 2 years after action completed.</p>
<p><b>06.03.00</b></p>	<p><b>Insurance and Claims (WORKERS COMPENSATION)</b>                  Includes the review of the incidence and cost of occupational injuries and disease, insurance premium rates and the licensing of insurers and self-insurers. Also includes the operation of the Nominal Insurer and evaluation of and advice on rehabilitation programs and practices.</p>	
<p>06.03.01</p>	<p>Workers compensation details recorded in the workers compensation database which may include:  <ul style="list-style-type: none"> <li>• employment injuries</li> <li>• claim details</li> <li>• policies issued by insurers</li> <li>• claim estimates</li> <li>• rehabilitation cases</li> <li>• vocational rehabilitation case acceptances</li> </ul> </p>	<p>PERMANENT</p>
<p>06.03.02</p>	<p>Applications for licences for licensed insurers or self-insurers including the notice of licence and associated correspondence.</p>	<p>PERMANENT</p>
<p>06.03.03</p>	<p>Routine records relating to licensed insurers or self-insurers including details of contributions to the workers compensation scheme.</p>	<p>TEMPORARY                  Destroy 7 years after action completed.</p>
<p>06.03.04</p>	<p>Records relating to the appointments of the Nominal Insurer including nominations and associated correspondence.</p>	<p>PERMANENT</p>
<p>06.03.05</p>	<p>Records relating to the monitoring and analysis of the cost of workers rehabilitation and compensation premiums. Includes the setting of normal weekly earnings.</p>	<p>PERMANENT</p>
<p>06.03.06</p>	<p>Records of appointments to medical panels or boards reviewing compensation claims.</p>	<p>TEMPORARY                  Destroy 15 years after action completed.</p>
<p>06.03.07</p>	<p>Records of compensation claim reviews conducted by medical panel or boards which are exceptional or controversial.</p>	<p>PERMANENT</p>
<p>06.03.08</p>	<p>Records of compensation claim reviews conducted by medical panel or boards which are <u>not</u> exceptional or controversial.</p>	<p>TEMPORARY                  Destroy 15 years after action completed.</p>
<p>06.03.09</p>	<p>Agency copies of worker’s claims for compensation and associated records including inquiries relating to the cost of claims, locations where injuries occurred and extent and types of injuries.</p>	<p>TEMPORARY                  Destroy 7 years after claim resolved.</p>
<p>06.03.10</p>	<p>Insurance company monthly returns of workers compensation policies issued, renewed or adjusted including payment details.</p>	<p>TEMPORARY                  Destroy after entry in workers compensation database.</p>

06.03.11	Insurance company monthly returns of workers compensation claims.	TEMPORARY Destroy after entry in workers compensation database.
06.03.12	Insurance company annual returns of outstanding estimates on workers compensation claims.	TEMPORARY Destroy after entry in workers compensation database.
06.03.13	Insurance company injury management programs. Records may include: <ul style="list-style-type: none"> <li>• application</li> <li>• approvals</li> <li>• associated papers</li> </ul>	TEMPORARY Destroy 10 years after action completed.
06.03.14	Audit reports on compliance of licenced and self-insurers with licence conditions including assessment of licence holders Management Systems.	PERMANENT
<b>06.04.00</b>	<b>Policy (WORKERS COMPENSATION)</b> The activities associated with developing and establishing decisions, directions and precedents that act as reference for future decision making and as the basis from which operating procedures are determined.	
06.04.01	Records illustrating the development of policy and documenting policy decisions and the establishment of precedents.	PERMANENT
06.04.02	Records relating to the development of the Tasmanian State Service (TSS) workers compensation scheme including copies of papers presented at meetings.	TEMPORARY Destroy 10 years after action completed.
06.04.03	Records relating to the setting of the basic rate of payments under workers compensation legislation. Records may include: <ul style="list-style-type: none"> <li>• minutes</li> <li>• approval of minister</li> <li>• gazette notices.</li> </ul>	TEMPORARY Destroy 7 years after superseded.
<b>06.05.00</b>	<b>Reporting (WORKERS COMPENSATION)</b> The process associated with initiating or providing a formal response to a situation or request and to provide formal statements to or findings of the results of the examination or investigation.	
06.05.01	Annual performance report of workers compensation schemes.	TEMPORARY Destroy 2 years after inclusion in annual report.

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