

**Disposal Schedule  
for  
functional records of the  
Marine and Safety Authority  
Tasmania**

**Disposal Authorisation No. 2417**

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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) , or by phoning 03 6165 5581

**TASMANIAN ARCHIVE & HERITAGE OFFICE**

**DISPOSAL AUTHORISATION No. 2417**

**Title:** Disposal Schedule for functional records of Marine and Safety Authority  
Tasmania

**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
1	03-07-2013	David Bloomfield	Initial Release	All

**Amendments in this Release**

Section Title	Section Number	Amendment Summary
		<i>This is the first release of this document.</i>

## **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 the Marine and Safety Authority Tasmania.

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 Archives 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 any other 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>ASSET MANAGEMENT</b>                  The function of managing marine assets owned by the Marine and Safety Authority. Includes the acquisition, construction, maintenance, usage, licensing, and disposal of assets. Marine assets include jetties, boat ramps, navigation aids, breakwaters, training walls, signage and marine radio.</p> <p><i>See 06.00.00 INCIDENT INVESTIGATIONS for investigations into marine incidents occurring within the Marine and Safety Authority's jurisdiction.</i></p> <p><i>See DA 2157 FINANCIAL MANAGEMENT - ASSET REGISTER for the accounting/monitoring and assessment of corporate assets.</i></p> <p><i>See DA 2157 PROPERTY MANAGEMENT for land and working, storage or living space within premises used to accommodate Marine and Safety Authority officers and staff.</i></p> <p><i>See DA 2157 STRATEGIC MANAGEMENT - LEGISLATION for developing and amending legislation, regulations and by-laws.</i></p> <p><i>See DA 2157 TECHNOLOGY &amp; TELECOMMUNICATIONS - DATABASE MANAGEMENT for the management of the Financial database and Operational database.</i></p>	
<p><b>01.01.00</b></p>	<p><b>ACQUISITION (ASSET MANAGEMENT)</b>                  The process of gaining ownership or use of property and other items required in the conduct of business through purchase, requisition or vesting. Includes the acquisition of marine assets.</p> <p><i>See 07.01.00 MARINE COMMUNICATIONS - ACQUISITION or the purchase and installation of marine communication equipment.</i></p> <p><i>See 01.10.00 CONTRACTING-OUT for obtaining the services of consultants.</i></p> <p><i>See 01.20.00 TENDERING for the process of receiving and assessing tenders.</i></p>	
<p><b>01.01.01</b></p>	<p>Records documenting the acquisition of marine assets. Includes assets transferred to the Marine and Safety Authority from other government organisations.</p>	<p><b>TEMPORARY</b>                  Destroy 10 years after disposal of the asset</p>
<p><b>01.02.00</b></p>	<p><b>ADVICE (ASSET MANAGEMENT)</b>                  The activities associated with offering recommendations by or to the Authority as to an action or judgement. Includes the process of advising.</p> <p><i>See 05.01.00 ENVIRONMENTAL MANAGEMENT - ADVICE for the provision of planning advice to local authorities relating to marine development.</i></p> <p><i>See DA 2157 GOVERNMENT RELATIONS where the Authority is responding to the Government's request for advice or comments.</i></p>	
<p><b>01.02.01</b></p>	<p>Records documenting the receipt and provision of advice relating to Asset Management.</p> <p><i>See 01.12.01 for enquiries requesting general information (Asset Management)</i></p>	<p><b>TEMPORARY</b>                  Destroy 7 years after action completed</p>

<p><b>01.03.00</b></p>	<p><b>AGREEMENTS (ASSET MANAGEMENT)</b>                  The processes associated with the establishment, maintenance, review and negotiation of agreements including Memorandums of Understanding (MOU's) and Deeds of Agreement.   <i>See DA 2157 INFORMATION MANAGEMENT - AGREEMENTS for agreements with government organisations and law enforcement agencies to access client information held by the Marine and Safety Authority.</i>   <i>See 14.03.00 RECREATIONAL BOATING - AGREEMENTS for agreements between the Marine and Safety Authority and members of the public to hire an Emergency Position Indicating Radio Beacon (EPIRB).</i></p>	
<p>01.03.01</p>	<p>Records documenting the establishment, maintenance and review of agreements relating to Asset Management including final versions of agreements. Includes maintenance agreements and service level agreements.</p>	<p>PERMANENT</p>
<p><b>01.04.00</b></p>	<p><b>AUDIT (ASSET MANAGEMENT)</b>                  The activities associated with officially checking financial, quality assurance and operational records to ensure they have been kept and maintained in accordance with agreed or legislated standards and correctly record the events, processes and business of the Authority in a specified period. Includes audits of marine assets and regular inspections of assets conducted as part of their audit.   <i>See 01.06.00 COMPLIANCE for complying with standards and requirements.</i></p>	
<p>01.04.01</p>	<p>Records relating to internal audits of marine assets conducted by Marine and Safety Authority.   <i>See 01.14.01 for planning for future replacement of marine assets (Asset Management)</i>  <i>See 01.13.01 for maintenance of marine assets (Asset Management)</i>  <i>See 01.04.02 for external audits of marine assets (Asset Management)</i></p>	<p>TEMPORARY                  Destroy 7 years after action completed</p>
<p>01.04.02</p>	<p>Records relating to external audits of marine assets conducted by external structural engineers.   <i>See 01.13.01 for maintenance of marine assets (Asset Management)</i>  <i>See 01.04.01 for internal audit of marine assets (Asset Management)</i></p>	<p>TEMPORARY                  Destroy 7 years after action completed</p>
<p><b>01.05.00</b></p>	<p><b>COMMITTEES (ASSET MANAGEMENT)</b>                  The activities associated with the management of committees and task forces (internal and external, private, local, State, Commonwealth etc.). Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes, reports, agendas etc.</p>	
<p>01.05.01</p>	<p>Records of external committees relating to Asset Management where the Marine and Safety Authority do <u>not</u> have the administrative role.                  These may include:</p> <ul style="list-style-type: none"> <li>• copies of minutes</li> <li>• agenda papers</li> <li>• copies of reports presented to the committee</li> <li>• copies of submissions presented to the committee</li> </ul>	<p>TEMPORARY                  Destroy 2 years after action completed</p>

<p><b>01.06.00</b></p>	<p><b>COMPLIANCE (ASSET MANAGEMENT)</b>                  The activities associated with complying with mandatory or optional accountability, fiscal, legal, regulatory or quality standards or requirements to which the Marine and Safety Authority is subject. Includes compliance with legislation and with national and international standards, such as the ISO 9000 series.</p> <p><i>See 01.07.00 COMPLIANCE MONITORING for the Marine and Safety Authority enforcing compliance with legislation, regulations and by-laws.</i></p>	
<p><b>01.06.01</b></p>	<p>Records documenting the Marine and Safety Authority's compliance with mandatory or optional accountability requirements relating to Asset Management.</p> <p><i>See 01.07.01 for enforcement of By-Laws (Asset Management)</i></p>	<p>TEMPORARY                  Destroy 7 years after action completed</p>
<p><b>01.07.00</b></p>	<p><b>COMPLIANCE MONITORING (ASSET MANAGEMENT)</b>                  The activities associated with the Marine and Safety Authority monitoring and enforcing compliance with legislation, regulations and by-laws. Includes the enforcement of by-laws relating to the usage of marine assets.</p> <p><i>See 05.03.00 ENVIRONMENTAL MANAGEMENT - COMPLIANCE MONITORING for abandoned, unseaworthy and sunken vessel detention notices.</i></p> <p><i>See 06.02.00 INCIDENT INVESTIGATION - COMPLIANCE MONITORING for marine incident infringement notices.</i></p> <p><i>See 01.06.00 COMPLIANCE for complying with mandatory or optional accountability, fiscal, legal, regulatory or quality standards or requirements to which the Marine and Safety Authority is subject.</i></p>	
<p><b>01.07.01</b></p>	<p>Records documenting the enforcement of by-laws relating to the usage of marine assets.</p> <p><i>See 01.06.01 for compliance (Asset Management)</i></p>	<p>TEMPORARY                  Destroy 7 years after action completed</p>
<p><b>01.08.00</b></p>	<p><b>CONSTRUCTION (ASSET MANAGEMENT)</b>                  The process of building or replacing marine assets. Includes leases and licences to use land for the construction of marine assets.</p>	
<p><b>01.08.01</b></p>	<p>Plans, specification and external expert reports relating to the construction or replacement of marine assets.</p> <p><i>See 01.08.02 records documenting the construction or replacement of marine assets (Asset Management)</i>  <i>See 01.08.03 for approvals and licences for the construction or replacement of marine assets (Asset Management)</i>  <i>See 01.14.01 for planning for future replacement of marine assets (Asset Management)</i></p>	<p>PERMANENT</p>

01.08.02	<p>Records documenting the construction or replacement of marine assets. These may include:</p> <ul style="list-style-type: none"> <li>• costings</li> <li>• project management documentation</li> <li>• contracts</li> </ul> <p><i>See 01.08.01 for plans, specifications and external expert reports (Asset Management)</i>  <i>See 01.08.03 for approvals and licences for the construction or replacement of marine assets (Asset Management)</i>  <i>See 01.20.01 for tender documents (Asset Management)</i>  <i>See 01.10.02 for contract management (Asset Management)</i></p>	<p>TEMPORARY                  Destroy 7 years after action completed</p>
01.08.03	<p>Records documenting approvals and licences relating to the construction or replacement of marine assets. These may include:</p> <ul style="list-style-type: none"> <li>• licences to use land</li> <li>• regulatory approvals</li> </ul> <p><i>See 01.08.01 for plans, specifications and external expert reports (Asset Management)</i>  <i>See 01.08.02 records documenting the construction or replacement of marine assets (Asset Management)</i></p>	<p>TEMPORARY                  Destroy after disposal of the asset</p>
01.09.00	<p><b>CONSULTATION (ASSET MANAGEMENT)</b>                  The activities associated with providing information to stakeholders and seeking stakeholder input. Includes meetings with stakeholders. Stakeholders include the public and other government organisations.</p> <p><i>See 01.05.00 COMMITTEES for the meetings of committees and task forces.</i></p>	
01.09.01	<p>Records documenting consultation with stakeholders relating to the usage, proposed changes, or replacement of marine assets.</p>	<p>TEMPORARY                  Destroy 7 years after action completed</p>
01.10.00	<p><b>CONTRACTING-OUT (ASSET MANAGEMENT)</b>                  The activities involved in arranging, procuring and managing the performance of work or the provision of services by an external contractor or consultant, or by using external services. Sometimes referred to as outsourcing.</p> <p><i>See 01.20.00 TENDERING for the process of receiving and assessing tenders from potential external consultants for services, prior to the contract agreement.</i></p>	
01.10.01	<p>Signed contracts and supporting documentation relating to Asset Management including:</p> <ul style="list-style-type: none"> <li>• tender submissions</li> <li>• written offers</li> </ul> <p><i>See 01.10.02 for contract management (Asset Management)</i></p>	<p>TEMPORARY                  Destroy 7 years after expiry of contract</p>



01.10.02	<p>Records documenting the management of contracts relating to Asset Management including:</p> <ul style="list-style-type: none"> <li>• parameters of consultancy/service</li> <li>• terms and conditions</li> <li>• performance and evaluation reports</li> <li>• meetings with stakeholders</li> </ul> <p><i>See 01.10.01 for signed contracts (Asset Management)</i>  <i>See 01.08.01 for construction of marine assets (Asset Management)</i>  <i>See 01.10.03 for requests for quotations (Asset Management)</i>  <i>See 01.20.01 for tender documents (Asset Management)</i></p>	<p>TEMPORARY                  Destroy 7 years after expiry of contract</p>
01.10.03	<p>Requests for quotations (RFQ) issued by the Marine and Safety Authority including quotations received.</p> <p><i>See 01.20.01 for tender documents (Asset Management)</i>  <i>See 01.10.02 for contract management (Asset Management)</i></p>	<p>TEMPORARY                  Destroy 2 years after action completed</p>
01.11.00	<p><b>DISPOSAL (ASSET MANAGEMENT)</b>                  The process of disposing of property no longer required by the Authority, by sale, transfer, termination of lease, auction, or destruction. Includes the disposal of marine assets by demolition or removal.</p>	
01.11.01	<p>Records documenting the demolition or removal of marine assets including:</p> <ul style="list-style-type: none"> <li>• correspondence</li> <li>• quotations</li> </ul>	<p>TEMPORARY                  Destroy 10 years after disposal of asset.</p>
01.12.00	<p><b>ENQUIRIES (ASSET MANAGEMENT)</b>                  The activities associated with the handling of requests for information about the Authority and its services by the general public or another organisation.</p> <p><i>See DA 2157 GOVERNMENT RELATIONS - INQUIRIES for investigations of inquiry by parliamentary committees.</i></p> <p><i>See DA 2157 INFORMATION MANAGEMENT – RIGHT TO INFORMATION for requests for assessed disclosure of information made by a person under the Right to Information legislation.</i></p>	
01.12.01	<p>Records documenting enquiries requesting general information relating to Asset Management.</p> <p><i>See the Disposal Schedule for Short-term Value Records (DA No. 2158) for requests for information that is readily available to the public including publications and promotional material.</i>  <i>See 01.02.01 for advice (Asset Management)</i></p>	<p>TEMPORARY                  Destroy 2 years after action completed</p>
01.13.00	<p><b>MAINTENANCE (ASSET MANAGEMENT)</b>                  The activities associated with the maintenance, repair, servicing and preservation of marine assets, premises, equipment, vehicles etc. Includes the maintenance of marine assets.</p>	
01.13.01	<p>Records documenting the maintenance of marine assets.</p> <p><i>See 01.04.02 for external audits of marine assets (Asset Management)</i>  <i>See 01.04.01 for internal audit of marine assets (Asset Management)</i></p>	<p>TEMPORARY                  Destroy 7 years after action completed</p>

<b>01.14.00</b>	<p><b>PLANNING (ASSET MANAGEMENT)</b>                  The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.</p> <p><i>See 05.01.00 ENVIRONMENTAL MANAGEMENT - ADVICE for the provision of planning advice to local authorities relating to marine development.</i></p> <p><i>See DA 2157 STRATEGIC MANAGEMENT - PLANNING for overall planning to achieve corporate objectives.</i></p>	
01.14.01	<p>Records relating to planning for the future replacement of marine assets including funding applications.</p> <p><i>See 01.04.01 for internal audit of marine assets (Asset Management)</i>  <i>See 01.08.01 for construction of marine assets (Asset Management)</i></p>	<p>TEMPORARY                  Destroy 7 years after planning is completed</p>
<b>01.15.00</b>	<p><b>POLICY (ASSET MANAGEMENT)</b>                  The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making, as the basis from which the Authority's operating procedures are determined.</p> <p><i>See 01.06.00 COMPLIANCE for government policy that the Authority is obligated to adopt under legislative or regulatory requirements.</i></p> <p><i>See DA 2157 STRATEGIC MANAGEMENT - LEGISLATION for policy that is derived from the process of making laws.</i></p>	
01.15.01	<p>Records illustrating the development of policy and documenting policy decisions and the establishment of precedents relating to Asset Management.</p> <p><i>See 01.16.02 for notices of changes to procedures and policy (Asset Management)</i></p>	<p>PERMANENT</p>
<b>01.16.00</b>	<p><b>PROCEDURES (ASSET MANAGEMENT)</b>                  Standard methods of operation laid down by the Authority according to formulated policy.</p>	
01.16.01	<p>Records documenting the development of the Marine and Safety Authority's procedures and final versions of the Authority's manuals and instructions relating to Asset Management.</p> <p><i>See 01.16.02 for notices of changes to procedures and policy (Asset Management)</i></p>	<p>TEMPORARY                  Destroy 7 years after superseded</p>
01.16.02	<p>Records documenting the internal and external notification of changes to, or the implementation of new policies, procedures, instructions or notification of significant events relating to Asset Management.</p> <p><i>See 01.16.01 for procedures (Asset Management)</i>  <i>See 01.15.01 for policy (Asset Management)</i></p>	<p>TEMPORARY                  Destroy 7 years after action completed</p>
<b>01.17.00</b>	<p><b>PUBLIC REACTION (ASSET MANAGEMENT)</b>                  The process of handling public reaction to the Authority's policies or services. Includes anonymous letters, letters of complaint and letters of congratulations or appreciation received from the public.</p>	

01.17.01	Records documenting complaints relating to Asset Management that: <ul style="list-style-type: none"> <li>• create a precedent</li> <li>• raise policy or legal issues</li> <li>• raise issues requiring broader follow up</li> <li>• contain qualified legal opinion</li> <li>• lead to procedural changes</li> </ul> <p><i>See 01.17.02 for complaints that do not create precedent or result in policy changes or legal issues (Asset Management)</i></p>	PERMANENT
01.17.02	Records documenting complaints relating to Asset Management that do <u>not</u> create a precedent or result in policy changes or legal issues (Asset Management) <p><i>See 01.17.01 for complaints that create a precedent or result in policy changes or legal issues etc (Asset Management)</i></p>	TEMPORARY Destroy 2 years after action completed
01.17.03	Records documenting expressions of appreciation or congratulations received by the Marine and Safety Authority relating to Asset Management.	TEMPORARY Destroy 2 years after action completed
<b>01.18.00</b>	<b>REPORTING (ASSET MANAGEMENT)</b> The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements or findings of the results of the examination or investigation. Includes agendas, briefing, business, discussion papers, proposals, reports, reviews and returns.	
01.18.01	Final versions of formal internal and external reports prepared by or for the Marine and Safety Authority relating to Asset Management. <p><i>See the Disposal Schedule for Common Administrative Functions (DA 2157) for final versions of the annual report.</i></p>	TEMPORARY Destroy 7 years after action completed
01.18.02	Statistical information collected by or for the Marine and Safety Authority relating to significant Asset Management activities. <p><i>See 01.18.03 for non-significant statistics (Asset Management)</i></p>	TEMPORARY Destroy 25 years after last periodic survey or 5 years after the vessel is no longer in survey whichever is the later
01.18.03	Statistical information collected by or for the Marine and Safety Authority relating to non-significant Asset Management activities. <p><i>See 01.18.02 for significant statistics (Asset Management)</i></p>	TEMPORARY Destroy 2 years after action completed
01.18.04	Records documenting responses to questionnaires and surveys requested by outside organisations relating to Asset Management.	TEMPORARY Destroy 2 years after action completed
<b>01.19.00</b>	<b>RESEARCH (ASSET MANAGEMENT)</b> The activities involved in investigating or enquiring into a subject or area of interest in order to discover facts, principles etc. Used to support the development of projects, standards, guidelines and the business activities of the Authority in general. Includes following up enquiries relating to organisational programs, projects, working papers, literature searches etc. <p><i>See 01.15.00 POLICY for research into the formulation of policy.</i></p>	

01.19.01	Records documenting research carried out to support the Asset Management function.	TEMPORARY Destroy 7 years after action completed
<b>01.20.00</b>	<p><b>TENDERING (ASSET MANAGEMENT)</b></p> <p>The activities involved in receiving and assessing tenders. Includes requests for quotations, offers made in writing by one party to carry out work at an inclusive price or uniform rate for the production of work.</p> <p><i>See 01.01.00 ACQUISITION for acquisitions once the tender has been decided.</i></p> <p><i>See 01.10.00 CONTRACTING-OUT for the process of outsourcing operations or arranging, procuring and managing the provision of service by an external consultant once the tender has been decided.</i></p>	
01.20.01	<p>Records documenting the development, issue and evaluation of tender documents. These may include:</p> <ul style="list-style-type: none"> <li>• statement of requirements (SOR)</li> <li>• requests for proposals (RFP)</li> <li>• expressions of interest (EOI)</li> <li>• request for tender (RFT)</li> <li>• draft contracts</li> <li>• reports</li> <li>• public notices</li> </ul> <p><i>See 01.08.01 for construction of marine assets (Asset Management)</i>  <i>See 01.10.03 for requests for quotations (Asset Management)</i>  <i>See 01.20.02 for unsuccessful tenders (Asset Management)</i>  <i>See 01.10.02 for contract management (Asset Management)</i></p>	TEMPORARY Destroy 7 years after tender process completed
01.20.02	<p>Records documenting unsuccessful tenders and tenders received where the tender process does not proceed.</p> <p><i>See 01.20.01 for tender documents (Asset Management)</i></p>	TEMPORARY Destroy 7 years after action completed
<b>02.00.00</b>	<p><b>BOARD ADMINISTRATION</b></p> <p>The function of providing administrative support to, and operation of governing Boards (past and present). Includes appointment and remuneration of board members, proceedings, and agendas and minutes of Board meetings. These include:</p> <ul style="list-style-type: none"> <li>• Marine and Safety Authority Board</li> <li>• Navigation and Survey Authority Tasmania</li> </ul>	
<b>02.01.00</b>	<p><b>APPOINTMENTS &amp; REMUNERATION (BOARD ADMINISTRATION)</b></p> <p>The activities associated with the appointment or resignation of Board members and the Chief Executive Officer including remuneration.</p> <p><i>See DA 2157 for appointments of personnel.</i></p>	
02.01.01	<p>Records documenting the appointment, remuneration and resignation of Board members and the Chief Executive Officer.</p> <p><i>See 02.02.01 for Board meetings (Board Administration)</i></p>	PERMANENT
<b>02.02.00</b>	<p><b>BOARD MEETINGS (BOARD ADMINISTRATION)</b></p> <p>The activities associated with meetings held to formulate, discuss, update, or resolve issues and matters pertaining to the Board. Includes the establishment of the Board, agenda papers, final versions of minutes, plans and reports presented to the Board.</p>	

02.02.01	<p>Records of governing Boards. These may include:</p> <ul style="list-style-type: none"> <li>• documents establishing the Board</li> <li>• final versions of minutes</li> <li>• agenda papers</li> <li>• reports presented to the Board</li> <li>• submissions presented to the Board</li> </ul> <p><i>See 02.01.01 for appointments, remuneration and resignations - Board members and CEO (Board Administration)</i> <i>See 02.02.02 for administration - Board meetings (Board Administration)</i></p>	PERMANENT
02.02.02	<p>Records documenting the conduct and administration of Board meetings.</p> <p><i>See 02.02.01 for Board meetings (Board Administration)</i></p>	<p>TEMPORARY Destroy when reference ceases</p>
02.03.00	<p><b>PROCEDURES (BOARD ADMINISTRATION)</b> Standard methods of operation laid down by the Authority according to formulated policy.</p>	
02.03.01	<p>Records documenting the development of procedures relating to Board Administration.</p>	<p>TEMPORARY Destroy 7 years after action completed</p>
03.00.00	<p><b>COMMERCIAL OPERATIONS</b></p> <p>The function of regulating and assessing the competency of operators of commercial vessels operating in Tasmanian waters. Includes applications and supporting documentation for the issue of certificates of competency including recognition of tickets obtained in other States or overseas, recognition of practical experience, issue of certificates, endorsements, revalidations and renewals. Also includes examinations conducted by the Marine and Safety Authority and training providers, medical issues relating to fitness to meet requirements, incomplete applications and conversions to a different certificate type.</p> <p><i>See 04.00.00 COMMERCIAL VESSELS for regulating vessels operating within Tasmanian waters for commercial purpose.</i></p> <p><i>See 06.00.00 INCIDENT INVESTIGATIONS for investigations into marine incidents involving commercial vessels.</i></p> <p><i>See DA 2157 PUBLICATION for publications produced by the Marine and Safety Authority.</i></p> <p><i>See DA 2157 STRATEGIC MANAGEMENT - LEGISLATION for developing and amending legislation, regulations and by-laws.</i></p>	
03.01.00	<p><b>ACCREDITATION (COMMERCIAL OPERATIONS)</b></p> <p>The activities associated with accrediting training providers who provide short course training by practical tuition, on-water training in the required competencies, licence examination for certificates of competency and training providers who provide tuition and testing of the Marine and Safety Authority Motor Boat Licence.</p> <p><i>See 03.11.00 LICENSING for licensing training operators who deliver specific training for monetary or other reward.</i></p>	

03.01.01	Copies of certificates of accreditation issued to training providers who provide training for operators of commercial vessels.  <i>See 03.01.02 for accreditation and auditing of training providers (Commercial Operations)</i>	PERMANENT
03.01.02	Records relating to the process of accrediting and auditing training providers who provide training for operators of commercial vessels. These may include: <ul style="list-style-type: none"> <li>• applications</li> <li>• correspondence</li> <li>• audit reports</li> </ul> <i>See 03.10.01 for enquiries requesting general information (Commercial Operations)</i> <i>See 03.03.01 for agreements (Commercial Operations)</i> <i>See 03.01.01 for certificates of accreditation - training providers (Commercial Operations)</i>	TEMPORARY Destroy 7 years after expiry of accreditation
03.01.03	Records documenting the authorisation of examiners who undertake licence examination for certificates of competency for operators of commercial vessels.  <i>See 03.10.01 for enquiries requesting general information (Commercial Operations)</i>	TEMPORARY Destroy 7 years after authorisation expires or is cancelled
<b>03.02.00</b>	<b>ADVICE (COMMERCIAL OPERATIONS)</b> The activities associated with offering recommendations by or to the Authority as to an action or judgement. Includes the process of advising.  <i>See DA 2157 GOVERNMENT RELATIONS where the Authority is responding to the Government's request for advice or comments.</i>	
03.02.01	Records documenting the receipt and provision of advice relating to Commercial Operations.  <i>See 03.10.01 for enquiries requesting general information (Commercial Operations)</i>	TEMPORARY Destroy 10 years after action completed
<b>03.03.00</b>	<b>AGREEMENTS (COMMERCIAL OPERATIONS)</b> The processes associated with the establishment, maintenance, review and negotiation of agreements including Memorandums of Understanding (MOU's) and Deeds of Agreement.  <i>See DA 2157 INFORMATION MANAGEMENT - AGREEMENTS for agreements with government organisations and law enforcement agencies to access client information held by the Marine and Safety Authority.</i>  <i>See 14.03.00 RECREATIONAL BOATING - AGREEMENTS for agreements between the Marine and Safety Authority and members of the public to hire an Emergency Position Indicating Radio Beacon (EPIRB).</i>	
03.03.01	Records documenting the establishment, maintenance and review of agreements relating to Commercial Operations including final versions of agreements. Includes memorandum of understanding and service level agreements.  <i>See 03.01.02 for accreditation and auditing of training providers (Commercial Operations)</i>	TEMPORARY Destroy 7 years after expiry, completion or termination of agreement

<p><b>03.04.00</b></p>	<p><b>CERTIFICATION (COMMERCIAL OPERATIONS)</b></p> <p>The activities associated with the issue of certificates of competency which authorise persons to command a commercial vessel or be responsible for the vessel's machinery systems. Includes applications and supporting documentation including statements of attainment issued by a recognised training organisation, examinations, recognition of practical experience (i.e. sea service), and issue of certificate of competency cards. Also includes renewals and revalidation of existing certificates, recognition of tickets obtained in other States or overseas, endorsements, incomplete applications, conversions and upgrades, and medical issues relating to fitness to meet requirements.</p> <p><i>See 03.01.00 ACCREDITATION for the accreditation of training providers who provide short course training by practical tuition, on-water training in the required competencies and licence examination for certificates of competency.</i></p> <p><i>See 03.18.00 TEMPORARY PERMITS for commercial operators to act outside the limits of their current certificate of competency.</i></p> <p><i>See 04.18.00 COMMERCIAL VESSELS - VESSEL SURVEY for the issue of Certificates of Survey for commercial vessels and licences to operate marine communication equipment.</i></p>	
<p><b>03.04.01</b></p>	<p>Copies of certificates of competency cards issued to operators of commercial vessels.</p> <p><i>See 03.04.02 for the issue of certificates of competency (Commercial Operations)</i></p>	<p>PERMANENT</p>
<p><b>03.04.02</b></p>	<p>Records relating to the issue of certificates of competency for operators of commercial vessels including revalidation of existing certificates, endorsements, recognition of certificates issued in other jurisdictions and medical issues. These may include:</p> <ul style="list-style-type: none"> <li>• applications</li> <li>• supporting documentation</li> <li>• renewals</li> <li>• correspondence</li> </ul> <p><i>See 03.14.02 for complaints not creating a precedent, policy changes or legal issues (Commercial Operations)</i>  <i>See 03.18.01 for the issue of temporary permits (Commercial Operators)</i>  <i>See 03.10.01 for enquiries requesting general information (Commercial Operations)</i>  <i>See 03.04.01 for certificates of competency cards (Commercial Operations)</i></p>	<p>TEMPORARY</p> <p>Destroy 7 years after certificate expires or is cancelled or terminated</p>
<p><b>03.05.00</b></p>	<p><b>COMMITTEES (COMMERCIAL OPERATIONS)</b></p> <p>The activities associated with the management of committees and task forces (internal and external, private, local, State, Commonwealth etc.). Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes, reports, agendas etc.</p>	
<p><b>03.05.01</b></p>	<p>Records of external committees relating to Commercial Operations. Includes national committees and committees where the Marine and Safety Authority have the lead administrative role. These may include:</p> <ul style="list-style-type: none"> <li>• documents establishing the committee</li> <li>• documents appointing members</li> <li>• final versions of minutes</li> <li>• agenda papers</li> <li>• reports presented to the committee</li> <li>• submissions presented to the committee</li> </ul> <p><i>See 03.05.02 for the administration of committees (Commercial Operations)</i></p>	<p>TEMPORARY</p> <p>Destroy 10 years after action completed</p>

03.05.02	Records documenting the conduct and administration of committees relating to Commercial Operations.  <i>See 03.05.01 for external committees (Commercial Operations)</i>	TEMPORARY Destroy when reference ceases
03.06.00	<b>COMPLIANCE (COMMERCIAL OPERATIONS)</b> The activities associated with complying with mandatory or optional accountability, fiscal, legal, regulatory or quality standards or requirements to which the Marine and Safety Authority is subject. Includes compliance with legislation and with national and international standards, such as the ISO 9000 series.  <i>See 03.07.00 COMPLIANCE MONITORING for the Authority enforcing compliance with legislation, regulations and by-laws.</i>	
03.06.01	Records documenting the Marine and Safety Authority's compliance with mandatory or optional accountability requirements relating to Commercial Operations.  <i>See 03.07.01 for compliance monitoring (Commercial Operations)</i>	TEMPORARY Destroy 7 years after action completed
03.07.00	<b>COMPLIANCE MONITORING (COMMERCIAL OPERATIONS)</b> The activities associated with the Marine and Safety Authority monitoring and enforcing compliance with legislation, regulations and by-laws. Includes enforcement, infringements, cautions, marine incident infringement notices and abandoned, unseaworthy and sunken vessel detention notices.  <i>See 03.06.00 COMPLIANCE for complying with mandatory or optional accountability, fiscal, legal, regulatory or quality standards or requirements to which the Marine and Safety Authority is subject.</i>  <i>See 01.07.00 ASSET MANAGEMENT - COMPLIANCE MONITORING for the enforcement of by-laws relating to the usage of marine assets.</i>  <i>See 05.03.00 ENVIRONMENTAL MANAGEMENT - COMPLIANCE MONITORING for abandoned, unseaworthy and sunken vessel detention notices.</i>  <i>See 06.02.00 INCIDENT INVESTIGATION - COMPLIANCE MONITORING for marine incident infringement notices.</i>	
03.07.01	Records relating to monitoring and enforcing compliance with legislation, regulations and by-laws relating to Commercial Operations in Tasmania.  <i>See 03.06.01 for compliance (Commercial Operations)</i>	TEMPORARY Destroy 7 years after action completed
03.08.00	<b>CONSULTATION (COMMERCIAL OPERATIONS)</b> The activities associated with providing information to stakeholders and seeking stakeholder input. Includes meetings with stakeholders. Stakeholders include the public and other government organisations.	
03.08.01	Records documenting consultation with stakeholders relating to Commercial Operations.	TEMPORARY Destroy 7 years after action completed
03.09.00	<b>CUSTOMER SURVEYS (COMMERCIAL OPERATIONS)</b> The activities associated with conducting customer surveys to measure the Marine and Safety Authority's performance.	
03.09.01	Final reports of commercial operations customer survey results.  <i>See 03.09.02 for customer surveys preparation and responses (Commercial Operations)</i>	PERMANENT



03.09.02	<p>Records relating to the preparation and implementation of commercial operations customer surveys including responses.</p> <p><i>See 03.15.03 for questionnaires and surveys requested by outside organisations (Commercial Operations)</i>  <i>See 03.09.01 for final reports of customer surveys results (Commercial Operations)</i></p>	<p>TEMPORARY                  Destroy when responses have been entered into the database and final results have been compiled.</p>
03.10.00	<p><b>ENQUIRIES (COMMERCIAL OPERATIONS)</b>                  The activities associated with the handling of requests for information about the Authority and its services by the general public or another organisation.</p> <p><i>See DA 2157 INFORMATION MANAGEMENT - RIGHT TO INFORMATION for requests for assessed disclosure of information made by a person under the Right to Information legislation.</i></p>	
03.10.01	<p>Records documenting enquiries requesting general information relating to Commercial Operations.</p> <p><i>See the Disposal Schedule for Short-term Value Records (DA No. 2158) for requests for information that is readily available to the public including publications and promotional material.</i>  <i>See 03.11.01 for training operators licences (Commercial Operations)</i>  <i>See 03.04.02 for the issue of certificates of competency (Commercial Operations)</i>  <i>See 03.01.02 for accreditation and auditing of training providers (Commercial Operations)</i>  <i>See 03.01.03 for the authorisation of examiners (Commercial Operations)</i>  <i>See 03.02.01 for advice (Commercial Operations)</i></p>	<p>TEMPORARY                  Destroy 2 years after action completed</p>
03.11.00	<p><b>LICENSING (COMMERCIAL OPERATIONS)</b>                  The activities associated with issuing or obtaining licences. Includes the issue of commercial leisure craft licences to providers who let craft for hire or reward and the issuing of licences to training operators who deliver specific training for monetary or other reward.</p> <p><i>See 03.01.00 ACCREDITATION for the accreditation of training providers who provide the practical tuition course, on-water training in the required competencies and licence examination.</i></p> <p><i>See 03.04.00 CERTIFICATION for the issue of certificates of competency which authorises persons to command a commercial vessel or be responsible for the vessel's machinery systems.</i></p> <p><i>See 04.18.00 COMMERCIAL VESSELS - VESSEL SURVEY for the issue of Certificates of Survey for commercial vessels and licences to operate marine communication equipment.</i></p> <p><i>See 13.06.00 PORT MANAGEMENT - LICENSING for the issuing of licences to Pilots.</i></p> <p><i>See 07.11.00 MARINE COMMUNICATIONS - LICENSING for obtaining licences for marine communication sites and for licence agreements to install marine communications equipment on sites owned by other organisations.</i></p> <p><i>See 14.14.00 RECREATIONAL BOATING - LICENSING for the administration of motor boat licences.</i></p>	

03.11.01	<p>Records documenting the issuing of licences to training operators who deliver specific training for monetary or other reward. These may include:</p> <ul style="list-style-type: none"> <li>• applications</li> <li>• supporting documentation</li> <li>• renewal notices</li> <li>• audit reports</li> <li>• copy of licences</li> </ul> <p><i>See 03.10.01 for enquiries requesting general information (Commercial Operations)</i></p>	<p>TEMPORARY Destroy 10 years after expiry of licence</p>
03.11.02	<p>Records relating to the issue of commercial leisure craft licences. These may include:</p> <ul style="list-style-type: none"> <li>• applications</li> <li>• supporting documentation</li> <li>• audit reports</li> <li>• suspension documentation</li> <li>• copies of licences</li> </ul> <p><i>See 04.18.02 for certificates of registration (Commercial Vessels)</i>  <i>See 04.18.03 for periodic survey (Commercial Vessels)</i>  <i>See 04.18.04 for the list of suspended vessels (Commercial Vessels)</i>  <i>See 03.16.01 for safety management plans (Commercial Operations)</i></p>	<p>TEMPORARY Destroy 10 years after expiry of licence</p>
03.12.00	<p><b>POLICY (COMMERCIAL OPERATIONS)</b></p> <p>The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making, as the basis from which the Authority's operating procedures are determined.</p> <p><i>See 03.06.00 COMPLIANCE for government policy that the Authority is obligated to adopt under legislative or regulatory requirements.</i></p> <p><i>See DA 2157 STRATEGIC MANAGEMENT - LEGISLATION for policy that is derived from the process of making laws.</i></p>	
03.12.01	<p>Records illustrating the development of policy and documenting policy decisions and the establishment of precedents relating to Commercial Operations.</p> <p><i>See 03.13.01 for procedures (Commercial Operations)</i>  <i>See 03.13.02 for notices of changes to procedures and policy (Commercial Operations)</i></p>	<p>PERMANENT</p>
03.13.00	<p><b>PROCEDURES (COMMERCIAL OPERATIONS)</b></p> <p>Standard methods of operation laid down by the Authority according to formulated policy.</p>	
03.13.01	<p>Records documenting the development of procedures and final versions of manuals and instructions relating to Commercial Operations.</p> <p><i>See 03.12.01 for policy (Commercial Operations)</i>  <i>See 03.13.02 for notices of changes to procedures and policy (Commercial Operations)</i></p>	<p>TEMPORARY Destroy 7 years after superseded</p>

03.13.02	<p>Records documenting the internal and external notification of changes to, or the implementation of new policies, procedures, instructions or notification of significant events relating to Commercial Operations.</p> <p><i>See 03.13.01 for procedures (Commercial Operations)</i>  <i>See 03.12.01 for policy (Commercial Operations)</i></p>	<p>TEMPORARY                      Destroy 7 years after action completed</p>
03.14.00	<p><b>PUBLIC REACTION (COMMERCIAL OPERATIONS)</b>                      The process of handling public reaction to the Authorities policies or services. Includes anonymous letters, letters of complaint and letters of congratulations or appreciation received from the public.</p>	
03.14.01	<p>Records documenting complaints relating to Commercial Operations which:</p> <ul style="list-style-type: none"> <li>• create a precedent</li> <li>• raise policy or legal issues</li> <li>• raise issues requiring broader follow up</li> <li>• contain qualified legal opinion</li> <li>• lead to procedural changes</li> </ul> <p><i>See 03.14.02 for complaints that do not create a precedent, policy changes or legal issues (Commercial Operations)</i></p>	<p>PERMANENT</p>
03.14.02	<p>Records documenting complaints relating to Commercial Operations that do not create a precedent or result in policy changes or legal issues.</p> <p><i>See 03.04.02 for complaints relating to operators who hold a certificate of competency, or for complaints that create a precedent, policy changes or legal issues (Commercial Operations)</i></p>	<p>TEMPORARY                      Destroy 7 years after action completed</p>
03.15.00	<p><b>REPORTING (COMMERCIAL OPERATIONS)</b>                      The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements or findings of the results of the examination or investigation. Includes agendas, briefing, business, discussion papers, proposals, reports, reviews and returns.</p>	
03.15.01	<p>Statistical information collected by or for the Marine and Safety Authority relating to Commercial Operations.</p> <p><i>See Disposal Schedule for Common Administrative Functions (DA 2157) for the annual report containing statistics for all the Marine and Safety Authority functions.</i></p>	<p>PERMANENT</p>
03.15.02	<p>Final versions of formal internal and external reports prepared by or for the Marine and Safety Authority relating to Commercial Operations.</p> <p><i>See the Disposal Schedule for Common Administrative Functions (DA 2157) for final versions of the annual report.</i></p>	<p>TEMPORARY                      Destroy 7 years after action completed</p>
03.15.03	<p>Records documenting responses to questionnaires and surveys requested by outside organisations relating to Commercial Operations.</p> <p><i>See 03.09.02 for customer surveys preparation and responses (Commercial Operations)</i></p>	<p>TEMPORARY                      Destroy 2 years after action completed</p>

<p><b>03.16.00</b></p>	<p><b>SAFETY MANAGEMENT (COMMERCIAL OPERATIONS)</b>                  The activities associated with the assessment of the safe operation of a vessel in accordance with the vessel's safety management plan. Includes audits of safety management plans.   <i>See 04.09.00 COMMERCIAL VESSELS - EDUCATION or 14.10.00 RECREATIONAL BOATING MANAGEMENT – EDUCATION for educating and promoting the use of safety equipment and the safe operation of all commercial and recreational vessels.</i></p>	
<p><b>03.16.01</b></p>	<p>Records documenting the safe operation of a vessel in accordance with the safety management plan. Includes the assessment and audit of safety management plans conducted by the Marine and Safety Authority.   <i>See 04.18.02 for certificates of registration (Commercial Vessels)</i>  <i>See 03.11.02 for commercial leisure craft licences (Commercial Vessels)</i>  <i>See 04.18.03 for periodic survey (Commercial Vessels)</i></p>	<p>TEMPORARY                  Destroy 10 years after action completed</p>
<p><b>03.17.00</b></p>	<p><b>STANDARDS (COMMERCIAL OPERATIONS)</b>                  The activities associated with the Marine and Safety Authority's participation in the development and implementation of industry or organisational benchmarks for services and processes.   <i>See 03.06.00 COMPLIANCE for complying with mandatory or optional accountability, fiscal, legal, regulatory or quality standards or requirements to which the Marine and Safety Authority is subject.</i>   <i>See 03.07.00 COMPLIANCE MONITORING for the Marine and Safety Authority monitoring and enforcing compliance with legislation, regulations and by-laws.</i></p>	
<p><b>03.17.01</b></p>	<p>Records documenting the development and implementation of Industry, government and Authority standards relating to Commercial Operations.</p>	<p>PERMANENT</p>
<p><b>03.18.00</b></p>	<p><b>TEMPORARY PERMITS (COMMERCIAL OPERATIONS)</b>                  The activities associated with the issue of temporary permits by the Marine and Safety Authority. Includes temporary permits for commercial operators to act outside the limits of their current certificate of competency.</p>	
<p><b>03.18.01</b></p>	<p>Records documenting the issue of temporary permits for commercial operators to act outside the limits of their current certificate of competency.   <i>See 04.17.01 for the issue of temporary permits (Commercial Vessels)</i>  <i>See 03.04.021 fir the issue of certificates of competency (Commercial Operations)</i></p>	<p>TEMPORARY                  Destroy 7 after expiry of permit</p>

<b>04.00.00</b>	<p><b>COMMERCIAL VESSELS</b></p> <p>The function of regulating vessels operating within Tasmanian waters for commercial purpose that are not subject to the Navigation Act (Commonwealth). Includes initial survey including construction design approval, periodic survey, commercial issue of certificates of survey, vessel survey, suspensions, exemptions, audits and issue of permits for voyages, towage and trials. Also includes the development of standards and the authorisation of compass adjusters, radio surveyors and engineering services.</p> <p><u>See</u> 03.00.00 COMMERCIAL OPERATIONS for regulating the competency of operators of commercial vessels operating in Tasmanian waters.</p> <p><u>See</u> 01.00.00 ASSET MANAGEMENT for managing marine assets owned by the Marine and Safety Authority.</p> <p><u>See</u> 05.00.00 ENVIRONMENTAL MANAGEMENT for abandoned, unseaworthy and sunken vessels.</p> <p><u>See</u> 06.00.00 INCIDENT INVESTIGATIONS for investigations into marine incidents involving commercial vessels.</p> <p><u>See</u> DA 2157 PUBLICATION for publications produced by the Marine and Safety Authority.</p> <p><u>See</u> DA 2157 STRATEGIC MANAGEMENT - LEGISLATION for developing and amending legislation, regulations and by-laws.</p>	
<b>04.01.00</b>	<p><b>AGREEMENTS (COMMERCIAL VESSELS)</b></p> <p>The processes associated with the establishment, maintenance, review and negotiation of agreements including Memorandums of Understanding (MOU's) and Deeds of Agreement.</p> <p><u>See</u> DA 2157 INFORMATION MANAGEMENT - AGREEMENTS for agreements with government organisations and law enforcement agencies to access client information held by the Marine and Safety Authority.</p> <p><u>See</u> 14.03.00 RECREATIONAL BOATING - AGREEMENTS for agreements between the Marine and Safety Authority and members of the public to hire an Emergency Position Indicating Radio Beacon (EPIRB).</p>	
04.01.01	Records documenting the establishment, maintenance and review of agreements and memorandums of understanding (MOU's) relating to Commercial Vessels including final versions of agreements.	<p>TEMPORARY</p> <p>Destroy 7 years after expiry, completion or termination of agreement</p>
<b>04.02.00</b>	<p><b>AUTHORISATION (COMMERCIAL VESSELS)</b></p> <p>The process of seeking and granting permission to undertake requested action. Includes authorisation for operators with the appropriate skills and qualifications to carry out a function on behalf of the Marine and Safety Authority.</p>	
04.02.01	Records documenting authorisations for operators to undertake functions on behalf of the Marine and Safety Authority relating to Commercial Vessels (e.g. compass adjusters and radio surveyors).	<p>TEMPORARY</p> <p>Destroy 7 years after authorisation expires or is cancelled</p>
<b>04.03.00</b>	<p><b>COMMITTEES (COMMERCIAL VESSELS)</b></p> <p>The activities associated with the management of committees and task forces (internal and external, private, local, State, Commonwealth etc.). Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes, reports, agendas etc.</p>	

<p><b>04.03.01</b></p>	<p>Records of internal committees relating to Commercial Vessels, such as the Manning Committee. These may include:</p> <ul style="list-style-type: none"> <li>• documents establishing the committee</li> <li>• documents appointing members</li> <li>• final versions of minutes</li> <li>• agenda papers</li> <li>• reports presented to the committee</li> <li>• submissions presented to the committee</li> </ul> <p><i>See 04.03.03 for the administration of committees (Commercial Vessels)</i> <i>See 04.03.02 for external committees (Commercial Vessels)</i></p>	<p>PERMANENT</p>
<p><b>04.03.02</b></p>	<p>Records of external committees relating to Commercial Vessels. Includes national committees and committees where the Marine and Safety Authority has the lead administrative role. These may include:</p> <ul style="list-style-type: none"> <li>• documents establishing the committee</li> <li>• documents appointing members</li> <li>• final versions of minutes</li> <li>• agenda papers</li> <li>• reports presented to the committee</li> <li>• submissions presented to the committee</li> </ul> <p><i>See 04.03.01 for records of internal committees such as the Manning Committee (Commercial Vessels)</i></p>	<p>TEMPORARY Destroy 10 years after action completed</p>
<p><b>04.03.03</b></p>	<p>Records documenting the conduct and administration of committees relating to Commercial Vessels.  <i>See 04.03.01 for records of internal committees such as the Manning Committee (Commercial Vessels)</i> TEMPORARY Destroy when reference ceases</p>	<p>TEMPORARY Destroy when reference ceases</p>
<p><b>04.04.00</b></p>	<p><b>COMPLIANCE (COMMERCIAL VESSELS)</b> The activities associated with complying with mandatory or optional accountability, fiscal, legal, regulatory or quality standards or requirements to which the Marine and Safety Authority is subject. Includes compliance with legislation and with national and international standards, such as the ISO 9000 series.  <i>See 04.05.00 COMPLIANCE MONITORING for the Authority enforcing compliance with legislation, regulations and by-laws.</i></p>	
<p><b>04.04.01</b></p>	<p>Records documenting the Marine and Safety Authority's compliance with mandatory or optional accountability requirements relating to Commercial Vessels.  <i>See 04.05.01 for compliance monitoring (Commercial Vessels)</i></p>	<p>TEMPORARY Destroy 7 years after action completed</p>

<b>04.05.00</b>	<p><b>COMPLIANCE MONITORING (COMMERCIAL VESSELS)</b></p> <p>The activities associated with the Marine and Safety Authority monitoring and enforcing compliance with legislation, regulations and by-laws. Includes enforcement, infringements, cautions, marine incident infringement notices and abandoned, unseaworthy and sunken vessel detention notices.</p> <p><i>See 04.04.00 COMPLIANCE for complying with mandatory or optional accountability, fiscal, legal, regulatory or quality standards or requirements to which the Marine and Safety Authority is subject.</i></p> <p><i>See 01.07.00 ASSET MANAGEMENT - COMPLIANCE MONITORING for the enforcement of by-laws relating to the usage of marine assets.</i></p> <p><i>See 05.03.00 ENVIRONMENTAL MANAGEMENT - COMPLIANCE MONITORING for abandoned, unseaworthy and sunken vessel detention notices.</i></p> <p><i>See 06.02.00 INCIDENT INVESTIGATION - COMPLIANCE MONITORING for marine incident infringement notices.</i></p>	
04.05.01	<p>Records relating to monitoring and enforcing compliance with legislation, regulations and by-laws relating to Commercial Vessels operating in Tasmania.</p> <p><i>See 04.04.01 for compliance (Commercial Vessels)</i></p>	<p>TEMPORARY Destroy 7 years after action completed</p>
<b>04.06.00</b>	<p><b>CONSULTATION (COMMERCIAL VESSELS)</b></p> <p>The activities associated with providing information to stakeholders and seeking stakeholder input. Includes meetings with stakeholders. Stakeholders include the public and other government organisations.</p>	
04.06.01	<p>Records documenting consultation with stakeholders relating to Commercial Vessels</p>	<p>TEMPORARY Destroy 7 years after action completed</p>
<b>04.07.00</b>	<p><b>CONTRACTING-OUT (COMMERCIAL VESSELS)</b></p> <p>The activities involved in arranging, procuring and managing the performance of work or the provision of services by an external contractor or consultant, or by using external services. Sometimes referred to as outsourcing.</p>	
04.07.01	<p>Signed contracts and supporting documentation relating to Commercial Vessels.</p> <p><i>See 04.07.02 for contract management (Commercial Vessels)</i></p>	<p>TEMPORARY Destroy 7 years after expiry of contract</p>
04.07.02	<p>Records documenting the management of contracts relating to Commercial Vessels including:</p> <ul style="list-style-type: none"> <li>• parameters of consultancy/service</li> <li>• terms and conditions</li> <li>• performance and evaluation reports</li> <li>• meetings with stakeholders</li> <li>• contracts</li> <li>• agreements</li> </ul> <p><i>See 04.07.01 for signed contracts (Commercial Vessels)</i> <i>See 04.07.03 for requests for quotations (RFQ) (Commercial Vessels)</i></p>	<p>TEMPORARY Destroy 7 years after expiry of contract</p>
04.07.03	<p>Requests for quotations (RFQ) issued by the Marine and Safety Authority including quotations received.</p> <p><i>See 04.07.02 for contract management (Commercial Vessels)</i></p>	<p>TEMPORARY Destroy 2 years after action completed</p>

<b>04.08.00</b>	<b>CUSTOMER SURVEYS (COMMERCIAL VESSELS)</b> The activities associated with conducting customer surveys to measure the Marine and Safety Authority's performance.  <i>See 04.07.00 CONTRACTING-OUT for managing the performance of work and the provision of services by an external contractor undertaking the surveys on behalf of the Marine and Safety Authority.</i>	
<b>04.08.01</b>	Final reports of commercial vessels customer survey results.  <i>See 04.08.02 for vessels customer surveys (Commercial Vessels)</i>	PERMANENT
<b>04.08.02</b>	Records relating to the preparation and implementation of commercial vessels customer surveys including responses.  <i>See 04.08.01 for final reports of customer survey results (Commercial Vessels)</i> <i>See 04.15.03 for questionnaires and surveys requested by outside organisations (Commercial Vessels)</i>	TEMPORARY Destroy when responses have been entered into the database and final results have been compiled.
<b>04.09.00</b>	<b>EDUCATION (COMMERCIAL VESSELS)</b> The activities associated with educating and promoting the use of safety equipment and the safe operation of all commercial vessels. Includes education programs in schools, safety displays, participation in exhibitions, and advertising campaigns.  <i>See 03.16.00 COMMERCIAL OPERATIONS - SAFETY MANAGEMENT for the development of strategies to promote safe operating practices and a safe working environment aboard a vessel.</i>	
<b>04.09.01</b>	Records documenting the education and promotion of the use of safety equipment, and the safe operation of commercial vessels. Includes arranging events and participation in external events including seminars, conferences, safety displays, exhibitions and advertising campaigns.  <i>See the Disposal Schedule for Common Administrative Functions (DA 2157) for master copies of publications.</i> <i>See 04.09.02 for administrative arrangements for education events (Commercial Vessels)</i>	TEMPORARY Destroy 7 years after action completed
<b>04.09.02</b>	Records documenting administrative arrangements for educational events including bookings, venue hire etc.  <i>See 04.09.01 for educational events (Commercial Vessels)</i>	TEMPORARY Destroy when reference ceases
<b>04.10.00</b>	<b>ENQUIRIES (COMMERCIAL VESSELS)</b> The activities associated with the handling of requests for information about the Authority and its services by the general public or another organisation.  <i>See DA 2157 INFORMATION MANAGEMENT – RIGHT TO INFORMATION for requests for assessed disclosure of information made by a person under the Right to Information legislation.</i>	



04.10.01	<p>Records documenting enquiries requesting general information relating to Commercial Vessels.</p> <p><i>See the Disposal Schedule for Short-term Value Records (DA No. 2158) for requests for information that is readily available to the public including publications and promotional material.</i></p> <p><i>See 04.18.01 Initial survey for enquiries relating to particular vessels (Commercial Vessels)</i></p> <p><i>See 04.18.03 for enquiries relating to periodic survey (Commercial Vessels)</i></p> <p><i>See 04.18.02 for enquiries relating to certificates of registration (Commercial Vessels)</i></p>	<p>TEMPORARY Destroy 2 years after action completed</p>
04.11.00	<p><b>EXEMPTIONS (COMMERCIAL VESSELS)</b></p> <p>The process of granting exemptions from legislative requirement and by-laws. Includes exemptions relating a commercial vessel or class of vessels where safety is not compromised.</p> <p><i>See 09.08.00 MOORING MANAGEMENT – EXEMPTIONS for exemptions relating to mooring fees.</i></p> <p><i>See 13.05.00 PORT MANAGEMENT – EXEMPTIONS for pilotage exemption certificates.</i></p> <p><i>See 14.12.00 RECREATIONAL BOATING – EXEMPTIONS for exemptions relating to recreational boating licences and registration, and exemptions for safety equipment.</i></p>	
04.11.01	<p>Records relating to the granting of exemptions relating to a commercial vessel or class of vessel where safety is not compromised.</p> <p><i>See 04.18.02 for certificates of registration (Commercial Vessels)</i></p> <p><i>See 04.18.03 for periodic Survey (Commercial Vessels)</i></p> <p><i>See 13.05.01 for vessel and pilotage exemption certificates (Port Management)</i></p>	<p>TEMPORARY Destroy 7 years after exemption expires</p>
04.12.00	<p><b>POLICY (COMMERCIAL VESSELS)</b></p> <p>The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making, as the basis from which the Authority's operating procedures are determined.</p> <p><i>See 04.04.00 COMPLIANCE for government policy that the Authority is obligated to adopt under legislative or regulatory requirements.</i></p> <p><i>See DA 2157 STRATEGIC MANAGEMENT - LEGISLATION for policy that is derived from the process of making laws.</i></p>	
04.12.01	<p>Records illustrating the development of policy and documenting policy decisions and the establishment of precedents relating to Commercial Vessels.</p> <p><i>See 04.13.01 for procedures (Commercial Vessels)</i></p> <p><i>See 04.13.02 for notices of changes to procedures and policy (Commercial Vessels)</i></p>	<p>PERMANENT</p>
04.13.00	<p><b>PROCEDURES (COMMERCIAL VESSELS)</b></p> <p>Standard methods of operation laid down by the Authority according to formulated policy.</p>	
04.13.01	<p>Records documenting the development of procedures and final versions of manuals and instructions relating to vessel survey including instructions to surveyors.</p> <p><i>See 04.12.01 for policy (Commercial Vessels)</i></p> <p><i>See 04.13.02 for notices of changes to procedures and policy (Commercial Vessels)</i></p>	<p>TEMPORARY Destroy 7 years after superseded</p>

04.13.02	Records documenting the internal and external notification of changes to, or the implementation of new policies, procedures, instructions or notification of significant events relating to Commercial Vessels.  <i>See 04.13.01 for procedures (Commercial Vessels)</i> <i>See 04.12.01 for policy (Commercial Vessels)</i>	TEMPORARY Destroy 7 years after action completed
<b>04.14.00</b>	<b>PUBLIC REACTION (COMMERCIAL VESSELS)</b> The process of handling public reaction to the Authority's policies or services. Includes anonymous letters, letters of complaint and letters of congratulations or appreciation received from the public.	
04.14.01	Records documenting complaints relating to Commercial Vessels which: <ul style="list-style-type: none"> <li>• create a precedent</li> <li>• raise policy or legal issues</li> <li>• raise issues requiring broader follow up</li> <li>• contain qualified legal opinion</li> <li>• lead to procedural changes</li> </ul> <i>See 04.14.02 for complaints that do not create a precedent or result in policy changes or legal issues</i>	PERMANENT
04.14.02	Records documenting complaints relating to Commercial Vessels that do not create a precedent or result in policy changes or legal issues.  <i>See 04.14.01 for complaints that create a precedent or result in policy changes or legal issues etc (Commercial Vessels)</i> <i>See 04.18.02 Certificates of registration for complaints relating to particular vessels (Commercial Vessels)</i> <i>See 04.18.03 Periodic Survey for complaints relating to particular vessels (Commercial Vessels)</i> <i>See 04.18.01 Initial Survey for complaints relating to particular vessels (Commercial Vessels)</i>	TEMPORARY Destroy 2 years after action completed
04.14.03	Records documenting expressions of appreciation or congratulations received by Marine and Safety Authority relating to Commercial Vessels.	TEMPORARY Destroy 2 years after action completed
<b>04.15.00</b>	<b>REPORTING (COMMERCIAL VESSELS)</b> The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements or findings of the results of the examination or investigation. Includes agendas, briefing, business, discussion papers, proposals, reports, reviews and returns.	
04.15.01	Statistical information collected by or for the Marine and Safety Authority relating to Commercial Vessel activities.  <i>See Disposal Schedule for Common Administrative Functions (DA 2157) for the annual report containing statistics for all the Marine and Safety Authority functions.</i>	PERMANENT
04.15.02	Final versions of formal internal and external reports prepared by or for the Marine and Safety Authority relating to Commercial Vessels.  <i>See the Disposal Schedule for Common Administrative Functions (DA 2157) for final versions of the annual report.</i>	TEMPORARY Destroy 7 years after action completed

04.15.03	Records documenting responses to questionnaires and surveys requested by outside organisations relating to Commercial Vessels.  <i>See 04.08.02 for vessels customer surveys (Commercial Vessels)</i>	TEMPORARY Destroy 2 years after action completed
04.16.00	<p><b>STANDARDS (COMMERCIAL VESSELS)</b></p> <p>The activities associated with the Marine and Safety Authority's participation in the development and implementation of industry or the Authority's benchmarks for services and processes.</p> <p><i>See 04.04.00 COMPLIANCE for complying with mandatory or optional accountability, fiscal, legal, regulatory or quality standards or requirements to which the Marine and Safety Authority is subject.</i></p> <p><i>See 04.05.00 COMPLIANCE MONITORING for the Marine and Safety Authority monitoring and enforcing compliance with legislation, regulations and by-laws.</i></p>	
04.16.01	Records documenting the development and implementation of industry, government and the Authority's standards relating to Commercial Vessels.	PERMANENT
04.17.00	<p><b>TEMPORARY PERMITS (COMMERCIAL VESSELS)</b></p> <p>The activities associated with the issue of temporary permits by the Marine and Safety Authority for commercial vessels. Includes extended operation permits, sea trials and towage.</p>	
04.17.01	Records relating to the issue of temporary permits for commercial vessels including extended operation permits, sea trials and towage.  <i>See 03.18.01 for the issue of temporary permits (Commercial Operators)</i>	TEMPORARY Destroy 7 years after expiry of permit
04.18.00	<p><b>VESSEL SURVEY (COMMERCIAL VESSELS)</b></p> <p>The activities associated with arranging the survey of vessels operating for commercial purpose within Tasmania. Includes:</p> <ul style="list-style-type: none"> <li>• applications for survey;</li> <li>• inspections by Marine and Safety Authority staff, contract staff and authorised providers;</li> <li>• issue of Certificates of Survey, survey fees, renewals, periodic surveys and suspensions;</li> <li>• and issuing of licences to operate marine communication equipment.</li> </ul> <p>Also includes load line and oil pollution prevention certificates for specified vessels.</p> <p><i>See 03.04.00 COMMERCIAL OPERATIONS - CERTIFICATION for the issue of certificates of competency which authorises persons to command a commercial vessel or be responsible for the vessel's machinery systems.</i></p> <p><i>See 04.17.00 TEMPORARY PERMITS for permits for commercial vessels for out of limits voyages, sea trials, and towage.</i></p> <p><i>See 09.13.00 MOORING MANAGEMENT- REGISTRATION for the registration of moorings.</i></p> <p><i>See 14.19.00 RECREATIONAL BOATING MANAGEMENT - REGISTRATION for recreational boat registration.</i></p>	

<p><b>04.18.01</b></p>	<p>Records relating to the initial survey of commercial vessels including commercial leisure craft and training vessels. Records may include:</p> <ul style="list-style-type: none"> <li>• applications</li> <li>• stamped plans (as applicable)</li> <li>• under construction reports</li> <li>• commissioning reports</li> <li>• trials and stability reports</li> <li>• copies of certificates of survey</li> <li>• vessel survey record books returned to the Marine and Safety Authority</li> </ul> <p><i>See 04.14.02 for complaints that do not create a precedent or result in policy changes or legal issues</i>  <i>See 04.10.01 for enquiries (Commercial Vessels)</i>  <i>See 04.18.02 for certificates of registration (Commercial Vessels)</i>  <i>See 04.18.03 for periodic survey (Commercial Vessels)</i></p>	<p>PERMANENT</p>
<p><b>04.18.02</b></p>	<p>Records relating to the issue of certificates of registration for commercial vessels. These may include:</p> <ul style="list-style-type: none"> <li>• renewal notices</li> <li>• inspection declarations</li> <li>• audit reports</li> <li>• suspension documentation</li> <li>• copies of certificates of registration</li> </ul> <p><i>See 04.18.01 for initial survey (Commercial Vessels)</i>  <i>See 03.11.02 for commercial leisure craft licences (Commercial Vessels)</i>  <i>See 04.11.01 for exemptions (Commercial Vessels)</i>  <i>See 04.14.02 for complaints that do not create precedent or result in policy changes or legal issues</i>  <i>See 04.10.01 for enquiries (Commercial Vessels)</i>  <i>See 03.16.01 for safety management plans (Commercial Operations)</i>  <i>See 04.18.04 for list of suspended vessels (Commercial Vessels)</i></p>	<p>PERMANENT</p>
<p><b>04.18.03</b></p>	<p>Records relating to the periodic survey of commercial vessels. Records may include:</p> <ul style="list-style-type: none"> <li>• copies of renewal advices</li> <li>• supporting documentation</li> <li>• booking reports</li> <li>• survey reports (including deficiency reports)</li> <li>• audit reports</li> <li>• suspension documentation</li> </ul> <p><i>See 04.18.01 for initial survey (Commercial Vessels)</i>  <i>See 03.11.02 for commercial leisure craft licences (Commercial Vessels)</i>  <i>See 04.11.01 for exemptions (Commercial Vessels)</i>  <i>See 04.14.02 for complaints that do not create a precedent or result in policy changes or legal issues</i>  <i>See 04.10.01 for enquiries (Commercial Vessels)</i>  <i>See 04.18.04 for list of suspended vessels (Commercial Vessels)</i>  <i>See 03.16.01 for safety management plans (Commercial Operations)</i></p>	<p>TEMPORARY  Destroy 25 years after last periodic survey or 5 years after the vessel is no longer in survey whichever is the later</p>

04.18.04	<p>Records relating to the listing of suspended vessels including weekly summary of vessels eligible for suspension and list of suspended vessels forwarded to the Tasmania Police.</p> <p><i>See Periodic Survey, Certificates of Registration and Commercial Leisure Craft licences for suspension documentation relating to particular vessels.</i>  <i>See 03.11.02 for commercial leisure craft licences (Commercial Vessels)</i>  <i>See 04.18.02 for certificates of registration (Commercial Vessels)</i>  <i>See 04.18.03 for periodic survey (Commercial Vessels)</i></p>	<p>TEMPORARY                  Destroy 7 years after action completed</p>
05.00.00	<p><b>ENVIRONMENTAL MANAGEMENT</b></p> <p>The function of managing environmental issues arising out of the operation of vessels. Includes the provision of planning advice to local authorities relating to marine development; liaison with the Environmental Protection Authority; provision of advice to government agencies, commercial operators and the fishing industry; the development of the Tamar River flood management plan; issuing of notices for abandoned, unseaworthy and sunken vessels; and referral of environmental incidents to the Environmental Protection Authority.</p> <p><i>See 06.00.00 INCIDENT INVESTIGATIONS for investigations into marine incidents occurring within the Marine and Safety Authority's jurisdiction.</i></p> <p><i>See 12.00.00 NOTICES TO MARINERS for providing directions or information to mariners and the public relating to environmental hazards.</i></p> <p><i>See 11.12.00 NAVIGATION MANAGEMENT - SAFE ACCESS for approval from the Environmental Protection Authority for activities associated with dredging barways and canals.</i></p>	
05.01.00	<p><b>ADVICE (ENVIRONMENTAL MANAGEMENT)</b></p> <p>The activities associated with offering recommendations by or to the Authority as to an action or judgement. Includes the process of advising.</p> <p>For the provision of planning advice to local authorities relating to marine development use ENVIRONMENTAL MANAGEMENT - ADVICE.</p> <p><i>See DA 2157 GOVERNMENT RELATIONS where the Authority is responding to the Government's request for advice or comments.</i></p>	
05.01.01	<p>Records documenting the receipt and provision of advice relating to Environmental Management. Includes advice and notification of pollution incidents to the relevant government organisation.</p>	<p>TEMPORARY                  Destroy 25 years after action completed</p>
05.02.00	<p><b>COMMITTEES (ENVIRONMENTAL MANAGEMENT)</b></p> <p>The activities associated with the management of committees and task forces (internal and external, private, local, State, Commonwealth etc.). Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes, reports, agendas etc.</p>	
05.02.01	<p>Records of external committees relating to Environmental Management where the Marine and Safety Authority does not have the administrative role.</p> <p>These may include:</p> <ul style="list-style-type: none"> <li>• copies of minutes</li> <li>• agenda papers</li> <li>• copies of reports presented to the committee</li> <li>• copies of submissions presented to the committee</li> </ul>	<p>TEMPORARY                  Destroy 5 years after action completed</p>

<p><b>05.03.00</b></p>	<p><b>COMPLIANCE MONITORING (ENVIRONMENTAL MANAGEMENT)</b></p> <p>The activities associated with the Marine and Safety Authority monitoring and enforcing compliance with legislation, regulations and by-laws. Includes enforcement, infringements, cautions, marine incident infringement notices and abandoned, unseaworthy and sunken vessel detention notices. Also includes abandoned, unseaworthy and sunken vessel detention notices.</p> <p><i>See 01.07.00 ASSET MANAGEMENT - COMPLIANCE MONITORING for the enforcement of by-laws relating to the usage of marine assets.</i></p> <p><i>See 06.02.00 INCIDENT INVESTIGATION - COMPLIANCE MONITORING for marine incident infringement notices.</i></p>	
<p><b>05.03.01</b></p>	<p>Records relating to monitoring and enforcing compliance with legislation, regulations and by-laws relating to Environmental Management including the issue of abandoned, unseaworthy and sunken vessel detention notices.</p>	<p>TEMPORARY Destroy 25 years after action completed</p>
<p><b>05.04.00</b></p>	<p><b>LIAISON (ENVIRONMENTAL MANAGEMENT)</b></p> <p>The activities associated with maintaining regular general contact between the Marine and Safety Authority and professional associations, professionals in related fields, other private sector organisations and community groups. Includes sharing informal advice and discussions, membership of professional associations and collaborating on projects that are not joint ventures.</p> <p><i>See 05.01.00 ADVICE for formal advising.</i></p> <p><i>See 05.02.00 COMMITTEES or 05.05.00 MEETINGS for liaison through committees or meetings.</i></p>	
<p><b>05.04.01</b></p>	<p>Records documenting liaison activities including exchange of information, collaboration on projects, and all the activities involving the Marine and Safety Authority as a member of an organisation.</p>	<p>TEMPORARY Destroy 5 years after action completed</p>
<p><b>05.05.00</b></p>	<p><b>MEETINGS (ENVIRONMENTAL MANAGEMENT)</b></p> <p>The activities associated with gatherings held to formulate, discuss, update, or resolve issues and matters pertaining to the management of the section, department, or the Authority as a whole. Includes arrangements, agendas, taking of minutes etc.</p> <p><i>See 02.02.00 BOARD ADMINISTRATION - BOARD MEETINGS for meetings of the Marine and Safety Authority Board.</i></p> <p><i>See 05.02.00 COMMITTEES for the meetings of committees and task forces.</i></p>	
<p><b>05.05.01</b></p>	<p>Minutes agendas and supporting documentation of meetings relating to Environmental Management.</p>	<p>TEMPORARY Destroy 5 years after action completed</p>
<p><b>05.06.00</b></p>	<p><b>PLANNING (ENVIRONMENTAL MANAGEMENT)</b></p> <p>The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.</p> <p><i>See 05.01.00 ADVICE for the provision of planning advice to local authorities relating to marine development.</i></p> <p><i>See DA 2157 STRATEGIC MANAGEMENT - PLANNING for overall planning to achieve corporate objectives.</i></p>	
<p><b>05.06.01</b></p>	<p>Records documenting the development of plans relating to Environmental Management including final versions of plans.</p>	<p>TEMPORARY Destroy 7 years after superseded</p>

<b>05.07.00</b>	<b>POLICY (ENVIRONMENTAL MANAGEMENT)</b> The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making, as the basis from which the Authority's operating procedures are determined.  <i>See DA 2157 STRATEGIC MANAGEMENT - LEGISLATION for policy that is derived from the process of making laws.</i>	
05.07.01	Records illustrating the development of policy and documenting policy decisions and the establishment of precedents relating to Environmental Management.  <i>See 05.08.01 for procedures (Environmental Management)</i> <i>See 05.08.02 for notices of changes to procedures and policy (Environmental Management)</i>	PERMANENT
<b>05.08.00</b>	<b>PROCEDURES (ENVIRONMENTAL MANAGEMENT)</b> Standard methods of operation laid down by the Authority according to formulated policy.	
05.08.01	Records documenting the development of the Marine and Safety Authority's procedures and final versions of the Authority's manuals and instructions relating to Environmental Management.  <i>See 05.07.01 for policy (Environmental Management)</i> <i>See 05.08.02 for notices of changes to procedures and policy (Environmental Management)</i>	TEMPORARY Destroy 7 years after superseded
05.08.02	Records documenting the internal and external notification of changes to, or the implementation of new policies, procedures, instructions or notification of significant events relating to Environmental Management.  <i>See 05.08.01 for procedures (Environmental Management)</i> <i>See 05.07.01 for policy (Environmental Management)</i>	TEMPORARY Destroy 7 years after action completed
<b>05.09.00</b>	<b>REPORTING (ENVIRONMENTAL MANAGEMENT)</b> The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements or findings of the results of the examination or investigation. Includes agendas, briefing, business, discussion papers, proposals, reports, reviews and returns.	
05.09.01	Statistical information collected by or for the Marine and Safety Authority relating to Environmental Management activities.	PERMANENT
05.09.02	Final versions of formal internal and external reports prepared by or for the Marine and Safety Authority relating to Environmental Management.  <i>See the Disposal Schedule for Common Administrative Functions (DA 2157) for final versions of the annual report.</i>	TEMPORARY Destroy 25 years after action completed
05.09.03	Records documenting responses to questionnaires and surveys requested by outside organisations relating to Environmental Management.	TEMPORARY Destroy 2 years after action completed

<p><b>06.00.00</b></p>	<p><b>INCIDENT INVESTIGATIONS</b></p> <p>The function of conducting investigations into marine incidents occurring within the Marine and Safety Authority's jurisdiction including incidents relating to pilotage; commercial vessels; recreational boats; unregistered boats and vessels; and marine infrastructure. Includes reports of incidents received by the Marine and Safety Authority; preliminary assessment to determine if an investigation will proceed; issue of infringement notices; appointment of an investigator; preparation of draft reports for comment; submissions received from all parties; presentation of draft reports to the Board; and determinations made by the Board. Also includes reports provided to the coroner if an incident relating to a boat or vessels involves a fatality and advice provided to the coroner for non-boat or non-vessel fatalities in waterways.</p> <p><u>See</u> 05.00.00 ENVIRONMENTAL MANAGEMENT for environmental incidents.</p> <p><u>See</u> 03.11.00 COMMERCIAL OPERATIONS - LICENSING for the withdrawal of commercial operators licences as the result of an incident determination.</p> <p><u>See</u> 04.18.00 COMMERCIAL VESSELS – VESSEL SURVEY for vessels withdrawn from survey as the result of an incident determination.</p> <p><u>See</u> 14.14.00 RECREATIONAL BOATING MANAGEMENT - LICENSING for the withdrawal of recreational boat licences as a result of an incident determination.</p> <p><u>See</u> DA 2157 LEGAL SERVICES - LITIGATION for managing lawsuits or legal proceedings arising from an incident.</p>	
<p><b>06.01.00</b></p>	<p><b>ADVICE (INCIDENT INVESTIGATIONS)</b></p> <p>The activities associated with offering recommendations by or to the Authority as to an action or judgement. Includes the process of advising.</p> <p>For advice provided to the Coroner on fatalities that occur in waterways that do not involve a vessel use INCIDENT INVESTIGATIONS - ADVICE.</p> <p><u>See</u> 06.05.00 INVESTIGATIONS for reports provided to the Coroner where a fatality involves a vessel.</p> <p><u>See</u> DA 2157 GOVERNMENT RELATIONS where the Authority is responding to the Government's request for advice or comments.</p>	
<p><b>06.01.01</b></p>	<p>Records documenting the provision of advice relating to the Incident Investigation function including advice provided to the Coroner on fatalities that occur in waterways that do not involve a vessel.</p>	<p>TEMPORARY Destroy 7 years after action completed</p>



<p><b>06.02.00</b></p>	<p><b>COMPLIANCE MONITORING (INCIDENT INVESTIGATIONS)</b>                  The activities associated with the Marine and Safety Authority monitoring and enforcing compliance with legislation, regulations and by-laws. Includes the issue of marine incident infringement notices.   <i>See 01.07.00 ASSET MANAGEMENT - COMPLIANCE MONITORING for the enforcement of by-laws relating to the usage of marine assets.</i>   <i>See 05.03.00 ENVIRONMENTAL MANAGEMENT - COMPLIANCE MONITORING for abandoned, unseaworthy and sunken vessel detention notices.</i></p>	
<p>06.02.01</p>	<p>Records relating to the issue of marine incident infringement notices.   <i>See 06.05.01 for the conduct of investigations (Incident Investigations)</i></p>	<p>TEMPORARY                  Destroy 7 years after action completed</p>
<p><b>06.03.00</b></p>	<p><b>CONTRACTING-OUT (INCIDENT INVESTIGATIONS)</b>                  The activities involved in arranging, procuring and managing the performance of work or the provision of services by an external contractor or consultant, or by using external services. Sometimes referred to as outsourcing.</p>	
<p>06.03.01</p>	<p>Records relating to the appointment and contracting of investigators to conduct incident investigations on behalf of the Marine and Safety Authority.   <i>See 06.05.01 for the conduct of investigations (Incident Investigations)</i></p>	<p>TEMPORARY                  Destroy 7 years after expiry of contract</p>
<p><b>06.04.00</b></p>	<p><b>INQUIRIES (INCIDENT INVESTIGATIONS)</b>                  The activities associated with liaising with bodies carrying out inquiries, and participating in them. Inquiries are investigations carried out by persons or bodies that have been empowered to inquire and report on a subject, such as Royal Commissions, Parliamentary and Ombudsman's inquiries. Includes the Authority's participation in the inquiry by providing evidence in the form of records, submissions or staff.                   For extremely serious marine incidents where a recommendation is made to the Minister for a Court of Inquiry to be conducted use INCIDENT INVESTIGATIONS - INQUIRIES.</p>	
<p>06.04.01</p>	<p>Records documenting recommendations made to the Minister for a Court of Inquiry to be conducted. Includes the Marine and Safety Authority's participation in Inquiries.   <i>See 06.05.01 for the conduct of investigations (Incident Investigations)</i></p>	<p>PERMANENT</p>
<p><b>06.05.00</b></p>	<p><b>INVESTIGATIONS (INCIDENT INVESTIGATIONS)</b>                  The activities associated with conducting investigations into a marine incident. Includes: the receipt and assessment of incident reports; preparation of draft reports; notification of Investigator details sent to involved parties; submissions / comments received by the Investigator; reports and recommendations sent to the Marine and Safety Authority Board; final reports and outcomes; and reports to the Coroner where an incident involves a fatality.   <i>See 06.01.00 ADVICE for advice provided to the Coroner on fatalities that occur in waterways that do not involve a vessel.</i>   <i>See 06.04.00 INQUIRIES for extremely serious marine incidents where a recommendation is made to the Minister for a Court of Inquiry to be conducted.</i></p>	

06.05.01	<p>Records of the conduct of investigations into marine incidents. These may include:</p> <ul style="list-style-type: none"> <li>• incident reports</li> <li>• Investigator's draft reports</li> <li>• notices to involved parties</li> <li>• comments / submissions received</li> <li>• reports and recommendations</li> <li>• final reports</li> </ul> <p><i>See 06.02.01 for infringement notices (Incident Investigations)</i>  <i>See 06.04.01 for Inquiries into serious marine incidents (Incident Investigations)</i>  <i>See 06.03.01 for Investigator appointments (Incident Investigations)</i></p>	<p>TEMPORARY                      Destroy 7 years after action completed</p>
<b>06.06.00</b>	<p><b>PROCEDURES (INCIDENT INVESTIGATIONS)</b>                      Standard methods of operation laid down by the Authority according to formulated policy.</p>	
06.06.01	<p>Records documenting the development of the Marine and Safety Authority's procedures and final versions of the Authority's manuals and instructions relating to Incident Investigation.</p> <p><i>See 06.06.02 for notice of changes to procedures or significant events (Incident Investigations)</i></p>	<p>TEMPORARY                      Destroy 7 years after superseded</p>
06.06.02	<p>Records documenting the internal and external notification of changes to, or the implementation of new procedures, instructions or notification of significant events relating to Incident Investigations.</p> <p><i>See 06.06.01 for procedures (Incident Investigation)</i></p>	<p>TEMPORARY                      Destroy 7 years after action completed</p>
<b>06.07.00</b>	<p><b>REPORTING (INCIDENT INVESTIGATIONS)</b>                      The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements or findings of the results of the examination or investigation. Includes agendas, briefing, business, discussion papers, proposals, reports, reviews and returns.</p> <p><i>See 06.05.00 INVESTIGATIONS for reports provided to the Coroner where a fatality involves a vessel.</i></p>	
06.07.01	<p>Statistical information collected by or for the Marine and Safety Authority relating to marine incidents.</p>	<p>PERMANENT</p>
06.07.02	<p>Records documenting responses to questionnaires and surveys requested by outside organisations relating to Incident Investigations.</p>	<p>TEMPORARY                      Destroy 2 years after action completed</p>

<p><b>07.00.00</b></p>	<p><b>MARINE COMMUNICATIONS</b></p> <p>The function of managing the marine communications network in Tasmanian waters. Includes the provision of advice relating to marine communications; agreements with marine radio groups and TasPorts to provide VHF monitoring services; approval of marine communication equipment; purchase, installation and maintenance of marine communication equipment; obtaining licences for marine communication equipment; marketing; and liaison with the Commonwealth, other States, Government agencies and volunteer marine radio groups.</p> <p><u>See 06.00.00 INCIDENT INVESTIGATIONS</u> for investigations into marine incidents involving marine communications occurring within the Marine and Safety Authority's jurisdiction.</p> <p><u>See 08.00.00 MARINE WEATHER SERVICE</u> for the provision of an automated marine weather service to provide up to date weather forecasts for Tasmanian waters and coastline.</p>	
<p><b>07.01.00</b></p>	<p><b>ACQUISITION (MARINE COMMUNICATIONS)</b></p> <p>The process of gaining ownership or use of property and other items required in the conduct of business through purchase, requisition or vesting. Includes the purchase and installation of marine communication equipment.</p> <p><u>See 01.01.00 ASSET MANAGEMENT – ACQUISITION</u> for the acquisition of marine assets.</p> <p><u>See 07.07.00 CONTRACTING-OUT</u> for obtaining the services of consultants.</p> <p><u>See 07.16.00 TENDERING</u> for the process of receiving and assessing tenders.</p>	
<p><b>07.01.01</b></p>	<p>Records documenting the purchase, acquisition and installation of marine communication equipment.</p> <p><u>See 07.12.01</u> for maintenance of marine communication equipment (Marine Communications)  <u>See 07.08.01</u> for the disposal of marine communication equipment (Marine Communications)</p>	<p><b>TEMPORARY</b>                  Destroy after disposal of the equipment.</p>
<p><b>07.02.00</b></p>	<p><b>ADVICE (MARINE COMMUNICATIONS)</b></p> <p>The activities associated with offering recommendations by or to the Authority as to an action or judgement. Includes the process of advising.</p> <p><u>See DA 2157 GOVERNMENT RELATIONS</u> where the Authority is responding to the Government's request for advice or comments.</p>	
<p><b>07.02.01</b></p>	<p>Records documenting the receipt and provision of advice relating to Marine Communications.</p>	<p><b>TEMPORARY</b>                  Destroy 7 years after action completed</p>
<p><b>07.03.00</b></p>	<p><b>AGREEMENTS (MARINE COMMUNICATIONS)</b></p> <p>The processes associated with the establishment, maintenance, review and negotiation of agreements including Memorandums of Understanding (MOU's) and Deeds of Agreement.</p> <p><u>See DA 2157 INFORMATION MANAGEMENT – AGREEMENTS</u> for agreements with government organisations and law enforcement agencies to access client information held by the Marine and Safety Authority.</p> <p><u>See 14.03.00 RECREATIONAL BOATING MANAGEMENT - AGREEMENTS</u> for agreements between the Marine and Safety Authority and members of the public to hire an Emergency Position Indicating Radio Beacon (EPIRB).</p>	
<p><b>07.03.01</b></p>	<p>Records documenting the establishment, maintenance and review of agreements relating to Marine Communications including final versions of agreements. Includes maintenance agreements and service level agreements.</p>	<p><b>TEMPORARY</b>                  Destroy 7 years after termination or cancellation of the agreement.</p>

<b>07.04.00</b>	<b>AUDIT (MARINE COMMUNICATIONS)</b> The activities associated with officially checking financial, quality assurance and operational records to ensure they have been kept and maintained in accordance with agreed or legislated standards and correctly record the events, processes and business of the Authority in a specified period. Includes audits of marine communication equipment.  <i>See 01.04.00 ASSET MANAGEMENT - AUDIT for regular inspections of Marine and Safety Authority assets conducted as part of their audit.</i>	
07.04.01	Records relating to internal and external audits of marine communication equipment.	TEMPORARY Destroy 7 years after action completed
<b>07.05.00</b>	<b>AUTHORISATION (MARINE COMMUNICATIONS)</b> The process of seeking and granting permission to undertake requested action.	
07.05.01	Records documenting approvals of marine communication equipment.	TEMPORARY Destroy 7 years after expiry or cancellation of the approval
<b>07.06.00</b>	<b>CONSULTATION (MARINE COMMUNICATIONS)</b> The activities associated with providing information to stakeholders and seeking stakeholder input. Includes meetings with stakeholders. Stakeholders include the public and other government organisations.	
07.06.01	Records documenting consultation with stakeholders relating to the usage, proposed changes, or replacement of marine communication equipment.	TEMPORARY Destroy 7 years after action completed
<b>07.07.00</b>	<b>CONTRACTING-OUT (MARINE COMMUNICATIONS)</b> The activities involved in arranging, procuring and managing the performance of work or the provision of services by an external contractor or consultant, or by using external services. Sometimes referred to as outsourcing.  <i>See 07.16.00 TENDERING for the process of receiving and assessing tenders from potential external consultants for services, prior to the contract agreement.</i>	
07.07.01	Signed contracts and supporting documentation relating to Marine Communications including: <ul style="list-style-type: none"> <li>tender submissions</li> <li>written offers</li> </ul> <i>See 07.07.02 for contract management (Marine Communications)</i>	TEMPORARY Destroy 7 years after expiry of contract
07.07.02	Records documenting the management of contracts relating to Marine Communications including: <ul style="list-style-type: none"> <li>parameters of consultancy/service</li> <li>terms and conditions</li> <li>performance and evaluation reports</li> <li>meetings with stakeholders</li> </ul> <i>See 07.07.01 for signed contracts (Marine Communications)</i> <i>See 07.16.01 for tender documents (Marine Communications)</i> <i>See 07.07.03 for Requests for Quotations (RFQ) (Marine Communications)</i>	TEMPORARY Destroy 7 years after expiry of contract
07.07.03	Requests for quotations (RFQ) issued by the Marine and Safety Authority including quotations received.  <i>See 07.07.02 for contract management (Marine Communications)</i> <i>See 07.16.01 for tender documents (Marine Communications)</i>	TEMPORARY Destroy 2 years after action completed

<b>07.08.00</b>	<p><b>DISPOSAL (MARINE COMMUNICATIONS)</b>                  The process of disposing of property no longer required by the Authority, by sale, transfer, termination of lease, auction, or destruction. Includes the demolition or removal of marine communication equipment.</p> <p><i>See 01.11.00 ASSET MANAGEMENT – DISPOSAL for the demolition or removal of marine assets.</i></p>	
<b>07.08.01</b>	<p>Records documenting the demolition or removal of marine communication equipment including:</p> <ul style="list-style-type: none"> <li>• correspondence</li> <li>• quotations</li> </ul> <p><i>See 07.01.01 for the purchase, acquisition and installation of marine communication equipment (Marine Communications)</i></p>	<p>TEMPORARY                  Destroy after disposal of equipment</p>
<b>07.09.00</b>	<p><b>ENQUIRIES (MARINE COMMUNICATIONS)</b>                  The activities associated with the handling of requests for information about the Authority and its services by the general public or another organisation.</p> <p><i>See DA 2157 INFORMATION MANAGEMENT – RIGHT TO INFORMATION for requests for assessed disclosure of information made by a person under the Right to Information legislation.</i></p>	
<b>07.09.01</b>	<p>Records documenting enquiries requesting general information relating to Marine Communications.</p> <p><i>See the Disposal Schedule for Short-term Value Records (DA No. 2158) for requests for information that is readily available to the public including publications and promotional material.</i></p>	<p>TEMPORARY                  Destroy 2 years after action completed</p>
<b>07.10.00</b>	<p><b>LIAISON (MARINE COMMUNICATIONS)</b>                  The activities associated with maintaining regular general contact between the Marine and Safety Authority and professional associations, professionals in related fields, other private sector organisations and community groups including the Commonwealth, other States, government agencies and volunteer radio groups. Includes sharing informal advice and discussions, membership of professional associations and collaborating on projects that are not joint ventures.</p> <p><i>See 07.02.00 ADVICE for formal advising.</i></p> <p><i>See 07.13.00 MEETINGS for liaison through committees or meetings.</i></p>	
<b>07.10.01</b>	<p>Records documenting liaison activities including exchange of information, collaboration on projects, and all the activities involving the Marine and Safety Authority as a member of an organisation.</p>	<p>TEMPORARY                  Destroy 5 years after action completed</p>
<b>07.11.00</b>	<p><b>LICENSING (MARINE COMMUNICATIONS)</b>                  The activities associated with obtaining licences for marine communication sites from the Australian Communications Management Authority (ACMA) and licence agreements to install marine communications equipment on sites owned by other organisations.</p> <p><i>See 03.11.00 COMMERCIAL OPERATIONS - LICENSING for issuing licences to training operators who deliver specific training for monetary or other reward and the issue of leisure craft licences to providers who let craft for hire or reward.</i></p> <p><i>See 13.06.00 PORT MANAGEMENT - LICENSING for the issuing of licences to Pilots.</i></p> <p><i>See 14.14.00 RECREATIONAL BOATING - LICENSING for the administration of motor boat licences.</i></p>	

07.11.01	Records documenting the Marine and Safety Authority's applications for licences for marine communication sites from the relevant authority. Records may include: <ul style="list-style-type: none"> <li>• applications</li> <li>• renewals</li> <li>• amendments</li> <li>• installation plans</li> <li>• supporting documents</li> <li>• correspondence</li> </ul>	TEMPORARY Destroy 7 years after expiry or termination of licence
07.11.02	Records relating to licence agreements for the Marine and Safety Authority to install marine communications equipment on sites owned by other organisations. Records may include: <ul style="list-style-type: none"> <li>• applications</li> <li>• renewals</li> <li>• amendments</li> <li>• installation plans</li> <li>• supporting documents</li> <li>• correspondence</li> </ul>	TEMPORARY Destroy 7 years after expiry or termination of licence
<b>07.12.00</b>	<b>MAINTENANCE (MARINE COMMUNICATIONS)</b> The activities associated with the maintenance, repair, servicing and preservation of marine assets, premises, equipment, vehicles etc. Includes the maintenance of marine communication installations.  <i>See 01.13.00 ASSET MANAGEMENT – MAINTENANCE for the maintenance of marine assets.</i>	
07.12.01	Records documenting the maintenance of marine communication equipment.  <i>See 07.01.01 for the purchase, acquisition and installation of marine communication equipment (Marine Communications)</i>	TEMPORARY Destroy 5 years after action completed
<b>07.13.00</b>	<b>MEETINGS (MARINE COMMUNICATIONS)</b> The activities associated with gatherings held to formulate, discuss, update, or resolve issues and matters pertaining to the management of the section, department, or Authority as a whole. Includes arrangements, agenda, taking of minutes etc.  <i>See 02.02.00 BOARD ADMINISTRATION - BOARD MEETINGS for meetings of the Marine and Safety Authority Board.</i>	
07.13.01	Minutes agendas and supporting documentation of meetings relating to Marine Communications.	TEMPORARY Destroy 7 years after action completed
<b>07.14.00</b>	<b>POLICY (MARINE COMMUNICATIONS)</b> The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making, as the basis from which the Authority's operating procedures are determined.  <i>See DA 2157 STRATEGIC MANAGEMENT - LEGISLATION for policy that is derived from the process of making laws.</i>	
07.14.01	Records illustrating the development of policy and documenting policy decisions and the establishment of precedents relating to Marine Communications.  <i>See 07.15.01 for procedures (Marine Communications)</i>  <i>See 07.15.02 for notices of changes to procedures and policy (Marine Communications)</i>	PERMANENT
<b>07.15.00</b>	<b>PROCEDURES (MARINE COMMUNICATIONS)</b> Standard methods of operation laid down by the Authority according to formulated policy.	

07.15.01	<p>Records documenting the development of the Marine and Safety Authority's procedures and final versions of the Authority's manuals and instructions relating to Marine Communications.</p> <p>See 07.14.01 for policy (Marine Communications)</p> <p>See 07.15.02 for notices of changes to procedures and policy (Marine Communications)</p>	<p>TEMPORARY Destroy 7 years after superseded</p>
07.15.02	<p>Records documenting the internal and external notification of changes to, or the implementation of new policies, procedures, instructions or notification of significant events relating to Marine Communications.</p> <p>See 07.15.01 for procedures (Marine Communications)</p> <p>See 07.14.01 for policy (Marine Communications)</p>	<p>TEMPORARY Destroy 7 years after action completed</p>
07.16.00	<p><b>TENDERING (MARINE COMMUNICATIONS)</b></p> <p>The activities involved in receiving and assessing tenders. Includes requests for quotations, offers made in writing by one party to another to carry out work at an inclusive price or uniform rate for the production of work.</p> <p>See 07.01.00 ACQUISITION for acquisitions once the tender has been decided.</p> <p>See 07.07.00 CONTRACTING-OUT for the process of outsourcing operations or arranging, procuring and managing the provision of service by an external consultant once the tender has been decided.</p>	
07.16.01	<p>Records documenting the development, issue and evaluation of tender documents. These may include:</p> <ul style="list-style-type: none"> <li>• statement of requirements (SOR)</li> <li>• requests for proposals (RFP)</li> <li>• expressions of interest (EOI)</li> <li>• request for tender (RFT)</li> <li>• draft contracts</li> <li>• reports</li> <li>• public notices</li> </ul> <p>See 07.16.02 for unsuccessful tenders (Marine Communications)</p> <p>See 07.07.02 for contract management (Marine Communications)</p> <p>See 07.07.03 for requests for Quotations (RFQ) (Marine Communications)</p>	<p>TEMPORARY Destroy 7 years after tender process completed</p>
07.16.02	<p>Records documenting unsuccessful tenders and tenders received where the tender process does not proceed.</p> <p>See 07.16.01 for tender documents (Marine Communications)</p>	<p>TEMPORARY Destroy 7 years after action completed</p>

<b>08.00.00</b>	<b>MARINE WEATHER SERVICE</b> The function of managing an automated marine weather service to provide up to date weather forecasts for Tasmanian waters and coastline. Includes system specifications, agreements with the Bureau of Meteorology and the delivery of weather forecasts in various formats including internet, SMS, telephone, VHF radio etc.  <i>See 07.00.00 MARINE COMMUNICATIONS for managing the marine communications network in Tasmanian waters.</i>	
<b>08.01.00</b>	<b>ACQUISITION (MARINE WEATHER SERVICE)</b> The process of gaining ownership or use of property and other items required in the conduct of business through purchase, requisition or vesting.	
08.01.01	Records documenting the purchase, acquisition and installation of marine weather service equipment including hardware and software.	TEMPORARY Destroy after disposal of the equipment
<b>08.02.00</b>	<b>AGREEMENTS (MARINE WEATHER SERVICE)</b> The processes associated with the establishment, maintenance, review and negotiation of agreements including Memorandums of Understanding (MOU's) and Deeds of Agreement.  <i>See DA 2157 INFORMATION MANAGEMENT – AGREEMENTS for agreements with government organisations and law enforcement agencies to access client information held by the Marine and Safety Authority.</i>  <i>See 14.03.00 RECREATIONAL BOATING - AGREEMENTS for agreements between the Marine and Safety Authority and members of the public to hire an Emergency Position Indicating Radio Beacon (EPIRB).</i>	
08.02.01	Records documenting the establishment, maintenance and review of agreements relating to the provision of an automated marine weather service.  <i>See 08.05.01 for partnerships (Marine Weather Service)</i>	TEMPORARY Destroy 7 years after expiry or cancellation of the agreement
<b>08.03.00</b>	<b>DISPOSAL (MARINE WEATHER SERVICE)</b> The process of disposing of property no longer required by the organisation, by sale, transfer, termination of lease, auction, or destruction. Includes the disposal of marine weather service equipment.	
08.03.01	Records documenting the disposal of marine weather service equipment including hardware and software.	TEMPORARY Destroy after disposal of the equipment
<b>08.04.00</b>	<b>ENQUIRIES (MARINE WEATHER SERVICE)</b> The activities associated with the handling of requests for information about the Authority and its services by the general public or another organisation.  <i>See DA 2157 INFORMATION MANAGEMENT – RIGHT TO INFORMATION for requests for assessed disclosure of information made by a person under the Right to Information Act 2009.</i>	
08.04.01	Records documenting enquiries requesting general information relating to the Marine Weather Service.  <i>See the Disposal Schedule for Short-term Value Records (DA No. 2158) for requests for information that is readily available to the public including publications and promotional material.</i>	TEMPORARY Destroy 2 years after action completed



<b>08.05.00</b>	<b>JOINT VENTURES (MARINE WEATHER SERVICE)</b> The activities involved in managing joint operations between departments, either within the Marine and Safety Authority, within the State government, with the Commonwealth government or with other external organisations where there is a contract, joint contribution of funds and/or time. Also includes private sector ventures with public sector organisations, and co-research or collaboration between inter-departmental units, departments or organisations.	
08.05.01	Records documenting the arrangements for, and management of partnerships relating to the Marine Weather Service including the establishment, maintenance, and review of agreements and contracts. Records may include: <ul style="list-style-type: none"> <li>• agreements</li> <li>• contracts</li> <li>• memorandum of understanding</li> <li>• memorandum of agreement</li> <li>• service agreements</li> <li>• progress reports</li> <li>• correspondence</li> </ul> <p><i>See 08.02.01 for agreements (Marine Weather Service)</i></p>	TEMPORARY Destroy 7 years after action completed
<b>08.06.00</b>	<b>MAINTENANCE (MARINE WEATHER SERVICE)</b> The activities associated with the maintenance, repair, servicing and preservation of marine assets, premises, equipment, vehicles etc. Includes the maintenance of marine communication installations.	
08.06.01	Records documenting the maintenance of marine weather service equipment including hardware and software.	TEMPORARY Destroy after disposal of the equipment
<b>08.07.00</b>	<b>PUBLIC REACTION (MARINE WEATHER SERVICE)</b> The process of handling public reaction to the Authority's policies or services. Includes anonymous letters, letters of complaint and letters of congratulations or appreciation received from the public.	
08.07.01	Records documenting complaints relating to the Marine Weather Service that: <ul style="list-style-type: none"> <li>• create a precedent</li> <li>• raise policy or legal issues</li> <li>• raise issues requiring broader follow up</li> <li>• contain qualified legal opinion</li> <li>• lead to procedural changes</li> </ul> <p><i>See 08.07.02 for complaints that do not create a precedent, do not result in policy changes or legal issues (Marine Weather Service)</i></p>	PERMANENT
08.07.02	Records documenting complaints relating to the Marine Weather Service that do not create a precedent or result in policy changes or legal issues. <p><i>See 08.07.01 for complaints that create a precedent, policy or legal issues (Marine Weather Service)</i></p>	TEMPORARY Destroy 2 years after action completed
08.07.03	Records documenting expressions of appreciation or congratulations received by the Marine and Safety Authority relating to the Marine Weather Service.	TEMPORARY Destroy 2 years after action completed
<b>08.08.00</b>	<b>REPORTING (MARINE WEATHER SERVICE)</b> The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements or findings of the results of the examination or investigation. Includes agendas, briefing, business, discussion papers, proposals, reports, reviews and returns.	
08.08.01	Statistical information collected by or for the Marine and Safety Authority relating to the Marine Weather Service.	PERMANENT

08.08.02	Final versions of formal internal and external reports prepared by or for the Marine and Safety Authority relating to the Marine Weather Service.  <i>See the Disposal Schedule for Common Administrative Functions (DA 2157) for the final version of the annual report.</i>	TEMPORARY Destroy 7 years after action completed
08.08.03	Records documenting responses to questionnaires and surveys requested by outside organisations relating to the Marine Weather Service.	TEMPORARY Destroy 2 years after action completed
<b>09.00.00</b>	<b>MOORING MANAGEMENT</b> The function of managing new and existing public and cruising moorings in Tasmanian waters. Includes registration of moorings, charting moorings, customer enquiries, resolving disputes, and field auditing.  <i>See 06.00.00 INCIDENT INVESTIGATIONS for investigations into marine incidents occurring within the Marine and Safety Authority's jurisdiction.</i>  <i>See DA 2157 STRATEGIC MANAGEMENT - LEGISLATION for developing and amending legislation, regulations and by-laws.</i>	
<b>09.01.00</b>	<b>ADVICE (MOORING MANAGEMENT)</b> The activities associated with offering recommendations by or to the Authority as to an action or judgement. Includes the process of advising.  <i>See 06.01.00 INCIDENT INVESTIGATIONS - ADVICE for advice provided to the Coroner on fatalities that occur in waterways that do not involve a vessel.</i>  <i>See DA 2157 GOVERNMENT RELATIONS where the Authority is responding to the Government's request for advice or comments.</i>	
09.01.01	Records documenting the receipt and provision of advice relating to Mooring Management.  <i>See 09.07.01 for enquiries requesting general information (Mooring Management)</i>	TEMPORARY Destroy 7 years after action completed
<b>09.02.00</b>	<b>AUDIT (MOORING MANAGEMENT)</b> The activities associated with officially checking financial, quality assurance and operational records to ensure they have been kept and maintained in accordance with agreed or legislated standards and correctly record the events, processes and business of the Authority in a specified period. Includes field audits, compliance audits, operational audits.	
09.02.01	Records documenting audits of moorings.	TEMPORARY Destroy 7 years after action completed
<b>09.03.00</b>	<b>COMPLIANCE MONITORING (MOORING MANAGEMENT)</b> The activities associated with the Marine and Safety Authority monitoring and enforcing compliance with legislation, regulations and by-laws. Includes enforcement, infringements, cautions, marine incident infringement notices and abandoned, unseaworthy and sunken vessel detention notices.  <i>See 01.07.00 ASSET MANAGEMENT - COMPLIANCE MONITORING for the enforcement of by-laws relating to the usage of marine assets.</i>  <i>See 05.03.00 ENVIRONMENTAL MANAGEMENT - COMPLIANCE MONITORING for abandoned, unseaworthy and sunken vessel detention notices.</i>  <i>See 06.02.00 INCIDENT INVESTIGATION - COMPLIANCE MONITORING for marine incident infringement notices.</i>	
09.03.01	Records relating to monitoring and enforcing compliance with legislation relating to Mooring Management in Tasmania.	TEMPORARY Destroy 7 years after action completed

<b>09.04.00</b>	<b>CONSULTATION (MOORING MANAGEMENT)</b> The activities associated with providing information to stakeholders and seeking stakeholder input. Includes meetings with stakeholders. Stakeholders include the public and other government organisations.	
09.04.01	Records documenting consultation with stakeholders relating to moorings.	TEMPORARY Destroy 7 years after action completed
<b>09.05.00</b>	<b>CONTRACTING-OUT (MOORING MANAGEMENT)</b> The activities involved in arranging, procuring and managing the performance of work or the provision of services by an external contractor or consultant, or by using external services. Sometimes referred to as outsourcing.  <i>See 09.15.00 TENDERING for the process of receiving and assessing tenders from potential external consultants for services, prior to the contract agreement.</i>	
09.05.01	Signed contracts and supporting documentation relating to Mooring Management including: <ul style="list-style-type: none"> <li>• tender submissions</li> <li>• written offers</li> </ul>	TEMPORARY Destroy 7 years after expiry of contract
09.05.02	Records documenting the management of contracts relating to Mooring Management including: <ul style="list-style-type: none"> <li>• parameters of consultancy/service</li> <li>• terms and conditions</li> <li>• performance and evaluation reports</li> <li>• meetings with stakeholders</li> <li>• contracts</li> <li>• agreements</li> </ul> <i>See 09.05.03 for requests for quotations (RFQ) (Mooring Management)</i> <i>See 09.14.01 for survey of mooring positions (Mooring Management)</i> <i>See 09.15.01 for tender documents (Mooring Management)</i>	TEMPORARY Destroy 7 years after expiry of contract
09.05.03	Requests for quotations (RFQ) issued by the Marine and Safety Authority including quotations received.  <i>See 09.15.02 for unsuccessful tenders (Mooring Management)</i> <i>See 09.05.02 for contract management (Mooring Management)</i>	TEMPORARY Destroy 2 years after action completed
<b>09.06.00</b>	<b>DISPUTES (MOORING MANAGEMENT)</b> The process of handling any disagreement. Includes disagreements relating to moorings.  <i>See 09.12.00 PUBLIC REACTION for process of handling public reaction to the Authority's policies or services including complaints.</i>	
09.06.01	Records documenting disputes relating to moorings.	TEMPORARY Destroy 7 years after action completed
<b>09.07.00</b>	<b>ENQUIRIES (MOORING MANAGEMENT)</b> The activities associated with the handling of requests for information about the Authority and its services by the general public or another organisation.  <i>See DA 2157 INFORMATION MANAGEMENT – RIGHT TO INFORMATION for requests for assessed disclosure of information made by a person under the Right to Information legislation.</i>	

09.07.01	<p>Records documenting enquiries requesting general information relating to Mooring Management.</p> <p><i>See the Disposal Schedule for Short-term Value Records (DA No. 2158) for requests for information that is readily available to the public including publications and promotional material.</i></p> <p><i>See 09.01.01 for advice (Mooring Management)</i></p>	<p>TEMPORARY Destroy 2 years after action completed</p>
09.08.00	<p><b>EXEMPTIONS (MOORING MANAGEMENT)</b> The process of granting exemptions from legislative requirement and by-laws. Includes exemptions relating to mooring fees.</p>	
09.08.01	<p>Records relating to the granting of exemptions relating to mooring fees.</p>	<p>TEMPORARY Destroy 7 years after expiry of exemption</p>
09.09.00	<p><b>PLANNING (MOORING MANAGEMENT)</b> The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.</p> <p><i>See DA 2157 STRATEGIC MANAGEMENT - PLANNING for overall planning to achieve corporate objectives.</i></p>	
09.09.01	<p>Records documenting the development of plans relating to Mooring Management including final versions of plans.</p> <p><i>See the Disposal Schedule for Common Administrative Functions (DA 2157) for the disposal of corporate plans.</i></p>	<p>TEMPORARY Destroy 7 years after plan superseded</p>
09.10.00	<p><b>POLICY (MOORING MANAGEMENT)</b> The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making, as the basis from which the Authority's operating procedures are determined.</p> <p><i>See DA 2157 STRATEGIC MANAGEMENT - LEGISLATION for policy that is derived from the process of making laws.</i></p>	
09.10.01	<p>Records illustrating the development of policy and documenting policy decisions and the establishment of precedents relating to Mooring Management.</p> <p><i>See 09.11.01 for procedures (Mooring Management)</i> <i>See 09.11.02 for notices of changes to procedures and policy (Mooring Management)</i></p>	<p>PERMANENT</p>
09.11.00	<p><b>PROCEDURES (MOORING MANAGEMENT)</b> Standard methods of operation laid down by the Authority according to formulated policy.</p>	
09.11.01	<p>Records documenting the development of the Marine and Safety Authority's procedures and final versions of the Authority's manuals and instructions relating to Mooring Management.</p> <p><i>See 09.10.01 for policy (Mooring Management)</i> <i>See 09.11.02 for notices of changes to procedures and policy (Mooring Management)</i></p>	<p>TEMPORARY Destroy 7 years after superseded</p>
09.11.02	<p>Records documenting the internal and external notification of changes to, or the implementation of new policies, procedures, instructions or notification of significant events relating to Mooring Management.</p> <p><i>See 09.11.01 for procedures (Mooring Management)</i> <i>See 09.10.01 for policy (Mooring Management)</i></p>	<p>TEMPORARY Destroy 7 years after action completed</p>

<b>09.12.00</b>	<b>PUBLIC REACTION (MOORING MANAGEMENT)</b> The process of handling public reaction to the Authority's policies or services. Includes anonymous letters, letters of complaint and letters of congratulations or appreciation received from the public.	
09.12.01	Records documenting complaints relating to Mooring Management which: <ul style="list-style-type: none"> <li>• create a precedent</li> <li>• raise policy or legal issues</li> <li>• raise issues requiring broader follow up</li> <li>• contain qualified legal opinion</li> <li>• lead to procedural changes</li> </ul> <p>See 09.12.02 for complaints that do not create a precedent, policy changes or legal issues (Mooring Management)</p>	PERMANENT
09.12.02	Records documenting complaints relating to Mooring Management that do not create precedent or result in policy changes or legal issues. <p>See 09.12.01 for complaints that create a precedent, policy changes or legal issues (Mooring Management)</p>	TEMPORARY Destroy 2 years after action completed
09.12.03	Records documenting expressions of appreciation or congratulations received by the Authority relating to Mooring Management.	TEMPORARY Destroy 2 years after action completed
<b>09.13.00</b>	<b>REGISTRATION (MOORING MANAGEMENT)</b> The activities associated with the administration of registration of moorings. Includes applications for registration and payment of registration fees. Also includes notifications of transfer of ownership; notifications of modifications and changes; and display of identification tags and numbers on moorings.	
09.13.01	Records documenting the assessment and processing of applications for mooring registration including notifications of transfer of ownership, notifications of modifications and changes and display of identification tags and numbers on moorings. <p>Records may include:</p> <ul style="list-style-type: none"> <li>• applications</li> <li>• public notices</li> <li>• comments on proposals</li> <li>• copies of mooring permits</li> <li>• renewals</li> <li>• change of address details</li> <li>• transfer of ownership</li> <li>• removals</li> </ul>	TEMPORARY Destroy 7 years after expiry of registration or cancellation of permit
<b>09.14.00</b>	<b>SURVEY (MOORING MANAGEMENT)</b> The activities associated with the survey of mooring positions for use in locating mooring positions and Geographic Information System (GIS). <p>See 04.18.00 COMMERCIAL VESSELS - VESSEL SURVEY for the survey of vessels operating for commercial purpose within Tasmania.</p>	
09.14.01	Records relating to the re-survey of mooring positions for use in locating mooring positions and Geographic Information System (GIS). <p>See 09.05.02 for contract management (Mooring Management)</p>	TEMPORARY Destroy 7 after action completed

<b>09.15.00</b>	<p><b>TENDERING (MOORING MANAGEMENT)</b></p> <p>The activities involved in receiving and assessing tenders. Includes requests for quotations, offers made in writing by one party to another to carry out work at an inclusive price or uniform rate for the production of work.</p> <p>See 09.05.00 CONTRACTING-OUT for the process of outsourcing operations or arranging, procuring and managing the provision of service by an external consultant once the tender has been decided.</p>	
<b>09.15.01</b>	<p>Records documenting the development, issue and evaluation of tender documents. These may include:</p> <ul style="list-style-type: none"> <li>• statement of requirements (SOR)</li> <li>• requests for proposals (RFP)</li> <li>• expressions of interest (EOI)</li> <li>• request for tender (RFT)</li> <li>• draft contracts</li> <li>• reports</li> <li>• public notices</li> </ul> <p>See 09.05.02 for contract management (Mooring Management)</p>	<p>TEMPORARY</p> <p>Destroy 7 years after tender process completed</p>
<b>09.15.02</b>	<p>Records documenting unsuccessful tenders and tenders received where the tender process does not proceed.</p> <p>See 09.05.03 for requests for quotations (RFQ) (Mooring Management)</p>	<p>TEMPORARY</p> <p>Destroy 7 years after action completed</p>
<b>10.00.00</b>	<p><b>NATIONAL REGULATORY MANAGEMENT</b></p> <p>The function of developing, implementing and managing a single national regulatory system for maritime safety in Australia. Includes the Marine and Safety Authority's participation in the development of inter-government agreements; financial arrangements; new Commonwealth and State legislation and standards; and the preparation of submissions relating to Regulatory Reform.</p> <p>See DA 2157 STRATEGIC MANAGEMENT - LEGISLATION for the implementation of new Commonwealth and State legislation.</p>	
<b>10.01.00</b>	<p><b>ADVICE (NATIONAL REGULATORY MANAGEMENT)</b></p> <p>The activities associated with offering recommendations by or to the Authority as to an action or judgement. Includes the process of advising.</p>	
<b>10.01.01</b>	<p>Records documenting the receipt and provision of advice relating to National Regulatory Reform.</p>	<p>TEMPORARY</p> <p>Destroy 10 years after action completed</p>
<b>10.02.00</b>	<p><b>AGREEMENTS (NATIONAL REGULATORY MANAGEMENT)</b></p> <p>The processes associated with the establishment, maintenance, review and negotiation of agreements including Memorandums of Understanding (MOU's) and Deeds of Agreement.</p> <p>See DA 2157 INFORMATION MANAGEMENT – AGREEMENTS for agreements with government organisations and law enforcement agencies to access client information held by the Marine and Safety Authority.</p> <p>See 14.03.00 RECREATIONAL BOATING - AGREEMENTS for agreements between the Marine and Safety Authority and members of the public to hire an Emergency Position Indicating Radio Beacon (EPIRB).</p>	
<b>10.02.01</b>	<p>Records documenting the Marine and Safety Authority's participation in the development of inter-government agreements relating to National Regulatory Management.</p>	<p>PERMANENT</p>

<b>10.03.00</b>	<b>COMMITTEES (NATIONAL REGULATORY MANAGEMENT)</b> The activities associated with the management of committees and task forces (internal and external, private, local, State, Commonwealth etc.). Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes, reports, agendas etc.	
10.03.01	Records of national committees relating to National Regulatory Management. These may include: <ul style="list-style-type: none"> <li>• documents appointing members</li> <li>• final versions of minutes</li> <li>• agenda papers</li> <li>• reports presented by the Marine and Safety Authority to the committee</li> <li>• submissions presented by the Marine and Safety Authority to the committee</li> </ul>	TEMPORARY Destroy 10 years after action completed
<b>10.04.00</b>	<b>CONSULTATION (NATIONAL REGULATORY MANAGEMENT)</b> The activities associated with providing information to stakeholders and seeking stakeholder input. Includes meetings with stakeholders. Stakeholders include the public and other government organisations.  <i>See 10.03.00 COMMITTEES for the meetings of committees and task forces.</i>	
10.04.01	Records documenting consultation with stakeholders relating to the development and implementing of a single national regulatory system for maritime safety in Australia.	TEMPORARY Destroy 7 years after action completed
<b>10.05.00</b>	<b>LEGISLATION AND STANDARDS (NATIONAL REGULATORY MANAGEMENT)</b> The activities associated with the Marine and Safety Authority's participation in the development of new Commonwealth and State legislation and standards to implement a single national regulatory system for maritime safety in Australia.  <i>See DA 2157 STRATEGIC MANAGEMENT - LEGISLATION for the implementation of new Commonwealth and State legislation.</i>	
10.05.01	Records documenting the Marine and Safety Authority's participation in the development of new Commonwealth and State legislation and standards for Marine Safety.  <i>See the Disposal Schedule for Common Administrative Functions (DA 2157) for the implementation of new Commonwealth and State legislation.</i>	PERMANENT
<b>10.06.00</b>	<b>POLICY (NATIONAL REGULATORY MANAGEMENT)</b> The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making, as the basis from which the Authority's operating procedures are determined.	
10.06.01	Records illustrating the development of policy and documenting policy decisions and the establishment of precedents relating to National Regulatory Management.  <i>See 10.07.01 for procedures (National Regulatory Management)</i> <i>See 10.07.02 for notices of changes to procedures and policy (National Regulatory Management)</i>	PERMANENT
<b>10.07.00</b>	<b>PROCEDURES (NATIONAL REGULATORY MANAGEMENT)</b> Standard methods of operation laid down by the Authority according to formulated policy.	

10.07.01	<p>Records documenting the development of the Marine and Safety Authority's procedures and final versions of manuals and instructions relating to National Regulatory Management.</p> <p><i>See 10.06.01 for policy (National Regulatory Management)</i>  <i>See 10.07.02 for notices of changes to procedures and policy (National Regulatory Management)</i></p>	<p>TEMPORARY                  Destroy 7 years after superseded</p>
10.07.02	<p>Records documenting the internal and external notification of changes to, or the implementation of new policies, procedures, instructions or notification of significant events relating to National Regulatory Management.</p> <p><i>See 10.07.01 for procedures (National Regulatory Management)</i>  <i>See 10.06.01 for policy (National Regulatory Management)</i></p>	<p>TEMPORARY                  Destroy 7 years after action completed</p>
<b>10.08.00</b>	<p><b>SUBMISSIONS (NATIONAL REGULATORY MANAGEMENT)</b>                  The preparation and submission of a formal statement (e.g. report, statistics, etc.) supporting a case or opinion held by the Marine and Safety Authority which is submitted to another organisation for the purpose of either gain or support.</p>	
10.08.01	<p>Submissions prepared by the Marine and Safety Authority relating to National Regulatory Management.</p>	<p>PERMANENT</p>
<b>11.00.00</b>	<p><b>NAVIGATION MANAGEMENT</b>                  The function of assisting access and providing safe navigation in Tasmanian waterways not controlled by Port Authorities.</p> <p><i>See 06.00.00 INCIDENT INVESTIGATIONS for investigations into marine incidents occurring within the Marine and Safety Authority's jurisdiction.</i></p> <p><i>See 13.00.00 PORT MANAGEMENT for the safe navigation of waterways controlled by Port Authorities.</i></p> <p><i>See 14.00.00 RECREATIONAL BOATING MANAGEMENT for administering recreational boating in Tasmanian waters including the management of marine facilities not owned by the Marine and Safety Authority.</i></p> <p><i>See DA 2157 STRATEGIC MANAGEMENT - LEGISLATION for developing and amending legislation, regulations and by-laws.</i></p>	
<b>11.01.00</b>	<p><b>ADVICE (NAVIGATION MANAGEMENT)</b>                  The activities associated with offering recommendations by or to the Authority as to an action or judgement. Includes the process of advising.</p> <p><i>See 05.01.00 ENVIRONMENTAL MANAGEMENT - ADVICE for the provision of planning advice to local authorities relating to marine development.</i></p> <p><i>See 06.01.00 INCIDENT INVESTIGATIONS - ADVICE for advice provided to the Coroner on fatalities that occur in waterways that do not involve a vessel.</i></p> <p><i>See DA 2157 GOVERNMENT RELATIONS where the Authority is responding to the Government's request for advice or comments.</i></p>	



11.01.01	Records documenting the receipt and provision of advice relating to Navigation Management.  <i>See 11.05.01 for enquiries requesting general information (Navigation Management)</i>	TEMPORARY Destroy 7 years after action completed
11.02.00	<b>COMMITTEES (NAVIGATION MANAGEMENT)</b> The activities associated with the management of committees and task forces (internal and external, private, local, State, Commonwealth etc.). Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes, reports, agendas etc.	
11.02.01	Records of internal committees and external committees relating to Navigation Management where the Marine and Safety Authority has the lead administrative role. These may include: <ul style="list-style-type: none"> <li>• documents establishing the committee</li> <li>• documents appointing members</li> <li>• final versions of minutes</li> <li>• agenda papers</li> <li>• reports presented to the committee</li> <li>• submissions presented to the committee</li> </ul> <i>See 11.02.02 for external committees where the Marine and Safety Authority do not have the administrative role (Navigation Management).</i> <i>See 11.02.03 for committee administration (Navigation Management)</i>	TEMPORARY Destroy 7 years after action completed
11.02.02	Records of external committees relating to Navigation Management where the Marine and Safety Authority do not have the administrative role. These may include: <ul style="list-style-type: none"> <li>• copies of minutes</li> <li>• agenda papers</li> <li>• copies of reports presented to the committee</li> <li>• copies of submissions presented to the committee</li> </ul> <i>See 11.02.01 for external committees administered by the Marine and Safety Authority (Navigation Management)</i>	TEMPORARY Destroy 5 years after action completed
11.02.03	Records documenting the conduct and administration of committees relating to Navigation Management.  <i>See 11.02.01 for internal and external committees administered by the Authority (Navigation Management)</i>	TEMPORARY Destroy when reference ceases
11.03.00	<b>CONSULTATION (NAVIGATION MANAGEMENT)</b> The activities associated with providing information to stakeholders and seeking stakeholder input. Includes meetings with stakeholders. Stakeholders include the public and other government organisations.  <i>See 11.02.00 COMMITTEES for the meetings of committees and task forces.</i>	
11.03.01	Records documenting consultation with stakeholders relating to Navigation Management.	TEMPORARY Destroy 7 years after action completed
11.04.00	<b>CONTRACTING-OUT (NAVIGATION MANAGEMENT)</b> The activities involved in arranging, procuring and managing the performance of work or the provision of services by an external contractor or consultant, or by using external services. Sometimes referred to as outsourcing.  <i>See 11.13.00 TENDERING for the process of receiving and assessing tenders from potential external consultants for services, prior to the contract agreement.</i>	

11.04.01	<p>Signed contracts and supporting documentation relating to Navigation Management including:</p> <ul style="list-style-type: none"> <li>tender submissions</li> <li>written offers</li> </ul> <p>See 11.04.02 for contract management (Navigation Management) See 11.13.01 for tender documents (Navigation Management)</p>	<p>TEMPORARY Destroy 7 years after expiry of contract</p>
11.04.02	<p>Records documenting the management of contracts relating to Navigation Management including:</p> <ul style="list-style-type: none"> <li>parameters of consultancy/service</li> <li>terms and conditions</li> <li>performance and evaluation reports</li> <li>meetings with stakeholders</li> </ul> <p>See 11.04.03 for requests for quotations (Navigation Management) See 11.04.01 for signed contracts (Navigation Management)</p>	<p>TEMPORARY Destroy 7 years after expiry of contract</p>
11.04.03	<p>Requests for quotations (RFQ) issued by the Marine and Safety Authority including quotations received.</p> <p>See 11.04.02 for contract management (Navigation Management) See 11.13.02 for unsuccessful tenders and tenders that do not proceed (Navigation Management)</p>	<p>TEMPORARY Destroy 2 years after action completed</p>
11.05.00	<p><b>ENQUIRIES (NAVIGATION MANAGEMENT)</b> The activities associated with the handling of requests for information about the Authority and its services by the general public or another organisation.</p> <p>See DA 2157 INFORMATION MANAGEMENT – RIGHT TO INFORMATION for requests for assessed disclosure of information made by a person under the Right to Information legislation.</p>	
11.05.01	<p>Records documenting enquiries requesting general information relating to Navigation Management.</p> <p>See the Disposal Schedule for Short-term Value Records (DA No. 2158) for requests for information that is readily available to the public including publications and promotional material. See 11.01.01 for advice (Navigation Management)</p>	<p>TEMPORARY Destroy 2 years after action completed</p>
11.06.00	<p><b>JOINT VENTURES (NAVIGATION MANAGEMENT)</b> The activities involved in managing joint operations between departments, either within the Marine and Safety Authority, within the State government, with the Commonwealth government or with other external organisations where there is a contract, joint contribution of funds and/or time. Also includes private sector ventures with public sector organisations, and co-research or collaboration between inter-departmental units, departments or organisations.</p> <p>See 11.01.00 ADVICE for formal advising.</p>	

11.06.01	Records documenting the arrangements for and management of joint ventures and partnerships relating to Navigation Management including the establishment, maintenance, and review of agreements and contracts. Records may include: <ul style="list-style-type: none"> <li>• agreements</li> <li>• contracts</li> <li>• memorandum of understanding</li> <li>• memorandum of agreement</li> <li>• service agreements</li> <li>• progress reports</li> <li>• correspondence</li> </ul>	TEMPORARY Destroy 7 years after completion or termination of contract or agreement
11.07.00	<p><b>PLANNING (NAVIGATION MANAGEMENT)</b></p> <p>The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.</p> <p>See DA 2157 STRATEGIC MANAGEMENT - PLANNING for overall planning to achieve corporate objectives.</p>	
11.07.01	Records documenting the development of plans relating to Navigation Management including final versions of plans.	TEMPORARY Destroy 7 years after plan superseded
11.08.00	<p><b>POLICY (NAVIGATION MANAGEMENT)</b></p> <p>The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making, as the basis from which the Authority's operating procedures are determined.</p> <p>See DA 2157 STRATEGIC MANAGEMENT - LEGISLATION for policy that is derived from the process of making laws.</p>	
11.08.01	Records illustrating the development of policy and documenting policy decisions and the establishment of precedents relating to Navigation Management.	PERMANENT
	<p>See 11.09.01 for procedures (Navigation Management) See 11.09.02 for notices of changes to procedures and policy (Navigation Management)</p>	
11.09.00	<p><b>PROCEDURES (NAVIGATION MANAGEMENT)</b></p> <p>Standard methods of operation laid down by the Authority according to formulated policy.</p>	
11.09.01	Records documenting the development of the Marine and Safety Authority's procedures and final versions of the Authority's manuals and instructions relating to Navigation Management.	TEMPORARY Destroy 7 years after superseded
11.09.02	Records documenting the internal and external notification of changes to, or the implementation of new policies, procedures, instructions or notification of significant events relating to Navigation Management.	TEMPORARY Destroy 7 years after action completed
11.10.00	<p><b>REPORTING (NAVIGATION MANAGEMENT)</b></p> <p>The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements or findings of the results of the examination or investigation. Includes agendas, briefing, business, discussion papers, proposals, reports, reviews and returns.</p> <p>See 06.05.00 INCIDENT INVESTIGATIONS - INVESTIGATIONS for reports provided to the Coroner where a fatality involves a vessel.</p>	

11.10.01	Statistical information collected by or for the Marine and Safety Authority relating to Navigation Management activities.	PERMANENT
11.10.02	Final versions of formal internal and external reports prepared by or for the Marine and Safety Authority relating to Navigation Management.  <i>See the Disposal Schedule for Common Administrative Functions (DA 2157) for final version of the annual report.</i>	TEMPORARY Destroy 7 years after action completed
11.10.03	Records documenting responses to questionnaires and surveys requested by outside organisations relating to Navigation Management.	TEMPORARY Destroy 2 years after action completed
<b>11.11.00</b>	<b>RESEARCH (NAVIGATION MANAGEMENT)</b> The activities involved in investigating or enquiring into a subject or area of interest in order to discover facts, principles etc. Used to support the development of projects, standards, guidelines etc., and the business activities of the Authority in general. Includes following up enquiries relating to organisational programs, projects, working papers, literature searches etc.  <i>See 11.08.00 POLICY for research into the formulation of policy.</i>	
11.11.01	Records documenting research carried out to support the Navigation Management function.	TEMPORARY Destroy 7 years after action completed
<b>11.12.00</b>	<b>SAFE ACCESS (NAVIGATION MANAGEMENT)</b> The activities associated with providing assistance for safe navigation and to assist transiting and aid access to waterways. Includes dredging of barways and canals including approval for dredging obtained from the Environmental Protection Authority and other government agencies.  <i>See 01.00.00 ASSET MANAGEMENT for signs and navigation aids.</i>  <i>See 12.00.00 NOTICES TO MARINERS for directions or information provided to mariners and the public relating to hazards and on-water activities.</i>	
11.12.01	Records documenting guidelines for safe navigation and transiting including soundings and establishment of navigation aids.  <i>See 11.12.02 for approval and process for dredging of barways and (Navigation Management)</i>	PERMANENT
11.12.02	Records documenting approvals and process for dredging of barways and canals.  <i>See 11.12.01 for assistance for safe navigation and to assist transiting (Navigation Management)</i>	TEMPORARY Destroy 7 years after action completed
<b>11.13.00</b>	<b>TENDERING (NAVIGATION MANAGEMENT)</b> The activities involved in receiving and assessing tenders. Includes requests for quotations, offers made in writing by one party to another to carry out work at an inclusive price or uniform rate for the production of work.  <i>See 11.04.00 CONTRACTING-OUT for the process of outsourcing operations or arranging, procuring and managing the provision of service by an external consultant once the tender has been decided.</i>	

11.13.01	<p>Records documenting the development, issue and evaluation of tender documents. These may include:</p> <ul style="list-style-type: none"> <li>• statement of requirements (SOR)</li> <li>• requests for proposals (RFP)</li> <li>• expressions of interest (EOI)</li> <li>• request for tender (RFT)</li> <li>• draft contracts</li> <li>• reports</li> <li>• public notices</li> </ul> <p>See 11.04.01 for signed contracts (Navigation Management)</p>	<p>TEMPORARY Destroy 7 years after tender process completed</p>
11.13.02	<p>Records documenting unsuccessful tenders and tenders received where the tender process does not proceed.</p> <p>See 11.04.03 for requests for quotations (Navigation Management)</p>	<p>TEMPORARY Destroy 7 years after action completed</p>
<b>12.00.00</b>	<p><b>NOTICES TO MARINERS</b> The function of providing directions and information to mariners and the public relating to hazards or on water activities. Includes the production and distribution of marine notices.</p>	
<b>12.01.00</b>	<p><b>NOTICES (NOTICES TO MARINERS)</b> The activities associated with the preparation, issue and distribution of notices to mariners providing directions and information to mariners and the public relating to hazards or on water activities.</p>	
12.01.01	<p>Notices to Mariners issued by the Marine and Safety Authority.</p> <p>See 12.01.02 for preparation and issue (Notices to Mariners)</p>	<p>PERMANENT</p>
12.01.02	<p>Records documenting the preparation and issue of notices to mariners.</p> <p>See 12.01.01 for master copies (Notices to Mariners)</p>	<p>TEMPORARY Destroy 7 years after issue of notice.</p>
<b>13.00.00</b>	<p><b>PORT MANAGEMENT</b> The function of regulating the operations of all Tasmanian ports in the Pilotage and Navigation Regulations. Includes agreements with TasPorts for the management and audit of pilots, navigation aids in ports, communications services, vessel travel service (VTS), ports pollution management and ports emergency management. Also includes issuing of licences to Pilots in accordance with the Pilotage and Navigation Regulations and issuing of pilotage exemption certificates.</p> <p>See 06.00.00 INCIDENT INVESTIGATIONS for investigations into marine incidents occurring in Ports.</p> <p>See 09.00.00 MOORING MANAGEMENT for managing new and existing public moorings in Tasmanian waters.</p> <p>See 11.00.00 NAVIGATION MANAGEMENT for assisting access and providing safe navigation in Tasmanian waterways.</p> <p>See DA 2157 STRATEGIC MANAGEMENT - LEGISLATION for developing and amending legislation, regulations and by-laws.</p>	

<b>13.01.00</b>	<b>ADVICE (PORT MANAGEMENT)</b> The activities associated with offering recommendations by or to the Authority as to an action or judgement. Includes the process of advising.  <i>See 05.01.00 ENVIRONMENTAL MANAGEMENT - ADVICE for the provision of planning advice to local authorities relating to marine development.</i>  <i>See 06.01.00 INCIDENT INVESTIGATIONS - ADVICE For advice provided to the Coroner on fatalities that occur in waterways that do not involve a vessel.</i>	
13.01.01	Records documenting the receipt and provision of advice relating to Port Management.  <i>See 13.04.01 for enquiries requesting general information (Port Management)</i>	PERMANENT
<b>13.02.00</b>	<b>AGREEMENTS (PORT MANAGEMENT)</b> The processes associated with the establishment, maintenance, review and negotiation of agreements including Memorandums of Understanding (MOU's) and Deeds of Agreement.  <i>See DA 2157 INFORMATION MANAGEMENT – AGREEMENTS for agreements with government organisations and law enforcement agencies to access client information held by the Marine and Safety Authority.</i>  <i>See 14.03.00 RECREATIONAL BOATING - AGREEMENTS for agreements between the Marine and Safety Authority and members of the public to hire an Emergency Position Indicating Radio Beacon (EPIRB).</i>	
13.02.01	Records documenting the establishment, maintenance and review of agreements relating to Port Management including final versions of agreements. Includes memorandum of understanding (MOUs), deeds of agreement, maintenance agreements and service level agreements.	PERMANENT
<b>13.03.00</b>	<b>AUDIT (PORT MANAGEMENT)</b> The activities associated with officially checking financial, quality assurance and operational records to ensure they have been kept and maintained in accordance with agreed or legislated standards and correctly record the events, processes and business of the Authority in a specified period. Includes field audits, compliance audits, financial audits, operational audits, system audits and quality assurance audits. Also includes audits conducted under deeds of agreement in relation to Port Management.	
13.03.01	Records documenting audits relating to Port Management that result in changes to policy or procedures.	PERMANENT
13.03.02	Records documenting audits relating to Port Management that <u>do not</u> result in changes to policy or procedures.	TEMPORARY Destroy 7 years after action completed
<b>13.04.00</b>	<b>ENQUIRIES (PORT MANAGEMENT)</b> The activities associated with the handling of requests for information about the Authority and its services by the general public or another organisation.  <i>See DA 2157 INFORMATION MANAGEMENT – RIGHT TO INFORMATION for requests for assessed disclosure of information made by a person under the Right to Information legislation.</i>	
13.04.01	Records documenting enquiries requesting general information relating to Port Management.  <i>See the Disposal Schedule for Short-term Value Records (DA No. 2158) for requests for information that is readily available to the public including publications and promotional material.</i> <i>See 13.01.01 for advice (Port Management)</i>	TEMPORARY Destroy 2 years after action completed

<b>13.05.00</b>	<p><b>EXEMPTIONS (PORT MANAGEMENT)</b></p> <p>The process of granting exemptions from legislative requirement and by-laws. Includes pilotage exemption certificates issued to persons who satisfy the requirements specified in the Pilotage and Navigation Regulations.</p> <p>See 09.08.00 MOORING MANAGEMENT – EXEMPTIONS for exemptions relating to mooring fees.</p> <p>See 04.11.00 COMMERCIAL VESSELS - EXEMPTIONS for exemptions relating to a commercial vessel or class of vessels where safety is not compromised.</p> <p>See 14.12.00 RECREATIONAL BOATING – EXEMPTIONS for exemptions relating to recreational boating licences and registration, and exemptions for safety equipment.</p>	
13.05.01	<p>Records relating to the issue of vessel and pilotage exemption certificates.</p> <p>See 04.11.01 for exemptions (Commercial Vessels)</p>	<p>TEMPORARY</p> <p>Destroy 7 years after expiry of exemption</p>
<b>13.06.00</b>	<p><b>LICENSING (PORT MANAGEMENT)</b></p> <p>The activities associated with issuing or obtaining licences. Includes the issuing of licences to Pilots in accordance with the Pilotage and Navigation Regulations.</p> <p>See 03.11.00 COMMERCIAL OPERATIONS – LICENSING for issuing licences to training operators who deliver specific training for monetary or other reward and the issue of leisure craft licences to providers who let craft for hire or reward.</p> <p>See 07.11.00 MARINE COMMUNICATIONS - LICENSING for obtaining licences for marine communication sites and for licence agreements to install marine communications equipment on sites owned by other organisations.</p> <p>See 14.14.00 RECREATIONAL BOATING MANAGEMENT - LICENSING For the administration of motor boat licences.</p>	
13.06.01	<p>Copies of Pilots licences.</p> <p>See 13.06.02 for the issue of Pilots licences (Port Management)</p>	<p>PERMANENT</p>
13.06.02	<p>Records relating to the issue of licences to Pilots. Records may include:</p> <ul style="list-style-type: none"> <li>• applications</li> <li>• supporting documentation</li> <li>• correspondence</li> </ul> <p>See 13.06.01 for copies of Pilots licences (Port Management)</p>	<p>TEMPORARY</p> <p>Destroy 7 years after expiry or cancellation of licence</p>
<b>13.07.00</b>	<p><b>POLICY (PORT MANAGEMENT)</b></p> <p>The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making, as the basis from which the Authority's operating procedures are determined.</p> <p>See DA 2157 STRATEGIC MANAGEMENT - LEGISLATION for policy that is derived from the process of making laws.</p>	
13.07.01	<p>Records illustrating the development of policy and documenting policy decisions and the establishment of precedents relating to Port Management.</p> <p>See 13.08.01 for procedures (Port Management)</p> <p>See 13.08.02 for notices of changes to procedures and policy (Port Management)</p>	<p>PERMANENT</p>
<b>13.08.00</b>	<p><b>PROCEDURES (PORT MANAGEMENT)</b></p> <p>Standard methods of operation laid down by the Authority according to formulated policy.</p>	

13.08.01	<p>Records documenting the development of the Marine and Safety Authority procedures and final versions of manuals and instructions relating to Port Management.</p> <p><i>See 13.07.01 for policy (Port Management)</i>  <i>See 13.08.02 for notices of changes to procedures and policy (Port Management)</i></p>	<p>TEMPORARY                  Destroy 7 years after superseded</p>
13.08.02	<p>Records documenting the internal and external notification of changes to, or the implementation of new policies, procedures, instructions or notification of significant events relating to Port Management.</p> <p><i>See 13.08.01 for procedures (Port Management)</i>  <i>See 13.07.01 for policy (Port Management)</i></p>	<p>TEMPORARY                  Destroy 7 years after action completed</p>
<b>14.00.00</b>	<p><b>RECREATIONAL BOATING MANAGEMENT</b></p> <p>The function of administering recreational boating in Tasmanian waters including the management of recreational marine facilities not owned by the Marine and Safety Authority. Includes the provision of advice to the public, councils and government; licensing of persons operating recreational powerboats and personal watercraft; registration of recreational powerboats and personal watercraft; provision of funding from the Recreational Boating Fund for projects to improve recreational boating facilities and services; education programs to raise awareness of boating safety; accreditation of training providers; and monitoring compliance with legislation and by-laws for recreational boating.</p> <p><i>See 05.00.00 ENVIRONMENTAL MANAGEMENT for abandoned, unseaworthy and sunken vessels.</i></p> <p><i>See 06.00.00 INCIDENT INVESTIGATIONS for investigations into marine incidents involving recreational boats.</i></p> <p><i>See DA 2157 STRATEGIC MANAGEMENT - LEGISLATION for developing and amending legislation, regulations and by-laws.</i></p>	
<b>14.01.00</b>	<p><b>ACCREDITATION (RECREATIONAL BOATING MANAGEMENT)</b></p> <p>The activities associated with accrediting training providers who provide short course training by practical tuition, on-water training in the required competencies, licence examination for certificates of competency and training providers who provide tuition and testing of the Marine and Safety Authority Motor Boat Licence.</p> <p><i>See 03.11.00 COMMERCIAL OPERATIONS - LICENSING for licensing training operators who deliver specific training for monetary or other reward.</i></p>	
14.01.01	<p>Records documenting the accreditation of training providers who provide tuition and testing of the Marine and Safety Authority Motor Boat Licence. These may include:</p> <ul style="list-style-type: none"> <li>• applications</li> <li>• safe management plans</li> <li>• copies of insurance policies</li> <li>• qualifications</li> <li>• correspondence</li> <li>• copy of certificate</li> <li>• audit checklist</li> </ul>	<p>TEMPORARY                  Destroy 7 years after accreditation expires or is cancelled or terminated</p>



<b>14.02.00</b>	<p><b>ADVICE (RECREATIONAL BOATING MANAGEMENT)</b>                  The activities associated with offering recommendations by or to the Authority as to an action or judgement. Includes the process of advising.</p> <p>See DA 2157 GOVERNMENT RELATIONS where the authority is responding to the Government's request for advice or comments.</p>	
14.02.01	<p>Records documenting the receipt and provision of advice relating to Recreational Boating.</p> <p>See the Disposal Schedule Common Administrative Records (DA 2157) for enquiries requesting general information (Recreational Boating Management)</p>	<p>TEMPORARY                  Destroy 7 years after action completed</p>
<b>14.03.00</b>	<p><b>AGREEMENTS (RECREATIONAL BOATING MANAGEMENT)</b>                  The processes associated with the establishment, maintenance, review and negotiation of agreements including Memorandums of Understanding (MOU's) and Deeds of Agreement. Includes agreements for the hire of Emergency Position Indicating Radio Beacons (EPIRBs) by members of the public.</p> <p>See DA 2157 INFORMATION MANAGEMENT - AGREEMENTS for agreements with government organisations and law enforcement agencies to access client information held by the Marine and Safety Authority.</p>	
14.03.01	<p>Records documenting hire agreements between the Marine and Safety Authority and members of the public for the hire of Emergency Position Indicating Radio Beacons (EPIRB) for a nominated time and fee.</p> <p>See the Disposal Schedule for Common Administrative Records (DA 2157) for financial transactions relating to the payment of hire fees.</p>	<p>TEMPORARY                  Destroy 7 years after expiry or cancellation of the hire agreement.</p>
<b>14.04.00</b>	<p><b>COMMITTEES (RECREATIONAL BOATING MANAGEMENT)</b>                  The activities associated with the management of committees and task forces (internal and external, private, local, State, Commonwealth etc.). Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes, reports, agendas etc.</p>	
14.04.01	<p>Records of internal committees and external committees relating to Recreational Boating Management where the Marine and Safety Authority has the administrative role. These may include:</p> <ul style="list-style-type: none"> <li>• documents establishing the committee</li> <li>• documents appointing members</li> <li>• final versions of minutes</li> <li>• agenda papers</li> <li>• reports presented to the committee</li> <li>• submissions presented to the committee</li> </ul> <p>See 14.04.02 for external committees not administered by MAST (Recreational Boating Management)                  See 14.04.03 for committee administration (Recreational Boating Management)</p>	<p>TEMPORARY                  Destroy 7 years after action completed</p>
14.04.02	<p>Records of external committees relating to Recreational Boating Management where the Marine and Safety Authority does not have the administrative role. These may include:</p> <ul style="list-style-type: none"> <li>• copies of minutes</li> <li>• agenda papers</li> <li>• copies of reports presented to the committee</li> <li>• copies of submissions presented to the committee</li> </ul> <p>See 14.04.01 for internal and external committees administered by the Authority (Recreational Boating Management)</p>	<p>TEMPORARY                  Destroy 7 years after action completed</p>

14.04.03	<p>Records documenting the conduct and administration of committees relating to Recreational Boating Management.</p> <p><i>See 14.04.01 for internal and external committees administered by the Authority (Recreational Boating Management)</i></p>	<p>TEMPORARY Destroy when reference ceases</p>
14.05.00	<p><b>COMPLIANCE (RECREATIONAL BOATING MANAGEMENT)</b></p> <p>The activities associated with complying with mandatory or optional accountability, fiscal, legal, regulatory or quality standards or requirements to which the Marine and Safety Authority is subject. Includes compliance with legislation and with national and international standards, such as the ISO 9000 series.</p> <p><i>See 14.06.00 COMPLIANCE MONITORING for the Authority enforcing compliance with legislation, regulations and by-laws.</i></p>	
14.05.01	<p>Records documenting the Marine and Safety Authority's compliance with mandatory or optional accountability requirements relating to Recreational Boating Management.</p> <p><i>See 14.06.01 for compliance monitoring (Recreational Boating Management)</i></p>	<p>TEMPORARY Destroy 7 years after action completed</p>
14.06.00	<p><b>COMPLIANCE MONITORING (RECREATIONAL BOATING MANAGEMENT)</b></p> <p>The activities associated with the Marine and Safety Authority monitoring and enforcing compliance with legislation, regulations and by-laws. Includes enforcement, infringements, cautions, marine incident infringement notices and abandoned, unseaworthy and sunken vessel detention notices.</p> <p><i>See 14.05.00 COMPLIANCE for complying with mandatory or optional accountability, fiscal, legal, regulatory or quality standards or requirements to which the Marine and Safety Authority is subject.</i></p> <p><i>See 01.07.00 ASSET MANAGEMENT - COMPLIANCE MONITORING for the enforcement of by-laws relating to the usage of marine assets.</i></p> <p><i>See 05.03.00 ENVIRONMENTAL MANAGEMENT - COMPLIANCE MONITORING for abandoned, unseaworthy and sunken vessel detention notices.</i></p> <p><i>See 06.02.00 INCIDENT INVESTIGATION - COMPLIANCE MONITORING for marine incident infringement notices.</i></p>	
14.06.01	<p>Records relating to monitoring and enforcing compliance with legislation, regulations and by-laws relating to Recreational Boating in Tasmania.</p> <p><i>See 14.05.01 for compliance (Recreational Boating Management)</i></p>	<p>TEMPORARY Destroy 7 years after action completed</p>
14.07.00	<p><b>CONSULTATION (RECREATIONAL BOATING MANAGEMENT)</b></p> <p>The activities associated with providing information to stakeholders and seeking stakeholder input. Includes meetings with stakeholders. Stakeholders include the public and other government organisations.</p> <p><i>See 14.04.00 COMMITTEES for the meetings of committees and task forces.</i></p>	
14.07.01	<p>Records documenting consultation with stakeholders including notes of stakeholder meetings.</p>	<p>TEMPORARY Destroy 7 years after action completed</p>

<b>14.08.00</b>	<p><b>CONTRACTING-OUT (RECREATIONAL BOATING MANAGEMENT)</b></p> <p>The activities involved in arranging, procuring and managing the performance of work or the provision of services by an external contractor or consultant, or by using external services. Sometimes referred to as outsourcing.</p> <p>See 14.22.00 TENDERING for the process of receiving and assessing tenders from potential external consultants for services, prior to the contract agreement.</p>	
14.08.01	<p>Signed contracts and supporting documentation relating to Recreational Boating Management. These may include:</p> <ul style="list-style-type: none"> <li>• tender submissions</li> <li>• written offers</li> </ul> <p>See 14.22.01 for tender documents (Recreational Boating Management) See 14.08.02 for contract management (Recreational Boating Management)</p>	<p>TEMPORARY</p> <p>Destroy 7 years after expiry of contract</p>
14.08.02	<p>Records documenting the management of contracts relating to Recreational Boating Management including:</p> <ul style="list-style-type: none"> <li>• parameters of consultancy/service</li> <li>• terms and conditions</li> <li>• performance and evaluation reports</li> <li>• meetings with stakeholders</li> </ul> <p>See 14.08.01 for signed contracts (Recreational Boating Management) See 14.08.03 for requests for quotations (RFQ) (Recreational Boating Management) See 14.12.02 for Licence Project Funding projects (Recreational Boating Management)</p>	<p>TEMPORARY</p> <p>Destroy 7 years after expiry of contract</p>
14.08.03	<p>Requests for quotations (RFQ) issued by the Marine and Safety Authority including quotations received.</p> <p>See 14.08.02 for contract management (Recreational Boating Management) See 14.22.02 for unsuccessful tenders (Recreational Boating Management)</p>	<p>TEMPORARY</p> <p>Destroy 2 years after action completed</p>
<b>14.09.00</b>	<p><b>CUSTOMER SURVEYS (RECREATIONAL BOATING MANAGEMENT)</b></p> <p>The activities associated with conducting customer surveys to measure the Marine and Safety Authority's performance.</p> <p>See 14.08.00 CONTRACTING-OUT for managing the performance of work and the provision of services by an external contractor undertaking the surveys on behalf of the Marine and Safety Authority.</p>	
14.09.01	<p>Final reports of recreational boating customer survey results.</p> <p>See 14.09.02 for preparation and responses to recreational boating customer surveys (Recreational Boating Management)</p>	<p>PERMANENT</p>
14.09.02	<p>Records relating to the preparation and implementation of recreational boating customer surveys including responses.</p> <p>See 14.09.01 for final reports of recreational boating customer survey results (Recreational Boating Management)</p>	<p>TEMPORARY</p> <p>Destroy when responses have been entered into the database and final results have been compiled.</p>

<b>14.10.00</b>	<p><b>EDUCATION (RECREATIONAL BOATING MANAGEMENT)</b>                  The activities associated with educating and promoting the use of safety equipment and the safe operation of all recreational boats. Includes education programs in schools, safety displays, participation in exhibitions, and advertising campaigns.</p> <p><i>See 03.16.00 COMMERCIAL OPERATIONS - SAFETY MANAGEMENT for the development of strategies to promote safe operating practices and a safe working environment aboard a vessel.</i></p>	
14.10.01	Records documenting education programs relating to Recreational Boating including school education programs, mounting of safety displays, participation in exhibitions, and arrangements for advertising campaigns.  <i>See the Disposal Schedule for Common Administrative Functions (DA 2157) for master copies of publications.</i>	TEMPORARY Destroy 7 years after action completed
14.10.02	Records documenting administrative arrangements for education programs including bookings, venue hire etc.	TEMPORARY Destroy when reference ceases
<b>14.11.00</b>	<p><b>EXEMPTIONS (RECREATIONAL BOATING MANAGEMENT)</b>                  The process of granting exemptions from legislative requirement and by-laws. Includes exemptions relating to recreational boating licences and registration, and exemptions for safety equipment.</p> <p><i>See 09.08.00 MOORING MANAGEMENT – EXEMPTIONS for exemptions relating to mooring fees.</i></p> <p><i>See 13.05.00 PORT MANAGEMENT - EXEMPTIONS for pilotage exemption certificates.</i></p>	
14.11.01	Records relating to the granting of exemptions for recreational boating licences and registration, and exemptions relating to safety equipment for recreational boats.  <i>See 14.13.01 for motor boat licences (Recreational Boating Management)</i> <i>See 14.18.01 for recreational boat registration (Recreational Boating Management)</i>	TEMPORARY Destroy 7 years after exemption expires or is terminated
<b>14.12.00</b>	<p><b>LICENCE PROJECT FUNDING (RECREATIONAL BOATING MANAGEMENT)</b>                  The activities associated with administering funding provided for worthwhile projects funded from the collection of licence fees.</p> <p><i>See 14.17.00 RECREATIONAL BOATING FUNDING for funding for worthwhile projects funded from the Recreational Boating Fund.</i></p>	
14.12.01	Records relating to the administration of the Licence Project Fund.  <i>See 14.12.02 for plans, specifications and external expert reports relating to Licence Project Funding projects (Recreational Boating Management)</i> <i>See 14.12.03 for the management of Licence Project Funding projects (Recreational Boating Management)</i> <i>See 14.17.01 for recreational boating funding administration and applications (Recreational Boating Management)</i>	TEMPORARY Destroy 7 years after action completed
14.12.02	Plans, specifications and external reports for Licence Project Funding projects.  <i>See 14.12.01 for the administration of the Licence Project Fund (Recreational Boating Management)</i> <i>See 14.12.03 for Licence Project Funding projects (Recreational Boating Management)</i>	TEMPORARY Destroy 50 years after action completed

<p><b>14.12.03</b></p>	<p>Records documenting Licence Project Funding projects. These may include:</p> <ul style="list-style-type: none"> <li>• costings</li> <li>• project management documentation</li> <li>• leases and licences to use land</li> <li>• regulatory approvals</li> <li>• contracts</li> </ul> <p>See 14.12.01 for administration of the Licence Project Fund administration (Recreational Boating Management)                  See 14.12.02 for plans, specifications and external expert reports relating to Licence Project Funding projects (Recreational Boating Management)                  See 14.17.02 and 14.17.03 for recreational boating funding projects (Recreational Boating Management)                  See 14.08.02 for contract management (Recreational Boating Management)</p>	<p><b>TEMPORARY</b>                  Destroy 7 years after action completed</p>
<p><b>14.13.00</b></p>	<p><b>LICENSING (RECREATIONAL BOATING MANAGEMENT)</b>                  The activities associated with issuing or obtaining licences. Includes the administration of motor boat licences including examinations, test and licence fees and renewals.</p> <p>See 14.01.00 ACCREDITATION for the accreditation of training providers who provide tuition and testing of the Marine and Safety Authority Motor Boat Licence.</p> <p>See 14.18.00 REGISTRATION for recreational boat registration and registration of moorings.</p> <p>See 13.06.00 PORT MANAGEMENT - LICENSING for the issuing of licences to Pilots.</p> <p>See 07.11.00 MARINE COMMUNICATIONS - LICENSING for obtaining licences for marine communication sites and for licence agreements to install marine communications equipment on sites owned by other organisations.</p>	
<p><b>14.13.01</b></p>	<p>Records relating to the issue of motor boat licences including examinations, tests, renewals and change of details of licence holders.</p> <p>See the Disposal Schedule for Common Administrative Functions (DA 2157) for financial transactions related to the payment of licence and test fees.</p> <p>See 14.11.01 for exemptions (Recreational Boating Management)</p> <p>See 14.20.01 for temporary permits (Recreational Boating Management)</p>	<p><b>TEMPORARY</b>                  Destroy 7 years after expiry of licence</p>
<p><b>14.14.00</b></p>	<p><b>POLICY (RECREATIONAL BOATING MANAGEMENT)</b>                  The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making, as the basis from which the Authority's operating procedures are determined.</p> <p>See 14.05.00 COMPLIANCE for government policy that the Authority is obligated to adopt under legislative or regulatory requirements.</p> <p>See DA 2157 STRATEGIC MANAGEMENT - LEGISLATION for policy that is derived from the process of making laws.</p>	

14.14.01	Records illustrating the development of policy and documenting policy decisions and the establishment of precedents relating to Recreational Boating Management.  <i>See 14.15.01 for procedures (Recreational Boating Management)</i> <i>See 14.15.02 for notices of changes to policy and procedures (Recreational Boating Management)</i>	PERMANENT
<b>14.15.00</b>	<b>PROCEDURES (RECREATIONAL BOATING MANAGEMENT)</b> Standard methods of operation laid down by the Authority according to formulated policy.	
14.15.01	Records documenting the development of procedures and final version of manuals and instructions relating to Recreational Boating Management.  <i>See 14.14.01 for policy (Recreational Boating Management)</i>  <i>See 14.15.02 for notices of changes to policy and procedures (Recreational Boating Management)</i>	TEMPORARY Destroy 7 years after superseded
14.15.02	Records documenting the internal and external notification of changes to, or the implementation of new policies, procedures, instructions or notification of significant events relating to Recreational Boating Management.  <i>See 14.15.01 for procedures (Recreational Boating Management)</i> <i>See 14.14.01 for policy (Recreational Boating Management)</i>	TEMPORARY Destroy 7 years after action completed
<b>14.16.00</b>	<b>PUBLIC REACTION (RECREATIONAL BOATING MANAGEMENT)</b> The process of handling public reaction to the Authority's policies or services. Includes anonymous letters, letters of complaint and letters of congratulations or appreciation received from the public.	
14.16.01	Records documenting complaints relating to Recreational Boating Management which: <ul style="list-style-type: none"> <li>• create a precedent</li> <li>• raise policy or legal issues</li> <li>• raise issues requiring broader follow up</li> <li>• contain qualified legal opinion</li> <li>• lead to procedural changes</li> </ul> <i>See 14.16.02 for complaints that do not create a precedent or policy changes (Recreational Boating Management)</i>	PERMANENT
14.16.02	Records documenting complaints relating to Recreational Boating Management that do not create a precedent or result in policy changes.  <i>See 14.16.01 for complaints that create a precedent or result in policy changes (Recreational Boating Management)</i>	TEMPORARY Destroy 2 years after action completed
14.16.03	Records documenting expressions of appreciation or congratulations received by the Marine and Safety Authority relating to Recreational Boating Management.	TEMPORARY Destroy 2 years after action completed

<p><b>14.17.00</b></p>	<p><b>RECREATIONAL BOATING FUNDING (RECREATIONAL BOATING MANAGEMENT)</b>                  The activities associated with administering applications for funding for worthwhile projects funded from recreational boating registration fees.                   See 14.12.00 LICENCE PROJECT FUNDING for administering funding for worthwhile projects funded from the collection of licence fees.</p>	
<p><b>14.17.01</b></p>	<p>Records relating to the administration of the Recreational Boating Fund and allocation of funding.                  Records include:</p> <ul style="list-style-type: none"> <li>• applications</li> <li>• correspondence</li> <li>• notices of public meetings</li> </ul> <p>See 14.17.02 and 14.17.03 for Recreational Boating Funding projects (Recreational Boating Management)                  See 14.12.01 for the administration of the Licence Project Fund (Recreational Boating Management)</p>	<p>TEMPORARY                  Destroy 7 years after action completed</p>
<p><b>14.17.02</b></p>	<p>Plans, specifications and external expert reports relating to Recreational Boating Funding projects.                   See 14.17.03 for the management of Recreational Boating Funding projects (Recreational Boating Management)                   See 14.12.02 and 14.12.03 for Licence Project Funding projects (Recreational Boating Management)</p>	<p>TEMPORARY                  Destroy 50 years after action completed</p>
<p><b>14.17.03</b></p>	<p>Records documenting the management of Recreational Boating Funding projects. These may include:</p> <ul style="list-style-type: none"> <li>• costings</li> <li>• project management documentation</li> <li>• leases and licences to use land</li> <li>• regulatory approvals</li> <li>• contracts</li> </ul> <p>See 14.17.01 for the administration of the Recreational Boating Fund (Recreational Boating Management)                  See 14.17.02 for plans, specifications and external expert reports relating to Recreational Boating Funding projects (Recreational Boating Management)                  See 14.08.02 for contract management (Recreational Boating Management)                  See 14.12.02 and 14.12.03 for Licence Project Funding projects (Recreational Boating Management)</p>	<p>TEMPORARY                  Destroy 7 years after action completed</p>
<p><b>14.18.00</b></p>	<p><b>REGISTRATION (RECREATIONAL BOATING MANAGEMENT)</b>                  The activities associated with the administration of recreational boat registration and registration of moorings. Includes applications for registration, payment of registration fees and notifications of transfer of ownership and notifications.                   See 14.13.00 LICENSING for the administration of motor boat licences and issuing of licences to Pilots.                   See 14.20.00 TEMPORARY PERMITS for recreational powerboats and personal watercraft operators to act outside of licence and registration provisions.                   See 09.13.00 MOORING MANAGEMENT - REGISTRATION for the registration of moorings.                   See 04.18.00 COMMERCIAL VESSELS - VESSEL SURVEY for the issue of Certificates of Registration for commercial vessels.</p>	

14.18.01	<p>Records relating to recreational boat registration</p> <p>Records include:</p> <ul style="list-style-type: none"> <li>• applications</li> <li>• notices of change of ownership</li> <li>• notices of owners details</li> <li>• renewal notices</li> </ul> <p>See 14.12.01 for exemptions (Recreational Boating Management)</p> <p>See 14.20.01 for temporary permits (Recreational Boating Management)</p>	<p>TEMPORARY</p> <p>Destroy 7 after date registration expires or is cancelled</p>
14.19.00	<p><b>STANDARDS (RECREATIONAL BOATING MANAGEMENT)</b></p> <p>The activities associated with the Marine and Safety Authority's participation in the development and implementation of industry or the Authority's benchmarks for services and processes.</p> <p>See 14.05.00 COMPLIANCE for complying with mandatory or optional accountability, fiscal, legal, regulatory or quality standards or requirements to which the Marine and Safety Authority is subject.</p> <p>See 14.06.00 COMPLIANCE MONITORING for the Marine and Safety Authority monitoring and enforcing compliance with legislation, regulations and by-laws.</p>	
14.19.01	<p>Records documenting the development and implementation of Industry, government and the Authority's standards relating to Recreational Boating Management.</p>	<p>PERMANENT</p>
14.20.00	<p><b>TEMPORARY PERMITS (RECREATIONAL BOATING MANAGEMENT)</b></p> <p>The activities associated with the issue of temporary permits by the Marine and Safety Authority. Includes temporary permits for recreational powerboats and personal watercraft operators to act outside of licence and registration provisions</p>	
14.20.01	<p>Records relating to the issue of temporary permits for recreational powerboats and personal watercraft operators to act outside of licence and registration provisions.</p> <p>See 14.18.01 for recreational boat registration (Recreational Boating Management)</p> <p>See 14.13.01 for motor boat licences (Recreational Boating Management)</p>	<p>TEMPORARY</p> <p>Destroy 7 after expiry of permit</p>
14.21.00	<p><b>TENDERING (RECREATIONAL BOATING MANAGEMENT)</b></p> <p>The activities involved in receiving and assessing tenders. Includes requests for quotations, offers made in writing by one party to another to carry out work at an inclusive price or uniform rate for the production of work.</p> <p>See 14.08.00 CONTRACTING-OUT for the process of outsourcing operations or arranging, procuring and managing the provision of service by an external consultant once the tender has been decided.</p>	
14.21.01	<p>Records documenting the development, issue and evaluation of tender documents. These may include:</p> <ul style="list-style-type: none"> <li>• statement of requirements (SOR)</li> <li>• requests for proposals (RFP)</li> <li>• expressions of interest (EOI)</li> <li>• request for tender (RFT)</li> <li>• draft contracts</li> <li>• reports</li> <li>• public notices</li> </ul> <p>See 14.08.01 for signed contracts (Recreational Boating Management)</p>	<p>TEMPORARY</p> <p>Destroy 7 years after tender process completed</p>
14.21.02	<p>Records documenting unsuccessful tenders and tenders received where the tender process does not proceed.</p>	<p>TEMPORARY</p> <p>Destroy 7 years after action completed</p>



