

Disposal Schedule for Functional Records of TasRail

Disposal Authorisation No: 2460

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INTRODUCTION

Overview

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 custody of their creating agency, or their transfer to the Tasmanian Archive and 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 and 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.

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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 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.

Contacts

Any enquiries relating to this schedule should be directed in writing to the Tasmanian Archive and Heritage Office, 91 Murray Street Hobart, by email, or by phoning 03 6165 5581.

Authorisation

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

Version	Date	Reason	Sections
1.0	13-09-2017	Initial release	All
1.1	20-12-2017	Disposal trigger corrected	06.04.02

Interpretation

Definitions

Permanent records are those that will be transferred to the Tasmanian Archive and 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, unless an extension of time has been approved by the State Archivist.

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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 Tasmanian Railway Pty Limited (TasRail).

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 and Heritage Office procedures for unscheduled records.

Preservation of records

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

Permanent Records

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

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when reference ceases' authorises the destruction of records when all business needs to refer to the records have ceased.

Destruction of records

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

The following issues should be considered before destruction of any documents.

Right to Information

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

Personal Information Protection

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

Other Investigations or inquiries

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

Records relating to indigenous people

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

Native Title

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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 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 and Heritage Office website.

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No	Function/Activity	Description	Status	Disposal Action
1	BOARD & GOVERNANCE	<p>The function of supporting the activities and fiduciary duties of the TasRail Board of Directors. Includes:</p> <ul style="list-style-type: none"> • appointment and remuneration of board members • arranging and recording meetings • secretarial activities • activities related to TasRail's relationship with shareholders • management of fraud & ethics relating to board members and employees <p><i>See DA 2157 Disposal Schedule for Common Administrative Functions for the development, monitoring and reviewing of TasRail's strategic directions and for management committees.</i></p> <p><i>See DA 2157 Disposal Schedule for Common Administrative Functions for activities relating to the organisational structure of TasRail.</i></p>		
1.1	Appointments & Remuneration	<p>The activities associated with making recommendations to the Government on the appointment of Board members and managing the payment, reward, or other benefits for work or services performed by Board members. Includes:</p>		

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No	Function/Activity	Description	Status	Disposal Action
<i>BOARD & GOVERNANCE - Appointments & Remuneration</i>				
		<ul style="list-style-type: none"> • payment of allowances to Board members (e.g. travel or printing allowances). <p>See DA 2157 Disposal Schedule for Common Administrative Functions for financial records relating to remuneration payments.</p> <p>See DA 2157 Disposal Schedule for Common Administrative Functions for the payment of salaries to personnel.</p> <p>See BOARD & GOVERNANCE - Arrangements for arranging for a journey or trip for Board members.</p>		
1.1.1		Records documenting recommendations made to the Government resulting in the appointment of Board members.	Permanent	Retain as State Archives
1.1.2		Records documenting the remuneration of Board members including: <ul style="list-style-type: none"> • payment, reward, or other benefits for work or services performed by Board members • payment of allowances to Board members (e.g. travel or printing allowances) 	Temporary	Destroy 7 years after resignation of Board member.
1.1.3		Records documenting unsuccessful recommendations made to the Government relating to the appointment of Board members.	Temporary	Destroy 2 years after action completed.

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No	Function/Activity	Description	Status	Disposal Action
<i>BOARD & GOVERNANCE - Arrangements</i>				
1.2	Arrangements	<p>The activities involved in arranging for a journey or trip for Board members. Includes:</p> <ul style="list-style-type: none"> • travel itineraries • catering and accommodation arrangements • authorisations • entitlements <p>See BOARD & GOVERNANCE - Appointments & Remuneration for recommendations for Board appointments and payment of allowances to Board members.</p>		
1.2.1		Records of travel, catering and accommodation arrangements for members of the board.	Temporary	Destroy 2 years after action completed.
1.3	Committees	<p>The activities associated with the management of TasRail Board committees. Examples include:</p> <ul style="list-style-type: none"> • Governance and Remuneration Committee • Finance Committee • Audit and Compliance Committee • Governance and Remuneration Committee • Safety and Environment Committee 		

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No	Function/Activity	Description	Status	Disposal Action
<i>BOARD & GOVERNANCE - Committees</i>				
		<ul style="list-style-type: none"> • Strategy and Risk Management Committee. <p>See BOARD & GOVERNANCE - Meetings for Board meetings held with the Board of Directors to formulate, discuss, update, or resolve issues and matters pertaining to the management of TasRail.</p> <p>See <i>DA 2157 Disposal Schedule for Common Administrative Functions</i> for TasRail's Executive Committees and meetings.</p>		
1.3.1		<p>Records of TasRail Board committees including:</p> <ul style="list-style-type: none"> • documents establishing the committee • final versions of committee minutes • reports presented to the committee • recommendations • supporting documents such as briefing papers and discussion papers. 	Permanent	Retain as State Archives
1.3.2		<p>Records documenting the conduct and administration of TasRail board committees. Includes:</p> <ul style="list-style-type: none"> • production schedule • calendar 	Temporary	Destroy after reference ceases.

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No	Function/Activity	Description	Status	Disposal Action
<i>BOARD & GOVERNANCE - Compliance</i>				
1.4	Compliance	<p>The activities associated with complying with mandatory or optional</p> <ul style="list-style-type: none"> • fiscal requirements • legal requirements. <p>Includes disclosures of pecuniary interest by members of the Board.</p> <p>See BOARD & GOVERNANCE - Shareholder Members for Ministerial directives to the Board.</p>		
1.4.1		Records documenting declarations and pecuniary interest of Board members.	Temporary	Destroy 7 years after resignation of Board member.
1.5	Fraud & Ethics	<p>The processes which allow the disclosure of fraud and ethical matters, and strategies for the prevention of fraud and misconduct relating to board members and employees. Includes activities associated with:</p> <ul style="list-style-type: none"> • the Integrity Commission • the Ombudsman <p>Includes:</p> <ul style="list-style-type: none"> • Public Interest Disclosures <p>See <i>DA 2157 Disposal Schedule for Common Administrative Functions</i> for any training courses</p>		

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No	Function/Activity	Description	Status	Disposal Action
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BOARD & GOVERNANCE - Fraud & Ethics

		regarding fraud and ethical matters delivered to employees.		
1.5.1		<p>Records documenting the management of fraud and ethical matters, or disclosure of misconduct or whistleblowing made by or against a TasRail employee or contractor including associated investigations.</p> <p>Includes:</p> <ul style="list-style-type: none"> • Public Interest Disclosures 	Temporary	Destroy 7 years after action completed.
1.6	Meetings	<p>The activities associated with meetings of the Board of Directors to formulate, discuss, update, or resolve issues and matters pertaining to the management of TasRail and the annual general meeting (AGM).</p> <p>Includes:</p> <ul style="list-style-type: none"> • administrative arrangements for the conduct of meetings. <p>Records include:</p> <ul style="list-style-type: none"> • calendar • decisions register • agenda • minutes 		

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No	Function/Activity	Description	Status	Disposal Action
<i>BOARD & GOVERNANCE - Meetings</i>				
		<ul style="list-style-type: none"> • board papers and discussion papers <p>See BOARD & GOVERNANCE - Committees for the management of TasRail Board committees.</p> <p>See <i>DA 2157 Disposal Schedule for Common Administrative Functions</i> for TasRail's Executive Committees and meetings.</p>		
1.6.1		<p>Final version of minutes and supporting documentation tabled at board meetings and the annual general meeting. Includes:</p> <ul style="list-style-type: none"> • agenda • minutes • decisions register • papers and discussion papers • reports presented to the meeting 	Permanent	Retain as State Archives
1.6.2		<p>Records documenting the conduct and administration of TasRail Board meetings and the annual general meeting. Records may include:</p> <ul style="list-style-type: none"> • production schedule calendar 	Temporary	Destroy after reference ceases.
1.7	Performance Management	The activities associated with the performance management of TasRail's board. Includes:		

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No	Function/Activity	Description	Status	Disposal Action
<i>BOARD & GOVERNANCE - Performance Management</i>				
		<ul style="list-style-type: none"> • internal and external reporting • performance reviews <p>See DA 2157 Disposal Schedule for Common Administrative Functions for employee work performance.</p> <p>See SAFETY MANAGEMENT - Performance Measures for development and enhancement of TasRail's safety performance measures.</p>		
1.7.1		<p>Records documenting the performance management of TasRail's board. Records include:</p> <ul style="list-style-type: none"> • final versions of formal reports to the Board • final versions of reports to external organisations made by the Board • final versions of reports to customers made by the Board • performance reviews 	Temporary	Destroy 5 years after action completed.
1.8	Shareholder Members	<p>The activities associated with administering the formal relationship between the TasRail Board and TasRail's shareholder members. TasRail's shareholder members are the Tasmanian Government. Includes:</p> <ul style="list-style-type: none"> • direct instructions from the Ministers 		

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No	Function/Activity	Description	Status	Disposal Action
<i>BOARD & GOVERNANCE - Shareholder Members</i>				
		<p>See BOARD & GOVERNANCE - Compliance for compliance activities including disclosures of pecuniary interest by members of the Board.</p> <p>See <i>DA 2157 Disposal Schedule for Common Administrative Functions</i> for administering the formal relationship between TasRail and Government including relationships with Ministers and Members of Parliament.</p>		
1.8.1		Records documenting direct instructions from TasRail's shareholders.	Permanent	Retain as State Archives
1.8.2		<p>Records documenting relations with shareholders including shareholders updates. These include:</p> <ul style="list-style-type: none"> • monthly briefing updates • feedback from shareholders (e.g. feedback on corporate plan) • shareholder guidelines 	Temporary	Destroy 10 years after action completed.
2	ENVIRONMENTAL MANAGEMENT	<p>The function of maintaining and protecting the environment through compliance with legislation, effective planning and response, and ongoing monitoring. Includes:</p> <ul style="list-style-type: none"> • the removal of pollutants and waste from TasRail land and infrastructure • conservation of resources 		

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No	Function/Activity	Description	Status	Disposal Action
<i>ENVIRONMENTAL MANAGEMENT - Advice</i>				
		<ul style="list-style-type: none"> • remediation of contaminated property. <p>See <i>DA 2157 Disposal Schedule for Common Administrative Functions</i> for complaints etc. about environmental issues, such as noise, waste dumping, etc.</p> <p>See RAIL INFRASTRUCTURE MANAGEMENT - Vegetation management for managing and controlling vegetation in rail corridors, including weed management.</p> <p>See RISK MANAGEMENT - Controls for creating, maintaining and evaluating controls for managing identified environmental risks.</p> <p>See SAFETY MANAGEMENT - Committees for all internal and external committees pertaining to Health, Safety and Environment.</p> <p>See SAFETY MANAGEMENT for developing and managing safety management systems.</p>		
2.1	Advice	<p>The activities associated with giving and receiving advice on Environmental Management issues relating to TasRail.</p> <p>See <i>DA 2157 Disposal Schedule for Common Administrative Functions</i> for the provision of routine advice about TasRail and its services to the community, non-government parties, professional bodies, interest groups etc.</p>		

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No	Function/Activity	Description	Status	Disposal Action
<i>ENVIRONMENTAL MANAGEMENT - Advice</i>				
		<p>See DA 2157 Disposal Schedule for Common Administrative Functions where TasRail is responding to the Tasmanian Government or other jurisdictions requests for advice and comments.</p> <p>See DA 2157 Disposal Schedule for Common Administrative Functions for legal advice furnished to TasRail by external and internal sources.</p>		
2.1.1		Records documenting the receipt and provision of internal and external advice on environmental issues.	Temporary	Destroy 7 years after action completed.
2.2	Compliance	<p>The activities associated with complying with environmental standards or requirements to which TasRail is subject relating to the Environment Management function. Includes: compliance with:</p> <ul style="list-style-type: none"> • legislation • national standards • international standards <p>See SAFETY MANAGEMENT - Compliance for ensuring compliance with safety standards or requirements.</p> <p>See ENVIRONMENTAL MANAGEMENT - Inspections for inspecting facilities, property,</p>		

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No	Function/Activity	Description	Status	Disposal Action
<i>ENVIRONMENTAL MANAGEMENT - Compliance</i>				
		<p>equipment, infrastructure, and items, to ensure compliance with agreed standards.</p> <p>See POLICY & CONTROLLED DOCUMENTATION for developing, approving and implementing TasRail's controlled documentation including policies, procedures, standards and technical specifications for all TasRail operations.</p>		
2.2.1		Records documenting compliance with standards or statutory requirements supporting the Environmental Management function.	Temporary	Destroy 7 years after action completed.
2.3	Conservation	<p>The activities involved in the remediation of railway reserves and railway land. Includes:</p> <ul style="list-style-type: none"> • remediation of land contaminated by hazardous waste <p>See RAIL INFRASTRUCTURE - Heritage Conservation for the preservation, protection, remediation, restoration and enhancement of rail infrastructure identified as having heritage significance.</p> <p>See <i>DA 2158 Disposal Schedule for Short Term Value Records</i> for working papers not considered necessary to substantiate remediation projects.</p> <p>See RAILWAY LAND MANAGEMENT for managing railway land, including railway corridors and railway reserves.</p>		

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No	Function/Activity	Description	Status	Disposal Action
<i>ENVIRONMENTAL MANAGEMENT - Conservation</i>				
2.3.1		Records documenting the activities involved in the restoration and remediation of railway reserves and other railway land after the removal of pollutants and waste.	Permanent	Retain as State Archives
2.4	Contamination	<p>The activities associated with preventing, managing and remediating environmental contamination. Includes:</p> <ul style="list-style-type: none"> • contamination registers <p>See ENVIRONMENTAL MANAGEMENT - Inspections for official inspections of contaminated waste and contaminated land.</p> <p>See SAFETY MANAGEMENT - Incidents for environmental mishaps.</p> <p>See <i>DA 2158 Disposal Schedule for Short Term Value Records</i> for working papers not considered necessary to substantiate contamination projects.</p> <p>See RISK MANAGEMENT - Controls for creating, maintaining and evaluating controls for managing identified environmental risks.</p>		
2.4.1		Records documenting preventative measures and the overall management of environmental contamination in buildings, rail infrastructure, land and water where hazardous materials are involved. Includes:	Permanent	Retain as State Archives

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No	Function/Activity	Description	Status	Disposal Action
<i>ENVIRONMENTAL MANAGEMENT - Implementation</i>				
		<ul style="list-style-type: none"> • the treatment and disposal of contaminated waste (including asbestos, chemicals, lead, hazardous concentrates and contaminated soils) <p>Records include:</p> <ul style="list-style-type: none"> • contamination registers 		
2.5	Implementation	<p>The activities associated with implementing plans, policies, procedures or instructions, or a service relating to the Environment Management function. Includes:</p> <ul style="list-style-type: none"> • monitoring and continuous improvement • implementation of recommendations from the Office of the National Rail Safety Regulator <p>See ENVIRONMENTAL MANAGEMENT - Reviewing to re-evaluate the objectives of the plans, policies, procedures or instructions to be implemented.</p>		
2.5.1		<p>Records documenting the implementation of plans, policies or procedures relating to the Environmental Management function.</p> <p>Records include:</p> <ul style="list-style-type: none"> • annual environmental management audits 	Temporary	Destroy 5 years after action completed.

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No	Function/Activity	Description	Status	Disposal Action
<i>ENVIRONMENTAL MANAGEMENT - Inspections</i>				
		<ul style="list-style-type: none"> • post implementation reviews 		
2.6	Inspections	<p>The process inspecting facilities, property, equipment, infrastructure, and items, to ensure compliance with agreed standards and objectives relating to environmental management. Includes:</p> <ul style="list-style-type: none"> • inspections of contaminated waste <p>See SAFETY MANAGEMENT - Incidents for inspections records relating to an incident.</p> <p>See ENVIRONMENTAL MANAGEMENT - Compliance for records relating to compliance with environmental standards and regulations.</p> <p>See ENVIRONMENTAL MANAGEMENT - Contamination for contamination registers.</p>		
2.6.1		<p>Records documenting inspections for environmental contamination to ensure compliance with agreed standards and objectives relating to environmental management. Inspections are carried out on:</p> <ul style="list-style-type: none"> • facilities • property • equipment • infrastructure 	Temporary	Destroy 7 years after action completed.

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No	Function/Activity	Description	Status	Disposal Action
<i>ENVIRONMENTAL MANAGEMENT - Licences & Permits</i>				
		<ul style="list-style-type: none"> • items 		
2.7	Licences & Permits	<p>The activities associated with obtaining licenses and environmental permits. Includes:</p> <ul style="list-style-type: none"> • environmental protection and biodiversity conservation permits • trade waste permits • sewer discharge permits • waste water licensing <p>See RAILWAY LAND MANAGEMENT - Licences & Lease Agreements for licences and lease agreements relating to railway land.</p>		
2.7.1		<p>Records documenting licenses and environmental permits. Records include:</p> <ul style="list-style-type: none"> • applications • permits • associated licence and environmental permit correspondence. 	Temporary	Destroy 7 years after expiry or termination of licence or agreement.
2.8	Meetings	The activity of holding meetings relating to environmental management, within TasRail and with external organisations.		

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No	Function/Activity	Description	Status	Disposal Action
<i>ENVIRONMENTAL MANAGEMENT - Meetings</i>				
		See DA 2157 Disposal Schedule for Common Administrative Functions for TasRail's Executive Committees and meetings.		
2.8.1		Final version of meeting documentation relating to Environmental Management. Records include: <ul style="list-style-type: none"> • meeting notes • invitations • meeting schedules 	Temporary	Destroy 3 years after action completed.
2.9	Planning	The activity of developing an environmental management plan for TasRail. Includes: <ul style="list-style-type: none"> • final versions of the Environmental Management Plan See DA 2157 Disposal Schedule for Common Administrative Functions for overall planning to achieve TasRail objectives. See RAIL INFRASTRUCTURE MANAGEMENT - Vegetation management for Weed Management Plans. See ENVIRONMENTAL MANAGEMENT - Reviewing for reviews relating to the Environmental Management function.		

Retention & Disposal Schedule number: 2460

No	Function/Activity	Description	Status	Disposal Action
<i>ENVIRONMENTAL MANAGEMENT - Planning</i>				
2.9.1		Final versions of approved TasRail environmental management plans.	Permanent	Retain as State Archives
2.9.2		Records documenting the development of the environmental management plan. Includes: <ul style="list-style-type: none"> • working papers • reports analysing issues • comments received from other areas of TasRail • minor edits, updates or amendments to the final plan 	Temporary	Destroy 7 years after action completed.
2.10	Reporting	<p>The activity of initiating or providing reports relating to the Environment Management function.</p> <p>See BOARD & GOVERNANCE - Meetings for reports presented to the Board.</p> <p>See SAFETY MANAGEMENT - Incidents for reporting incidents, near misses and other notifiable occurrences.</p> <p>See <i>DA 2157 Disposal Schedule for Common Administrative Functions</i> for annual reports.</p> <p>See <i>DA 2158 Disposal Schedule for Short Term Value Records</i> for working papers and draft reports.</p>		

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No	Function/Activity	Description	Status	Disposal Action
<i>ENVIRONMENTAL MANAGEMENT - Reporting</i>				
2.10.1		<p>Final versions of non-significant reports relating to Environmental Management. Includes:</p> <ul style="list-style-type: none"> • internal reports • reports provided to external organisations • published reports • internal statistical reports • internal survey reports <p>See BOARD MANAGEMENT - Meetings or Committees for significant reports relating to Environmental Management.</p>	Temporary	Destroy 5 years after action completed.
2.11	Reviewing	<p>The activities involved in undertaking reviews relating to the Environmental Management function. Includes:</p> <ul style="list-style-type: none"> • recommendations resulting from these activities • advice resulting from these activities <p>See ENVIRONMENTAL MANAGEMENT - Planning for the development of the environmental management plan.</p>		
2.11.1		Records documenting the review of environmental management programs, operations and services.	Temporary	Destroy 5 years after action completed.

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No	Function/Activity	Description	Status	Disposal Action
<i>ENVIRONMENTAL MANAGEMENT - Waste Management</i>				
2.12	Waste Management	<p>The activities associated with the management of all by-products of natural biological and human activities including wastewater (whether harmful or not). Includes measures such as minimisation and reduction. Also includes waste:</p> <ul style="list-style-type: none"> • collection • storage • transportation • transfer • processing • treatment • disposal 		
2.12.1		<p>Records documenting waste management and recycling programs for non-biodegradable waste that is hazardous and toxic to the environment. Includes:</p> <ul style="list-style-type: none"> • tyres • e-waste • compact fluorescent lights • batteries 	Permanent	Retain as State Archives

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No	Function/Activity	Description	Status	Disposal Action
<i>ENVIRONMENTAL MANAGEMENT - Waste Management</i>				
		<p>Includes records related to non-biodegradable waste:</p> <ul style="list-style-type: none"> • collection • storage • transportation • transfer • processing • treatment • disposal 		
2.12.2		<p>Records documenting waste management and recycling programs for biodegradable waste that is not hazardous or toxic to the environment. Includes:</p> <ul style="list-style-type: none"> • newspapers • cardboard • green waste <p>Includes records related to biodegradable waste:</p> <ul style="list-style-type: none"> • collection • storage 	Temporary	Destroy 7 years after action completed.

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No	Function/Activity	Description	Status	Disposal Action
<i>FREIGHT SERVICES</i>				
		<ul style="list-style-type: none"> • transportation • transfer • processing • treatment • disposal 		
3	FREIGHT SERVICES	<p>The function of managing bulk, intermodal and other freight services (e.g. logs), to TasRail's customers by rail, road and sea. Includes:</p> <ul style="list-style-type: none"> • train preparation, consist, loading, unloading and the storage of freight • road freight handling • handling and storage of bulk material such as iron ore • ship loading and all aspects of terminal operations • provision of freight services to TasRail customers and stakeholders. <p>See RAILWAY LAND MANAGEMENT for the management of railway land and radio sites.</p>		

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No	Function/Activity	Description	Status	Disposal Action
<i>FREIGHT SERVICES - Advice</i>				
		<p>See ROLLINGSTOCK MANAGEMENT for TasRail's railway vehicles.</p> <p>See SAFETY MANAGEMENT for implementing, maintaining, monitoring, evaluating, and reviewing safety management systems legislation.</p> <p>See <i>DA 2157 Disposal Schedule for Common Administrative Functions</i> for the maintenance of bulk handling facilities.</p>		
3.1	Advice	<p>The activities associated with offering and receiving advice relating to the Freight Services function.</p> <p>See <i>DA 2157 Disposal Schedule for Common Administrative Functions</i> for the provision of routine advice about TasRail and its services to the community, non-government parties, professional bodies, interest groups etc.</p> <p>See <i>DA 2157 Disposal Schedule for Common Administrative Functions</i> where TasRail is responding to the Tasmanian Government or other jurisdictions requests for advice and comments.</p> <p>See <i>DA 2157 Disposal Schedule for Common Administrative Functions</i> for legal advice furnished to TasRail by external and internal sources.</p>		
3.1.1		Records documenting the receipt and provision of advice relating to Freight Services.	Temporary	Destroy 7 years after action completed.

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No	Function/Activity	Description	Status	Disposal Action
<i>FREIGHT SERVICES - Customer & Stakeholder Management</i>				
3.2	Customer & Stakeholder Management	<p>The activities associated with the provision of freight services to TasRail customers and stakeholders. Includes:</p> <ul style="list-style-type: none"> • customer enquiries • liaison and meetings with customers • customers reactions to TasRail's services. <p>See PROCUREMENT & CONTRACTING - Agreements & Contracts the establishment, maintenance, review and negotiation of agreements and contracts including service agreements.</p> <p>See FREIGHT SERVICES - Service Delivery for the transportation of freight including deliveries and collection of freight by means other than by train</p> <p>See FREIGHT SERVICES - Service Performance for the development and enhancement of consist or bulk handling services performance and project outputs through analysis and identification of performance indicators.</p>		
3.2.1		<p>Records documenting the provision of freight services to TasRail customers and stakeholders. Includes:</p> <ul style="list-style-type: none"> • customer enquiries • minutes of customer meetings 	Temporary	Destroy 7 years after action completed.

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No	Function/Activity	Description	Status	Disposal Action
<i>FREIGHT SERVICES - Inspections</i>				
		<ul style="list-style-type: none"> • agendas of customer meetings • customer performance indicators • handling of customer complaints 		
3.3	Inspections	<p>The process of official examinations of freight to ensure compliance with agreed standards and objectives relating to the Freight Services function.</p> <p>See SAFETY MANAGEMENT - Incidents for records documenting the inspection of freight containers involved in an incident.</p> <p>See POLICY & CONTROLLED DOCUMENTATION for policies, procedures, standards and technical specifications.</p> <p>See FREIGHT SERVICES - Train Preparation for inspections of trains.</p>		
3.3.1		<p>Records documenting inspections of freight containers. Records include:</p> <ul style="list-style-type: none"> • pre-departure Checklists • spot audits 	Temporary	Destroy after reference ceases.
3.4	Planning	<p>The process of planning relating to the Freight Services function. Includes:</p>		

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No	Function/Activity	Description	Status	Disposal Action
<i>FREIGHT SERVICES - Planning</i>				
		<ul style="list-style-type: none"> • determination of services, needs and solutions to those needs relating to the Freight Services function • service plans and reports generated as a result of the planning process <p>See DA 2157 Disposal Schedule for Common Administrative Functions for overall planning to achieve TasRail objectives.</p>		
3.4.1		Records documenting the development of Freight Services plans including final versions of plans.	Temporary	Destroy 7 years after action completed.
3.5	Reporting	<p>The activity of initiating or providing reports relating to the Freight Services function.</p> <p>See BOARD & GOVERNANCE - Meetings for reports presented to the Board.</p> <p>See SAFETY MANAGEMENT - Incidents for reporting incidents, near misses and other notifiable occurrences.</p> <p>See DA 2157 Disposal Schedule for Common Administrative Functions for annual reports.</p> <p>See DA 2157 Disposal Schedule for Common Administrative Functions for working papers and draft reports.</p>		

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No	Function/Activity	Description	Status	Disposal Action
<i>FREIGHT SERVICES - Reporting</i>				
3.5.1		<p>Final versions of non-significant reports generated to support the Freight Services function.</p> <ul style="list-style-type: none"> • internal reports • external reports • internal statistical reports • external statistical reports <p>See BOARD MANAGEMENT - Meetings or Committees for significant reports relating to the Freight Services function.</p>	Temporary	Destroy 5 years after action completed.
3.6	Rostering	<p>The activities associated with compiling and implementing rosters for the provision of freight services and for bulk handling.</p> <p>Includes rosters for:</p> <ul style="list-style-type: none"> • train drivers • rail operators • train controllers <p>See RAIL NETWORK OPERATIONS - Scheduling for train service scheduling.</p> <p>See SAFETY MANAGEMENT - Health and Wellbeing for fatigue related matters.</p>		

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No	Function/Activity	Description	Status	Disposal Action
<i>FREIGHT SERVICES - Rostering</i>				
3.6.1		Records documenting the compilation and implementation of rosters for freight services.	Temporary	Destroy 3 years after action completed.
3.7	Security	<p>The activities associated with measures taken to protect freight from intentional damage or from unauthorised access.</p> <p>See SAFETY MANAGEMENT- Incidents for damage to freight.</p> <p>See FREIGHT SERVICES - Terminal Operations for the management and operation of TasRail's freight terminals.</p>		
3.7.1		Records documenting security measures undertaken to protect freight.	Temporary	Destroy 5 years after action completed.
3.8	Service Delivery	<p>The activities associated with the transportation of freight including deliveries and collection of freight by means other than by train.</p> <p>See FREIGHT SERVICES - Customer & Stakeholder Management for individual customer management.</p>		
3.8.1		<p>Records documenting the transportation of freight, including deliveries and collection of freight by means other than by train. Records include:</p> <ul style="list-style-type: none"> • train service proposals • delivery records 	Temporary	Destroy 3 years after action completed.

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No	Function/Activity	Description	Status	Disposal Action
<i>FREIGHT SERVICES - Service Performance</i>				
3.9	Service Performance	<p>The activities associated with analysing and evaluating service performance to enhance the Freight Services function.</p> <p>See FREIGHT SERVICES - Customer & Stakeholder Management for customer enquiries, liaison, meetings and reactions to TasRail's services.</p>		
3.9.1		<p>Records documenting the service performance process relating to Freight Services. Includes:</p> <ul style="list-style-type: none"> • performance indicators 	Temporary	Destroy 3 years after action completed.
3.10	Storage	<p>The activities associated with the arrangements for the storage of commodities, including dangerous goods, such as lead.</p> <p>See FREIGHT SERVICES -Train Preparation for loading and unloading freight.</p> <p>See FREIGHT SERVICES - Terminal Operations for the management and operation of TasRail's freight terminals.</p>		
3.10.1		<p>Records documenting the storage of freight including the storage of dangerous goods. Records include:</p> <ul style="list-style-type: none"> • dangerous goods consignment notes • supporting documentation • Material Safety Data Sheets 	Temporary	Destroy 7 years after action completed.

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No	Function/Activity	Description	Status	Disposal Action
<i>FREIGHT SERVICES - Terminal Operations</i>				
3.11	Terminal Operations	<p>The activities associated with the management and operation of TasRail's freight terminals including Brighton, Burnie and Bell Bay. Includes:</p> <ul style="list-style-type: none"> • intermodal freight • unloading freight • bulk loading • ship loading • container facilities • distribution centres • non-rail transport <p>See FREIGHT SERVICES - Security for measures taken to protect freight from intentional damage or from unauthorised access.</p> <p>See FREIGHT SERVICES - Storage for the storage of commodities.</p> <p>See RAIL INFRASTRUCTURE MANAGEMENT for managing rail infrastructure owned, rented, or leased by TasRail.</p>		
3.11.1		Records documenting the operation of terminals. Records include:	Temporary	Destroy 5 years after action completed.

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No	Function/Activity	Description	Status	Disposal Action
<i>FREIGHT SERVICES - Train Operations</i>				
		<ul style="list-style-type: none"> • site audits • interface agreements • delivery notices (non-rail transport) 		
3.12	Train Operations	<p>The activities associated with the operation of a train travelling from one location to another. Includes:</p> <ul style="list-style-type: none"> • minimising noise pollution <p>See FREIGHT SERVICES - Train Preparation for preparing and making up trains.</p>		
3.12.1		<p>Records required in the operation of a train travelling from one location to another location. Includes:</p> <ul style="list-style-type: none"> • cargo manifests • horn blowing procedure and reports 	Temporary	Destroy after administrative use ceases.
3.13	Train Preparation	<p>The activities associated with preparing and making up trains. Includes:</p> <ul style="list-style-type: none"> • train plans • consist including the shunting of wagon and locomotives • loading including • train inspection 		

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No	Function/Activity	Description	Status	Disposal Action
<i>FREIGHT SERVICES - Train Preparation</i>				
		<p>See ROLLINGSTOCK MANAGEMENT - Maintenance for maintenance and servicing of trains.</p> <p>See ROLLINGSTOCK MANAGEMENT - Provisioning for providing rollingstock with fuel, oil and water, etc.</p> <p>See FREIGHT SERVICES - Inspections for the official examinations of freight to ensure compliance with agreed standards and objectives.</p> <p>See FREIGHT SERVICES - Storage for arrangements for the storage of commodities, including dangerous goods.</p> <p>See FREIGHT SERVICES - Train Operations for the operation of a train travelling from one location to another.</p>		
3.13.1		<p>Records documenting the preparation and making up of trains. Records include:</p> <ul style="list-style-type: none"> • train plans • cargo manifests • pre-departure check lists 	Temporary	Destroy 3 years after action completed.
4	INSURANCE	The function of insuring TasRail against loss arising from occurrences such as incidents, accidents, fire		

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No	Function/Activity	Description	Status	Disposal Action
<i>INSURANCE</i>				
		<p>and injury to employees, Board members and the public. Includes:</p> <ul style="list-style-type: none"> • liaison with insurers, policy statements, and management of claims, and insurance investigations • compensation to members of the public injured in an incident that was the responsibility of TasRail • compensation for damage to property where such damage is claimed as TasRail's responsibility • rehabilitation of injured workers • advice from and to TasRail relating to Insurance <p>See SAFETY MANAGEMENT- Incidents for managing and reporting incidents and emergency situations causing death, injury or damage to persons or property, disruption to the rail network or near misses.</p> <p>See <i>DA 2157 Disposal Schedule for Common Administrative Functions</i> for workers compensation for TasRail employees.</p> <p>See RISK MANAGEMENT for managing risk.</p>		

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No	Function/Activity	Description	Status	Disposal Action
<i>INSURANCE - Advice</i>				
4.1	Advice	<p>The activities associated with offering and receiving advice on Insurance issues relating to TasRail.</p> <p>See INSURANCE - Claims for advice relating to particular claims.</p> <p>See <i>DA 2157 Disposal Schedule for Common Administrative Functions</i> for the provision of routine advice about TasRail and its services.</p> <p>See <i>DA 2157 Disposal Schedule for Common Administrative Functions</i> where TasRail is responding to the Tasmanian Government or other jurisdictions requests for advice and comments.</p> <p>See <i>DA 2157 Disposal Schedule for Common Administrative Functions</i> for legal advice furnished to TasRail by external and internal sources.</p>		
4.1.1		Records documenting the receipt and provision of general advice to TasRail managers and employees relating to insurance including determinations of amounts of cover.	Temporary	Destroy 7 years after action completed.
4.2	Claims	<p>The process of administering and managing claims and payments demanded in accordance with an insurance policy including:</p> <ul style="list-style-type: none"> • compensation to members of the public injured in an incident that was the responsibility of TasRail 		

Retention & Disposal Schedule number: 2460

No	Function/Activity	Description	Status	Disposal Action
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INSURANCE - Claims

		<ul style="list-style-type: none"> • compensation for damage to property where such damage is TasRail's responsibility <p>Includes compensation for:</p> <ul style="list-style-type: none"> • injury • death • denial of rights of a person • damage to or destruction of or loss of use of property • breach of a contractual obligation <p>Includes:</p> <ul style="list-style-type: none"> • recompense sought for stolen or lost property • claims for reinstatement to the rail corridor • claims for level crossing compensation <p>A claim can be in various forms, such as:</p> <ul style="list-style-type: none"> • verbal/writing and be for monetary compensation • restorations of a right or an apology 		
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No	Function/Activity	Description	Status	Disposal Action
<i>INSURANCE - Claims</i>				
		<p>See DA 2157 Disposal Schedule for Common Administrative Functions for claims for workers compensation.</p> <p>See SAFETY MANAGEMENT - Incidents for investigations of incidents.</p> <p>See INSURANCE - Advice for offering and receiving advice on Insurance issues.</p> <p>See INSURANCE - Policies for insurance policies including quotations and renewals.</p>		
4.2.1		<p>Records documenting claims and payments for compensation relating to:</p> <ul style="list-style-type: none"> • injury • death • denial of rights of a person • damage to or destruction of or loss of use of property • breach of a contractual obligation • recompense sought for stolen or lost property • reinstatement to the rail corridor • level crossing compensation 	Temporary	Destroy 7 years after date of issue.

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No	Function/Activity	Description	Status	Disposal Action
<i>INSURANCE - Compliance</i>				
4.3	Compliance	<p>The activities associated with complying with standards or requirements to which TasRail is subject relating to Insurance. Includes compliance with:</p> <ul style="list-style-type: none"> • legislation • national standards • international standards <p>See POLICY & CONTROLLED DOCUMENTATION for developing, approving and implementing TasRail's controlled documentation including policies, procedures, standards and technical specifications for all TasRail operations.</p>		
4.3.1		<p>Records documenting compliance with standards or statutory requirements relating to insurance and compensation. Records include:</p> <ul style="list-style-type: none"> • certificates of currency 	Temporary	Destroy 7 years after action completed.
4.4	Policies	<p>The activities associated with all aspects of insurance policies including quotations and renewals. Includes:</p> <ul style="list-style-type: none"> • all types of insurance required by TasRail including workers compensation • indemnity coverage for Board members 		

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No	Function/Activity	Description	Status	Disposal Action
<i>INSURANCE - Policies</i>				
		<ul style="list-style-type: none"> • insurance of TasRail's assets <p>See INSURANCE - Claims for administering and managing claims demanded in accordance with an insurance policy.</p>		
4.4.1		<p>TasRail copies of insurance policy documents and endorsements including:</p> <ul style="list-style-type: none"> • new conditions imposed upon renewal • associated correspondence 	Temporary	Destroy 7 years after expiry or termination of contract.
4.5	Reviewing	<p>The activities involved in the re-evaluation or re-examination of products, processes, procedures, standards, systems and projects relating to Insurance. Includes:</p> <ul style="list-style-type: none"> • recommendations resulting from these activities • advice resulting from these activities 		
4.5.1		Records documenting reviews of insurance and compensation programs and operations including final reports.	Temporary	Destroy 5 years after action completed.
5	POLICY & CONTROLLED DOCUMENTATION	The function of developing, approving and implementing TasRail's controlled documentation including policies, procedures, standards and technical specifications for all TasRail operations.		

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No	Function/Activity	Description	Status	Disposal Action
<i>POLICY & CONTROLLED DOCUMENTATION - Controlled Documents</i>				
		Controlled documentation refers to a class of documents where formal approval is required to edit the documents and wide communication and change control process are in place whenever a change occurs.		
5.1	Controlled Documents	<p>The activities associated with developing and implementing controlled documents that provide instructions for operating in accordance with TasRail policies. Includes:</p> <ul style="list-style-type: none"> • procedures • technical specifications • standards • work instructions • operating procedures • manuals <p>See COMPLIANCE under the relevant function for documenting compliance with technical specifications or standards.</p>		
5.1.1		<p>Records documenting the development and implementation of controlled documents. Includes:</p> <ul style="list-style-type: none"> • the final versions of controlled documents 	Temporary	Destroy 7 years after superseded or 7 years after expiry.

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No	Function/Activity	Description	Status	Disposal Action
<i>POLICY & CONTROLLED DOCUMENTATION - Policy</i>				
		<ul style="list-style-type: none"> notification of changes to, or the implementation of new controlled documents 		
5.2	Policy	The activities associated with developing and establishing TasRail's policy. Includes the formulation, research, drafting, reviewing, amending, and adoption of any organisational policy.		
5.2.1		Final versions of approved TasRail policies.	Permanent	Retain as State Archives
5.2.2		Records documenting the development of policy including draft versions of policy.	Temporary	Destroy 7 years after approval of final policy.
6	PROCUREMENT & CONTRACTING	<p>The function of managing contracts and agreements and acquiring and/or providing goods, services and property required by TasRail. Includes:</p> <ul style="list-style-type: none"> facilitating tendering including offers, quotations and proposals submitted by external suppliers formulating, issuing, receiving, evaluating, awarding and administering tenders the establishment, maintenance, review and negotiation of agreements and contracts non-financial agreements and supplier (goods and services) management 		

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No	Function/Activity	Description	Status	Disposal Action
<i>PROCUREMENT & CONTRACTING - Advice</i>				
		<ul style="list-style-type: none"> issuing and receipt of advice relating to managing contracts and agreements and acquiring and/or providing goods, services and property 		
6.1	Advice	<p>The activities associated with offering and receiving advice on Procurement & Contracting issues relating to TasRail.</p> <p><i>See DA 2157 Disposal Schedule for Common Administrative Functions</i> for the provision of routine advice about TasRail and its services to the community, non-government parties, professional bodies, interest groups etc.</p> <p><i>See DA 2157 Disposal Schedule for Common Administrative Functions</i> where TasRail is responding to the Tasmanian Government or other jurisdictions requests for advice and comments.</p> <p><i>See DA 2157 Disposal Schedule for Common Administrative Functions</i> for legal advice furnished to TasRail by external and internal sources.</p>		
6.1.1		Records documenting the receipt and provision of advice relating to the Procurement & Contracting function.	Temporary	Destroy 7 years after action completed.
6.2	Agreements & Contracts	The processes associated with the establishment, maintenance, review and negotiation of agreements and contracts between two or more parties including formal instrument of agreement. Includes:		

Retention & Disposal Schedule number: 2460

No	Function/Activity	Description	Status	Disposal Action
<i>PROCUREMENT & CONTRACTING - Agreements & Contracts</i>				
		<ul style="list-style-type: none"> • agreements with external organisations to provide services or supply goods to TasRail • agreements for the provision of services by TasRail to customers • contract registers <p>See RAILWAY LAND MANAGEMENT - Licences & Lease Agreements for agreements and leases relating to railway land.</p> <p>See <i>DA 2157 Disposal Schedule for Common Administrative Functions</i> for establishing and implementing an enterprise agreement.</p> <p>See FREIGHT SERVICES - Customer & Stakeholder Management for the provision of freight services to TasRail customers and stakeholders.</p>		
6.2.1		Contracts register.	Temporary	Destroy 7 years after last entry.
6.2.2		<p>Records documenting the establishment, maintenance and review of agreements and contracts. Includes:</p> <ul style="list-style-type: none"> • final versions of agreements and signed contracts • supporting documentation 	Temporary	Destroy 7 years after expiry or termination of agreement.

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No	Function/Activity	Description	Status	Disposal Action
<i>PROCUREMENT & CONTRACTING - Planning</i>				
6.3	Planning	<p>The process of formulating ways in which objectives can be achieved relating to the Procurement & Contracting function. Includes</p> <ul style="list-style-type: none"> • the determination of services required to meet stated or implied needs, and the solutions to those needs • feasibility studies, market engagement research and plans, spend analysis and reports generated as a result of the planning process <p><i>See DA 2157 Disposal Schedule for Common Administrative Functions for overall planning to achieve TasRail objectives.</i></p>		
6.3.1		<p>Final versions of Procurement & Contracting plans and records documenting the development of plans. Records include:</p> <ul style="list-style-type: none"> • final plans • draft plans • correspondence 	Temporary	Destroy 5 years after action completed.
6.4	Procurement	<p>The process of gaining ownership or use of goods, services and property maintenance and other items required by TasRail in the conduct of business through purchase or requisition including purchasing under contract. Includes:</p>		

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No	Function/Activity	Description	Status	Disposal Action
<i>PROCUREMENT & CONTRACTING - Procurement</i>				
		<ul style="list-style-type: none"> • maintenance of market testing records • sole source supplier approvals • inventory purchasing • goods receipting records • conduct of supplier research and quoting <p>See PROCUREMENT & CONTRACTING - Tendering for receiving and assessing tenders.</p> <p>See <i>DA 2157 Disposal Schedule for Common Administrative Functions</i> for asset registers used to record asset details.</p> <p>See <i>DA 2157 Disposal Schedule for Common Administrative Functions</i> for the disposal of assets, facilities, fleet vehicles or plant and equipment no longer required by TasRail.</p>		
6.4.1		<p>Records documenting the procurement of assets including:</p> <ul style="list-style-type: none"> • rail assets • facilities • fleet vehicles • plant & equipment 	Temporary	Destroy 7 years after action completed.

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No	Function/Activity	Description	Status	Disposal Action
<i>PROCUREMENT & CONTRACTING - Procurement</i>				
		<ul style="list-style-type: none"> • stores • ICT software licences • the procurement of goods and services supporting TasRail ns where there is no tender process involved <p>Records are related to:</p> <ul style="list-style-type: none"> • maintenance of market testing records • sole source supplier approvals • inventory purchasing • goods receipting records • conduct of supplier research and quoting <p>Records include:</p> <ul style="list-style-type: none"> • quotations • orders • associated documentation 		
6.4.2		Registered deeds and certificates of title relating to TasRail owned land and buildings.	Temporary	Transfer to new owner after disposal of asset.

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No	Function/Activity	Description	Status	Disposal Action
<i>PROCUREMENT & CONTRACTING - Reporting</i>				
		See <i>DA 2157</i> for the acquisition of land and buildings.		
6.5	Reporting	<p>The processes associated with initiating or providing a formal response to a situation or request, spend analysis and policy compliance reporting relating to Procurement & Contracting. Includes:</p> <ul style="list-style-type: none"> • supplier management reports and insurance reporting pertaining to contractors • the facilitation of legal, commercial and market analysis reports by third party providers <p>See BOARD & GOVERNANCE - Meetings for reports presented to the Board.</p> <p>See <i>DA 2157 Disposal Schedule for Common Administrative Functions</i> for annual reports.</p> <p>See <i>DA 2158 Disposal Schedule for Short Term Value Records</i> for working papers and draft reports.</p>		
6.5.1		<p>Final versions of non-significant reports relating to Procurement and Contracting. Includes:</p> <ul style="list-style-type: none"> • internal reports • reports to external organisations • published reports 	Temporary	Destroy 5 years after action completed.

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No	Function/Activity	Description	Status	Disposal Action
<i>PROCUREMENT & CONTRACTING - Supplier Management</i>				
		See BOARD MANAGEMENT - Meetings or Committees for significant reports relating to Procurement and Contracting.		
6.6	Supplier Management	<p>The activities involved in arranging, procuring, and managing the performance of work or the provision of goods and services by an external supplier, contractor or consultant, or by using external bureau services. Includes:</p> <ul style="list-style-type: none"> • subcontracting freight handling and storage services • meetings held with Contractors to manage the relationship and classification and facilitation of the issues resolution provisions of agreements or purchase terms • warranty management <p>See PROCUREMENT & CONTRACTING - Tendering for the preparation, issue and process for receiving and assessing tenders from potential suppliers for goods or services prior to the contract agreement, and for unsuccessful tenders.</p>		
6.6.1		<p>Records documenting the management of external suppliers, contractors or consultants including:</p> <ul style="list-style-type: none"> • parameters of consultancy/service • terms and conditions 	Temporary	Destroy 7 years after action completed.

Retention & Disposal Schedule number: 2460

No	Function/Activity	Description	Status	Disposal Action
<i>PROCUREMENT & CONTRACTING - Tendering</i>				
		<ul style="list-style-type: none"> • performance and evaluation reports • meetings with stakeholders 		
6.7	Tendering	<p>The activities involved in developing market engagement documentation, requesting offers, receiving and assessing tenders. Includes:</p> <ul style="list-style-type: none"> • offers made in writing by one party to another to carry out at an inclusive price or uniform rate, an order for the supply or purchase of goods, or for the production of work or delivery of services. • meetings or panels convened for the assessment of tenders, probity management, engagement of external subject matter experts. • reports generated as a result of the tendering process <p>See PROCUREMENT & CONTRACTING - Procurement for purchase or requisition including purchasing under contract.</p> <p>See PROCUREMENT & CONTRACTING - Supplier Management for arranging, procuring, and managing the performance of work or the provision of goods and services by an external supplier, contractor or consultant, or by using external bureau services.</p>		

Retention & Disposal Schedule number: 2460

No	Function/Activity	Description	Status	Disposal Action
<i>PROCUREMENT & CONTRACTING - Tendering</i>				
6.7.1		<p>Records documenting the development and issue of tender documents and the evaluation of tenders including:</p> <ul style="list-style-type: none"> • statement of requirements • request for proposals • expression of interest • request for tender (RFT) • draft contracts • reports (such as those from the engagement of external subject matter experts) • minutes of meetings or panels regarding tenders • public notices • offers made in writing • unsuccessful tenders and offers • tenders received where the tender process does not proceed 	Temporary	Destroy 7 years after tender process completed.
6.7.2		Tender register.	Temporary	Destroy 7 years after last entry.

Retention & Disposal Schedule number: 2460

No	Function/Activity	Description	Status	Disposal Action
<i>RAIL INFRASTRUCTURE MANAGEMENT</i>				
7	RAIL INFRASTRUCTURE MANAGEMENT	<p>The function of managing rail infrastructure owned, rented, or leased by TasRail. Includes:</p> <ul style="list-style-type: none"> • providing and receiving advice on Rail Infrastructure Management issues • seeking and granting permission and delegation of activities relating to rail infrastructure to TasRail staff • complying with mandatory or optional regulations, specifications and requirements • conserving rail infrastructure identified as having heritage significance • designing and constructing rail infrastructure • installing and commissioning rail infrastructure • maintaining rail infrastructure • assessing the suitability, reliability and expected performance of rail infrastructure and associated components when in use • planning • disposing of rail infrastructure no longer required by TasRail 		

Retention & Disposal Schedule number: 2460

No	Function/Activity	Description	Status	Disposal Action
<i>RAIL INFRASTRUCTURE MANAGEMENT</i>				
		<ul style="list-style-type: none"> • implementing policies, procedures and plans • listing and preparing lists of rail infrastructure items and assets in the possession of TasRail • initiating or providing reports • holding meetings relating to Rail Infrastructure Management • reviewing rail infrastructure programs • surveying the location of rail infrastructure • testing, evaluating and monitoring the performance of safety critical rail infrastructure • managing and controlling vegetation in rail corridors <p>Rail Infrastructure includes:</p> <ul style="list-style-type: none"> • above rail (such as depots, stations, workshops, yards, crew facilities, etc.) • below rail infrastructure and assets (such as tracks, bridges, structures and signals, traction power systems, etc.) <p>See FREIGHT SERVICES - Terminal Operations for the operation of bulk handling facilities.</p>		

Retention & Disposal Schedule number: 2460

No	Function/Activity	Description	Status	Disposal Action
<i>RAIL INFRASTRUCTURE MANAGEMENT - Advice</i>				
		<p>See RAILWAY LAND MANAGEMENT for the management of railway land and radio sites and gaining access to private land.</p> <p>See PROCUREMENT & CONTRACTING for the acquisition of rail infrastructure.</p> <p>See ROLLINGSTOCK MANAGEMENT for managing railway vehicles owned, rented, or leased by TasRail.</p>		
7.1	Advice	<p>The activities associated with the provision and receipt of advice on Rail Infrastructure Management issues relating to TasRail.</p> <p>See <i>DA 2157 Disposal Schedule for Common Administrative Functions</i> for the provision of routine advice about TasRail and its services.</p> <p>See <i>DA 2157 Disposal Schedule for Common Administrative Functions</i> where TasRail is responding to the Tasmanian Government or other jurisdictions requests for advice and comments.</p> <p>See <i>DA 2157 Disposal Schedule for Common Administrative Functions</i> for legal advice furnished to TasRail by external and internal sources.</p>		
7.1.1		Records documenting the receipt and provision of advice relating to Rail Infrastructure Management.	Temporary	Destroy 7 years after action completed.

Retention & Disposal Schedule number: 2460

No	Function/Activity	Description	Status	Disposal Action
<i>RAIL INFRASTRUCTURE MANAGEMENT - Authorisation</i>				
7.2	Authorisation	<p>The process of seeking and granting permission and delegation of activities relating to rail infrastructure to TasRail staff. Includes:</p> <ul style="list-style-type: none"> • track hand-back authorities 		
7.2.1		<p>Records documenting authorisations relating to rail infrastructure provided to TasRail staff. Includes:</p> <ul style="list-style-type: none"> • seeking authorisation for track work authorities • issuing track hand-back authorities 	Temporary	Destroy 7 years after action completed.
7.3	Compliance	<p>The activities associated with complying with mandatory or optional:</p> <ul style="list-style-type: none"> • legal, regulatory and safety standards (eg. Rail Infrastructure Act 2007) • technical specifications • or any other requirements to which TasRail is subject relating to Rail Infrastructure <p>See POLICY & CONTROLLED DOCUMENTATION for developing, approving and implementing TasRail's controlled documentation including policies, procedures, standards and technical specifications for all TasRail operations.</p>		

Retention & Disposal Schedule number: 2460

No	Function/Activity	Description	Status	Disposal Action
<i>RAIL INFRASTRUCTURE MANAGEMENT - Compliance</i>				
7.3.1		<p>Records documenting compliance with mandatory or optional accountability requirements relating to Rail Infrastructure Management to which TasRail is subject. Includes:</p> <ul style="list-style-type: none"> • legal, regulatory and safety standards • Australian Standards for uniform traffic signage • technical specifications • or any other requirements to which TasRail is subject relating to Rail Infrastructure 	Temporary	Destroy 7 years after action completed.
7.4	Design & Construction	<p>The activity of designing and constructing rail infrastructure, including signals. Includes:</p> <ul style="list-style-type: none"> • initial design plans • 'as constructed' drawings • design modifications <p>See RAIL INFRASTRUCTURE MANAGEMENT - Maintenance for corrective modifications as part of maintenance procedures.</p> <p>See ROLLINGSTOCK MANAGEMENT - Design for designing rollingstock.</p>		

Retention & Disposal Schedule number: 2460

No	Function/Activity	Description	Status	Disposal Action
<i>RAIL INFRASTRUCTURE MANAGEMENT - Design & Construction</i>				
7.4.1		<p>Records documenting the design and construction of significant rail infrastructure that proceeds to construction, including design modifications and alterations for existing significant rail infrastructure. Significant rail infrastructure includes:</p> <ul style="list-style-type: none"> • large scale infrastructure that substantially enhances the scale and service levels of the rail system • all underground tunnels, whether in use or not • infrastructure that makes a significant impact on the built or natural environment, as landmarks or structures that attract substantial public interest or controversy • infrastructure that has significant local, regional or State wide impact • infrastructure that has heritage significance, including those registered on the Tasmanian Heritage Register or the National Trust of Australia • is innovative, unique or receives major design awards <p>Records include:</p> <ul style="list-style-type: none"> • proposals 	Permanent	Retain as State Archives

Retention & Disposal Schedule number: 2460

No	Function/Activity	Description	Status	Disposal Action
<i>RAIL INFRASTRUCTURE MANAGEMENT - Design & Construction</i>				
		<ul style="list-style-type: none"> • preliminary investigations • estimates • engineering reports • specifications • calculations • initial designs • design modifications • technical information • geotechnical advice • stakeholder consents and council approvals • environmental documentation (such as environmental plans, environmental monitoring) • 'as constructed' drawings • concept design drawings • master copies of photographs 		
7.4.2		Records documenting the design and construction of rail infrastructure, not considered significant, that	Temporary	Destroy 7 years after disposal of asset.

Retention & Disposal Schedule number: 2460

No	Function/Activity	Description	Status	Disposal Action
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RAIL INFRASTRUCTURE MANAGEMENT - Design & Construction

		<p>proceeds to construction, including design modifications and alterations for existing rail infrastructure.</p> <p>Does not include:</p> <ul style="list-style-type: none"> • large scale infrastructure that substantially enhances the scale and service levels of the rail system • all underground tunnels, whether in use or not • infrastructure that makes a significant impact on the built or natural environment as landmarks or structures that attract substantial public interest or controversy • infrastructure that has significant local, regional or State wide impact • infrastructure that has heritage significance, including those registered on the Tasmanian Heritage Register or the National Trust of Australia • infrastructure that is innovative, unique or receives major design awards <p>Records include:</p> <ul style="list-style-type: none"> • proposals 		
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Retention & Disposal Schedule number: 2460

No	Function/Activity	Description	Status	Disposal Action
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RAIL INFRASTRUCTURE MANAGEMENT - Design & Construction

		<ul style="list-style-type: none"> • preliminary investigations • estimates • engineering reports • specifications • calculations • initial designs • design modifications • technical information • geotechnical advice • stakeholder consents and council approvals • environmental documentation (such as environmental plans, environmental monitoring) • 'as constructed' drawings • concept design drawings • master copies of photographs 		
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Retention & Disposal Schedule number: 2460

No	Function/Activity	Description	Status	Disposal Action
<i>RAIL INFRASTRUCTURE MANAGEMENT - Design & Construction</i>				
7.4.3		Records documenting the design, plans and reports of rail infrastructure that do not proceed to construction or upgrade. Includes: <ul style="list-style-type: none"> • preliminary reports • feasibility reports 	Temporary	Destroy 20 years after action completed.
7.4.4		Records documenting the design and construction of signage.	Temporary	Destroy 50 years after action completed.
7.5	Disposal	The process of disposing of rail infrastructure no longer required by TasRail, by: <ul style="list-style-type: none"> • sale • transfer • termination of lease • auction • demolition • decommissioning <p><i>See DA 2157 Disposal Schedule for Common Administrative Functions for recording the disposal of TasRail assets in the asset register.</i></p>		
7.5.1		Records documenting the disposal of rail infrastructure. Includes:	Temporary	Destroy 7 years after disposal of asset.

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No	Function/Activity	Description	Status	Disposal Action
<i>RAIL INFRASTRUCTURE MANAGEMENT - Heritage Conservation</i>				
		<ul style="list-style-type: none"> • assessments and inspections • valuation certificates • details of preparation ('making good') undertaken before disposal 		
7.6	Heritage Conservation	<p>The activities involved in the preservation, protection, remediation, restoration, and enhancement of rail infrastructure identified as having heritage significance.</p> <p>Includes: conservation activities undertaken on a specific structure or component, such as:</p> <ul style="list-style-type: none"> • bridges • stations • tunnels • track section <p>See ENVIRONMENTAL MANAGEMENT - Conservation for remediation after contamination by hazardous waste and for the conservation of railway reserves and other railway land.</p> <p>See RAIL INFRASTRUCTURE MANAGEMENT - Maintenance for the upkeep and repair of non-heritage rail infrastructure</p>		

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No	Function/Activity	Description	Status	Disposal Action
<i>RAIL INFRASTRUCTURE MANAGEMENT - Heritage Conservation</i>				
7.6.1		Records documenting the conservation of rail infrastructure identified as having heritage significance.	Permanent	Retain as State Archives
7.7	Inspections	<p>The process of undertaking officially recognised inspections of rail infrastructure to ensure compliance with agreed standards and objectives. Includes:</p> <ul style="list-style-type: none"> • inspections undertaken as part of bridgework • defect records • reports 		
7.7.1		<p>Records documenting the physical inspection of rail infrastructure including bridges and culverts for defects, problems, etc. Includes the bridge assist system. Records may include:</p> <ul style="list-style-type: none"> • checklists • inspection notes • consultation documents • comments • draft reports • final reports 	Temporary	Destroy 10 years after action completed.

Retention & Disposal Schedule number: 2460

No	Function/Activity	Description	Status	Disposal Action
<i>RAIL INFRASTRUCTURE MANAGEMENT - Installation & Commissioning</i>				
		<ul style="list-style-type: none"> • defect records • defect reports 		
7.8	Installation & Commissioning	The activities involved in placing rail infrastructure and equipment in position and connecting and adjusting it for use including the installation of points, signals, signage and culverts.		
7.8.1		<p>Records documenting the installation and commissioning of rail infrastructure.</p> <p>Includes the installation into rail infrastructure of:</p> <ul style="list-style-type: none"> • electronic points • signals • culverts • signage • equipment • components <p>Records may include:</p> <ul style="list-style-type: none"> • schedules • copies of notifications issued 	Temporary	Destroy 7 years after disposal of asset.

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No	Function/Activity	Description	Status	Disposal Action
<i>RAIL INFRASTRUCTURE MANAGEMENT - Inventory</i>				
		<ul style="list-style-type: none"> • notifications of results of safety and compliance tests 		
7.9	Inventory	<p>The activities associated with listing and preparing lists of rail infrastructure items and assets in the possession of TasRail. Includes</p> <ul style="list-style-type: none"> • stocktake of rail infrastructure • annual listings of rail infrastructure <p>See <i>DA 2157</i> for recording TasRail assets in the ledger.</p>		
7.9.1		Annual or periodic inventories of rail infrastructure assets.	Temporary	Destroy 2 years after action completed.
7.10	Maintenance	<p>The activities associated with the upkeep, repair, servicing, fit-out, corrective modification and refurbishment of TasRail's rail infrastructure.</p> <p>See RAIL INFRASTRUCTURE MANAGEMENT - Heritage Conservation for the conservation of rail infrastructure identified as having heritage significance.</p> <p>See RAIL INFRASTRUCTURE MANAGEMENT - Design & Construction for design modifications.</p> <p>See ROLLINGSTOCK MANAGEMENT - Maintenance for rollingstock fit-outs.</p>		

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No	Function/Activity	Description	Status	Disposal Action
<i>RAIL INFRASTRUCTURE MANAGEMENT - Maintenance</i>				
		See DA 2157 Disposal Schedule for Common Administrative Functions for the maintenance of bulk handling facilities.		
7.10.1		Records documenting maintenance of rail infrastructure and repairs of rail infrastructure. Includes: <ul style="list-style-type: none">• work orders	Temporary	Destroy 10 years after action completed.
7.11	Meetings	The activity of holding meetings relating to Rail Infrastructure Management, within TasRail and with external organisations. See DA 2157 Disposal Schedule for Common Administrative Functions for TasRail's Executive Committees and meetings.		
7.11.1		Final versions of meeting documentation relating to Rail Infrastructure Management. Records include: <ul style="list-style-type: none">• meeting notes• invitations• meeting schedules	Temporary	Destroy 3 years after action completed.
7.12	Performance & Reliability	The process of assessing the suitability, reliability and expected performance of rail infrastructure and associated components when in use. Includes the:		

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No	Function/Activity	Description	Status	Disposal Action
<i>RAIL INFRASTRUCTURE MANAGEMENT - Performance & Reliability</i>				
		<ul style="list-style-type: none"> • development of performance outputs through analysis and the identification of performance indicators • appraisal process • track condition index • bridge performance management indicators • monitoring of level crossings <p>See RAIL INFRASTRUCTURE MANAGEMENT - Testing for evaluating and monitoring rail infrastructure before release or sign-off.</p>		
7.12.1		<p>Records documenting the evaluation and management of performance and reliability of rail infrastructure. Includes:</p> <ul style="list-style-type: none"> • Track Condition Index • Bridge Performance Management indicators • Monitoring of level crossings 	Temporary	Destroy 7 years after after date of last inspection.
7.13	Planning	<p>The process of planning relating to the Rail Infrastructure function. Includes</p> <ul style="list-style-type: none"> • the determination of services required to meet stated or implied needs, and the solutions to those needs 		

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No	Function/Activity	Description	Status	Disposal Action
<i>RAIL INFRASTRUCTURE MANAGEMENT - Planning</i>				
		<ul style="list-style-type: none"> • feasibility studies, market engagement research and plans, spend analysis and reports generated as a result of the planning process • the planning of rostering of staff involved in the maintenance of rail infrastructure <p>See RAIL NETWORK OPERATIONS - Scheduling for possession planning.</p> <p>See RAIL NETWORK OPERATIONS - Capacity Management for capacity planning.</p> <p>See <i>DA 2157 Disposal Schedule for Common Administrative Functions</i> for overall planning to achieve TasRail objectives.</p>		
7.13.1		<p>Plans which relate to rail infrastructure management, including:</p> <ul style="list-style-type: none"> • possession planning • annual maintenance plans • weed management plans • space usage plans • feasibility studies and reports • staff roster planning for maintenance activity 	Temporary	Destroy 15 years after action completed.

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No	Function/Activity	Description	Status	Disposal Action
<i>RAIL INFRASTRUCTURE MANAGEMENT - Reporting</i>				
7.14	Reporting	<p>The processes associated with initiating or providing reports relating to the Rail Infrastructure Management function.</p> <p>See BOARD & GOVERNANCE - Meetings for reports presented to the Board.</p> <p>See SAFETY MANAGEMENT - Incidents for reporting incidents, near misses and other notifiable occurrences.</p> <p>See <i>DA 2157 Disposal Schedule for Common Administrative Functions</i> for annual reports.</p> <p>See <i>DA 2158 Disposal Schedule for Short Term Value Records</i> for working papers and draft reports.</p>		
7.14.1		<p>Final versions of non-significant reports relating to Rail Infrastructure including:</p> <ul style="list-style-type: none"> • internal reports • reports to external organisations • published reports <p>See BOARD MANAGEMENT - Meetings or Committees for significant reports relating to Rail Infrastructure.</p>	Temporary	Destroy 5 years after action completed.

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No	Function/Activity	Description	Status	Disposal Action
<i>RAIL INFRASTRUCTURE MANAGEMENT - Reviewing</i>				
7.15	Reviewing	The activities involved in reviewing rail infrastructure programs. Includes recommendations and advice resulting from these activities.		
7.15.1		Records documenting the review of rail infrastructure programs. Includes: <ul style="list-style-type: none"> • final reports • recommendations 	Temporary	Destroy 5 years after action completed.
7.16	Surveying	The activities associated with conducting surveys of rail infrastructure. Includes: <ul style="list-style-type: none"> • engineering surveys of rail infrastructure including ground <p>See RAILWAY LAND MANAGEMENT - Surveying & Mapping for surveying railway land to determine the nature, boundaries and the extent of the land.</p> <p>See ROLLINGSTOCK MANAGEMENT - Inspections for inspections of rollingstock and components.</p>		
7.16.1		Records documenting surveys of rail infrastructure assets. Includes: <ul style="list-style-type: none"> • engineering surveys including ground penetrating radar • bridge condition surveys 	Temporary	Destroy 10 years after decommissioning of asset.

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No	Function/Activity	Description	Status	Disposal Action
<i>RAIL INFRASTRUCTURE MANAGEMENT - Testing</i>				
7.17	Testing	<p>The activities associated with testing, evaluating and monitoring the performance of safety critical rail infrastructure, before release or sign-off. Includes:</p> <ul style="list-style-type: none"> • train simulations • signal and load testing • stress testing of rail and welds <p>See ROLLINGSTOCK MANAGEMENT - Testing for locomotives load testing.</p> <p>See RAIL INFRASTRUCTURE - Performance & Reliability for assessing the suitability, reliability and expected performance of rail infrastructure and associated components when in use.</p>		
7.17.1		Final test reports relating to the testing of safety critical rail infrastructure.	Permanent	Retain as State Archives
7.17.2		Records documenting the testing of safety critical rail infrastructure.	Temporary	Destroy 7 years after action completed.
7.18	Vegetation Management	<p>The activity of managing and controlling vegetation in rail corridors, including weed management. Includes both Operational and Non-Operational Lines.</p> <p>See RAIL INFRASTRUCTURE - Planning for the Weed Management Plan.</p>		

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No	Function/Activity	Description	Status	Disposal Action
<i>RAIL INFRASTRUCTURE MANAGEMENT - Vegetation Management</i>				
		<p>See ENVIRONMENTAL MANAGEMENT for maintaining and protecting the environment through compliance with legislation, effective planning and response, and ongoing monitoring.</p> <p>See ENVIRONMENTAL MANAGEMENT - Planning for the environmental management plan.</p> <p>See RAILWAY LAND MANAGEMENT - Maintenance for the maintenance of railway land.</p>		
7.18.1		<p>Records documenting the management and control of vegetation including weeds in both operational and non-operational rail corridors.</p> <p>Includes records documenting:</p> <ul style="list-style-type: none"> • toxic substances used • locations of toxic substance use 	Temporary	Destroy 25 years after action completed.
8	RAIL NETWORK OPERATIONS	<p>The function of scheduling and controlling all movements on the TasRail network. Includes:</p> <ul style="list-style-type: none"> • network control • capacity management • analysis of operational performance 		

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No	Function/Activity	Description	Status	Disposal Action
<i>RAIL NETWORK OPERATIONS - Advice</i>				
		<p>See DA 2157 Disposal Schedule for Common Administrative Functions for developing, testing and implementing TasRail's communications systems.</p> <p>See DA 2157 Disposal Schedule for Common Administrative Functions for requests to access TasRail information.</p>		
8.1	Advice	<p>The activities associated providing or receiving advice relating to Rail Network Operation.</p> <p>Includes:</p> <ul style="list-style-type: none"> • handover sheets • loco situation reports <p>See DA 2157 Disposal Schedule for Common Administrative Functions for the provision of routine advice about TasRail and its services to the community, non-government parties, professional bodies, interest groups etc.</p> <p>See DA 2157 Disposal Schedule for Common Administrative Functions where TasRail is responding to the Tasmanian Government or other jurisdictions requests for advice and comments.</p> <p>See DA 2157 Disposal Schedule for Common Administrative Functions for legal advice furnished to TasRail by external and internal sources.</p>		

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No	Function/Activity	Description	Status	Disposal Action
<i>RAIL NETWORK OPERATIONS - Advice</i>				
8.1.1		<p>Records documenting advice relating to Rail Network Operations.</p> <p>Includes:</p> <ul style="list-style-type: none"> • handover sheets • loco situation reports 	Temporary	Destroy 7 years after action completed.
8.2	Audit	<p>The activities associated with all rail network operations audits.</p> <p>See SAFETY MANAGEMENT - Audit for all safety related audits.</p>		
8.2.1		<p>External and internal audit reports relating to Rail Network Operations. Includes:</p> <ul style="list-style-type: none"> • recommendations • implementation plans 	Temporary	Destroy 7 years after action completed.
8.3	Capacity Management	<p>The activities associated with determining, evaluating, planning and allocating capacity on the TasRail network. Includes:</p> <ul style="list-style-type: none"> • locomotive allocation and distribution • capacity determinations • capacity modelling 		

Retention & Disposal Schedule number: 2460

No	Function/Activity	Description	Status	Disposal Action
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RAIL NETWORK OPERATIONS - Capacity Management

		See RAIL NETWORK OPERATIONS - Planning for planning relating to the Rail Network Operations function.		
8.3.1		<p>Records documenting the evaluation and planning of the capacity of movement on the rail network including changes made to the capacity of the network. Records may include:</p> <ul style="list-style-type: none"> • locomotive allocation and distribution • capacity analysis documentation • capacity determinations 	Temporary	Destroy 7 years after action completed.
8.4	Compliance	<p>The activities associated with complying with standards, technical specifications or requirements to which TasRail is subject relating to Rail Network Operations. Includes:</p> <ul style="list-style-type: none"> • compliance with legislation (eg. Rail Infrastructure Act 2007) • compliance with national and international standards • compliance with technical specifications <p>See POLICY & CONTROLLED DOCUMENTATION for developing, approving and implementing TasRail's controlled documentation including policies,</p>		

Retention & Disposal Schedule number: 2460

No	Function/Activity	Description	Status	Disposal Action
<i>RAIL NETWORK OPERATIONS - Compliance</i>				
		procedures, standards and technical specifications for all TasRail operations.		
8.4.1		Records documenting TasRail's compliance with mandatory or optional accountability requirements relating to Rail Network Operations.	Temporary	Destroy 7 years after action completed.
8.5	Meetings	<p>The activities associated with holding meetings relating to the Rail Network Operations function. Includes meetings held with external organisations.</p> <p><i>See DA 2157 Disposal Schedule for Common Administrative Functions</i> for TasRail's Executive Committees and meetings.</p>		
8.5.1		<p>Final versions of meeting documentation relating to Rail Network Operations function. Records include:</p> <ul style="list-style-type: none"> • meeting notes • invitations • meeting schedules 	Temporary	Destroy 5 years after action completed.
8.6	Network Control	<p>The activities associated with controlling the movement of all trains and rollingstock and on-track vehicles on the TasRail network and communicating with other train controllers and train control centres. Includes:</p> <ul style="list-style-type: none"> • the issuing of train control directions 		

Retention & Disposal Schedule number: 2460

No	Function/Activity	Description	Status	Disposal Action
<i>RAIL NETWORK OPERATIONS - Network Control</i>				
		<ul style="list-style-type: none"> • the issuing of warrants for access to the track, such as infrastructure workers • voice communications recorded from the Train Control centre • records contained within the Advanced Network Control System <p>See SAFETY MANAGEMENT - Incidents for network control records required for incident investigations.</p>		
8.6.1		<p>Records documenting the movement of trains, rollingstock and on-track vehicles. Includes:</p> <ul style="list-style-type: none"> • train control graphs • train control directions • yard control records • paper and electronic warrants • train control voice communications • Advanced Network Control System records 	Temporary	Destroy 7 years after action completed.
8.7	Planning	<p>The process planning relating to the Rail Network Operations function. Includes:</p> <ul style="list-style-type: none"> • service plans 		

Retention & Disposal Schedule number: 2460

No	Function/Activity	Description	Status	Disposal Action
<i>RAIL NETWORK OPERATIONS - Planning</i>				
		<ul style="list-style-type: none"> • feasibility studies • reports generated as a result of the planning process <p>See RAIL NETWORK OPERATIONS - Capacity Management for capacity planning.</p> <p>See RAIL NETWORK OPERATIONS - Scheduling for the master train plan, daily plans, coal plans and possession planning.</p> <p>See <i>DA 2157 Disposal Schedule for Common Administrative Functions</i> for overall planning to achieve TasRail objectives.</p>		
8.7.1		Records documenting the development of Rail Network Operations plans including final versions of plans.	Temporary	Destroy 7 years after action completed.
8.8	Reporting	<p>The processes associated with initiating or providing reports relating to the Rail Network Operations function.</p> <p>See BOARD & GOVERNANCE for reports presented to the Board.</p> <p>See SAFETY MANAGEMENT - Incidents for reporting incidents, near misses and other notifiable occurrences.</p>		

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No	Function/Activity	Description	Status	Disposal Action
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RAIL NETWORK OPERATIONS - Reporting

		<p>See DA 2157 Disposal Schedule for Common Administrative Functions for annual reports.</p> <p>See DA 2158 Disposal Schedule for Short Term Value Records for working papers and draft reports.</p>		
8.8.1		<p>Final versions of non-significant reports relating to Rail Network Operations. Includes:</p> <ul style="list-style-type: none"> • internal reports • reports to external organisations • published reports • internal statistical and survey reports <p>See BOARD MANAGEMENT - Meetings or Committees for significant reports relating to Rail Network Operations.</p>	Temporary	Destroy 5 years after action completed.
8.9	Research	<p>The activities involved in undertaking research to support the development of projects, standards, guidelines, and the business activities of Rail Network Operations. Includes:</p> <ul style="list-style-type: none"> • following up enquiries relating to organisational programs • projects • working papers 		

Retention & Disposal Schedule number: 2460

No	Function/Activity	Description	Status	Disposal Action
<i>RAIL NETWORK OPERATIONS - Research</i>				
		<ul style="list-style-type: none"> literature searches 		
8.9.1		Records documenting original research relating to Rail Network Operations.	Permanent	Retain as State Archives
8.9.2		Records documenting research which is not of an original nature and supports routine matters relating to Rail Network Operations.	Temporary	Destroy 5 years after action completed.
8.10	Scheduling	<p>The activities associated with developing the collective train services contracted to operate on TasRail's infrastructure network together with possessions and train paths allocated to maintenance and construction. Includes:</p> <ul style="list-style-type: none"> possession planning rescheduling of train services affected by possession weekly scheduling for coal <p>See FREIGHT SERVICES - Rostering for compiling rosters for train drivers, rail operators and train controllers and rosters for bulk handling.</p> <p>See RAIL NETWORK OPERATIONS - Planning for planning relating to the Rail Network Operations function.</p>		
8.10.1		Records documenting the collective train services operation on the TasRail network. Includes:	Temporary	Destroy 7 years after action completed.

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No	Function/Activity	Description	Status	Disposal Action
<i>RAILWAY LAND MANAGEMENT</i>				
		<ul style="list-style-type: none"> • the master train plan • possession plans • possession protocols • daily train plans • coal train plans • train running reports 		
9	RAILWAY LAND MANAGEMENT	<p>The function of managing railway land, including railway corridors and railway reserves including radio station sites leased by TasRail Includes:</p> <ul style="list-style-type: none"> • acquisition, leasing, maintenance, protection, and disposal of railway land • arranging legal access to railway land <p>NOTE: See DA 2157 PROPERTY MANAGEMENT for the disposal of records under activities that are not identified in this schedule.</p> <p>See RAIL INFRASTRUCTURE for the management of all railway infrastructure, including TasRail premises (such as depots, station and workshops) and maintenance.</p>		

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No	Function/Activity	Description	Status	Disposal Action
<i>RAILWAY LAND MANAGEMENT - Access</i>				
		<p>See DA 2157 Disposal Schedule for Common Administrative Functions for the payment of land rates.</p> <p>See ENVIRONMENTAL MANAGEMENT - Conservation for the remediation of railway reserves and railway land.</p>		
9.1	Access	<p>The activities involved in negotiating for TasRail to obtain access to private land and for third parties to obtain access to TasRail land (i.e. Telstra, NBN). Includes shared assets (such as a railway crossings). Includes:</p> <ul style="list-style-type: none"> • asset interface agreements and interface coordination plans relating to the highway network, local council roads and private property <p>See RAILWAY LAND MANAGEMENT - Licences & Lease Agreements for the Licences associated with providing access to railway land.</p> <p>See SAFETY MANAGEMENT - Training for safety training including the online Track Safety Awareness course</p> <p>See RAILWAY LAND MANAGEMENT - Maintenance for the maintenance of railway land.</p>		
9.1.1		Records documenting negotiating for TasRail to obtain access to private land and for third parties to	Temporary	Destroy 7 years after action completed.

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No	Function/Activity	Description	Status	Disposal Action
<i>RAILWAY LAND MANAGEMENT - Access</i>				
		<p>obtain access to TasRail land (i.e. Telstra, NBN) including shared assets (such as a railway crossings). Includes details of:</p> <ul style="list-style-type: none"> • asset location • who is responsible for asset • safety considerations relating to access • communication protocols <p>Records include:</p> <ul style="list-style-type: none"> • asset interface agreements • interface coordination plans 		
9.1.2		Register of interface agreements.	Temporary	Destroy 7 years after last entry.
9.2	Advice	<p>The activities associated with advice provided by or to TasRail relating to the Railway Land Management function. Includes:</p> <ul style="list-style-type: none"> • property searches and enquiries <p><i>See DA 2157 Disposal Schedule for Common Administrative Functions for the provision of routine advice about TasRail and its services to the community, non-government parties, professional bodies, interest groups etc.</i></p>		

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No	Function/Activity	Description	Status	Disposal Action
<i>RAILWAY LAND MANAGEMENT - Advice</i>				
		<p>See DA 2157 Disposal Schedule for Common Administrative Functions where TasRail is responding to the Tasmanian Government or other jurisdictions requests for advice and comments. (e.g. reporting on land acquisition and disposal).</p> <p>See DA 2157 Disposal Schedule for Common Administrative Functions for legal advice furnished to TasRail by external and internal sources.</p> <p>See RAILWAY LAND MANAGEMENT - Reviewing for reviewing operations and programs relating to Railway Land Management.</p> <p>See RAILWAY LAND MANAGEMENT - Land Use Planning for advice relating to Tasmanian planning schemes and notifications of development applications on neighbouring properties.</p>		
9.2.1		Records documenting the receipt and provision of advice relating to Railway Land Management.	Temporary	Destroy 7 years after action completed.
9.3	Audit	<p>The activities associated with external and internal audits relating to Railway Land Management.</p> <p>See SAFETY MANAGEMENT - Audit for all safety related audits.</p>		
9.3.1		<p>Records documenting external and internal audits relating to Railway Land Management. Includes:</p> <ul style="list-style-type: none"> • reports 	Temporary	Destroy 7 years after action completed.

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No	Function/Activity	Description	Status	Disposal Action
<i>RAILWAY LAND MANAGEMENT - Land Use Planning</i>				
		<ul style="list-style-type: none"> • recommendations • implementation plans 		
9.4	Land Use Planning	<p>The activities associated with TasRail providing comment/advice relating to Tasmanian planning schemes and responding to notifications of development applications on railway land neighbouring properties.</p> <p>See RAILWAY LAND MANAGEMENT - Advice for non-land use planning advice provided by or to TasRail relating to the Railway Land Management function.</p>		
9.4.1		<p>Records documenting:</p> <ul style="list-style-type: none"> • comment/advice provided by TasRail in relation to Tasmanian planning schemes • notifications of development applications on neighbouring properties • responses to development applications 	Temporary	Destroy 7 years after action completed.
9.5	Licences & Lease Agreements	<p>The activities associated with managing licences and lease agreements relating to railway land. Includes:</p> <ul style="list-style-type: none"> • licences and formal permissions required by TasRail 		

Retention & Disposal Schedule number: 2460

No	Function/Activity	Description	Status	Disposal Action
<i>RAILWAY LAND MANAGEMENT - Licences & Lease Agreements</i>				
		<ul style="list-style-type: none"> • the establishment, maintenance, review and negotiation of agreements and leases • pipeline requests related to licences and radio station site leases <p>See ENVIRONMENTAL MANAGEMENT - Licences & Permits for environmental permits such trade waste permits or sewer discharge permits.</p> <p>See RAILWAY LAND MANAGEMENT - Access for activities associated with granting access, including asset interface agreements and interface coordination plans.</p> <p>See PROCUREMENT & CONTRACTING - Agreements & Contracts for the establishment, maintenance, review and negotiation of agreements and contracts.</p>		
9.5.1		Records documenting railway land licences, permits, agreements, leases and sub-leases including heads of agreement and lease agreements.	Temporary	Destroy 50 years after expiry or termination of licence, permit, agreement or leases.
9.6	Maintenance	<p>The activities associated with the maintenance of railway land. Includes:</p> <ul style="list-style-type: none"> • the identification of maintenance requirements • maintenance undertaken by TasRail 		

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No	Function/Activity	Description	Status	Disposal Action
<i>RAILWAY LAND MANAGEMENT - Maintenance</i>				
		<ul style="list-style-type: none"> negotiations with either Councils or Government to conduct maintenance where required <p>See RAIL INFRASTRUCTURE MANAGEMENT - Vegetation Management for the control of vegetation in rail corridors.</p> <p>See RAILWAY LAND MANAGEMENT - Access for activities associated with granting access, including asset interface agreements and interface coordination plans.</p> <p>See <i>DA 2157 Disposal Schedule for Common Administrative Functions</i> for the maintenance of facilities occupied by TasRail staff and for the maintenance of bulk handling facilities.</p>		
9.6.1		Records documenting the identification of, and negotiations regarding maintenance requirements of railway land including level crossings and pedestrian crossings and maintenance undertaken by TasRail.	Temporary	Destroy 7 years after action completed.
9.7	Rates	<p>The process of negotiating with local councils regarding rates for railway land. Includes rate objections made by TasRail.</p> <p>See <i>DA 2157 Disposal Schedule for Common Administrative Functions</i> for financial records relating to the payment of rates.</p>		

Retention & Disposal Schedule number: 2460

No	Function/Activity	Description	Status	Disposal Action
<i>RAILWAY LAND MANAGEMENT - Rates</i>				
9.7.1		Rate notices and supplementary notices received from councils and rate objections made by TasRail.	Temporary	Destroy 7 years after action completed.
9.8	Reviewing	The activities involved in reviewing operations and programs relating to Railway Land Management. See RAILWAY LAND MANAGEMENT - Advice for advice resulting from reviews.		
9.8.1		Records documenting the review of Railway Land Management operations and programs. Includes: <ul style="list-style-type: none"> • final versions of reports • recommendations 	Temporary	Destroy 5 years after action completed.
9.9	Surveying & Mapping	The activity of surveying railway land to determine the nature, boundaries and the extent of railway land. Includes: <ul style="list-style-type: none"> • the preparation of maps • spatial data See PROCUREMENT & CONTRACTING - Agreements & Contracts for service level agreements for mapping. See RAIL INFRASTRUCTURE - Surveying for surveying the location of rail infrastructure.		

Retention & Disposal Schedule number: 2460

No	Function/Activity	Description	Status	Disposal Action
<i>RAILWAY LAND MANAGEMENT - Surveying & Mapping</i>				
9.9.1		Records documenting the survey and mapping of railway land including landslip surveys.	Permanent	Retain as State Archives
10	RISK MANAGEMENT	<p>The function of managing risk. Includes:</p> <ul style="list-style-type: none"> • the identification and evaluation of risks • the development, implementation and monitoring of appropriate practices to manage those risks to a tolerable level • risk assessments, controls and risk treatment actions <p>See INSURANCE for insuring TasRail against loss.</p> <p>See SAFETY MANAGEMENT for developing and managing safety management systems.</p>		
10.1	Actions	<p>The process involved in the implementation of risk treatment actions which manage risks to a tolerable level. Includes:</p> <ul style="list-style-type: none"> • actions raised in response to incidents • action raised at Safety Health and Environment (SHE) committee meetings or other management meetings • all actions contained on any registers at TasRail (e.g. Risk Wizard) 		

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No	Function/Activity	Description	Status	Disposal Action
<i>RISK MANAGEMENT - Actions</i>				
		<p>See RISK MANAGEMENT - Assessments for actions recorded in risk registers.</p> <p>See RISK MANAGEMENT - Controls for creating, maintaining and evaluating controls for managing identified risks.</p> <p>See SAFETY MANAGEMENT - Reporting for the reporting of progress against actions, or analysis of trends etc.</p>		
10.1.1		Records documenting risk treatment actions.	Temporary	Destroy 7 years after action completed.
10.2	Assessments	<p>The process involved in assessing risks and the consequences of those risks. Includes assessments contained in any risk registers at TasRail such as:</p> <ul style="list-style-type: none"> • strategic risk registers • operational, risk registers • environmental risk registers • project risk registers <p>See RISK MANAGEMENT - Actions for the management of actions raised from a risk assessment.</p>		

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No	Function/Activity	Description	Status	Disposal Action
<i>RISK MANAGEMENT - Assessments</i>				
		See RISK MANAGEMENT - Controls for creating, maintaining and evaluating controls for managing identified risks.		
10.2.1		Records documenting risk assessments which identify and evaluate risks. Includes: <ul style="list-style-type: none"> • derailment risk assessments • terminal upgrades risk assessments • wagons risk assessments • Hi Rack risk assessments • risk assessments conducted before disposing of railway land • assessments contained in any risk registers at TasRail (e.g. Risk Wizard) 	Temporary	Destroy 7 years after action completed.
10.3	Controls	The activities associated with creating, maintaining and evaluating controls for managing identified environmental risks. See RISK MANAGEMENT - Assessments for risk registers. See RISK MANAGEMENT - Actions for actions raised to create new or amend existing controls.		

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No	Function/Activity	Description	Status	Disposal Action
<i>RISK MANAGEMENT - Controls</i>				
		See ENVIRONMENTAL MANAGEMENT - Contamination for preventative measures and the management of environmental contamination where hazardous materials are involved.		
10.3.1		Records documenting the creation and maintenance of controls for managing identified environmental risks. Includes: <ul style="list-style-type: none"> • clean-up registers • contamination registers 	Permanent	Retain as State Archives
10.3.2		Records documenting the creation and maintenance of controls for managing identified non-environmental risks.	Temporary	Destroy 7 years after action completed.
11	ROLLINGSTOCK MANAGEMENT	The function of managing railway vehicles owned, rented, or leased by TasRail. Includes designing, disposal, manufacture, modifying, planning, presentation, overhauling, provisioning, servicing, repairing and conservation of railway vehicles. Railway vehicles include: <ul style="list-style-type: none"> • locomotives • rollingstock • wagons • track vehicles 		

Retention & Disposal Schedule number: 2460

No	Function/Activity	Description	Status	Disposal Action
<i>ROLLINGSTOCK MANAGEMENT - Advice</i>				
		<p>See PROCUREMENT & CONTRACTING for the procurement of rollingstock.</p> <p>See SAFETY MANAGEMENT- Incidents for incidents involving rollingstock.</p> <p>See FREIGHT SERVICES for activities related to TasRail's bulk handling operations.</p> <p>See RAIL INFRASTRUCTURE for road rail vehicles.</p> <p>See <i>DA 2157 Disposal Schedule for Common Administrative Functions</i> for management of and access to communications and on-board signalling systems.</p> <p>See <i>DA 2157 Disposal Schedule for Common Administrative Functions</i> for the management of TasRail's fleet (road) vehicles.</p>		
11.1	Advice	<p>The activities associated with the provision of advice by or to TasRail relating to the Rollingstock Management function. Includes the provision of technical advice associated with rollingstock and associated components.</p> <p>See <i>DA 2157 Disposal Schedule for Common Administrative Functions</i> for the provision of routine advice about TasRail and its services.</p> <p>See <i>DA 2157 Disposal Schedule for Common Administrative Functions</i> where TasRail is responding</p>		

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No	Function/Activity	Description	Status	Disposal Action
<i>ROLLINGSTOCK MANAGEMENT - Advice</i>				
		<p>to the Tasmanian Government or other jurisdictions requests for advice and comments.</p> <p>See DA 2157 Disposal Schedule for Common Administrative Functions for legal advice furnished to TasRail by external and internal sources.</p>		
11.1.1		Records documenting the receipt and provision of advice including technical advice relating to rollingstock management.	Temporary	Destroy 2 years after disposal of asset.
11.2	Cleaning	<p>The activity of cleaning rollingstock and upkeep of livery, including paint, logos and signage and colour schemes.</p> <p>See ROLLINGSTOCK MANAGEMENT - Maintenance for preventative and corrective maintenance activities on TasRail's rollingstock and associated components.</p>		
11.2.1		Records relating to cleaning rollingstock interiors and exteriors.	Temporary	Destroy 2 years after action completed.
11.3	Design	<p>The activity of designing rollingstock and associated components, including design modifications.</p> <p>Includes:</p> <ul style="list-style-type: none"> • initial design plans • specifications • drawings 		

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No	Function/Activity	Description	Status	Disposal Action
<i>ROLLINGSTOCK MANAGEMENT - Design</i>				
		<p>See ROLLINGSTOCK MANAGEMENT - Maintenance for all corrective maintenance and modification works to rollingstock.</p> <p>See RAIL INFRASTRUCTURE MANAGEMENT - Design & Construction for designing and constructing rail infrastructure.</p>		
11.3.1		<p>Master copies of design specifications or design modifications relating to rollingstock and associated components. Includes:</p> <ul style="list-style-type: none"> • system drawings • component drawings • reports • proposals • recommendations • project management records • master copies of photographs 	Permanent	Retain as State Archives
11.4	Disposal	The process of disposing of rollingstock no longer required by TasRail, by sale, transfer, termination of lease, auction, demolition and decommissioning.		

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No	Function/Activity	Description	Status	Disposal Action
<i>ROLLINGSTOCK MANAGEMENT - Disposal</i>				
		See DA 2157 Disposal Schedule for Common Administrative Functions for recording disposal of TasRail assets in the ledger.		
11.4.1		Records documenting the disposal of rollingstock and associated components. Includes: <ul style="list-style-type: none"> • assessments and inspections • valuation certificates • details of preparation ('making good') undertaken before disposal 	Temporary	Destroy 7 years after disposal of asset.
11.5	Inspections	The process of official examinations of rollingstock and associated components to ensure compliance with agreed standards and objectives. Includes defect records and reports. See ROLLINGSTOCK MANAGEMENT - Maintenance for all corrective maintenance and modification works to rollingstock.		
11.5.1		Records relating to inspections of rollingstock and components including: <ul style="list-style-type: none"> • brake inspections • weld inspections • wheel inspections 	Temporary	Destroy 10 years after action completed.

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No	Function/Activity	Description	Status	Disposal Action
<i>ROLLINGSTOCK MANAGEMENT - Inventory</i>				
		Records may include: <ul style="list-style-type: none"> • checklists • maintenance sheets • inspection notes • defect and fault reports 		
11.6	Inventory	The activities associated with listing and preparing lists of rollingstock in the possession of TasRail. Includes: <ul style="list-style-type: none"> • stocktake • annual listings of rollingstock <i>See DA 2157 Disposal Schedule for Common Administrative Functions for recording TasRail assets in the ledger.</i>		
11.6.1		Annual or periodic inventories of rollingstock assets.	Temporary	Destroy 2 years after action completed.
11.7	Maintenance	Preventative and corrective maintenance activities associated with the upkeep, repair, servicing, fit-out, changeover, modification and preservation of TasRail's rollingstock and associated components. Includes:		

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No	Function/Activity	Description	Status	Disposal Action
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ROLLINGSTOCK MANAGEMENT - Maintenance

		<ul style="list-style-type: none"> • change-overs of rollingstock components as part of preventative or corrective maintenance activities • repairs to damaged rollingstock and associated components • modifications to rollingstock and associated components as part of preventative or corrective maintenance activities • manufacture of components as part of modifications <p>See ROLLINGSTOCK MANAGEMENT - Cleaning for cleaning rollingstock and the upkeep of livery, including paint, logos and signage and colour schemes.</p> <p>See ROLLINGSTOCK MANAGEMENT - Design for design modifications.</p> <p>See ROLLINGSTOCK MANAGEMENT - Inspections for periodic maintenance inspection records.</p> <p>See ROLLINGSTOCK MANAGEMENT- Reporting for reporting any defects as part of scheduled servicing to comply with warranty conditions.</p> <p>See FREIGHT SERVICES - Train Preparation for preparing and making up trains.</p>		
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No	Function/Activity	Description	Status	Disposal Action
<i>ROLLINGSTOCK MANAGEMENT - Maintenance</i>				
11.7.1		<p>Records documenting the maintenance of rollingstock and associated components. Includes:</p> <ul style="list-style-type: none"> • change-overs of rollingstock components as part of preventative or corrective maintenance activities • repairs to damaged rollingstock and associated components • modifications to rollingstock and associated components as part of preventative or corrective maintenance activities • manufacture of components as part of modifications <p>Records may include:</p> <ul style="list-style-type: none"> • additions to service records of rollingstock and components 	Temporary	Destroy 7 years after disposal of asset.
11.8	Meetings	<p>The activities associated with holding meetings relating to the Rollingstock Management function including meetings held with external organisations.</p> <p><i>See DA 2157 Disposal Schedule for Common Administrative Functions for TasRail's Executive Committees and meetings.</i></p>		

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No	Function/Activity	Description	Status	Disposal Action
<i>ROLLINGSTOCK MANAGEMENT - Meetings</i>				
11.8.1		<p>Final versions of meeting documentation relating to the Rollingstock Management function including weekly toolbox meetings.</p> <ul style="list-style-type: none"> • meeting notes • invitations • meeting schedules 	Temporary	Destroy 3 years after action completed.
11.9	Performance and Reliability	<p>The process of assessing the suitability of rollingstock and associated components when in use and monitoring locomotive performance. Includes:</p> <ul style="list-style-type: none"> • the development of performance outputs through analysis • the identification of performance indicators and the appraisal process <p>See ROLLINGSTOCK MANAGEMENT - Testing for evaluating rollingstock before release or sign-off and after servicing.</p>		
11.9.1		<p>Records documenting the evaluation and management of performance and reliability of rollingstock and associated components. Examples include:</p> <ul style="list-style-type: none"> • fuel consumption • loco performance 	Temporary	Destroy after disposal of asset.

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No	Function/Activity	Description	Status	Disposal Action
<i>ROLLINGSTOCK MANAGEMENT - Planning</i>				
		<ul style="list-style-type: none"> • meantime between failure • availability 		
11.10	Planning	<p>The process of formulating plans relating to the Rollingstock Management function.</p> <p>Includes:</p> <ul style="list-style-type: none"> • feasibility studies and reports generated as a result of the planning process • planning maintenance activities <p>See RAIL NETWORK OPERATIONS - Capacity Management for capacity planning.</p> <p>See RAIL NETWORK OPERATIONS - Scheduling for possession planning.</p> <p>See <i>DA 2157 Disposal Schedule for Common Administrative Functions</i> for overall planning to achieve TasRail objectives.</p>		
11.10.1		<p>Final versions of plans and records documenting the development of Rollingstock Management plans.</p> <p>Includes:</p> <ul style="list-style-type: none"> • annual maintenance plans • maintenance activities 	Temporary	Destroy 7 years after action completed.

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No	Function/Activity	Description	Status	Disposal Action
<i>ROLLINGSTOCK MANAGEMENT - Provisioning</i>				
		<ul style="list-style-type: none"> feasibility studies and reports 		
11.11	Provisioning	<p>The activities associated with providing rollingstock with fuel, oil, water, sand and other substances and undertaking other procedures necessary for functioning.</p> <p>See FREIGHT SERVICES - Train Preparation for preparing and making up trains.</p>		
11.11.1		Records relating to the provisioning of rollingstock.	Temporary	Destroy 2 years after action completed.
11.12	Reporting	<p>The processes associated with initiating or providing reports relating to the Rollingstock Management function.</p> <p>See BOARD & GOVERNANCE - Meetings for reports presented to the Board.</p> <p>See SAFETY MANAGEMENT - Incidents for reporting incidents, near misses and other notifiable occurrences.</p> <p>See <i>DA 2157 Disposal Schedule for Common Administrative Functions</i> for annual reports.</p> <p>See <i>DA 2158 Disposal Schedule for Short Term Value Records</i> for working papers and draft reports.</p>		

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No	Function/Activity	Description	Status	Disposal Action
<i>ROLLINGSTOCK MANAGEMENT - Reporting</i>				
		See ROLLINGSTOCK MANAGEMENT - Maintenance for all corrective maintenance and modification works to rollingstock.		
11.12.1		Final versions of non-significant reports relating to Rollingstock Management. Includes: <ul style="list-style-type: none"> • internal reports • operational reports • internal statistical reports • reports to external organisations See BOARD MANAGEMENT - Meetings or Committees for significant reports relating to Rollingstock Management.	Temporary	Destroy 5 years after action completed.
11.13	Reviewing	The activities involved in undertaking reviews relating to Rollingstock. See ROLLINGSTOCK MANAGEMENT - Advice for advice resulting from reviews.		
11.13.1		Records documenting the review of rollingstock programs, operations and services. Includes: <ul style="list-style-type: none"> • final versions of reports • recommendations 	Temporary	Destroy 5 years after action completed.

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No	Function/Activity	Description	Status	Disposal Action
<i>ROLLINGSTOCK MANAGEMENT - Testing</i>				
11.14	Testing	<p>The activities associated with testing, evaluating and monitoring the performance of rollingstock before release or sign-off and testing after servicing and commissioning. Includes:</p> <ul style="list-style-type: none"> • train simulations • load testing • commissioning <p>See ROLLINGSTOCK MANAGEMENT - Performance and Reliability for monitoring locomotive performance.</p> <p>See RAIL INFRASTRUCTURE MANAGEMENT - Testing for testing rail infrastructure including signal and load testing.</p>		
11.14.1		<p>Records documenting testing, evaluating and monitoring the performance of rollingstock before release or sign-off and testing after servicing and commissioning. Includes:</p> <ul style="list-style-type: none"> • locomotives load testing • fault finding testing • wagon testing • weigh tests 	Temporary	Destroy 7 years after disposal of asset.

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No	Function/Activity	Description	Status	Disposal Action
<i>SAFETY MANAGEMENT</i>				
		<ul style="list-style-type: none"> • ride performance tests <p>Records include:</p> <ul style="list-style-type: none"> • final test results • test reports including train simulation reports • loading profiles 		
12	SAFETY MANAGEMENT	<p>The function of developing and managing safety management systems. Includes:</p> <ul style="list-style-type: none"> • ensuring TasRail's compliance with Rail Safety National Legislation elements and occupational health and safety and associated legislation • providing advice by or to TasRail relating to safety, emergency and security matters • managing, investigating and reporting incidents and emergency situations causing death, injury or damage to persons or property, or disruption to the rail network • developing and delivering rail safety training such as Track Safety Awareness training • developing plans for security and emergency response 		

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No	Function/Activity	Description	Status	Disposal Action
<i>SAFETY MANAGEMENT - Accreditation</i>				
		<ul style="list-style-type: none"> • promoting and monitoring fatigue, staff health and fitness, and drug and alcohol programs • establishing committees to investigate and advise on safety issues • managing simulation emergency exercises <p>See DA 2157 Disposal Schedule for Common Administrative Functions for managing rehabilitation programs that treat and restore workers to pre-injury status.</p> <p>See RISK MANAGEMENT for safety risk management assessments, controls and actions.</p> <p>See DA 2157 Disposal Schedule for Common Administrative Functions for discipline case files involving staff or contractors.</p> <p>See ENVIRONMENTAL MANAGEMENT for maintaining and protecting the environment through compliance with legislation, effective planning and response, and ongoing monitoring.</p> <p>See FREIGHT SERVICES for managing bulk, intermodal and other freight services.</p>		
12.1	Accreditation	The activities relating to the maintenance of TasRail as an accredited rail transport operator under the Rail Safety National Law.		

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No	Function/Activity	Description	Status	Disposal Action
<i>SAFETY MANAGEMENT - Accreditation</i>				
12.1.1		<p>Records documenting the maintenance of TasRail as an accredited rail transport operator under the Rail Safety National Law. Includes:</p> <ul style="list-style-type: none"> • notices of accreditation • variations to accreditation 	Permanent	Retain as State Archives
12.2	Advice	<p>The activities associated the provision of advice by or to TasRail relating to safety, emergency and security matters.</p> <p><i>See DA 2157 Disposal Schedule for Common Administrative Functions</i> for the provision of routine advice about TasRail and its services.</p> <p><i>See DA 2157 Disposal Schedule for Common Administrative Functions</i> where TasRail is responding to the Tasmanian Government or other jurisdictions requests for advice and comments.</p> <p><i>See DA 2157 Disposal Schedule for Common Administrative Functions</i> for legal advice furnished to TasRail by external and internal sources.</p> <p>See SAFETY MANAGEMENT - Evaluation & Reviewing for recommendations and advice resulting from evaluating and reviewing the suitability of potential or existing safety, emergency and security management programs, items of equipment, systems or services.</p>		

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No	Function/Activity	Description	Status	Disposal Action
<i>SAFETY MANAGEMENT - Advice</i>				
12.2.1		Records documenting the receipt and provision of internal and external advice relating to the safety management function.	Temporary	Destroy 7 years after action completed.
12.3	Audit	<p>The activities associated with all safety related audits to ensure compliance with agreed or legislated standards and processes. Includes:</p> <ul style="list-style-type: none"> • internal and external audits conducted by the Office of the National Rail Safety Regulator <p>See RAIL NETWORK OPERATIONS - Audit for rail network operations audits.</p> <p>See RAILWAY LAND MANAGEMENT - Audit for audits relating to the Railway Land Mangement function.</p>		
12.3.1		<p>External and internal audit reports relating to Safety Management including recommendations and implementation plans. Includes:</p> <ul style="list-style-type: none"> • reports of audits conducted by the Office of the National Rail Safety Regulator 	Temporary	Destroy 7 years after action completed.
12.4	Authorisation	<p>The process of seeking and granting permission to undertake requested action. Includes:</p> <ul style="list-style-type: none"> • delegations of functions to TasRail staff in relation to safety management 		

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No	Function/Activity	Description	Status	Disposal Action
<i>SAFETY MANAGEMENT - Authorisation</i>				
12.4.1		Records documenting notifications of, and conditions of, delegations granted to employees under Rail Safety National Laws.	Temporary	Destroy 7 years after reference use ceases.
12.5	Committees	<p>The activities associated with the management of safety, emergency and security-related committees. Includes :</p> <ul style="list-style-type: none"> • committee establishment • appointment of members • terms of reference • proceedings • minutes • reports • agendas <p>Committees include:</p> <ul style="list-style-type: none"> • Safety Health and Environment Committee • Level Crossing Safety Steering Committee <p>See SAFETY MANAGEMENT - Meetings for forums and meetings not considered committees.</p>		

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No	Function/Activity	Description	Status	Disposal Action
<i>SAFETY MANAGEMENT - Committees</i>				
		<p>See BOARD & GOVERNANCE - Committees for all Board Committees.</p> <p>See <i>DA 2157 Disposal Schedule for Common Administrative Functions</i> for TasRail's Executive Committees and meetings.</p>		
12.5.1		<p>Records of safety management committees. Includes:</p> <ul style="list-style-type: none"> • documents establishing the committee • documents appointing members • final versions of minute • agenda papers • reports presented to the committee • submissions presented to the committee • records relating to the conduct and administration of committees 	Temporary	Destroy 7 years after action completed.
12.6	Compliance	<p>The activities associated with ensuring compliance with safety standards or requirements to which TasRail is subject relating to the Safety Management function. Includes compliance with:</p> <ul style="list-style-type: none"> • elements of the Rail Safety National Law (Tas) Act 		

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No	Function/Activity	Description	Status	Disposal Action
<i>SAFETY MANAGEMENT - Compliance</i>				
		<ul style="list-style-type: none"> • Model Workplace Health and Safety Act and associated regulations • ational and international standards • licences and permits required to undertake high risk work <p>See SAFETY MANAGEMENT - Audit for the process of validating compliance against records.</p> <p>See SAFETY MANAGEMENT - Inspections for examinations of facilities, items and equipment.</p> <p>See ENVIRONMENTAL MANAGEMNET - Compliance for compliance with environmental standards or requirements.</p> <p>See POLICY & CONTROLLED DOCUMENTATION for developing, approving and implementing TasRail's controlled documentation including policies, procedures, standards and technical specifications for all TasRail operations.</p>		
12.6.1		<p>Records documenting compliance with safe working practices and policy. Includes:</p> <ul style="list-style-type: none"> • the application for and holding of licences and permits required to undertake high risk work e.g. explosives, dangerous goods and poisons licences 	Temporary	Destroy 7 years after action completed.

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No	Function/Activity	Description	Status	Disposal Action
<i>SAFETY MANAGEMENT - Emergency Management</i>				
		<p>Records include:</p> <ul style="list-style-type: none"> • Material Safety Data Sheets (MSDS) • work access permits • confined space hazard identification checklists • safety observation forms • pre-work briefings • logbooks • work plans • job analysis 		
12.7	Emergency Management	<p>The activities associated with organising, carrying out, evaluating and reporting on safety or emergency training exercises or simulations. Includes TasRail's participation in exercises conducted by external organisations.</p> <p>See SAFETY MANAGEMENT - Planning for the development of the Emergency Management Plan.</p> <p>See SAFETY MANAGEMENT - Incidents for records relating to the response to emergency situations.</p>		

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No	Function/Activity	Description	Status	Disposal Action
<i>SAFETY MANAGEMENT - Emergency Management</i>				
12.7.1		<p>Records documenting the implementation and review of emergency training or simulation exercises. Includes:</p> <ul style="list-style-type: none"> • plans • consultation documents • liaison details • debriefing notes • draft and final reports 	Temporary	Destroy 10 years after action completed.
12.8	Evaluation & Reviewing	<p>The process of evaluating and reviewing the suitability of potential or existing safety, emergency and security management programs, items of equipment, systems or services. Includes recommendations and advice resulting from these activities.</p> <p>See SAFETY MANAGEMENT - Implementation for ongoing monitoring.</p> <p>See SAFETY MANAGEMENT - Advice for the provision of advice by or to TasRail relating to safety management function.</p>		
12.8.1		Records documenting the evaluation or review of safety management activities, programs, systems or services. Includes:	Temporary	Destroy 7 years after action completed.

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No	Function/Activity	Description	Status	Disposal Action
<i>SAFETY MANAGEMENT - Health & Wellbeing</i>				
		<ul style="list-style-type: none"> • evaluation and review criteria • copies of survey/evaluation forms • results of surveys and recommendations • drafts reports • final reports and recommendations 		
12.9	Health & Wellbeing	<p>The activities involved in promoting the establishment and maintenance of health and wellbeing programs for TasRail employees including health monitoring and test results relating to:</p> <ul style="list-style-type: none"> • alcohol and drugs • fatigue • lead levels • noise vibration. <p>See <i>DA 2157 Disposal Schedule for Common Administrative Functions</i> for the promotion of safety to the public.</p> <p>See SAFETY MANAGEMENT - Planning for the Fatigue Risk Plan and the Health and Fitness Plan.</p>		
12.9.1		Records documenting health and wellbeing programs including health monitoring and test results.	Temporary	Destroy 75 years after date of birth.

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No	Function/Activity	Description	Status	Disposal Action
<i>SAFETY MANAGEMENT - Implementation</i>				
12.10	Implementation	<p>The activities associated with implementing safety, emergency and security management plans, policies, procedures or instructions, or services which could be internally or externally driven. Includes:</p> <ul style="list-style-type: none"> • the implementation of recommendations from advisory bodies • reports generated as a result of a need to implement <p>See SAFETY MANAGEMENT - Evaluation & Reviewing for evaluating and reviewing the suitability of potential programs, equipment, systems or services.</p>		
12.10.1		<p>Records documenting the implementation of plans, policies and procedures relating to the safety management function. Includes:</p> <ul style="list-style-type: none"> • implementation Plans • circulars and notifications relating to the implementation of plans, policies and procedures 	Temporary	Destroy 7 years after action completed.
12.11	Incidents	<p>The activities associated with managing, investigating and reporting incidents. Includes:</p> <ul style="list-style-type: none"> • incidents that are reportable and or recordable under the Rail Safety National legislation 		

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No	Function/Activity	Description	Status	Disposal Action
<i>SAFETY MANAGEMENT - Incidents</i>				
		<ul style="list-style-type: none"> • video surveillance placed on rollingstock and rail infrastructure to record incidents <p>See DA 2157 Disposal Schedule for Common Administrative Functions for workers compensation claims made by TasRail employees.</p> <p>See DA 2157 Disposal Schedule for Common Administrative Functions for formal investigations such as Royal Commissions, Parliamentary and Ombudsman's Inquiries.</p> <p>See DA 2157 Disposal Schedule for Common Administrative Functions for legal advice furnished to TasRail by external and internal sources.</p> <p>See INSURANCE for claims made by members of the public relating to accidents/incidents.</p> <p>See SAFETY MANAGEMENT - Emergency Management for organising, carrying out, evaluating and reporting on safety or emergency training exercises or simulations.</p>		
12.11.1		<p>Records documenting investigations (including joint investigations) of significant incidents. These include:</p> <ul style="list-style-type: none"> • fatality, single or multiple • permanent disability or extensive injury • extensive damage to property 	Permanent	Retain as State Archives

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No	Function/Activity	Description	Status	Disposal Action
<i>SAFETY MANAGEMENT - Incidents</i>				
		<ul style="list-style-type: none"> • safeworking or procedural breaches resulting in danger to the public • significant environmental harm • major disruptions to the rail network <p>Records may include:</p> <ul style="list-style-type: none"> • master copies of photographs • witness statements • master copies of video surveillance tapes • background information investigation notes • final reports 		
12.11.2		<p>Records documenting investigations (including joint investigations) of any recordable non-significant incidents. These include:</p> <ul style="list-style-type: none"> • any recordable injury • moderate loss or damage to property • safeworking or procedural breaches not resulting in injury or property damage • low environmental impact 	Temporary	Destroy 25 years after action completed.

Retention & Disposal Schedule number: 2460

No	Function/Activity	Description	Status	Disposal Action
<i>SAFETY MANAGEMENT - Incidents</i>				
		<ul style="list-style-type: none"> • moderate disruption to customer service • and interest confined to those involved <p>Records may include:</p> <ul style="list-style-type: none"> • master copies of photographs • witness statements • master copies of video surveillance tapes • background information investigation notes • final reports 		
12.11.3		<p>Records documenting investigations (including joint investigations) of incidents where there is no injury, low loss or no damage or impact. These include:</p> <ul style="list-style-type: none"> • near misses • low loss or no damage to property • safeworking breaches as a result of track manager or infrastructure fault • no environmental impact • no disadvantage to customers but failure to meet expectations 	Temporary	Destroy 7 years after action completed.

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No	Function/Activity	Description	Status	Disposal Action
<i>SAFETY MANAGEMENT - Incidents</i>				
		<ul style="list-style-type: none"> • no apparent external interest or threat to corporate image <p>Records may include:</p> <ul style="list-style-type: none"> • master copies of photographs • witness statements • master copies of video surveillance tapes • background information investigation notes • final reports 		
12.11.4		Master copies of video surveillance tapes used to monitor incidents and near misses that are not required in the investigation of incidents or near misses.	Temporary	Destroy after reference ceases.
12.12	Inspections	<p>The activities associated with inspections to ensure compliance with legislation including:</p> <ul style="list-style-type: none"> • Rail Safety National Law (Tas) Act • Model Workplace Health and Safety Act and associated regulations <p>Includes:</p> <ul style="list-style-type: none"> • inspections of safety related engineering and operational systems 		

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No	Function/Activity	Description	Status	Disposal Action
<i>SAFETY MANAGEMENT - Inspections</i>				
		<p>See DA 2157 Disposal Schedule for Common Administrative Functions for inspections required under the model Work Health and Safety Act.</p> <p>See SAFETY MANAGEMENT - Compliance for ensuring compliance with safety standards or requirements.</p>		
12.12.1		<p>Records of periodic and routine inspections to ensure compliance with rail safety regulations including inspections of safety related engineering and operational systems. Records may include:</p> <ul style="list-style-type: none"> • checklists • inspection notes • completed forms • final inspection reports 	Temporary	Destroy 7 years after action completed.
12.13	Meetings	<p>The activities associated with holding meetings relating to the Safety Management function.</p> <p>See SAFETY MANAGEMENT - Committees for committee meetings.</p> <p>See DA 2157 Disposal Schedule for Common Administrative Functions for TasRail's Executive Committees and meetings.</p>		

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No	Function/Activity	Description	Status	Disposal Action
<i>SAFETY MANAGEMENT - Meetings</i>				
12.13.1		Final version of meeting documentation relating to the Safety Management function. Includes: <ul style="list-style-type: none"> • meeting notes • invitations • meeting schedules 	Temporary	Destroy 5 years after action completed.
12.14	Performance Measures	The activities associated with the development and enhancement of TasRail's safety performance measures through analysis, identification of performance indicators, and evaluation including the appraisal process. See BOARD & GOVERNANCE - Performance Management for reporting on TasRail's Board performance. See <i>DA 2157 Disposal Schedule for Common Administrative Functions</i> for employee work performance including individual performance agreements. See <i>DA 2157 Disposal Schedule for Common Administrative Functions</i> for TasRail's overall performance.		
12.14.1		Records documenting safety performance measures including:	Temporary	Destroy 5 years after action completed.

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No	Function/Activity	Description	Status	Disposal Action
<i>SAFETY MANAGEMENT - Planning</i>				
		<ul style="list-style-type: none"> • determination and evaluation of performance indicators • preparation of performance reports 		
12.15	Planning	<p>The process of formulating plans relating to the Safety Management function. Includes:</p> <ul style="list-style-type: none"> • determination of services, needs and solutions to those needs • feasibility studies and reports generated as a result of the planning process <p>See <i>DA 2157 Disposal Schedule for Common Administrative Functions</i> for overall planning to achieve TasRail objectives.</p> <p>See SAFETY MANAGEMENT - Incidents for the implementation of emergency response plans relating to an incident.</p> <p>See SAFETY MANAGEMENT - Emergency Management for organising, carrying out, evaluating and reporting on safety or emergency training exercises or simulations.</p>		
12.15.1		<p>Records documenting the development and provision of plans relating to safety management. Includes:</p> <ul style="list-style-type: none"> • research information 	Temporary	Destroy 7 years after action completed.

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No	Function/Activity	Description	Status	Disposal Action
<i>SAFETY MANAGEMENT - Reporting</i>				
		<ul style="list-style-type: none"> • feasibility studies and reports • major drafts • consultation documents • final plans <p>Examples of plans include:</p> <ul style="list-style-type: none"> • Emergency Management Plan • Fatigue Risk Plan • Health and Fitness Plan 		
12.16	Reporting	<p>The processes associated with initiating or providing reports relating to the Safety Management function.</p> <p>See BOARD & GOVERNANCE - Meetings for reports presented to the Board or Board Committees.</p> <p>See SAFETY MANAGEMENT - Incidents for reporting incidents, near misses and other notifiable occurrences.</p> <p>See <i>DA 2157 Disposal Schedule for Common Administrative Functions</i> for the Annual Report</p> <p>See <i>DA 2158 Disposal Schedule for Short Term Value Records</i> for working papers and draft reports.</p>		

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No	Function/Activity	Description	Status	Disposal Action
<i>SAFETY MANAGEMENT - Reporting</i>				
		<p>See SAFETY MANAGEMENT - Evaluation & Reviewing for reports relating to reviews.</p> <p>See RISK MANAGEMENT - Actions for the implementation of risk treatment actions in response to incidents.</p>		
12.16.1		<p>Final versions of non-significant reports relating to Safety Management. Includes:</p> <ul style="list-style-type: none"> • internal reports • reports to external organisation • published reports <p>See BOARD MANAGEMENT - Meetings or Committees for significant reports relating to Safety Management.</p>	Temporary	Destroy 7 years after date of issue.
12.17	Training	<p>The activities associated with all aspects safety training available to external consultants and contractors to TasRail. Includes:</p> <ul style="list-style-type: none"> • online Track Safety Awareness course <p>See <i>DA 2157 Disposal Schedule for Common Administrative Functions</i> for all safety training for TasRail staff.</p>		

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No	Function/Activity	Description	Status	Disposal Action
<i>SAFETY MANAGEMENT - Training</i>				
		<p>See DA 2157 Disposal Schedule for Common Administrative Functions for qualifications, training and study details of individual employees.</p> <p>See RAILWAY LAND MANAGEMENT - Access for access by third parties to TasRail land (i.e. Telstra, NBN).</p>		
12.17.1		Records related to the content, delivery and administration of TasRail's online Track Safety Awareness course training for non-TasRail employees.	Temporary	Destroy 7 years after action completed.