

Maritime Safety Sector Retention and Disposal Schedule

Responsible public authority: Maritime Safety Sector

Queensland Disposal Authority Number (QDAN)	690	Version	1
Date of approval	26 July 2013		
Approved by State Archivist	Janet Prowse		
QSA File Reference	QSA13/424		

Scope of retention and disposal schedule

This schedule applies to the core business records generated by maritime safety public authorities including but not limited to, Maritime Safety Queensland and Gold Coast Waterways Authority, that create and manage records relating to Commercial Services, Internal Vessel Management, Marine Disaster Management, Marine Infrastructure, Marine Pollution Management, Marine Safety Management, Marine User Management, Registered Training Services, Vessel Management and Port Development. It also covers public records no longer created by Maritime Safety Queensland and those records which were created by predecessor agencies which are now the responsibility of Maritime Safety Queensland.

This Schedule is to be used in conjunction with the [General Retention and Disposal Schedule for Administrative Records \(GRDS\)](#).

References to repealed legislation within this Schedule may be taken to be a reference to current legislation if the context permits.

In the event of an administrative change, or the transfer of a function from one public authority to another, this retention and disposal schedule will continue to apply to the records covered by the schedule. For further advice on the currency of approved retention and disposal schedules following administrative change, please contact Agency Services at Queensland State Archives on (07) 3131 7777.

Record Formats

This Schedule applies to records created in all formats, unless otherwise specified in the class description. This includes, but is not limited to, records in business systems, maps, plans, photographs, motion picture and records created using web 2.0 media.

Authority

Authorisation for the disposal of public records is given under s.26 of the *Public Records Act 2002* (the Act).

No further authorisation is required from the State Archivist for records disposed of under this schedule. However, the disposal of all public records must be endorsed by the public authority's Chief Executive Officer, or authorised delegate, in accordance with *Information Standard 31: Retention and Disposal of Public Records*, and recorded in the public authority's disposal log.

Public records that are not covered by an approved retention and disposal schedule cannot be disposed of by a public authority.

Disposal of public records not covered by an approved retention and disposal schedule is a contravention of s.13 of the Act.

Revocation of previously issued disposal authorities

The *Department of Transport and Main Roads (Maritime Safety Queensland) Retention and Disposal Schedule QDAN 660 v.1*, which covers disposal classes described in this retention and disposal schedule, is revoked. Maritime Safety Queensland should take measures to withdraw revoked disposal authorities from circulation.

The *Maritime Safety Sector Retention and Disposal Schedule QDAN 690 v.1* supersedes disposal classes relating to maritime safety covered in the *Department of Transport and Main Roads Retention and Disposal Schedule QDAN 474 v.4*. QDAN 690 v.1 should be used to sentence and dispose of maritime safety public records in preference to QDAN 474 v.4.

Public records previously sentenced under revoked retention and disposal schedules should be re-sentenced prior to disposal.

For further advice on the currency of approved retention and disposal schedules, please contact Agency Services at Queensland State Archives on (07) 3131 7777.

Retention of records

All of the retention periods in this schedule are the minimum period for which the sentenced records must be maintained. Public records cannot be disposed of prior to the expiration of the appropriate retention period. However, there is no requirement for public records to be destroyed at the expiration of a minimum retention period.

Public records must be retained for longer if:

- i. the public record is or may be needed in evidence in a judicial proceeding, including any reasonably possible judicial proceeding
- ii. the public records may be obtained by a party to litigation under the relevant Rules of Court, whether or not the State is a party to that litigation
- iii. the public record must be retained pursuant to the *Evidence Act 1977*
- iv. there is a current disposal freeze in relation to the public record, or
- v. there is any other law or policy requiring that the public record be retained.

This list is not exhaustive.

Public records which deal with the financial, legal or proprietary rights of the State of Queensland or a State related Body or Agency regarding another legal entity and any public record which relates to the financial, legal or proprietary rights of a party other than the State are potentially within the category of public records to which particular care should be given prior to disposal.

Records which are subject to a Right to Information application are to be retained for the period specified in section 9 – INFORMATION MANAGEMENT of the *General Retention and Disposal Schedule for Administrative Records* in addition to their required retention period according to an approved retention and disposal schedule. The two periods run concurrently, and may result in a longer required retention period overall. This is in order to cover all appeal and review processes. Even though the records subject to an application may be ready for disposal according to an approved retention and disposal schedule at the time of the Right to Information application, the additional Right to Information retention requirements must still be applied. See section 9 – INFORMATION MANAGEMENT of the *General Retention and Disposal Schedule for Administrative Records* for records of Right to Information applications.

The disposal of public records should be documented in accordance with the requirements of *Information Standard 31: Retention and Disposal of Public Records*.

For further advice on the retention and disposal of public records under an approved retention and disposal schedule, please refer to the Queensland State Archives website or contact Agency Services at Queensland State Archives on (07) 3131 7777.

Records created before 1950

Records described in QDAN 660 that were created before 1950 should be referred to Queensland State Archives for further appraisal before any disposal action is taken by the public authority. For further advice please refer to the Public Records Brief: *Pre-1950s public records* which is available from the Queensland State Archives' website.

Transfer of public records to Queensland State Archives

Records covered by a class with the disposal action of 'Retain permanently' should be transferred to Queensland State Archives with the approval of the State Archivist. Records covered by a class with the disposal action of 'Retain permanently by maritime safety sector public authority' are not eligible for transfer to Queensland State Archives unless re-appraised and assigned a disposal action of 'Retain permanently'.

Agencies are required to submit a transfer proposal containing details of the records under consideration for transfer. Queensland State Archives will assess the transfer proposal before formal approval to transfer is issued. Please refer to the Guideline on [Transferring Public Records to Queensland State Archives](#) available from the Queensland State Archives' website. The State Archivist reserves the right to revise any previous decisions made with regard to the appraisal and transfer of records. Contact Agency Services at Queensland State Archives on (07) 3131 7777 for further details.

Contents

1. COMMERCIAL SERVICES	10
INSPECTIONS	10
2. INTERNAL VESSEL MANAGEMENT	11
ASSET MANAGEMENT.....	11
INCIDENTS	11
3. MARINE DISASTER MANAGEMENT	13
ASSESSMENT AND RECOVERY	13
HERITAGE MANAGEMENT	15
MEDIA AND COMMUNICATION	15
RESPONSE MANAGEMENT	16
INVESTIGATIONS.....	20
RISK MANAGEMENT.....	21
4. MARINE INFRASTRUCTURE	22
ASSESSMENTS.....	22
ASSET MANAGEMENT.....	24
BUOY MOORINGS.....	30

ENQUIRIES	31
PROGRAM FUNDING	33
PROGRAM MANAGEMENT	34
PUBLIC REACTION	34
STATUTORY APPEALS	35
5. MARINE POLLUTION MANAGEMENT	37
AGREEMENTS.....	37
EDUCATION AND TRAINING	38
EMERGENCY RESPONSE EQUIPMENT	38
ENVIRONMENTAL MANAGEMENT.....	39
INCIDENTS	40
INSPECTIONS	42
PLANNING	44
6. MARINE SAFETY MANAGEMENT.....	45
AGREEMENTS.....	45
APPROVALS.....	46
AUDIT.....	49
CYCLONE CONTINGENCY PLANNING	50
DISTRESS BEACON REGISTRATION	51

EDUCATION AND TRAINING	52
HYDROGRAPHY	53
INCIDENTS	58
INSPECTIONS	61
INSTALLATIONS	64
MEDIA AND COMMUNICATION	66
PORT AND WATERWAY OPERATIONS	67
PROGRAM MANAGEMENT	70
PUBLIC REACTION	70
RESEARCH	72
RISK MANAGEMENT	73
STANDARDS	74
STATUTORY APPEALS	75
7. MARINE USER MANAGEMENT	77
APPROVALS	77
EDUCATION AND TRAINING	78
INFRINGEMENTS	80
LICENSING	81
MEDIA AND COMMUNICATION	84

PROGRAM MANAGEMENT	85
SEARCHES	86
STANDARDS.....	86
STATUTORY APPEALS	87
8. REGISTERED TRAINING SERVICES	88
APPROVALS	88
STATUTORY APPEALS	89
9. VESSEL MANAGEMENT	90
ACCREDITATION.....	90
POLICY	91
REGISTRATION.....	91
SEARCHES	99
STANDARD SPECIFICATIONS.....	99
STATUTORY APPEALS	100
10. LEGACY RECORDS.....	101
EVALUATION.....	101
HYDROGRAPHY.....	101
MARINE BOARD	102
REGISTRATION.....	103

11. PORT DEVELOPMENT	104
ADVICE	104
DEVELOPMENT CONTROLS.....	105
GOVERNANCE COMMITTEES	106
LIAISON.....	107
INDEX	109

1. COMMERCIAL SERVICES

The function of competing commercially or providing a service to other agencies on a fee for service basis. Services may be undertaken on consultancy or contract basis. Includes works for other government departments/organisations, private contractors and companies.

See the General Retention and Disposal Schedule for Administrative Records (GRDS) for marketing, business development and contract records.

Reference	Description of records	Status	Disposal action
1.1	<p>INSPECTIONS</p> <p><i>The activities relating to official examination of facilities, equipment and records to ensure compliance with agreed standards and marine safety regulations and objectives.</i></p>		
1.1.1	<p>Structures – external organisations</p> <p>Records relating to routine or specific inspections of structures, such as bridge pylons, for external organisations on a fee for service basis. Includes repair and maintenance records.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • inspection and damage reports • cost recovery requests • repair reports • service agreements or contracts. <p><i>See reference number 6.9.1 for records relating to inspections of damaged aids to navigation.</i></p>	Temporary	Retain for 7 years after expiry or cancellation of contract.

2. INTERNAL VESSEL MANAGEMENT

The function of acquiring, maintaining and disposing of public authority's unique assets, such as ships, outboard motors, and boat trailers. The assets are used by maritime safety sector public authorities while undertaking marine safety duties as described under the Maritime Safety Queensland Act 2002.

See the General Retention and Disposal Schedule for Administrative Records (GRDS) for the management of non-maritime specific assets, such as maritime safety sector public authorities' fleet (vehicles), equipment and stores, property management, leases, etc.

See section 6.10 for records relating to the installation of navigation aids.

Reference	Description of records	Status	Disposal action
2.1	<p>ASSET MANAGEMENT</p> <p><i>The activities associated with the acquisition, maintenance and disposal of assets, such as ships, outboard motors and boat trailers for use by maritime safety sector public authorities. Includes the replacement, sale and destruction of assets.</i></p>		
2.1.1	<p>Assets - ships</p> <p>Records relating to the acquisition, management, maintenance and disposal of ships used by maritime safety sector public authorities. Includes outboard motors and boat trailers.</p> <p>Includes registration records and maintenance books.</p>	Temporary	Retain for 7 years after disposal of asset.
2.1.2	<p>Ship logbooks</p> <p>Ship running sheets or logbooks.</p>	Temporary	Retain for 7 years after last action.
2.2	<p>INCIDENTS</p> <p><i>The activities associated with providing a response to mitigate the effects of emergency incidents which threaten human life, property, services or natural resources. Includes incidents which cause, or may cause, disruption to services or precipitate a crisis.</i></p> <p><i>See section 5.5 for records of marine pollution related incidents not involving maritime safety sector public authorities' ships.</i></p>		

Reference	Description of records	Status	Disposal action
	<i>See section 6.8 for records of marine safety related incidents not involving maritime safety sector public authorities' ships.</i>		
2.2.1	<p><i>Incidents – maritime safety sector public authorities' ships</i></p> <p>Records relating to incidents involving maritime safety sector public authorities' ships which result in damage to property.</p> <p><i>See section 6.8 for records of marine safety incidents.</i></p> <p><i>See the General Retention and Disposal Schedule for Administrative Records (GRDS) for records relating to injuries to maritime safety sector public authorities' employees.</i></p>	Temporary	Retain for 7 years after last action.

3. MARINE DISASTER MANAGEMENT

The function relating to managing, responding, and/or investigating a declared marine disaster that has a significantly negative impact to the community of Queensland. Includes the end to end process, such as the operational and administrative action by maritime safety sector public authorities; establishment of control and command centres around the affected areas; liaising with media and community groups, such as traditional land owners; post-disaster recovery reporting; and managing recovery claims and legal action. Also includes disasters where maritime safety sector public authorities play a supporting role to the agency responsible for leading the disaster management.

Criteria for determining a marine disaster includes:

- *officially declared a disaster by the Premier or Prime Minister*
- *significant impact on the community of Queensland*
- *impact on heritage listed areas, or*
- *results in a large loss of marine and human life.*

See section 5. MARINE POLLUTION MANAGEMENT or section 6. MARINE SAFETY MANAGEMENT for records relating to investigations into marine incidents which are not related to a marine disaster.

Reference	Description of records	Status	Disposal action
3.1	<p>ASSESSMENT AND RECOVERY</p> <p><i>The activity of making post disaster loss assessments that form part of the marine disaster recovery management process. Includes litigation undertaken by maritime safety sector public authorities against another party and compensation claims.</i></p>		
3.1.1	<p>Cost assessment and recovery</p> <p>Records relating to maritime safety sector public authorities' post-marine disaster cost assessments which may or may not result in a compensation claim or litigation.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • advice provided to agencies on cost recovery matters • advice provided on the reasonableness of claims 	Temporary	Retain for 30 years after matter finalised.

Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none"> • documentation of expenditure by maritime safety sector public authorities and other agencies prepared for the purposes of settlement negotiations and/or claims • receipt of settlement payments. <p><i>See reference number 3.1.3 for records of legal action (other than cost recovery actions) related to a marine disaster.</i></p> <p><i>See reference number 3.5.1 for records of marine disaster investigations.</i></p>		
3.1.2	<p><i>Incident analysis and review</i></p> <p>Records relating to reviews of the effectiveness of maritime safety sector public authorities' response to a marine disaster. Includes the implementation of recommendations to improve the response capability of maritime safety sector public authorities to marine disasters and reports resulting from reviews conducted by external agencies.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • terms of reference • debrief minutes • findings • external review reports • internal review reports • response to report recommendations. 	Permanent	Retain permanently.
3.1.3	<p><i>Prosecutions</i></p> <p>Records relating to prosecutions initiated by maritime safety sector public authorities arising from marine disasters.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • legal advice received from Crown Law and legal counsel <p>settlement instructions.</p>	Permanent	Retain permanently.

Reference	Description of records	Status	Disposal action
	<i>See reference number 3.1.1 for records relating to litigation or cost recovery claims.</i>		
3.1.4	<p><i>Recovery planning</i></p> <p>Records relating to the assessment of social and environmental impacts and the development of plans to assist the community and environment to recover from a marine disaster.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • minutes of meetings with stakeholders and other government agencies • submissions from stakeholders • recovery plans and reports on the implementation of recovery plans and their effectiveness. 	Permanent	Retain permanently.
3.2	<p>HERITAGE MANAGEMENT</p> <p><i>The activities relating to maritime safety sector public authorities' management and response to indigenous and non-indigenous cultural heritage issues that result from a marine disaster.</i></p>		
3.2.1	<p><i>Cultural heritage response</i></p> <p>Records documenting liaison between maritime safety sector public authorities and traditional land owners in relation to disaster response actions that fall within or impact upon a cultural heritage area.</p>	Permanent	Retain permanently.
3.3	<p>MEDIA AND COMMUNICATION</p> <p><i>The activities associated with the development and dissemination of awareness and communication notices to external clients and organisations about maritime safety sector public authorities' services and events. Includes establishing a relationship between the media and maritime safety sector public authorities.</i></p>		
3.3.1	<p><i>Media and community updates</i></p> <p>Records relating to information received or generated by maritime safety sector public</p>	Permanent	Retain permanently.

Reference	Description of records	Status	Disposal action
	<p>authorities when preparing for media conferences and preparing updates for stakeholders and the community on action taken in response to a marine disaster. Includes updates provided to the Minister through Ministerial reports.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • Ministerial reports • press releases • advertising campaigns • presentations. 		
3.3.2	<p>Community reaction</p> <p>Records relating to community feedback received by maritime safety sector public authorities in relation to a marine disaster and the response actions.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • media releases and clippings that maritime safety sector public authorities may or may not respond to • ministerial reports generated by Ministers other than the Minister responsible for maritime safety sector public authorities • enquiries relating to the marine disaster and response actions • complaints or allegations received relating to the marine disaster or response actions. <p><i>See reference number 3.4.2 for operational response records.</i></p>	Permanent	Retain permanently.
3.4	<p>RESPONSE MANAGEMENT</p> <p><i>The activities associated with management, response, and recovery operations undertaken by maritime safety sector public authorities in relation to marine disasters. Includes critical response actions undertaken to mitigate the impact of the disaster.</i></p> <p><i>See section 3.5 for records relating to investigations into marine disasters.</i></p>		

Reference	Description of records	Status	Disposal action
3.4.1	<p><i>Control/command centre response</i></p> <p>Records relating to maritime safety sector public authorities' strategic management of a marine disaster and the decisions made when responding to the marine disaster. Includes records relating to the establishment of control/command centres used to coordinate response teams.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none">• situation reports• incident action plans• mapping of pollution damage or extent• modelling• meeting minutes• phone logs and status boards. <p><i>See reference number 3.4.2 for records of operational activities relating to response and recovery actions undertaken by maritime safety sector public authorities.</i></p>	Permanent	Retain permanently.

Reference	Description of records	Status	Disposal action
3.4.2	<p><i>Equipment and operations response</i></p> <p>Records relating to maritime safety sector public authorities' operational response to a marine disaster.</p> <p>Includes records relating to the management and use of helicopters and equipment (such as vehicles, bulldozers and other heavy equipment) in response to a marine disaster.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • equipment output measurements and readings • images. <p><i>See the General Retention and Disposal Schedule for Administrative Records (GRDS) for records relating to contractual disputes arising from agreements with service or equipment providers.</i></p>	Permanent	Retain permanently by maritime safety sector public authority.
3.4.3	<p><i>Logistics response</i></p> <p>Records resulting from the administrative tasks used to procure (including hire) items during a marine disaster response.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • item requests • procurement authorisations • notices of receipt • quotes. <p><i>See reference number 3.4.2 for records relating to the management and use of equipment.</i></p>	Temporary	Retain for 30 years after last action.

Reference	Description of records	Status	Disposal action
3.4.4	<p><i>Expenditure response</i></p> <p>Records relating to maritime safety sector public authorities' expenditure on marine disaster responses. Expenditure includes the payment of invoices for items such as equipment, vehicles, staff accommodation, corporate card expenditure, and other services required by maritime safety sector public authorities.</p>	Temporary	Retain for 30 years after last action.
3.4.5	<p><i>Pollution waste disposal</i></p> <p>Records relating to maritime safety sector public authorities' involvement in the disposal of waste and contaminated objects from marine disaster affected area/s. Includes correspondence with key agencies, such as the Department of Environment and Resource Management.</p> <p><i>See reference number 3.4.2 for records relating to actions taken to clean-up a marine disaster.</i></p>	Temporary	Retain for 30 years after last action.

Reference	Description of records	Status	Disposal action
3.4.6	<p>Personnel records</p> <p>Records relating to personnel assigned to manage, respond to and/or investigate a marine disaster.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • critical incident timesheet • individual expense claims • overtime claims • copy of workplace incident forms • personnel registration forms. <p>Excludes work history records.</p> <p><i>See reference number 3.4.2 for other operational response records.</i></p> <p><i>See General Retention and Disposal Schedule for Administrative Records (GRDS) for workplace health and safety and other personnel records.</i></p>	Temporary	Retain for 75 years after last action.
3.5	<p>INVESTIGATIONS</p> <p><i>The activities associated with authorised assessment of accidents, incidents or allegations related to infringements of any legislation, standard, code, business or workplace policy which may or may not lead to further formal action. Includes reports prepared by persons undertaking investigations.</i></p> <p><i>See section 3.4 for records relating to marine disaster response management activities.</i></p>		
3.5.1	<p>Marine disaster investigations</p> <p>Records relating to investigations undertaken by maritime safety sector public authorities into marine disasters.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • interviews and statements 	Permanent	Retain permanently.

Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none"> • surveyor's reports • prosecution briefs • marine incident report and supporting documentation • evidence obtained during the investigation (photographs). <p>Soil samples are not public records and cannot be transferred to Queensland State Archives.</p> <p><i>See reference number 3.1.1 for records relating to litigation and cost recovery claims resulting from a marine disaster.</i></p>		
3.6	<p>RISK MANAGEMENT</p> <p><i>The process of implementing and maintaining appropriate management controls including policies, procedures and practices to reduce the effects of risk to an acceptable level. The principles of risk management can be directed both to limiting adverse outcomes and achieving desirable ones. The process involves identifying, analysing, assessing, treating and monitoring risk in all areas of maritime safety sector public authorities' operations and business.</i></p>		
3.6.1	<p>Evaluations</p> <p>Records associated with risk evaluation assessments undertaken by maritime safety sector public authorities on the departure or removal (salvage) of a ship or object involved in a marine disaster. Includes inspections, monitoring, and correspondence with the ship/object owner regarding its safe departure or removal.</p> <p><i>See section 3.1 for records relating to cost recovery assessment, claims or litigation.</i></p> <p><i>See reference number 3.4.1 for records of directions (and supporting documentation) made prior to the departure or removal of a ship or object.</i></p> <p><i>See reference number 3.5.1 for records of maritime safety sector public authorities' investigations into marine disasters.</i></p>	Permanent	Retain permanently.

4. MARINE INFRASTRUCTURE

The function relating to the planning, monitoring, maintenance and construction of marine infrastructure assets such as recreational boating facilities and State boat harbours. Includes dredging, reclamations, revetments, breakwaters and marinas.

Also includes the planning and assessment of tidal work development applications from a navigational and marine safety perspective, by a maritime safety sector public authority as a concurrence agency, for the construction of port and harbour facilities. Includes the approval of applications for restricted or unrestricted buoy mooring authorities.

Reference	Description of records	Status	Disposal action
4.1	<p>ASSESSMENTS</p> <p>The activities associated with the assessment of development applications such as tidal works and prescribed tidal works as a concurrence agency under the Sustainable Planning Act 2009. Tidal works relate to approval for the construction of structures that are completely or partly within tidal water, e.g. jetties, pontoons, boat ramps, groynes and wharves.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • applications and supporting documentation (e.g. drawings, plans, requests for further information, extensions of request periods) • assessment reports • records of consultation • referral agency feedback • imposed conditions on an application • applications for alterations • decision notices. <p>See section 4.3 for records relating to buoy mooring applications.</p>		
4.1.1	<p><i>Development applications - tidal works/prescribed tidal works – historically significant</i></p> <p>Approved development applications for significant tidal works, assessed by a maritime safety sector public authority as the concurrence agency, in accordance with s.285 of</p>	Permanent	Retain permanently.

Reference	Description of records	Status	Disposal action
	<p>the <i>Sustainable Planning Act 2009</i> and s.93 of the <i>Coastal Protection and Management Act 1995</i>. Includes quay lines and development applications that were initially refused but later approved.</p> <p>Criteria for historically significant tidal works include:</p> <ul style="list-style-type: none"> • listed in the Heritage Register under the <i>Queensland Heritage Act 1992</i> or included in the National Trust list • subject of controversy • major change to infrastructure for Queensland communities • won architectural or design awards • unique design or construction or first of its kind (e.g. design, materials, or technology) • environmental value, which has an impact on marine or national parks. <p><i>See reference number 4.1.4 for records relating to refused applications.</i></p> <p><i>See reference number 4.4.1 for records relating to pre-lodgement requests.</i></p> <p><i>See reference number 4.8.2 for records relating to appeals.</i></p>		
4.1.2	<p><i>Development applications - tidal works/prescribed tidal works – commercial - approved</i></p> <p>Approved development applications for commercial tidal works, assessed by a maritime safety sector public authority as a concurrence agency, for structures that are not deemed significant as described under reference number 4.1.1.</p> <p>Includes applications that were initially refused but later approved.</p> <p><i>See reference number 4.1.4 for records relating to refused applications.</i></p> <p><i>See reference number 4.4.1 for records relating to pre-lodgement requests.</i></p> <p><i>See reference number 4.8.2 for records relating to appeals.</i></p>	Temporary	Retain for life of the structure.

Reference	Description of records	Status	Disposal action
4.1.3	<p><i>Development applications - tidal works/prescribed tidal works – private/single structures - approved</i></p> <p>Approved development applications for private tidal works, assessed by a maritime safety sector public authority as a concurrence agency, in accordance with s.285 of the <i>Sustainable Planning Act 2009</i> and s.93 of the <i>Coastal Protection and Management Act 1995</i>.</p> <p>Includes applications that were initially refused but later approved.</p> <p><i>See reference number 4.1.4 for records relating to refused applications.</i></p> <p><i>See reference number 4.4.1 for records relating to pre-lodgement requests.</i></p> <p><i>See reference number 4.8.2 for records relating to appeals.</i></p>	Temporary	Retain for life of the structure.
4.1.4	<p><i>Development applications - tidal works/prescribed tidal works – refused</i></p> <p>Development applications for tidal works that are refused by a maritime safety public authority as a concurrence agency, in accordance with s.289 of the <i>Sustainable Planning Act 2009</i> and s.93 of the <i>Coastal Protection and Management Act 1995</i>.</p> <p><i>See reference numbers 4.1.1 – 4.1.3 for records relating to approved applications including applications initially refused but later approved.</i></p>	Temporary	Retain for 20 years after last action.
4.1.5	<p><i>Development applications - tidal works/prescribed tidal works – withdrawn</i></p> <p>Development applications for tidal works that are withdrawn by the applicant prior to approval by the assessment agency, in accordance with s.356 of the <i>Sustainable Planning Act 2009</i> and s.93 of the <i>Coastal Protection and Management Act 1995</i>.</p>	Temporary	Retain for 2 years after last action.
4.2	<p>ASSET MANAGEMENT</p> <p><i>The activities associated with the planning, monitoring, maintenance, and management of public recreational boating facilities and State boat harbours owned by maritime safety sector public authorities. Includes approval of dredging permits. Includes the servicing and preservation of</i></p>		

Reference	Description of records	Status	Disposal action
	<i>internal/external conditions of premises, equipment, vehicles etc.</i>		
4.2.1	<p><i>Boating facilities – advice</i> Records relating to specialist advice provided by the department on recreational boating infrastructure.</p>	Temporary	Retain for 10 years after last action.
4.2.2	<p><i>Boating facilities – significant</i> Records relating to public recreational boating facilities owned by maritime safety sector public authorities that have historical significance. Includes maintenance, conservation and repairs, and changes that impact the heritage value of the structure, such as altering the façade or aesthetic aspects of the building. Includes significant dredging projects. Criteria for determining historical significance include:</p> <ul style="list-style-type: none"> • listed in the Heritage Register under the <i>Queensland Heritage Act 1992</i>, or included in the National Trust list • subject of controversy • won architectural or design awards • unique design or construction or first of its kind (Includes design, materials, or technology). <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • Native Title assessments • maintenance plans and reports • service logs • inspection reports • enquiry responses. <p><i>See reference number 4.2.3 for records relating to other boating facilities.</i></p>	Permanent	Retain permanently.

Reference	Description of records	Status	Disposal action
4.2.3	<p><i>Boating facilities - other</i></p> <p>Records relating to the management of public recreational boating facilities by maritime safety sector public authorities that are not covered under reference number 4.2.2.</p> <p>Facilities include boat ramps, pontoons, jetties and breakwater.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • construction proposals • inspection reports • maintenance plans and reports • enquiry responses. <p><i>See reference number 4.2.2 for records relating to historically significant boating facilities.</i></p>	Temporary	Retain for 25 years after removal or disposal of asset.
4.2.4	<p><i>Boating facility maintenance</i></p> <p>Records relating to the maintenance of marine and recreational boating infrastructure including projects approved under the Boating Infrastructure Capital Maintenance Program (BICMP) and emergent and minor works undertaken outside of the BICMP.</p> <p>Includes pre-construction and post-construction works.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • general conditions of contract (AS2124) • records of pre and post construction works • maintenance plans and reports • service logs • possession of site letter 	Temporary	Retain for life of facility.

Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none"> • design calculations • environmental and other statutory approvals, licences and permits • finalisation certificates • photographs. 		
4.2.5	<p><i>Waterway management and boating facility maintenance – cancelled or halted</i></p> <p>Records relating to departmental marine and recreational boating infrastructure projects approved under the Boating Infrastructure Capital Maintenance (BICMP) that are halted or abandoned because of protests, withdrawal of BICMP approval, or financial constraints or other reasons.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • general conditions of contract (AS2124) • consultation and correspondence with clients • project status notifications. 	Temporary	Retain for 7 years after last action.
4.2.6	<p><i>Marine infrastructure assessments</i></p> <p>Records associated with assessments undertaken by the department on proposed marine infrastructure works, such as engineering reports for feasibility and options analysis. Includes valuation and evaluation advice provided on boating and marine infrastructure.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • engineering reports • options analysis. 	Temporary	Retain for 10 years after assessment.
4.2.7	<p><i>Waterways permits</i></p> <p>Records relating to the management and maintenance of waterways and navigational</p>	Temporary	Retain for 25 years after removal or disposal of asset.

Reference	Description of records	Status	Disposal action
	<p>channels, such as dredging, where the area is not considered historically significant. Includes the issuing of permits to operators for the dredging of channels, rivers and state boat harbours.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • dredging approvals (permits) • dredging project proposals • sediment sampling results • enquiry responses. <p><i>See reference number 4.2.2 for records relating to significant dredging projects.</i></p> <p><i>See reference number 4.5.2 for records of unsuccessful boating facility construction bids.</i></p>		
4.2.8	<p><i>State boat harbours</i></p> <p>Records relating to the management of State boat harbours by maritime safety sector public authorities.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • environmental impact statements • land use plans • long term dredge and disposal plans, including water quality monitoring • correspondence with harbour managers and/or public. <p><i>See reference number 4.2.2 for records relating to significant boating facilities.</i></p> <p><i>See reference number 4.2.9 for records relating to environmental plans.</i></p> <p><i>See reference number 4.2.12 for records relating to infrastructure plans, drawings and specifications.</i></p> <p><i>See reference number 4.2.13 for records relating to Native Title assessments.</i></p>	Permanent	Retain permanently.

Reference	Description of records	Status	Disposal action
4.2.9	<p><i>State boat harbours – environmental plans</i></p> <p>Plans received by maritime safety sector public authorities from harbour managers relating to the environmental management of State boat harbours.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • fire fighting equipment installation plans • waste reception facilities plans • installation of fuelling facilities plans. 	Temporary	Retain for 30 years after plan superseded.
4.2.10	<p><i>State boat harbours - leases</i></p> <p>Records relating to the leasing of land and/or seabed for State boat harbours. This includes land leased by and on behalf of maritime safety sector public authorities.</p> <p>Includes records relating to lease fees from the Department of Environment and Resource Management.</p>	Temporary	Retain for 25 years after expiry of lease.
4.2.11	<p><i>State boat harbours - maintenance</i></p> <p>Records relating to maintenance, conservation and repairs to State boat harbours.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • annual maintenance reports • maintenance contracts • maintenance logs. 	Temporary	Retain for 25 years after removal or disposal of asset.
4.2.12	<p><i>Boating facilities – specifications and drawings</i></p> <p>Plans, drawings and specifications for port and marine infrastructure.</p> <p><i>See reference number 4.2.3 for records relating to public boating facilities.</i></p>	Permanent	Retain permanently.

Reference	Description of records	Status	Disposal action
	<i>See reference number 4.2.8 for records relating to State boat harbours.</i>		
4.2.13	<p>Native Title assessments</p> <p>Native Title assessments relating to the planning and construction of a particular marine infrastructure asset.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • plans • aerial photographs • Native Title assessment reports. <p><i>See reference numbers 4.2.2, 4.2.3 and 4.2.8 for records relating to the construction of boating infrastructure.</i></p>	Permanent	Retain permanently.
4.2.14	<p>Boating facilities - research</p> <p>Records relating to research into and evaluation of particular types of boating facilities and methods of construction.</p>	Temporary	Retain for 15 years after last action.
4.3	<p>BUOY MOORINGS</p> <p><i>The activity of managing and controlling buoy moorings in Queensland waters. Includes the issuing of buoy mooring authorities by a maritime safety sector public authority.</i></p> <p><i>See section 4.1 for records relating to development applications assessed by maritime safety sector public authorities as a concurrence agency.</i></p> <p><i>See reference number 6.4.2 for records relating to cyclone mooring arrangements for ships.</i></p> <p><i>See section 7.1 for records relating to casual mooring approvals.</i></p>		
4.3.1	<p>Restricted/unrestricted buoy mooring – approved/refused</p> <p>Records relating to applications for restricted and unrestricted buoy mooring authorities made in accordance with s.154 and s.209 of the <i>Transport Operations (Marine Safety)</i></p>	Temporary	Retain for 10 years after mooring removed or demolished.

Reference	Description of records	Status	Disposal action
	<p><i>Regulation 2004.</i></p> <p>Includes the refusal, expiry, cancellation or surrender of a restricted or unrestricted buoy mooring authority under s.215 of the <i>Transport Operations (Marine Safety) Regulation 2004</i>. Includes the approval for relocation of a buoy mooring authority and the monitoring of mooring areas.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • application forms and supporting documentation (for example, certified copies of ship registration papers and application fee receipt) • renewal forms and supporting documentation • notifications of approval or refusal • waiting list notification list • notices of expiry, cancellation, surrender • Native Title assessments. <p><i>See section 4.8 for records relating to appeals.</i></p>		
4.4	<p>ENQUIRIES</p> <p><i>The activities associated with the handling of requests for information about the organisation and its services by the general public or another organisation.</i></p>		

Reference	Description of records	Status	Disposal action
4.4.1	<p><i>Tidal works/prescribed tidal works – pre-lodgement</i></p> <p>Records relating to requests for information received during the pre-lodgement stage of a development application for tidal works. Maritime safety sector public authorities provide the information outside of their role as a concurrence agency, in accordance with s.285 of the <i>Sustainable Planning Act 2009</i> and s.93 of the <i>Coastal Protection and Management Act 1995</i>.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • pre-lodgement meeting minutes • response letters and supporting documentation. <p><i>See section 4.1 for records relating to tidal works development applications.</i></p>	Temporary	Retain for 7 years after last action.
4.4.2	<p><i>Development applications – enquiries</i></p> <p>Records relating to requests for information relating to a current or non-current development applications.</p>	Temporary	Retain for 7 years after last action.
4.4.3	<p><i>General enquiries</i></p> <p>Records relating to general requests for information relating to:</p> <ul style="list-style-type: none"> • the development application approval process which do not specifically relate to a development application • public recreational boating facilities which do not specifically relate to a construction project • non-specific quay line enquiries. <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • response letters and supporting documentation. <p><i>See section 4.1 for records relating to tidal works development applications.</i></p>	Temporary	Retain for 2 years after last action.

Reference	Description of records	Status	Disposal action
4.5	<p>PROGRAM FUNDING</p> <p><i>The activity of administering the provision of funds, by maritime safety sector public authorities, to non-government community bodies and/or other state or local government entities, in order to assist delivery of government program objectives. Includes the approval and distribution of grants.</i></p>		
4.5.1	<p><i>Applications - Boating Infrastructure Capital and Maintenance Program (BICMP) - successful</i></p> <p>Successful applications submitted by a local managing authority (councils and port authorities) for funding assistance under the boating infrastructure capital and maintenance program. Includes bids for construction of recreational boating facilities or to undertake dredging projects.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • BICMP application forms and supporting documentation • project completion evidence, such as photos and certification from practising engineer. <p><i>See reference number 4.5.2 for records relating to unsuccessful applications.</i></p> <p><i>See reference number 4.6.1 for records relating to the management of a program.</i></p>	Temporary	Retain for 7 years after project is completed.
4.5.2	<p><i>Applications - Boating Infrastructure Capital and Maintenance Program (BICMP) - unsuccessful</i></p> <p>Applications submitted by a local managing authority (councils and port authorities) that are unsuccessful under the Boating Infrastructure Capital and Maintenance Program and which do not relate to an existing facility. Includes bids for construction of recreational boating facilities or to undertake dredging projects.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • BICMP application forms and supporting documentation 	Temporary	Retain for 2 years after last action.

Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none"> • notices of refusal. <p><i>See reference number 4.5.1 for records relating to successful applications.</i></p> <p><i>See section 4.2 for records relating to unsuccessful applications which are filed with records of existing facilities.</i></p>		
4.6	<p>PROGRAM MANAGEMENT</p> <p><i>The activities associated with establishing and monitoring strategies and initiatives that are implemented for use by external organisations and community bodies.</i></p>		
4.6.1	<p><i>Infrastructure programs</i></p> <p>Records relating to the development and management of marine infrastructure programs, schemes and initiatives that are published externally, such as the boating infrastructure capital and maintenance program.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • approved program plans • consultation reports • committee/meeting notes. <p><i>See section 4.5 for records relating to BICMP funding applications.</i></p>	Temporary	Retain for 7 years after discontinuation of program.
4.7	<p>PUBLIC REACTION</p> <p><i>The activity of handling public reaction to maritime safety sector public authorities' policies or services. Includes anonymous letters, letters of complaint and letters of congratulations or appreciation received from the public.</i></p>		

Reference	Description of records	Status	Disposal action
4.7.1	<p>Complaints</p> <p>Records relating to complaints concerning specific recreational public boating facilities. Includes complaints, questions and comments relating to dredging projects, state boat harbours and the boating infrastructure capital and maintenance program.</p>	Temporary	Retain for 10 years after last action.
4.8	<p>STATUTORY APPEALS</p> <p><i>The activity of processing appeals as allowed under relevant legislation. Includes appeals related to the non-issue of licences and refusal of development applications.</i></p>		
4.8.1	<p>Buoy mooring - appeals</p> <p>Records relating to appeals against the refusal or cancellation of a buoy mooring authority, in accordance with Part 16 of the <i>Transport Operations (Marine Safety) Act 1994</i>. Includes internal reviews and external appeals heard by the Queensland Civil and Administrative Tribunal.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • applications for review or appeal • legal briefs, decisions, legal advice • correspondence between parties. <p><i>See reference number 4.3.1 for records relating to buoy mooring applications.</i></p>	Temporary	Retain for 10 years after conclusion of appeal process.
4.8.2	<p>Development applications - tidal works - appeals</p> <p>Records relating to appeals heard by the Planning and Environment Court against maritime safety sector public authorities' decisions, as a concurrence agency, to refuse in whole or part a development applications, in accordance with s.461 of the <i>Sustainable Planning Act 2009</i>.</p> <p>Records may include, but are not limited to:</p>	Temporary	Retain for 10 years after conclusion of appeal process.

Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none">• applications for review or appeal• legal briefs, decisions, legal advice• correspondence between parties. <p><i>See section 4.1 for records relating to tidal works development applications.</i></p>		

5. MARINE POLLUTION MANAGEMENT

The function of protecting Queensland's marine and coastal environment by minimising deliberate and negligent discharge of ship-sourced waste and pollutants into coastal waters, in accordance with the Transport Operations (Marine Pollution) Act 1995. Includes the emergency response, planning, preparation, and training towards minimising the impact of ship-sourced pollution.

See section 3. MARINE DISASTER MANAGEMENT for records relating to pollution incidents that are declared marine disasters.

Reference	Description of records	Status	Disposal action
5.1	<p>AGREEMENTS</p> <p><i>The activity of establishing, maintaining, reviewing and negotiating agreements.</i></p>		
5.1.1	<p><i>First strike response services</i></p> <p>Records relating to agreements between maritime safety sector public authorities and port authorities and other external organisations for the provision of first strike response services made in accordance with s.93 of the <i>Transport Operations (Marine Pollution) Act 1995</i>.</p> <p>Includes the provision for storage, maintenance, repair services and ready deployment of marine pollution response equipment at facilities managed by Marine Safety Queensland.</p> <p>Records may include, but are not limited to, oil pollution first strike response deeds between maritime safety sector public authorities and Queensland port authorities.</p>	Temporary	Retain for 25 years after expiry or cancellation of agreement.

Reference	Description of records	Status	Disposal action
5.2	<p>EDUCATION AND TRAINING</p> <p><i>The activity associated with the development, delivery and management of training and education courses delivered by maritime safety sector public authorities to external individuals, organisations and communities. Includes attendance and scheduling of training courses.</i></p> <p><i>See section 8. REGISTERED TRAINING SERVICES for records relating to training conducted by maritime safety sector public authorities approved training providers.</i></p> <p><i>See the General Retention and Disposal Schedule for Administrative Records (GRDS) for training of maritime safety sector public authorities employees.</i></p>		
5.2.1	<p><i>Response exercises – external</i></p> <p>Records relating to the development of planned marine pollution emergency response management exercises. Includes development of course modules.</p> <p>Records may include, but are not limited to, course module development, feedback forms, and attendee lists.</p> <p><i>See the General Retention and Disposal Schedule for Administrative Records (GRDS) for records relating to marine pollution training provided to maritime safety sector public authorities' employees.</i></p>	Temporary	Retain for 30 years after last action.
5.3	<p>EMERGENCY RESPONSE EQUIPMENT</p> <p><i>The activities associated with the hire, maintenance, disposal and inspection of emergency response equipment used in marine pollution cleanup operations.</i></p>		

Reference	Description of records	Status	Disposal action
5.3.1	<p><i>Response equipment – hire and disposal</i></p> <p>Records relating to the hire and disposal of marine pollution response equipment by maritime safety sector public authorities.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • hire contracts • equipment disposal authority requests. 	Temporary	Retain for 7 years after expiry or cancellation of contract.
5.4	<p>ENVIRONMENTAL MANAGEMENT</p> <p><i>The activity of reporting and monitoring environmental issues by maritime safety sector public authorities.</i></p> <p><i>See reference number 6.16.1 for records relating to risk profiles.</i></p>		
5.4.1	<p><i>Oil spill risk assessment – vulnerability maps</i></p> <p>Environmental vulnerability maps, developed by maritime safety sector public authorities, that depict the relative vulnerability of the Queensland coastline and ports to impact from large oil spills.</p>	Permanent	Retain permanently.
5.4.2	<p><i>Hazard maps</i></p> <p>Navigational hazard maps, developed by maritime safety sector public authorities that depict areas of the Queensland coastline presenting the greatest navigational difficulty and likelihood of an incident.</p>	Permanent	Retain permanently.
5.4.3	<p><i>Marine Environment High Risk Area maps (MEHRAS)</i></p> <p>Oil spill risk profile maps, developed by maritime safety sector public authorities that depict the combined profiles of exposure (likelihood) and vulnerability (consequence) and present the overall risk profile for Queensland coastal waters.</p>	Permanent	Retain permanently.

Reference	Description of records	Status	Disposal action
5.4.4	<p>Sewage discharge maps</p> <p>Ship-sourced sewage discharge waters restriction maps prepared by maritime safety sector public authorities in accordance with the <i>Transport Operations (Marine Pollution) Regulation 2008</i>. Includes maps indicating prohibited and nil sewage discharge areas.</p> <p><i>See reference number 5.5.2 for records relating to inspections of ships where a non-compliance notice was issued.</i></p>	Temporary	Retain for 25 years after map superseded.
5.5	<p>INCIDENTS</p> <p><i>The activities associated with responding to and/or investigating a marine pollution incident under the Transport Operations (Marine Pollution) Act 1995.</i></p> <p><i>Records may include, but are not limited to:</i></p> <ul style="list-style-type: none"> • <i>interviews and statements</i> • <i>surveyor's reports</i> • <i>records relating to the preparation of the prosecution brief</i> • <i>marine incident report and supporting documentation</i> • <i>evidence retrieved during investigation, such as photos and reports</i> • <i>warrants for entry (records relating to obtaining permission to enter a place under s.94 of the Transport Operations (Marine Pollution) Act 1995).</i> <p><i>See section 3. MARINE DISASTER MANAGEMENT for records relating to marine disasters.</i></p> <p><i>See section 6.8 for records relating to marine safety related incidents.</i></p> <p><i>See reference number 6.16.1 for records relating to documented marine risks.</i></p>		
5.5.1	<p>Incidents – significant</p> <p>Records relating to maritime safety sector public authorities' response when required to provide assistance during natural or man-made disasters and emergencies under s.93 of the <i>Transport Operations (Marine Pollution) Act 1995</i>. Includes marine pollution</p>	Permanent	Retain permanently.

Reference	Description of records	Status	Disposal action
	<p>incident investigations. Includes incidents outside of maritime safety sector public authorities' jurisdiction where maritime safety sector public authorities provide assistance.</p> <p>Criteria for determining significance include incidents:</p> <ul style="list-style-type: none"> • within heritage listed areas • which resulted in a large loss of marine or human life • which led to a precedent setting prosecution, or • which led to a major change in policies, laws or procedures. <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • marine pollution reports (POLREP) • marine pollution situation reports (SITREP) • laboratory analysis • detention notices. <p><i>See section 3. MARINE DISASTER MANAGEMENT for records relating to marine disasters.</i></p> <p><i>See reference number 6.8.4 for records of the marine incident register.</i></p> <p><i>See section 6.8 for records relating to marine safety incidents.</i></p>		
5.5.2	<p><i>Incidents - other</i></p> <p>Records relating to maritime safety sector public authorities' response when required to provide assistance during natural and man-made disasters and emergencies under s.93 of the <i>Transport Operations (Marine Pollution) Act 1995</i> which are not covered under reference number 5.5.1. Includes marine pollution incident investigations.</p> <p>Includes minor involvement by maritime safety sector public authorities' staff in operations involving marine pollution within and outside of their jurisdiction.</p>	Temporary	Retain for 30 years after last action.

Reference	Description of records	Status	Disposal action
	<p>Records may include, but not limited:</p> <ul style="list-style-type: none"> • marine pollution reports (POLREP) • marine pollution situation reports (SITREP) • laboratory analysis • detention notices. <p><i>See section 3. MARINE DISASTER MANAGEMENT for records relating to marine disasters.</i></p> <p><i>See reference number 5.4.4 for sewage discharge maps.</i></p> <p><i>See reference number 6.8.4 for records of the marine incident register.</i></p> <p><i>See section 6.8 for records relating to marine safety incidents.</i></p>		
5.6	<p>INSPECTIONS</p> <p><i>The activities relating to official examination of facilities, equipment and records to ensure compliance with agreed standards and marine safety regulations and objectives.</i></p>		
5.6.1	<p><i>Inspections - ship pollution management</i></p> <p>Records relating to routine inspections of ships and ship records undertaken in accordance with Part 12 of the <i>Transport Operations (Marine Pollution) Act 1995</i>.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • certified copies of records • inspection reports • audio visual recordings made by inspectors • pollutant samples • permission requests to enter a place or ship • warrants for entry. 	Temporary	Retain for 5 years after last action.

Reference	Description of records	Status	Disposal action
	<p>See reference number 5.6.2 for records relating to non-compliance.</p> <p>See section 5.5 for records relating to marine pollution incidents.</p> <p>See reference number 5.6.3 for records relating to item/s seized during an inspection.</p> <p>See reference number 6.9.7 for records of shipping inspector diaries.</p>		
5.6.2	<p>Inspections - ship pollution management – non-compliance</p> <p>Records relating to inspections of ships undertaken in accordance with the <i>Transport Operations (Marine Pollution) Act 1995</i> where a non-compliance notice was issued.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • certified copies of records • inspection reports • audio visual recordings made by inspectors • pollutant samples • permission requests to enter a place or ship • prosecution records • warrants for entry. <p>See reference number 5.6.1 for records relating to inspections of compliant ships.</p>	Temporary	Retain for 25 years after last action.
5.6.3	<p>Seizure of evidence</p> <p>Records relating to item/s seized by a ship inspector in the course of a marine pollution investigation as performed under ss.82-83 and s.86 of the <i>Transport Operations (Marine Pollution) Act 1995</i>.</p> <p>Records may include, but not limited to:</p> <ul style="list-style-type: none"> • seizure notices and receipts • disposal, auction, or sale notices for seized items. 	Temporary	Retain for 6 years after last action.

Reference	Description of records	Status	Disposal action
	<i>See reference number 5.6.1 for records relating to inspections of compliant ships.</i>		
5.7	<p>PLANNING</p> <p><i>The activities associated with formulating ways in which an objective can be achieved. Includes determination of services, needs and solutions to those needs.</i></p>		
5.7.1	<p><i>Pollution prevention and response plan</i></p> <p>Final approved pollution prevention and response plan for combating ship sourced pollution in Queensland waters.</p> <p>Includes joint procedures with other response agencies for handover of data and findings on marine pollution risks.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • Queensland coastal contingency action plans • port contingency plans • surveys and other research material • consultation with ports and local government bodies. <p><i>See the General Retention and Disposal Schedule for Administrative Records (GRDS) for development records.</i></p>	Permanent	Retain permanently.

6. MARINE SAFETY MANAGEMENT

The function of establishing and monitoring marine safety standards under the Transport Operations (Marine Safety) Act 1994 to ensure the safety, security and mobility of ship movement in Queensland waters.

Includes developing safer attitudes and behaviours through education and industry awareness campaigns and maritime information services, and marine accident prevention, intervention and incident investigation that are not considered a disaster.

Also includes activities associated with operating ports and waterways, including pilot transfer, ship handling, ship scheduling, and the purchase, installation and maintenance of aids to navigation and hydrographical instruments and charts.

See the General Retention and Disposal Schedule for Administrative Records (GRDS) for records relating to contracts.

See section 3. MARINE DISASTER MANAGEMENT for records relating to marine disaster incidents.

See section 7. MARINE USER MANAGEMENT for records relating to marine licences.

Reference	Description of records	Status	Disposal action
6.1	<p>AGREEMENTS</p> <p><i>The activity associated with the establishment, maintenance, review and negotiation of agreements.</i></p>		
6.1.1	<p>Hydrographical services</p> <p>Records relating to the negotiation and establishment of service level agreements between port authorities for the provision of hydrographical services.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> consultation and negotiation records between maritime safety sector public authorities and the port authority copies of final service level agreements. 	Temporary	Retain for 7 years after expiry or cancellation of agreement.

Reference	Description of records	Status	Disposal action
6.2	<p>APPROVALS</p> <p><i>The activity of granting approval to undertake an action upon receipt of an official application. Includes assessing and authorising permits and applications.</i></p> <p><i>See section 4.3 for records relating to buoy mooring permits.</i></p>		
6.2.1	<p><i>Aquatic event permits – approved/refused</i></p> <p>Records relating to applications for an aquatic event permit received by maritime safety sector public authorities in accordance with s.217 of the <i>Transport Operations (Marine Safety) Act 1994</i>. Includes approved and refused applications.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • applications and supporting documentation • assessment reports • notices of refusal. <p><i>See reference number 6.18.1 for records relating to appeals.</i></p>	Temporary	Retain for 3 years after the refusal, expiry or cancellation of the permit.
6.2.2	<p><i>Shipping inspectors - register</i></p> <p>Register of shipping inspectors.</p> <p>Information to be captured includes:</p> <ul style="list-style-type: none"> • issue date • ship inspector contact details • ID number (badge number if police officer) • position details. 	Permanent	Retain permanently by maritime safety sector public authority.
6.2.3	<p><i>Shipping inspectors - approved</i></p> <p>Records relating to approved applications for appointment as a Shipping Inspector</p>	Temporary	Retain for 50 years after appointment ceases.

Reference	Description of records	Status	Disposal action
	<p>lodged under s.157 of the <i>Transport Operations (Marine Safety) Act 1994</i>.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • application letters and supporting documentation • instruments of authority. <p><i>See reference number 6.2.4 for records relating to refused applications.</i></p> <p><i>See reference number 6.6.3 for records relating to the training of approved shipping inspectors.</i></p>		
6.2.4	<p><i>Shipping inspectors - refused</i></p> <p>Records relating to applications for appointment of shipping inspectors lodged in accordance with s.157 of the <i>Transport Operations (Marine Safety) Act 1994</i> which are refused.</p> <p>Records include, but are not limited to:</p> <ul style="list-style-type: none"> • application letters and supporting documentation • notices of refusal. <p><i>See reference number 6.2.3 for records relating to approved applications.</i></p> <p><i>See reference number 6.18.1 for records relating to appeals.</i></p>	Temporary	Retain for 2 years after last action.
6.2.5	<p><i>Marine zones – approved/refused</i></p> <p>Records relating to applications for the establishment of marine zones lodged in accordance with s.222A of the <i>Transport Operations (Marine Safety) Regulation 2005</i>.</p> <p>Includes temporary exclusion zones and buoy mooring areas.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • marine zone proposal forms and supporting information • copy of consultation for marine zone 	Temporary	Retain for 10 years after last action.

Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none"> • marine zone assessment criteria • notifications of marine zone proposal (supported or refused) • notifications to relevant enforcement agencies and stakeholders regarding the creation of marine zones. <p><i>See reference number 6.2.6 for records relating to marine zone declarations.</i></p> <p><i>See reference number 6.18.1 for records relating to appeals.</i></p>		
6.2.6	<p><i>Marine zones - declarations</i></p> <p>Records relating to the declaration (public notice) of marine zones in accordance with s.219, s.206A, s.125A of the <i>Transport Operations (Marine Safety) Act 1994</i>.</p> <p>Includes defining areas of Queensland waters as category areas for buoy mooring.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • notification/contact with maritime safety sector public authorities • meeting reports and records of consultation • gazettal and exemption notice approvals. <p><i>See reference number 6.2.5 for records relating to marine zone approvals/refusals.</i></p> <p><i>See section 6.11 for records of awareness notices resulting from a declaration.</i></p>	Temporary	Retain for 10 years after notice superseded or expired.

Reference	Description of records	Status	Disposal action
6.2.7	<p><i>Take-off and landing – approved</i></p> <p>Records relating to applications for approval to take-off or land an aircraft on water received by maritime safety sector public authorities under s.21 of <i>Transport Infrastructure (Sunshine Coast Waterways) Management Plan 2000</i> and s.18 <i>Transport Infrastructure (Gold Coast Waterways) Management Plan 2000</i>. Includes approved, expired, cancelled and surrendered authorities.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • application forms • meeting reports of meetings with stakeholders • notifications of approval • notices of expiry, cancellation or surrender. 	Temporary	Retain for 7 years after expiry or cancellation of authority.
6.2.8	<p><i>Take-off and landing – refused</i></p> <p>Records relating to applications for approval to take-off or land an aircraft on water received by maritime safety sector public authorities under s.21 of <i>Transport Infrastructure (Sunshine Coast Waterways) Management Plan 2000</i> and s.18 <i>Transport Infrastructure (Gold Coast Waterways) Management Plan 2000</i> which are refused.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • application forms • meeting reports of meetings with stakeholders • notifications of refusal. 	Temporary	Retain for 2 years after last action.
6.3	<p>AUDIT</p> <p><i>The activities associated with officially checking financial, quality assurance and operational records to ensure they have been kept and maintained in accordance with agreed or legislated standards and correctly record the events, processes and business of the organisation in a specified period.</i></p>		

Reference	Description of records	Status	Disposal action
6.3.1	<p>Hydrographical survey audits – annual audit reports</p> <p>Annual reports summarising findings of hydrographical survey audits undertaken during the year.</p>	Temporary	Retain for 7 years after year to which audit relates.
6.3.2	<p>Hydrographical survey audits – audit files</p> <p>Records relating to audits of hydrographical surveys in accordance with maritime safety sector public authorities' <i>Standards for Hydrographical Surveys in Queensland Waters and Audit Plan</i>.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • notifications of pending audits • audit reports • field notes and photographs • survey methodology • survey reports. <p>See section 6.7 for records relating to hydrographical surveys.</p> <p>See section 6.17 for records relating to hydrographical survey standards.</p>	Temporary	Retain for 10 years after audit completed.
6.4	<p>CYCLONE CONTINGENCY PLANNING</p> <p><i>The activity relating to planning and preparing for a cyclone or port emergency to minimise risk. Includes plans released by maritime safety sector public authorities to organise the orderly relocation of vessels from their usual moorings to more sheltered locations in the event of a cyclone threat.</i></p>		
6.4.1	<p>Cyclone contingency plan</p> <p>Records relating to the release of a cyclone contingency plan that outlines the mandatory preparation and planning activities in the event of a cyclone or port emergency.</p>	Temporary	Retain for 10 years after plan superseded.

Reference	Description of records	Status	Disposal action
	<p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • approved plans • stakeholder consultation • meeting minutes and notes • significant drafts • media releases (for example, correspondence issuing port alerts). 		
6.4.2	<p><i>Cyclone mooring arrangements – authorisation to move</i></p> <p>Records relating to authorisations to move a vessel to approved mooring sites in the event of a cyclone or port emergency.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • authorisation to move vessel forms • mooring site enquiries • mooring arrangement notifications • register of mooring arrangements. 	Temporary	Retain for 2 years after last action.
6.5	<p>DISTRESS BEACON REGISTRATION</p> <p><i>The activity of registering distress beacons and communication equipment. Includes correspondence with the Australian Maritime Safety Authority.</i></p>		
6.5.1	<p><i>Emergency Position Indicating Radio Beacon (EPIRB) - register</i></p> <p>Entries in the Register of Emergency Position Indicating Radio Beacons identifying the position of beacons issued by maritime safety sector public authorities in the Torres Strait.</p>	Temporary	Retain for 7 years after beacon is decommissioned.

Reference	Description of records	Status	Disposal action
6.5.2	<p><i>Emergency Position Indicating Radio Beacon (EPIRB) – source documentation</i></p> <p>Records relating to the issuing and registration of distress beacons (EPIRB) by maritime safety sector public authorities under the Aboriginal and Torres Strait Islander Program.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • registration forms and supporting documentation • correspondence with an external authority or community. 	Temporary	Retain for 7 years after beacon is decommissioned.
6.6	<p>EDUCATION AND TRAINING</p> <p><i>The activity associated with the development, delivery and management of training and education courses and awareness sessions delivered by maritime safety sector public authorities to external individuals, organisations and communities. Includes attendance and scheduling management. Also includes consultation with external bodies and identifying training and education gaps.</i></p> <p><i>See section 8. REGISTERED TRAINING SERVICES for records relating to organisations approved by maritime safety sector public authorities to deliver training.</i></p> <p><i>See the General Retention and Disposal Schedule for Administrative Records (GRDS) for records relating to training provided to maritime safety sector public authorities' employees.</i></p>		
6.6.1	<p><i>Marine safety education campaigns</i></p> <p>Records relating to the development of marine safety education campaigns delivered by maritime safety sector public authorities to external bodies. Includes consultation with external bodies.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • educational DVDs • education campaign plans and reports • feedback and consultation results. <p><i>See reference number 6.6.2 for records relating to emergency training provided to</i></p>	Temporary	Retain for 10 years after last action.

Reference	Description of records	Status	Disposal action
	<i>external bodies.</i>		
6.6.2	<p>Response exercises - external</p> <p>Records relating to the development of planned marine safety emergency response exercises delivered by maritime safety sector public authorities to external bodies in preparation for a marine safety incident, such as a ship grounding incident.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • emergency marine safety programs • training certificates and attendee lists. <p><i>See section 5.2 for records relating to marine pollution training exercises.</i></p> <p><i>See reference number 6.6.1 for records relating to education campaigns.</i></p>	Temporary	Retain for 5 years after last action.
6.6.3	<p>Shipping inspectors</p> <p>Records relating to the training of shipping inspectors conducted by maritime safety sector public authorities.</p> <p><i>See reference number 6.2.3 for records relating to approved shipping inspectors.</i></p> <p><i>See the General Retention and Disposal Schedule for Administrative Records (GRDS) for records relating to training of maritime safety sector public authorities' employees.</i></p>	Temporary	Retain for 5 years after last action.
6.7	<p>HYDROGRAPHY</p> <p><i>The activity of surveying the oceans and seas, the charting of coasts and ports, the collection of information relating to navigation, the investigations of tides, and the production of charts and sailing directions.</i></p> <p><i>See reference number 6.1.1 for records relating to hydrographical service agreements.</i></p> <p><i>See reference number 6.3.2 for records relating to hydrographical survey audits.</i></p> <p><i>See section 6.17 for records relating to hydrographical survey standards.</i></p>		

Reference	Description of records	Status	Disposal action
6.7.1	<p>Hydrographical/boating safety charts - master</p> <p>Master hydrographical/boating safety charts of the Queensland coastline showing the location of navigational aids.</p> <p><i>See reference number 6.7.2 for records relating to the development of hydrographical charts.</i></p> <p><i>See reference number 10.2.1 for master charts previously transferred to Queensland State Archives.</i></p> <p><i>See the General Retention and Disposal Schedule for Administrative Records (GRDS) for records relating to legal deposit requirements for agency publications.</i></p>	Permanent	Retain permanently by maritime safety sector public authority.
6.7.2	<p>Hydrographical/boating safety charts - development</p> <p>Records relating to the preparation of hydrographical/boating safety charts of waterways and ports.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • photographs • consultation requests and feedback. <p><i>See reference number 6.7.1 for master hydrographic/boating safety charts.</i></p> <p><i>See section 6.12 for records relating to port operations.</i></p>	Temporary	Retain for 10 years after chart is superseded.
6.7.3	<p>Hydrographical survey plans - master</p> <p>Master hydrographical survey plans.</p>	Permanent	Retain permanently.

Reference	Description of records	Status	Disposal action
6.7.4	<p>Hydrographical survey plans – supporting records/plan preparation</p> <p>Records relating to the preparation of hydrographical and aerial surveys of waterways and ports. Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • method statements and reports • records of consultation • level run books • photographs. <p><i>See reference number 6.3.2 for records relating to hydrographical survey audits.</i></p> <p><i>See section 6.17 for records relating to hydrographical survey standards.</i></p>	Permanent	Retain permanently.
6.7.5	<p>Hydrographical survey plans – data</p> <p>Raw data derived from hydrographical soundings undertaken by maritime safety sector public authorities used to produce hydrographical survey plans.</p>	Permanent	Retain permanently.
6.7.6	<p>Tidal levels - register</p> <p>Register of tidal levels recorded in standard Queensland ports and other locations. Includes data captured in the tidal Information database (TIDES).</p> <p>Information to be captured includes:</p> <ul style="list-style-type: none"> • tidal observations from tide gauges throughout Queensland • results of tidal analysis used for tidal predictions • records of tide gauge locations and datum. <p><i>See reference number 6.7.7 for raw tidal data.</i></p> <p><i>See reference number 6.7.10 for records relating to the analysis of raw tidal data.</i></p> <p><i>See the General Retention and Disposal Schedule for Administrative Records (GRDS) for legal deposit requirements for publications of maritime safety sector public</i></p>	Permanent	Retain permanently by maritime safety sector public authority.

Reference	Description of records	Status	Disposal action
	<i>authorities.</i>		
6.7.7	<p><i>Tidal levels – raw data</i> Raw data derived from tidal gauges operated by maritime safety sector public authorities. <i>See reference number 6.7.6 for records relating to the tidal levels register.</i> <i>See reference number 6.7.8 for records relating to significant tidal events.</i></p>	Temporary	Retain for 1 year after validation and entry into TIDES.
6.7.8	<p><i>Tidal levels – significant events</i> Records documenting significant Queensland tidal events, such as the 1890 and 1974 floods. Includes king tides and major damage/incidents caused by them. Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • barometric readings • hourly sea level recordings • photographs • reports. <p><i>See reference number 6.7.7 for records relating to raw data recordings of tidal levels.</i> <i>See reference number 6.7.9 for records relating to other tidal events.</i> <i>See reference number 6.7.11 for records relating to tidal predications.</i> <i>See section 6.8 for records relating to marine safety incidents.</i></p>	Permanent	Retain permanently.
6.7.9	<p><i>Tidal levels – other events</i> Records relating to the recording of tidal events not covered under reference number 6.7.8. Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • barometric readings 	Temporary	Retain for 50 years after last action.

Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none"> • hourly sea level recordings • photographs • reports. <p><i>See reference number 6.7.8 for records relating to significant tidal events.</i></p> <p><i>See reference number 6.7.11 for records relating to tidal predictions.</i></p> <p><i>See reference number 6.9.1 for records relating to navigational aids damaged as a result of a marine incident.</i></p>		
6.7.10	<p><i>Tidal levels – analysis</i></p> <p>Records relating to the analysis of tidal heights and stream measurements for the prediction of tidal levels.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • analysis reports • requests for advice • constancy readings. <p><i>See reference number 6.7.6 for records relating to the tidal levels register.</i></p> <p><i>See section 6.11 for records relating to notices to mariners.</i></p>	Temporary	Retain for 50 years after last action.
6.7.11	<p><i>Tide tables - predictions</i></p> <p>Tide tables predicting times and heights of the tides for standard Queensland ports.</p> <p><i>See reference number 6.11.1 for records relating to notices to mariners.</i></p>	Temporary	Retain for 10 years after publication.
6.7.12	<p><i>Tidal level equipment - evaluation</i></p> <p>Records relating to the evaluation of equipment and instruments for recording tidal levels to examine their effectiveness. Includes evaluation and assessment reports.</p> <p><i>See reference number 6.10.4 for records relating to the installation, acquisition and</i></p>	Temporary	Retain for 15 years after last action.

Reference	Description of records	Status	Disposal action
	<i>maintenance of tidal level equipment, including calibration certificates.</i>		
6.8	<p>INCIDENTS</p> <p><i>The activities associated with investigating a marine incident under the Transport Operations (Marine Safety) Act 1994. A marine incident is classified as an event causing or involving:</i></p> <ul style="list-style-type: none"> • <i>the loss of a person from a ship</i> • <i>the death of, or grievous bodily harm to, a person caused by a ship's operations</i> • <i>the loss or presumed loss or abandonment of a ship</i> • <i>a collision with a ship</i> • <i>the stranding of a ship</i> • <i>material damage to, or caused by, a ship</i> • <i>danger to a person caused by a ship's operations</i> • <i>danger of serious damage to a ship, or a structure caused by a ship's operations.</i> <p><i>Records may include, but not limited to:</i></p> <ul style="list-style-type: none"> • <i>interviews and statements</i> • <i>surveyor's reports and the preparation of a prosecution brief</i> • <i>marine incident report and supporting documentation</i> • <i>evidence retrieved during investigation, such as photos and reports</i> • <i>warrants for entry (permission to enter a place under s.163 of the Transport Operations (Marine Safety) Act 1994).</i> <p><i>See section 3. MARINE DISASTER MANAGEMENT for records relating to marine disasters.</i></p> <p><i>See section 5.5 for records relating to marine pollution incidents.</i></p>		
6.8.1	<p><i>Incidents - significant</i></p> <p>Records relating to investigations by maritime safety sector public authorities into significant marine safety incidents and rescue operations within Queensland waterways</p>	Permanent	Retain permanently.

Reference	Description of records	Status	Disposal action
	<p>in accordance with Part 11 of the <i>Transport Operations (Marine Safety) Act 1994</i>. Excludes marine disasters. Criteria for determining a significant incident include circumstances which:</p> <ul style="list-style-type: none"> • resulted in death • occurred within heritage listed areas • led to a precedent setting prosecution • led to significant change in policies, laws or procedures • occurred outside of primary jurisdiction of maritime safety sector public authorities. <p><i>See section 3. MARINE DISASTER MANAGEMENT for records relating to marine disasters.</i> <i>See section 5.5 for records relating to marine pollution incidents.</i> <i>See reference numbers 6.7.8 and 6.7.9 for records relating to tidal incidents, such as floods.</i></p>		
6.8.2	<p><i>Incidents – other</i> Records relating to investigations by maritime safety sector public authorities into marine safety incidents and involvement in rescue operations not covered under reference number 6.8.1, in accordance with Part 11 of the <i>Transport Operations (Marine Safety) Act 1994</i>. Includes boating and marine incidents. Excludes marine disasters. <i>See section 3. MARINE DISASTER MANAGEMENT for records relating to marine disasters.</i> <i>See section 5.5 for records relating to marine pollution incidents.</i> <i>See reference numbers 6.7.8 and 6.7.9 for records relating to tidal incidents, such as floods.</i></p>	Temporary	Retain for 30 years after investigation is concluded.

Reference	Description of records	Status	Disposal action
	<i>See reference number 6.8.3 for regional office copies of incident records.</i>		
6.8.3	<p><i>Incidents – regional copies</i></p> <p>Copies of marine incident records held within regional offices where the master record has been transferred to Head Office.</p> <p><i>See reference numbers 6.8.1 and 6.8.2 for records relating to incidents where Head Office holds the master records.</i></p>	Temporary	Retain until reference ceases.
6.8.4	<p><i>Marine incident register</i></p> <p>Data sets comprising the register of marine incidents investigated by maritime safety sector public authorities.</p> <p>Information to be captured includes:</p> <ul style="list-style-type: none"> • incident details • inspector details. <p><i>See reference numbers 5.5.1 and 5.5.2 for marine pollution incident records.</i></p>	Permanent	Retain permanently.
6.8.5	<p><i>Marine incidents – annual reports</i></p> <p>Final marine incident reports as submitted to the Minister under s.127 of the <i>Transport Operations (Marine Safety) Act 1994</i>.</p> <p><i>See the General Retention and Disposal Schedule for Administrative Records (GRDS) for records relating to legal deposit requirements for agency publications, development drafts and working papers.</i></p>	Temporary	Retain for 10 years after last action.

Reference	Description of records	Status	Disposal action
6.9	<p>INSPECTIONS</p> <p><i>The activities relating to official examination of facilities, equipment and records to ensure compliance with agreed standards and marine safety regulations and objectives.</i></p> <p><i>See section 3. MARINE DISASTER MANAGEMENT for records relating to marine disasters.</i></p> <p><i>See section 7. MARINE USER MANAGEMENT for records relating to reported infringements of marine operators and drivers.</i></p>		
6.9.1	<p><i>Inspections – damaged aids to navigation</i></p> <p>Records relating to the inspections of navigational aids damaged by a marine safety or pollution incident, in accordance with s.107A of the <i>Transport Operations (Marine Safety) Act 1994</i>.</p> <p>Includes the repair and cost-recovery process.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • inspection and damage reports • cost recovery requests • repair reports • service contracts or agreements. <p><i>See section 1.1 for records of inspections undertaken on a fee for service basis.</i></p> <p><i>See section 6.8 for records relating to marine safety incidents.</i></p> <p><i>See reference number 6.9.2 for records of inspections of new or unreported navigational hazards.</i></p> <p><i>See section 6.10 for records relating to the installation of navigational aids.</i></p>	Temporary	Retain for 7 years after last action.
6.9.2	<p><i>Inspections – new or unreported navigational hazards</i></p> <p>Records relating to inspections of new or unreported hazards in the waterway, such as stranded ship/s and hazards which have not been involved in a reported incident.</p>	Temporary	Retain for 7 years after last action.

Reference	Description of records	Status	Disposal action
	<p>Includes the removal of navigational hazards.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • inspection reports • assessments and recommendations • hazard notifications • work order requests. <p><i>See section 3. MARINE DISASTER MANAGEMENT for records relating to marine disasters.</i></p> <p><i>See reference number 6.5.1 for records relating to master boating safety charts.</i></p> <p><i>See reference numbers 6.9.3 and 6.9.4 for records relating to ship inspections.</i></p> <p><i>See section 6.8 for records relating to marine safety incidents.</i></p> <p><i>See reference number 6.9.1 for records relating to the inspection of navigational aids.</i></p>		
6.9.3	<p><i>Inspections - shipping - compliant</i></p> <p>Records relating to routine inspections of ships and ship records by an approved shipping inspector in accordance with Part 13 of the <i>Transport Operations (Marine Safety) Act 1994</i>.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • inspection reports • photographs. <p>Excludes inspections relating to a marine safety or pollution incident.</p> <p><i>See section 5.5 Incidents for records relating to marine pollution incidents.</i></p> <p><i>See section 6.8 Incidents for records relating to marine safety incidents.</i></p> <p><i>See reference number 6.9.5 for records relating to item/s seized during an inspection.</i></p>	Temporary	Retain for 5 years after last action.

Reference	Description of records	Status	Disposal action
6.9.4	<p><i>Inspections - shipping - non-compliant</i></p> <p>Records relating to inspections of ships that are found to be non-compliant under the <i>Transport Operations (Marine Safety) Act 1994</i>.</p> <p>Includes records of prosecutions.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • certified copies of records • inspection reports • witness statements. <p><i>See reference number 6.9.3 for records relating to shipping inspections.</i></p>	Temporary	Retain for 25 years after last action.
6.9.5	<p><i>Seizure of evidence</i></p> <p>Records relating to item/s (including a ship or vehicle) seized by a shipping inspector in the course of a marine safety inspection under s.168 and s.169 of the <i>Transport Operations (Marine Safety) Act 1994</i>.</p> <p>Records may include, but not limited to:</p> <ul style="list-style-type: none"> • seizure of evidence receipts • records of disposal. <p><i>See section 5.6 for records relating to ship pollution management inspections.</i></p> <p><i>See reference number 6.9.3 for records relating to shipping inspections.</i></p>	Temporary	Retain for 7 years after disposal of seized item.
6.9.6	<p><i>Division 3 undertakings</i></p> <p>Records relating to undertakings made under Division 3 (s. 183A) of the <i>Transport Operations (Marine Safety) Act 1994</i> by persons believed to have contravened, or likely to contravene the Act.</p>	Temporary	Retain for 7 years after last entry.

Reference	Description of records	Status	Disposal action
6.9.7	<p><i>Shipping Inspectors notebooks and diaries</i></p> <p>Work diaries and notebooks of shipping inspectors relating to compliance inspections undertaken in accordance with Part 13 of the <i>Transport Operations (Marine Safety) Act 1994</i>.</p> <p><i>See section 5.6 for records relating to ship pollution management inspections.</i></p>	Temporary	Retain for 25 years after last action.
6.10	<p>INSTALLATIONS</p> <p><i>Activities involved in placing equipment in position and connecting and adjusting it for use. Includes installation of security and safety equipment, and the planning, construction, and removal of aids to navigation.</i></p>		
6.10.1	<p><i>Navigational aids – significant</i></p> <p>Records relating to the design, placement, construction and repair of significant navigational aids undertaken in accordance with s.105 of the <i>Transport Operations (Marine Safety) 1994</i>.</p> <p>Significant aids to navigation include:</p> <ul style="list-style-type: none"> • lighthouses • towers • the first satellite. <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • installation reports • maintenance reports • designs and specifications • navigational aid agreements <p><i>See reference number 6.9.1 for records relating to navigational aids damaged as a result of a marine incident. See reference number 6.10.2 for records relating to other</i></p>	Permanent	Retain permanently.

Reference	Description of records	Status	Disposal action
	<i>navigational aids.</i>		
6.10.2	<p><i>Navigational aids - other</i></p> <p>Records relating to the design, placement, construction, and repair of other navigational aids by maritime safety sector public authorities, in accordance with s.105 of the <i>Transport Operations (Marine Safety) 1994</i> that are not deemed significant as described under reference number 6.10.1.</p> <p>Aids to navigations include:</p> <ul style="list-style-type: none"> • beacons • lights • signs • buoys • flares • marks • onshore leads. <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • installation and maintenance reports • designs and specifications • navigational aid agreements. <p><i>See reference number 6.9.1 for records relating to navigational aids damaged as a result of a marine incident.</i></p> <p><i>See reference number 6.10.1 for records relating to significant navigational aids.</i></p>	Temporary	Retain for 5 years after removal or disposal of structure.
6.10.3	<p><i>Satellite tracking systems</i></p> <p>Records relating to the implementation, installation and maintenance of satellite tracking systems for tracking commercial ships. Includes Vessel Traffic Systems (VTS).</p>	Temporary	Retain for 20 years after removal or disposal of system.

Reference	Description of records	Status	Disposal action
	Excludes systems deemed significant under reference number 6.10.1.		
6.10.4	<p><i>Tidal level equipment</i></p> <p>Records relating to the acquisition, installation and maintenance of instruments and equipment for measuring and recording tidal levels, location of tidal gauges, benchmarks, etc.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • maintenance books • maintenance reports • certificates of calibration • calibration schedules. <p><i>See reference number 6.7.12 for tidal level equipment evaluation records.</i></p>	Temporary	Retain for 5 years after removal or disposal of equipment.
6.11	<p>MEDIA AND COMMUNICATION</p> <p><i>The activities associated with the development and dissemination of awareness and communication notices to external clients and organisations, on maritime safety sector public authorities' services and events. Includes establishing a relationship between the media and maritime safety sector public authorities.</i></p> <p><i>See the General Retention and Disposal Schedule for Administrative Records (GRDS) for records relating to media related activities.</i></p>		
6.11.1	<p><i>Marine safety awareness notices - approved</i></p> <p>Final approved marine safety awareness notices issued by maritime safety sector public authorities. Includes notices to mariners, marine information bulletins, safety reports, tidal prediction notices, and notices of temporary exclusion zones.</p> <p><i>See reference number 6.2.6 for records relating to the declaration of marine zones.</i></p> <p><i>See reference number 6.7.11 for records relating to tidal predictions.</i></p> <p><i>See reference number 6.11.2 for records relating to the development of awareness</i></p>	Temporary	Retain for 10 years after last action.

Reference	Description of records	Status	Disposal action
	<p><i>notices.</i></p> <p><i>See the General Retention and Disposal Schedule for Administrative Records (GRDS) for records relating to the publication of notices, bulletins and other communication tools.</i></p>		
6.11.2	<p><i>Marine safety awareness notices - development</i></p> <p>Records relating to the development of marine safety awareness notices by maritime safety sector public authorities. Includes consultation with port authorities and the community on establishing gaps within current marine safety awareness and communication tools.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • significant drafts • results and analysis of consultation. <p><i>See reference number 6.11.1 for records of approved awareness notices.</i></p> <p><i>See section 6.14 for records relating to public reactions, including complaints.</i></p>	Temporary	Retain for 3 year after last action.
6.11.3	<p><i>Emergency response - warnings</i></p> <p>Records relating to warnings of natural disasters received by maritime safety sector public authorities, which may require an emergency response.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • natural disaster notifications • response/action approvals. <p><i>See section 6.8 for records relating to marine safety incidents.</i></p>	Temporary	Retain for 2 years after last action.
6.12	<p>PORT AND WATERWAY OPERATIONS</p> <p><i>The activities associated with operating ports and waterways as well as pilot transfer and ship handling in relation to safety of Queensland waterways under the Transport Operations (Marine Safety) Act 1994. Includes surveillance and patrols.</i></p>		

Reference	Description of records	Status	Disposal action
6.12.1	<p>Port activity register (Q-SHIPS)</p> <p>Port activity register recorded in Queensland Ship Information Planning System (Q-Ships) maintained by a maritime safety sector public authority on all ships entering and leaving port.</p> <p>Information to be captured includes:</p> <ul style="list-style-type: none"> • ship details • port location • arrival, removal and departure times (movement times). 	Permanent	Retain permanently.
6.12.2	<p>Port activity statistics</p> <p>Records relating to the collation of statistics on the movement of ships in and out of port, such as ship movement details.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • ship movement sheets. 	Temporary	Retain for 1 year after entry into Q-Ship.
6.12.3	<p>Pilotage services</p> <p>Records relating to the provision of pilotage services to ships entering Queensland ports, in accordance with s.177 of the <i>Transport Operations (Maritime Safety) Regulation 2004</i>.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • pilotage service contracts • requests for pilotage exemption • notices of approval or refusal of exemption • pilotage licences 	Temporary	Retain for 15 years after last action.

Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none"> • dredge master licences • permissions to immobilise main engines. 		
6.12.4	<p>Port activity requests - pilotage areas</p> <p>Records relating to requests for approval for ships to enter, leave, navigate, anchor, berth or moor a ship in a pilotage area received in accordance with Part 6 of the <i>Transport Operations (Marine Safety) Act 1994</i>.</p> <p>Includes requests which were refused.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • notifications of movement • quarantine authority notices • dangerous cargo notification reports. 	Temporary	Retain for 15 years after last action.
6.12.5	<p>Patrols and surveillance</p> <p>Records relating to routine patrols and surveillance of waterways conducted by maritime safety sector public authorities, service providers or local councils in accordance with the <i>Transport Operations (Marine Safety) Act 1994</i>.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • routine reports • data from closed circuit television (CCTV) • surveillance area schedules. <p>See section 6.8 for records relating to marine safety incidents.</p> <p>See section 6.9 for records relating to marine safety inspections.</p>	Temporary	Retain for 10 years after last action.
6.12.6	<p>Port safety group meetings</p> <p>Records relating to maritime safety sector public authorities' facilitated meetings to</p>	Temporary	Retain for 10 years after last action.

Reference	Description of records	Status	Disposal action
	<p>evaluate and identify risks to safe navigation of ships.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • agendas and papers • approved minutes. <p><i>See the General Retention and Disposal Schedule for Administrative Records (GRDS) for records relating to other meetings or committees.</i></p>		
6.13	<p>PROGRAM MANAGEMENT</p> <p><i>The activities associated with establishing and monitoring maritime safety sector public authorities' specific strategies and initiatives that are implemented for use by external organisations and community bodies.</i></p> <p><i>See the General Retention and Disposal Schedule for Administrative Records (GRDS) for planning records.</i></p>		
6.13.1	<p><i>Marine Safety Programs</i></p> <p>Records relating to the development of marine safety programs, strategies and initiatives in accordance with Part 2 of the <i>Transport Operations (Marine Safety) Act 1994</i>.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • records of consultation • significant drafts • final approved strategy and program. <p><i>See the General Retention and Disposal Schedule for Administrative Records (GRDS) for other draft records.</i></p>	Permanent	Retain permanently.
6.14	<p>PUBLIC REACTION</p> <p><i>The activity of handling public reaction in relation to maritime safety sector public authorities' policies or services. Includes anonymous letters,</i></p>		

Reference	Description of records	Status	Disposal action
	<i>letters of complaint and letters of congratulations or appreciation received from the public.</i>		
6.14.1	<p>Complaints – significant</p> <p>Records relating to matters dealt with in accordance with the <i>Complaints Management Policy - 27</i> which resulted in significant outcomes for maritime safety sector public authorities or the marine safety system.</p> <p>Factors which determine a permanent retention include cases where the complaints</p> <ul style="list-style-type: none"> • became the subject of an external review or investigation • led to a change in policy, practice or law which have a major impact on maritime safety sector public authorities. <p><i>See section 6.8 for records relating to marine safety incidents.</i></p> <p><i>See reference numbers 6.14.3 and 6.14.4 for records relating to complaint investigations.</i></p>	Permanent	Retain permanently.
6.14.2	<p>Public feedback</p> <p>Records relating to unsolicited feedback and suggestions received from community groups concerning marine safety.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • records of contact/feedback • maritime safety sector public authorities' responses. <p><i>See section 6.9 for records of interactions which trigger an inspection.</i></p> <p><i>See section 6.8 for marine safety awareness notices.</i></p>	Temporary	Retain for 2 years after last action.
6.14.3	<p>Complaints - substantiated</p> <p>Records relating to matters dealt with as enquiries or complaints in accordance with the <i>Complaints Management Policy - 27</i> which:</p>	Temporary	Retain for 10 years after last action.

Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none"> • are not covered by reference number 6.14.1, and • are found to be substantiated. <p><i>See section 6.11 for records relating to marine safety incidents.</i></p>		
6.14.4	<p><i>Complaints – unsubstantiated or lapsed</i></p> <p>Records relating to matters dealt with as an enquiry or complaints in accordance with the <i>Complaints Management Policy - 27</i> which:</p> <ul style="list-style-type: none"> • are found to be unsubstantiated, or • the statutory time limit for raising the matter has lapsed and approval has not been granted to pursue it. <p><i>See section 6.8 for records relating to marine safety incidents.</i></p>	Temporary	Retain for 3 years after last action.
6.15	<p>RESEARCH</p> <p><i>The activities involved in investigating or enquiring into a subject or area of interest in order to discover facts, principles etc. Used to support the development of projects, standards, guidelines etc., and the business activities of the organisation in general. Includes following up enquiries relating to organisational programs, projects, working papers, literature searches, etc.</i></p>		
6.15.1	<p><i>Aids to navigation systems</i></p> <p>Records relating to research conducted by maritime safety sector public authorities into the use of navigational aids system or other scientific equipment.</p> <p>Includes the evaluation of particular navigational aid systems.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • research reports • consultation over key findings with industry groups. 	Temporary	Retain for 10 years after last action.

Reference	Description of records	Status	Disposal action
6.16	<p>RISK MANAGEMENT</p> <p><i>The process of implementing and maintaining appropriate management controls including policies, procedures and practices to reduce the effects of risk to an acceptable level.</i></p> <p><i>The process involves identifying, analysing, assessing, treating and monitoring risk in all areas of maritime safety sector public authorities' operations and business in relation to protecting Queensland's waterways.</i></p>		
6.16.1	<p>Marine risk register</p> <p>Records recorded in a maritime safety sector public authority' risk profile database that serves as the primary register used to record marine pollution and safety risks.</p>	Permanent	Retain permanently.
6.16.2	<p>Risk audits</p> <p>Records relating to annual audits conducted by maritime safety sector public authorities of:</p> <ul style="list-style-type: none"> • risks to the standard of ships across the maritime safety sector public authorities' fleet • risks arising from ship operations for each sector of the maritime safety sector public authorities' fleet • ship movement risks in each port for the coast and inland waters. <p><i>See reference number 6.16.3 for records relating to risk audit results.</i></p>	Temporary	Retain for 15 years after completion of audit.
6.16.3	<p>Risk assessment results</p> <p>Audit results provided by maritime safety sector public authorities to ship operators, owners, crew, designers, builders, port service providers and pilot services where it is their responsibility to address and action the results.</p> <p>Includes industry liaison to review the results of risk assessment.</p> <p>Records may include, but are not limited to:</p>	Temporary	Retain for 10 years after last action.

Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none"> safety management plans. <p><i>See reference number 6.16.2 for records relating to risk audits.</i></p>		
6.16.4	<p>Marine security/safety systems</p> <p>Records relating to the review of systems and processes used to broadcast security or safety messages to mariners.</p> <p><i>See section 6.11 for records relating to notices to mariners.</i></p>	Temporary	Retain for 2 years after completion of the review.
6.16.5	<p>Monitoring marine infrastructure risks</p> <p>Records relating to identifying and monitoring issues that may pose a risk to marine safety in relation to marine infrastructure.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> environmental impact statements flood studies geotechnical investigations. <p><i>See section 4.1 for records relating to environmental impact studies undertaken as part of a development application.</i></p>	Permanent	Retain permanently.
6.17	<p>STANDARDS</p> <p><i>The process of implementing industry or organisational benchmarks for services and processes to enhance the quality and efficiency of the organisation.</i></p> <p><i>See section 6.7 for hydrographical charts and surveys produced by or on behalf of maritime safety sector public authorities.</i></p>		
6.17.1	<p>Hydrographical survey standards – final</p> <p>Final approved Maritime Safety Queensland hydrographical survey standards issued in accordance with Part 4 of the <i>Transport Operations (Marine Safety) Act 1994</i>.</p>	Temporary	Retain for 20 years after superseded.

Reference	Description of records	Status	Disposal action
	<i>See the General Retention and Disposal Schedule for Administrative Records (GRDS) for records relating to internal functional standards.</i>		
6.17.2	<p>Hydrographical Survey Standards - development</p> <p>Records relating to the development of Maritime Safety Queensland hydrographical survey standards.</p> <p>Records may include, but not limited to:</p> <ul style="list-style-type: none"> • industry based consultation • significant drafts. <p><i>See the General Retention and Disposal Schedule for Administrative Records (GRDS) for records relating to internal functional standards.</i></p>	Temporary	Retain for 3 years after last action.
6.18	<p>STATUTORY APPEALS</p> <p><i>The activity of processing appeals as allowed under the relevant legislation. Includes appeals related to non-issue of licences and refusal of land use and development applications.</i></p>		
6.18.1	<p>Appeals</p> <p>Records relating to appeals against maritime safety sector public authorities' decisions. Includes appeals against the refused appointment of a shipping inspectors, marine zone proposal or aquatic event permit.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • legal briefs, decisions, legal advice and copies of the development application • correspondence between parties. <p><i>See reference number 6.2.1 for records relating to refused applications for aquatic events permits.</i></p> <p><i>See reference number 6.2.4 for records relating to refused applications for appointment</i></p>	Temporary	Retain for 10 years after conclusion of appeal process.

Reference	Description of records	Status	Disposal action
	<i>of shipping inspectors. See reference number 6.2.5 for refused applications for declaration of marine zones.</i>		

7. MARINE USER MANAGEMENT

The function of managing and regulating the issuing of marine licences to operate commercial, recreational, or personal ships and watercraft under the Transport Operations (Marine Safety) Act 1994. Includes activities associated with handling of infringements relating to a marine licence or use of a ship or watercraft. Also includes the development and delivery of education and awareness campaigns on obtaining and maintaining a marine licence. Includes the development of BoatSafe competency standards and workbooks.

See section 6. MARINE SAFETY MANAGEMENT for records relating to developing safer attitudes and behaviour to ensure the safety of marine and waterway users.

See section 8. REGISTERED TRAINING SERVICES for records relating to the approval and accreditation of BoatSafe training providers.

Reference	Description of records	Status	Disposal action
7.1	<p>APPROVALS</p> <p><i>The activity of granting approval to undertake an action upon receipt of an official application. Includes assessing and authorising permits and applications.</i></p> <p><i>See section 4.3 for records relating to buoy moorings.</i></p>		
7.1.1	<p><i>Living on board - approved</i></p> <p>Records relating to applications for authorisation to live on board watercraft received by maritime safety sector public authorities in accordance with s.12 of the <i>Transport Infrastructure (Sunshine Coast Waterways) Management Plan 2000</i> which are approved.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • applications forms and supporting documentation • renewal forms • notifications of approval 	Temporary	Retain for 10 years after expiry, cancellation or surrender of approval.

Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none"> • waiting list notifications • notifications of expiry, cancellation or suspension. 		
7.1.2	<p><i>Living on board – refused</i></p> <p>Records relating to applications for authorisation to live on board watercraft received by maritime safety sector public authorities in accordance with s.12 of the <i>Transport Infrastructure (Sunshine Coast Waterways) Management Plan 2000</i> which are refused.</p>	Temporary	Retain for 2 years after last action.
7.1.3	<p><i>Living on board – casual moorings</i></p> <p>Records relating to casual approvals to live on board a watercraft issued by a maritime safety sector public authority.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • casual requests • notifications of mooring status. 	Temporary	Retain for 1 year after expiry or cancellation of approval.
7.2	<p>EDUCATION AND TRAINING</p> <p><i>The activity associated with the development, delivery and management of training and education courses and awareness sessions delivered by a maritime safety sector public authority to external individuals, organisations and communities. Includes consultation with external bodies and identifying training and education gaps.</i></p> <p><i>See section 8. REGISTERED TRAINING SERVICES for records relating to training provided by maritime safety sector public authorities approved registered training organisations.</i></p> <p><i>See the General Retention and Disposal Schedule for Administrative Records (GRDS) for records relating to training provided to maritime safety sector public authorities' staff.</i></p>		
7.2.1	<p><i>Ship use education campaigns</i></p> <p>Records relating to education campaigns, delivered by maritime safety sector public authorities, on safe and responsible operating of commercial, private, and recreational</p>	Temporary	Retain for 10 years after last action.

Reference	Description of records	Status	Disposal action
	<p>ships and watercraft.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • education campaign plans/outlines and reports • course modules • feedback and consultation results. <p><i>See section 7.5 for records relating to marine users awareness campaigns and notices.</i></p> <p><i>See section 8. REGISTERED TRAINING SERVICES for records relating to registered training organisation delivered courses.</i></p>		
7.2.2	<p><i>BoatSafe workbook - master</i></p> <p>Master copy/final approved draft of the BoatSafe workbook.</p> <p><i>See the General Retention and Disposal Schedule for Administrative Records (GRDS) for records relating to legal deposit requirements for agency publications.</i></p> <p><i>See reference number 7.2.3 for records relating to the development of the workbook.</i></p> <p><i>See section 7.6 for records relating to the BoatSafe scheme.</i></p>	Temporary	Retain for 10 years after workbook is superseded.
7.2.3	<p><i>BoatSafe workbook - development</i></p> <p>Records relating to the development of BoatSafe workbook by Maritime Safety Queensland as part of the recreational licensing scheme. Includes final approved draft.</p> <p><i>See section 7.6 for records relating to the BoatSafe scheme.</i></p> <p><i>See General Retention and Disposal Schedule for Administrative Records (GRDS) for records relating to the publication, distribution and legal deposit of BoatSafe workbooks.</i></p>	Temporary	Retain for 10 years after workbook is superseded.
7.2.4	<p><i>BoatSafe course and workbook feedback form</i></p>	Temporary	Retain for 3 years after last

Reference	Description of records	Status	Disposal action
	<p>Feedback forms received by participants of the recreational licensing scheme on the quality of the BoatSafe course and workbook.</p> <p><i>See reference numbers 7.2.2 and 7.2.3 for records relating to the BoatSafe workbook.</i></p>		action.
7.2.5	<p>Marine licence examinations – commercial ships</p> <p>Records relating to the development of marine licence oral examinations conducted by maritime safety sector public authorities, in accordance with s.102 of the <i>Transport Operations (Marine Safety) Regulation 2004</i>.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • assessment items or tools (e.g. marking sheet, observation checklists) • examination timetables. <p><i>See section 7.4 for records of oral examinations undertaken by licence applicants.</i></p>	Temporary	Retain for 10 years after last action.
7.3	<p>INFRINGEMENTS</p> <p><i>The activity associated with handling breaches of rules involving sea faring infringements.</i></p>		
7.3.1	<p>Marine operators and drivers</p> <p>Records relating to the handling of reported infringements of regulations involving marine operators or drivers under the <i>Transport Operations (Marine Safety) Act 1994</i>.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • marine infringement notices • infringement reports and the preparation of prosecution briefs. <p><i>See sections 5.5 and 6.8 for records relating to marine incidents.</i></p>	Temporary	Retain for 25 years after last action.
7.3.2	<p>Prosecutions - living on board</p>	Temporary	Retain for 25 years after last

Reference	Description of records	Status	Disposal action
	Records relating to prosecutions initiated by maritime safety sector public authorities arising from breaches of s.10 of the <i>Transport Infrastructure (Sunshine Coast Waterways) Management Plan 2000</i> relating to unlawful living on board.		action.
7.4	<p>LICENSING</p> <p><i>The activity associated with issuing a document giving formal permission from a constituted authority to do something. Includes issuing Certificates of Competency for coxswains, masters, skippers, marine engine drivers, engineers, etc.</i></p> <p><i>See section 9.3 for records relating to ship registrations.</i></p>		
7.4.1	<p><i>Recreational user licences - register</i></p> <p>Entries in the register of marine licences issued for recreational ships and personal water craft as recorded in TRAILS (Transport Registration and Integrated Licensing System) under the <i>Transport Operations (Marine Safety) Act 1994</i>.</p> <p>Information includes personal details, type of licence, date of licence and licence status.</p>	Temporary	Retain for 70 years after the granting of the licensee's initial licence.
7.4.2	<p><i>Recreational user licences – approved</i></p> <p>Records relating to applications received by maritime safety sector public authorities, for a marine user licence to operate a recreational ship or personal water craft, in accordance with s.62 of the <i>Transport Operations (Marine Safety) Act 1994</i>. Includes the approval, refusal, renewal, cancellation and disqualification of a licence. Includes any investigation records relating to the disqualification/cancellation.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • licence application forms and supporting documentation • statements of competency (BoatSafe licence training course) • application fee receipts. <p><i>See section 7.9 for records of appeals against refused licences.</i></p>	Temporary	Retain for 10 years after cancellation of licence.

Reference	Description of records	Status	Disposal action
	<i>See section 9.3 for records relating to ship registrations.</i>		
7.4.3	<p><i>Recreational user licences – refused</i></p> <p>Records relating to applications for marine user licence to operate a recreational ship or personal water craft that are refused by maritime safety sector public authorities, in accordance with s.62 of the <i>Transport Operations (Marine Safety) Act 1994</i>.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • licence application forms and supporting documentation • notices of refusal. <p><i>See section 7.9 for records relating to appeals against refused licences.</i></p> <p><i>See section 9.3 for records relating to ship registrations.</i></p>	Temporary	Retain for 2 years after last action.
7.4.4	<p><i>Commercial operator licences - register</i></p> <p>Entries in the register of marine licences issued for the operation of a commercial ship as recorded in TARDIS (Travel And Related Document Information System) under the <i>Transport Operations (Marine Safety) Act 1994</i>.</p> <p>Information includes personal details, type of licence, date of licence and licence status.</p>	Temporary	Retain for 100 years after last entry in the register.
7.4.5	<p><i>Commercial operator licences – approved/refused</i></p> <p>Records relating to applications for licences to operate commercial ships received by maritime safety sector public authorities in accordance with s.98 of the <i>Transport Operations (Marine Safety) Regulation 2004</i>.</p> <p>Includes licence approvals, refusals, renewals, revalidation, recognition of military qualifications, disqualification, and cancellation of a marine licence in accordance with s.163 of the <i>Transport Operations (Marine Safety) Regulation 2004</i>.</p> <p>Includes completed seetime assessment books (Record of Practical Experience and</p>	Temporary	Retain for 20 years after refusal, expiry or cancellation of licence.

Reference	Description of records	Status	Disposal action
	<p>Sea Service (ROPES) or Record of Service (RoS)).</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • marine licence application forms • seetime assessments • ratified ROPE or RoS or statutory declarations • medical fitness certificates • marine training qualifications • oral examinations result • application fee receipts. <p><i>See reference number 7.2.5 for records relating to the development of marine licence examinations.</i></p> <p><i>See reference number 7.4.7 for records relating to investigations into marine licence applications.</i></p> <p><i>See section 7.9 for records of appeals against refused marine licences.</i></p>		
7.4.6	<p>Commercial operator licences – lapsed</p> <p>Records relating to applications for licences to operate commercial ships received by maritime safety sector public authorities in accordance with s.98 of the <i>Transport Operations (Marine Safety) Regulation 2004</i> which lapse prior to approval.</p>	Temporary	Retain for 6 months after application lapses.
7.4.7	<p>Commercial operator licences - investigations</p> <p>Records relating to the checking and investigations of qualifications, experience, and training of licence applicants.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • investigation reports 	Temporary	Retain for 15 years after completion of investigation.

Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none"> supporting documentation (e.g. file notes and photographs). <p><i>See reference number 7.4.5 for records of commercial marine licence applications.</i></p>		
7.4.8	<p><i>Change of licensee contact details advice</i></p> <p>Records relating to notifications of change of details received from recreational and pleasure ship licence holders which are entered into TRAILS (Transport Registration and Integrated Licensing System).</p>	Temporary	Retain until data verified and register updated.
7.4.9	<p><i>Temporary authority book – marine licence</i></p> <p>Book of temporary marine licences issued by maritime safety sector public authorities to approved licence holders.</p>	Temporary	Retain for 1 year after issue of last certificate in the book.
7.5	<p>MEDIA AND COMMUNICATION</p> <p><i>The activities associated with the development and dissemination of awareness and communication notices to external clients and organisations on maritime safety sector public authorities' services and events. Includes establishing relationships between the media and maritime safety sector public authorities.</i></p> <p><i>See the General Retention and Disposal Schedule for Administrative Records (GRDS) for records relating to media related activities.</i></p>		
7.5.1	<p><i>Marine licence awareness kits - approved</i></p> <p>Final approved marine licence awareness kits and marine information bulletins issued by maritime safety sector public authorities to external bodies and organisations.</p> <p><i>See reference number 7.5.2 for records relating to the development of awareness publications.</i></p> <p><i>See the General Retention and Disposal Schedule for Administrative Records (GRDS) for records relating to the publication, distribution and legal deposit of awareness notices and other information products.</i></p> <p><i>See the General Retention and Disposal Schedule for Administrative Records (GRDS)</i></p>	Temporary	Retain for 10 years after last action.

Reference	Description of records	Status	Disposal action
	<i>for records relating to the training of maritime safety sector public authorities' employees.</i>		
7.5.2	<p>Marine licence awareness kits - development</p> <p>Records relating to the development of marine licence information kits by maritime safety sector public authorities.</p> <p>Includes consultation with community and external organisations.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • significant drafts of the notices • consultation results and analysis. <p><i>See section 6.11 for records relating to marine safety awareness notices.</i></p> <p><i>See reference number 7.5.1 for records relating to approved marine licence kits and information bulletins.</i></p> <p><i>See the General Retention and Disposal Schedule for Administrative Records (GRDS) for records relating to the publication, distribution and legal deposit of awareness notices.</i></p>	Temporary	Retain for 3 years after last action.
7.6	<p>PROGRAM MANAGEMENT</p> <p><i>The activities associated with establishing and monitoring maritime safety sector public authorities' specific strategies and initiatives that are implemented for use by external organisations and community bodies.</i></p> <p><i>See the General Retention and Disposal Schedule for Administrative Records (GRDS) for records relating to planning.</i></p>		
7.6.1	<p>Marine licence programs</p> <p>Records relating to the development of marine licence programs and initiatives such as Queensland's recreational licensing scheme, BoatSafe, in accordance with <i>Transport Operations (Marine Safety) Act 1994</i>.</p>	Temporary	Retain for 20 years after last action.

Reference	Description of records	Status	Disposal action
7.7	<p>SEARCHES</p> <p><i>The activity associated with formal requests for information in accordance with certain legislation; e.g. registration, licences.</i></p>		
7.7.1	<p>Marine licence verification</p> <p>Records relating to requests for verification of marine licence holders.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • applications/requests • information identifying copies provided to applicants. 	Temporary	Retain for 2 years after last action.
7.8	<p>STANDARDS</p> <p><i>The process of implementing industry or organisational benchmarks for services and processes to enhance the quality and efficiency of the organisation.</i></p>		
7.8.1	<p>Boatsafe competency standards – final</p> <p>Master/final approved BoatSafe competency standards issued in accordance with the <i>Transport Operations (Marine Safety) Act 1994</i>.</p> <p><i>See the General Retention and Disposal Schedule for Administrative Records for legal deposit requirements for agency publications.</i></p>	Permanent	Retain permanently.
7.8.2	<p>Boatsafe competency standards - development</p> <p>Records relating to the development of the BoatSafe competency standards.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • records of industry based consultation • significant drafts. <p><i>See the General Retention and Disposal Schedule for Administrative Records for</i></p>	Temporary	Retain for 3 years after last action.

Reference	Description of records	Status	Disposal action
	<i>records relating to the development of functional policies.</i>		
7.9	<p>STATUTORY APPEALS</p> <p><i>The activity of processing appeals as allowed under the relevant legislation. Includes appeals related to non-issue of licences and refusal of land use and development applications.</i></p>		
7.9.1	<p><i>Marine licence – appeals</i></p> <p>Records relating to appeals against maritime safety sector public authorities' decisions to refuse or refuse in part an application for a marine licence under the <i>Transport Operations (Marine Safety) Act 1994</i>.</p> <p>Includes commercial and recreational and private ships.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • notices of appeal • legal briefs, decisions, legal advice and copies of the development application • correspondence between parties. <p><i>See section 7.4 for records relating to marine licence applications.</i></p>	Temporary	Retain for 10 years after conclusion of appeal process.

8. REGISTERED TRAINING SERVICES

The function relating to the approval and monitoring of maritime safety sector public authorities' authorised Registered Training Organisations where they provide competency based marine training and assessment in Queensland.

For records relating to the delivery of education, training and awareness by maritime safety sector public authorities see the relevant function in this Schedule.

See section 5. MARINE POLLUTION MANAGEMENT for records relating to education and training in relation to providing an emergency response to marine pollution incidents.

See section 7. MARINE USER MANAGEMENT for records relating to education and training in relation to ship user licensing.

Reference	Description of records	Status	Disposal action
8.1	APPROVALS <i>The activity of granting approval to undertake an action upon receipt of an official application which relates to core business.</i>		
8.1.1	Certificates of authority – registered training organisations Records relating to applications for Certificates of Authority allowing Registered Training Organisations to provide marine training and assessment services which are approved under s.104 of the <i>Transport Operations (Marine Safety) Regulation 2004</i> . Includes the renewal, amendments, replacement of registration, expiry, cancellation or suspension of a certificate of authority. Also includes sanctions imposed by maritime safety sector public authorities as a result of non compliance. Records may include, but are not limited to: <ul style="list-style-type: none"> • applications (e.g. application form, staff marine suitability application form, sample Statement of Attainment) • letters of support by maritime safety sector public authorities to finalise the 	Temporary	Retain for 10 years after expiry or cancellation of Certificate of Authority.

Reference	Description of records	Status	Disposal action
	registration <ul style="list-style-type: none"> • desktop evaluations • site visit reports and supporting documentation • certificates of authority (including letter to Registered Training Organisation regarding Certificates of Authority). 		
8.1.2	<p><i>Certificates of authority – refused</i></p> <p>Records relating to applications for Certificates of Authority for a Registered Training Organisation to provide marine training and assessment services which are refused.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • applications and supporting documentation • refusal notifications. <p><i>See reference number 8.2.1 for records relating to appeals against negative decisions.</i></p>	Temporary	Retain for 2 years after last action.
8.2	<p>STATUTORY APPEALS</p> <p><i>The core activity of processing appeals as allowed under the relevant legislation.</i></p>		
8.2.1	<p><i>Certificate of authority - appeals</i></p> <p>Records relating to appeals against the refusal, cancellation, or suspension of a Certificates of Authority.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • legal briefs, decisions, legal advice and copies of the development application • correspondence between parties. <p><i>See reference number 8.1.2 for records relating to refused applications for Certificates of Authority.</i></p>	Temporary	Retain for 10 years after conclusion of appeal process.

9. VESSEL MANAGEMENT

The function relating to regulating the design, construction and operation of specific classes and types of commercial and recreational ships under the Transport Operations (Marine Safety) Act 1994. Includes the development of standard specifications and policy, accreditation of ship designers, ship builders and marine surveyors, and ship registration.

Reference	Description of records	Status	Disposal action
9.1	<p>ACCREDITATION</p> <p><i>The activity of accrediting operators, organisations or individuals to carry out business in a certain field. Includes the inspection and marine survey of individual ships for the issue of certificates of compliance as part of the accreditation process.</i></p>		
9.1.1	<p><i>Accreditation – designers, builders and surveyors - approved</i></p> <p>Records relating to applications for the accreditation of an individual or corporation as a ship designer, builder or marine surveyor which are approved by maritime safety sector public authorities in accordance with s. 44 of the <i>Transport Operations (Marine Safety) Regulation 2004</i>.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • accreditation applications or renewal forms • certificates of insurance. <p><i>See reference number 9.1.2 for records relating to refused applications for accreditation.</i></p>	Temporary	Retain for 10 years after expiry or cancellation of accreditation.
9.1.2	<p><i>Accreditation – designers, builders and surveyors – refused</i></p> <p>Records relating to applications for the accreditation of an individual or corporation as a ship designer, builder and marine surveyor which are refused by maritime safety sector public authorities in accordance with s. 44 of the <i>Transport Operations (Marine Safety) Regulation 2004</i>.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • applications and supporting documentation 	Temporary	Retain for 2 years after last action.

Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none"> refusal notifications. <p>See reference number 9.1.1 for records relating to approved applications for accreditation.</p>		
9.2	<p>POLICY</p> <p><i>The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making, as the basis from which the organisation's operating procedures are determined.</i></p>		
9.2.1	<p>Ship handling policy</p> <p>Records relating to the development of policies on the operation and handling of ships, such as the <i>Commercial and Fishing Ship Operating Document</i> issued under the <i>Transport Operations (Marine Safety) Regulation 2004</i>.</p> <p>See the <i>General Retention and Disposal Schedule for Administrative Records (GRDS)</i> for records relating to administrative policies.</p>	Temporary	Retain for 10 years after policy superseded.
9.3	<p>REGISTRATION</p> <p><i>The activity associated with recording the details of particulars of ships, the person in whose name the ship is registered, inspection and marine survey of individual ships for the issue of certificates of compliance.</i></p> <p>See section 7.4 for records relating to marine licence applications.</p> <p>See section 9.6 for records of appeals against decisions to refuse applications for registration.</p>		
9.3.1	<p>Applications - commercial and fishing ships – less than 6 metres</p> <p>Applications for registration of commercial and fishing ships less than 6 metres in length, made in accordance with s.60 of the <i>Transport Operations (Marine Safety) Regulation 2004</i>.</p> <p>Includes change of ship particulars, the registration of a ship being operated commercially outside Queensland, registration refusal or conditional refusal, renewal,</p>	Temporary	Retain for 15 years after expiry or cancellation of registration.

Reference	Description of records	Status	Disposal action
	<p>cancellation and suspension.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • commercial and fishing ship registration applications • proof of identity • statements of positive flotation • certificates of survey • statements of safety, fire suppression and electrical installation inspections • commercial/fishing ship application for certificate of survey • certificates of compliance for survey and design • notifications of intent to build a ship • refusal notifications and supporting documentation • change of ship particulars notification forms and supporting documentation. <p><i>See reference number 9.3.2 for records relating to the registration of ships larger than 6 metres.</i></p> <p><i>See reference numbers 9.3.3 and 9.3.4 for records relating to the registration of recreational/personal ships.</i></p> <p><i>See reference number 9.3.8 for records relating to the register of commercial ships.</i></p> <p><i>See reference number 9.3.10 for records relating to the transfer of registration.</i></p>		
9.3.2	<p>Applications - commercial and fishing ships – 6 metres or more</p> <p>Applications for registration of commercial and fishing ships 6 metres or more in length, made in accordance with s.60 of the <i>Transport Operations (Marine Safety) Regulation 2004</i>. Includes ships currently registered in another state or country.</p> <p>Includes change of ship particulars, registration refusal or conditional refusal, renewal, cancellation and suspension.</p>	Temporary	Retain for 25 years after expiry or cancellation of registration.

Reference	Description of records	Status	Disposal action
	<p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • commercial and fishing ship registration applications • certificates of compliance for design and survey • certificates of compliance for safety equipment • statements of positive flotation • commercial and fishing ship loadline application forms and a certificates of compliance for loadline (only if the ship is 24 metres or over in length) • notifications of intent to build a ship • refusal notifications and supporting documentation • change of ship particulars notification forms and supporting documentation. <p><i>See reference number 9.3.1 for records relating to the registration of ships less than 6 metres.</i></p> <p><i>See reference number 9.3.5 for records of insurance exemptions.</i></p> <p><i>See reference numbers 9.3.3 and 9.3.4 for records relating to the registration of recreational/personal ships.</i></p> <p><i>See reference number 9.3.10 for records relating to registration transfers.</i></p>		
9.3.3	<p><i>Applications - recreational ships - less than 15 metres</i></p> <p>Applications for registration of recreational ships made in accordance with s.60 of the <i>Transport Operations (Marine Safety) Regulation 2004</i>. Includes ships currently registered in another state or country.</p> <p>Includes change of ship particulars, registration refusal or conditional refusal, renewal, cancellation and suspension, in accordance with s.163 of the <i>Transport Operations (Marine Safety) Regulation 2004</i>.</p> <p>Records may include, but are not limited to:</p>	Temporary	Retain for 5 years after expiry or cancellation of registration.

Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none"> • recreational ship registration applications and supporting documentation • recreational ship cancellation of registration applications • refusal notifications and supporting documentation • change of ship particulars notification forms and supporting documentation • certificates of compliance for no observable defects for ships 12 metres in length and over. <p><i>See reference number 9.3.1 for records relating to the registration of commercial ships less than 6 metres.</i></p> <p><i>See reference number 9.3.4 for records relating to the registration of recreational ships 15 metres or more.</i></p> <p><i>See reference number 9.3.10 for records relating to registration transfers.</i></p>		
9.3.4	<p><i>Applications - recreational ships - 15 metres or more</i></p> <p>Applications for registration of recreational ships greater than 15 metres made in accordance with s.60 of the <i>Transport Operations (Marine Safety) Regulation 2004</i>. Includes ships currently registered in another state or country.</p> <p>Includes change of ship particulars, registration refusal or conditional refusal, renewal, cancellation and suspension, in accordance with s.163 of the <i>Transport Operations (Marine Safety) Regulation 2004</i>.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • recreational ship registration applications and supporting documentation • recreational ship cancellation of registration applications • ship inspector assessments and endorsements • refusal notifications and supporting documentation • change of ship particulars notification forms and supporting documentation • certificates of compliance. 	Temporary	Retain for 25 years after expiry or cancellation of registration.

Reference	Description of records	Status	Disposal action
	<p>See reference number 9.3.1 for records relating to the registration of commercial ships less than 6 metres.</p> <p>See reference number 9.3.2 for records relating to the registration of commercial ships more than 6 metres.</p> <p>See reference number 9.3.3 for records relating to the registration of recreational ships less than 15 metres.</p> <p>See reference number 9.3.10 for records relating to registration transfers.</p>		
9.3.5	<p>Applications – commercial ships - ship insurance exemption</p> <p>Applications for exemption from compulsory ship insurance for ships over 15 metres, made in accordance with s.67A of the <i>Transport Operations (Marine Pollution) Act 1995</i>. Includes the refusal by maritime safety sector public authorities for ship insurance exemption request.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • ship insurance exemption applications • certificates of registration • seaworthiness reports (includes photographs) • risk management plans • evidence of inability to obtain an insurance policy • refusal notifications or request for additional information • approval notifications and supporting documentation. <p>See section 6.9 for records relating to ship inspections.</p>	Temporary	Retain for 30 years after last action.
9.3.6	<p>Applications - restricted use flag – approved/refused</p> <p>Applications for registration of ships under a restricted use flag made under the <i>Transport Operations (Marine Safety) Act 1994</i>. Includes refused applications.</p>	Temporary	Retain for 5 years after last action.

Reference	Description of records	Status	Disposal action
	<p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • applications and supporting documentation (including proof of identity). <p>Excludes applications by foreign flagged ships.</p>		
9.3.7	<p><i>Applications - restricted use flag – foreign flagged ships – approved/refused</i></p> <p>Applications for registration of foreign flagged ships under a restricted use flag made under <i>Transport Operations (Marine Safety) Act 1994</i>. Includes refused applications.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • applications and supporting documentation (including proof of identity). 	Temporary	Retain for 7 years after last action.
9.3.8	<p><i>Register of commercial and fishing ships</i></p> <p>Register of commercial, fishing and special marine ships registered to operate in Queensland waters, in accordance with s.73 of the <i>Transport Operations (Marine Safety) Regulation 2004</i>, recorded in the Commercial Information and Registration Management System (CIRMS).</p> <p>Information to be captured includes:</p> <ul style="list-style-type: none"> • registered owner's name • address • registration number • type of registration and class • description of the ship including length and beam, engine details and construction materials. <p><i>See reference numbers 9.3.1 and 9.3.2 for records relating to applications for registration for commercial and fishing ships.</i></p>	Permanent	Retain permanently by maritime safety sector public authority.
9.3.9	<p><i>Register of recreational ships</i></p> <p>Register of recreational ships registered to operate in Queensland waters, in</p>	Temporary	Retain for 50 years from date ship first registered.

Reference	Description of records	Status	Disposal action
	<p>accordance with s.72 of the <i>Transport Operations (Marine Safety) Regulation 2004</i>, recorded in the Transport Registration and Integrated Licensing System (TRAILS). Includes renewals.</p> <p>Information to be captured includes:</p> <ul style="list-style-type: none"> • registered owner's name • address • registration number • type of registration • description of the ship including length and beam, engine details and construction materials, etc. <p><i>See reference numbers 9.3.3 and 9.3.4 for records relating to applications for registration of recreational ships.</i></p>		
9.3.10	<p><i>Transfer of registration</i></p> <p>Records relating to the transfer of a commercial or recreational ship registration, in accordance with s.173 of the <i>Transport Operations (Marine Safety) Regulation 2004</i>.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • registration transfer applications and supporting documentation; and • current registrations, survey certificates and load line certificates (if applicable). 	Temporary	Retain for 7 years after last action.
9.3.11	<p><i>Change of registration contact details</i></p> <p>Correspondence advising of change of address, and other details to registration details.</p> <p><i>See reference numbers 9.3.1 - 9.3.5 for records relating to change of ship particulars.</i></p>	Temporary	Retain until data verified and register updated.
9.3.12	<p><i>Ship designs - certificates of compliance – historically significant</i></p> <p>Certificates of compliance for ships, or parts of ships, provided to maritime safety sector public authorities under s.5 of the <i>Transport Operations (Marine Safety) Act 1994</i> by</p>	Permanent	Retain permanently.

Reference	Description of records	Status	Disposal action
	<p>accredited marine surveyors which are deemed historically significant.</p> <p>Includes new certificates issued when ship/design of ship is altered or if ship is involved in an accident which requires alteration.</p> <p>Factors which may determine historical significance include:</p> <ul style="list-style-type: none"> • the ship has recognised historical value (e.g. is registered on the Australian Register of Historic Vessels, Queensland Heritage Register, or another heritage list) • the ship was involved in or linked to an event of State-wide significance (e.g. political activism, environmental disaster) • the ship was wrecked resulting in a loss of human lives. <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • original certificates of compliance • seaworthiness reports • water works or intent to build applications (s.16 of <i>Transport Infrastructure (Sunshine Coast Waterways) Management Plan 2000</i>) 		
9.3.13	<p><i>Ship designs - certificates of compliance - other</i></p> <p>Certificates of compliance for ships, or parts of ships, provided to maritime safety sector public authorities under s.5 of the <i>Transport Operations (Marine Safety) Act 1994</i> by accredited marine surveyors that are not covered under reference number 9.3.12.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • original certificates of compliance • seaworthiness reports • water works or intent to build applications (s.16 of <i>Transport Infrastructure (Sunshine Coast Waterways) Management Plan 2000</i>). 	Permanent	Retain permanently by maritime safety sector public authority.

Reference	Description of records	Status	Disposal action
9.4	<p>SEARCHES</p> <p><i>The activity of responding to formal requests for information relating to ship registration.</i></p>		
9.4.1	<p><i>Enquiries - ship registration</i></p> <p>Requests for ship registration details.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • applications or requests • information identifying copies of records provided to applicant. 	Temporary	Retain for 2 years after last action.
9.5	<p>STANDARD SPECIFICATIONS</p> <p><i>The activities associated with developing and establishing standard specifications for inclusion in the department's infrastructure purchasing contracts.</i></p>		
9.5.1	<p><i>Standard specifications - final</i></p> <p>Final approved standard specifications for the design and operation of a specific class or type of ship. Covers the requirements for the specified type or class of ship, in relation to crew, approved areas of operation, and safety equipment.</p>	Temporary	Retain for 20 years after superseded.
9.5.2	<p><i>Standard specifications – development</i></p> <p>Records relating to the development of standard specifications for the design and operation of a specific class or type of ship. Covers the requirements for the specified type or class of ship, in relation to crew, approved areas of operation, and safety equipment.</p> <p>Includes departmental involvement in the development and review of Australian Uniform Shipping Laws (USL) Code or other recognised standards.</p> <p>Records may include, but are not limited to:</p>	Temporary	Retain for 3 years after last action.

Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none"> • records of industry based consultation • draft policy. 		
9.6	<p>STATUTORY APPEALS</p> <p><i>The activity of processing appeals as allowed under the relevant legislation. Includes appeals related to non-issue of licences and refusal of land use and development applications.</i></p> <p><i>See section 9.3 for records relating to applications to register ships which are refused.</i></p>		
9.6.1	<p>Registration - appeals</p> <p>Records relating to the appeals against cancellation, suspension, non-issue of a registration or certification for ship designers, builders, surveyors, in accordance with <i>Transport Operations (Marine Safety) Act 1994</i>. Includes appeals regarding the refusal of an application for a restricted use flag.</p>	Temporary	Retain for 10 years after conclusion of appeal process.

10. LEGACY RECORDS

This section covers records no longer created by maritime safety sector public authorities and those records which were created by predecessor agencies which are now the responsibility of maritime safety sector public authorities.

Please contact Queensland State Archives regarding any other legacy records not listed below.

Reference	Description of records	Date Range	Status	Disposal action
10.1	<p>EVALUATION</p> <p><i>The activity of determining the suitability of potential programs, items of equipment, systems, services or tenders to determine their significance, worth or condition by careful appraisal and study, to meet the needs of maritime safety sector public authorities. Evaluation occurs prior to a maritime safety sector public authority committing to a purchase, project or undertaking. Includes ongoing monitoring.</i></p>			
10.1.1	<p>Safety equipment</p> <p>Legacy records relating to the evaluation of particular types of safety equipment for ships. Includes the phase out of old safety equipment requirements.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • evaluation reports • assessments • safety tests. 	-	Temporary	Retain for 10 years after last action.
10.2	<p>HYDROGRAPHY</p> <p><i>This section covers hydrographical charts (Boating Safety Charts) transferred to Queensland State Archives prior to 1 January 2009. See section 6.7 for all other hydrographical charts and plans.</i></p>			

Reference	Description of records	Date Range	Status	Disposal action
10.2.1	Hydrographical/boating safety charts - master Master hydrographical/boating charts and marine drawings in the custody of Queensland State Archives. <i>See reference number 6.7.1 for master hydrographical/boating safety charts which are in the custody of maritime safety sector public authorities.</i>	c. 1826 – c. 1985	Permanent	Retain permanently.
10.2.2	Hydrographical/boating safety charts – key maps and indices Key maps and indices to hydrographical/boating charts in the custody of Queensland State Archives.	1910 - 1973	Permanent	Retain permanently.
10.3	MARINE BOARD <i>This section covers records created by the former Marine Board and its predecessors (1862 - 2009). Includes records previously transferred to Queensland State Archives.</i>			
10.3.1	Agendas and minutes Agendas, minutes and papers of the Marine Board.	1862 – 2009	Permanent	Retain permanently.
10.3.2	Reviews Records relating to the review of the Marine Board.	2004	Permanent	Retain permanently.
10.3.3	Appointments Records relating to the appointment of Marine Board members.	2003 – 2009	Permanent	Retain permanently by maritime safety sector public

Reference	Description of records	Date Range	Status	Disposal action
				authority.
10.3.4	Indemnity Records relating to the indemnity issues of the Marine Board.	2003 – 2009	Temporary	Retain for 25 years after last action.
10.4	REGISTRATION <i>This section covers legacy records previously covered under QDAN97/0021 issued to Queensland Transport on 17 February 1997.</i>			
10.4.1	Interim certificates of survey Interim certificates of survey books (commercial vessels).	-	Temporary	Retain for 1 year after last action.

11. PORT DEVELOPMENT

The function relating to the planning, design, construction, operation, monitoring, evaluation, maintenance, renewal and disposal of marine infrastructure assets and systems required for the safe development and operation of ports and navigable waterways. Assets and systems include provisions for Aids to Navigation, Vessel Traffic Services and ship sourced pollution prevention.

The function includes the assessment of development proposals of State significance exempted from normal development application processes under the Integrated Development Assessment System (IDAS).

Reference	Description of records	Status	Disposal action
11.1	<p>ADVICE</p> <p><i>The activities associated with offering opinions by or to the organisation as to an action or judgement. Includes the process of advising.</i></p>		
11.1.1	<p><i>Engineering advice</i></p> <p>Records relating to specialist engineering advice provided by maritime safety sector public authorities to proponents of major development project proposals, government agencies and internal stakeholders on the planning, design, operation, maintenance, renewal, replacement or disposal of marine infrastructure.</p> <p>Advice is provided to ensure that the aspects of navigational safety and prevention of ship sourced pollution are not compromised and that maritime safety sector public authorities' regulatory provisions are maintained at all times.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • research and advice notes • reports • analysis • calculations • designs • specifications 	Temporary	Retain for 10 years after last action.

Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none"> • technical drawings • images • position papers • schedules. 		
11.1.2	<p><i>Nautical advice</i> Records relating to specialist nautical advice provided by maritime safety sector public authorities in regard to vessel traffic management, navigational safety and the prevention of ship-sourced pollution. Also includes advice on compliance with maritime safety sector public authorities' regulatory requirements.</p>	Temporary	Retain for 10 years after last action.
11.2	<p>DEVELOPMENT CONTROLS <i>The activities relating to the assessment of development applications by a maritime safety sector public authority as a concurrence agency under the Sustainable Planning Act 2009.</i></p>		
11.2.1	<p><i>Development proposals - significant</i> Records relating to applications for development approval for port infrastructure declared significant under s.27 of the <i>State Development and Public Works Organisation Act 1971</i>. Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • development proposals and supporting documentation • consultation documentation • submissions • recommendations • correspondence between parties. 	Permanent	Retain permanently.

Reference	Description of records	Status	Disposal action
11.2.2	<p><i>Development proposals - other</i></p> <p>Records relating to applications for development approval for port infrastructure which are not covered under reference number 11.2.1.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • development proposals and supporting documentation • consultation documentation • submissions • recommendations • correspondence between parties. 	Temporary	Retain for life of structure.
11.3	<p>GOVERNANCE COMMITTEES</p> <p><i>The activity of managing or participating in committees relating to the port development function.</i></p> <p><i>See the General Retention and Disposal Schedule for Administrative Records for records relating to internal business unit meetings.</i></p> <p><i>See the General Retention and Disposal Schedule for Administrative Records for records relating to the administration and coordination of meetings and committees.</i></p>		
11.3.1	<p><i>Committees - Strategic/secretariat role</i></p> <p>Records associated with the management of strategic committees formed to consider policy matters relating to the port development function. Includes external committees for which maritime safety sector public authorities provide secretariat support.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • terms of reference • final approved minutes and agendas • reports • briefing papers 	Permanent	Retain permanently.

Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none"> • committee member lists. <p><i>See the General Retention and Disposal Schedule for Administrative Records for committee working papers.</i></p>		
11.3.2	<p>Committees - Operational/non secretariat role</p> <p>Records of committees formed to consider operational matters relating to the port development function. Includes working groups, advisory groups, and forums. Includes external committees on which maritime safety sector public authorities participate but do not provide secretariat support.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • terms of reference • final approved minutes and agendas • reports • briefing papers • committee member lists. <p><i>See the General Retention and Disposal Schedule for Administrative Records for committee working papers.</i></p>	Temporary	Retain for 7 years after last action.
11.4	<p>LIAISON</p> <p><i>The activities associated with maintaining regular general contact between maritime safety sector public authorities and professional associations, professionals in related fields, other private sector entities and community groups. Includes sharing informal advice and discussions, membership of professional associations and collaborating on projects that are not joint ventures.</i></p>		
11.4.1	<p>Industry liaison</p> <p>Records documenting maritime safety sector public authorities' liaison, communication and information exchange on port infrastructure and related issues. Includes liaison</p>	Temporary	Retain for 7 years after last action.

Reference	Description of records	Status	Disposal action
	<p>with:</p> <ul style="list-style-type: none">• industry bodies and individuals• other maritime authorities. <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none">• records of telephone, email, face-to-face and other contact• requests for information and responses. <p><i>See the relevant class under this Schedule for records documenting formal contact with community and professional groups.</i></p>		

INDEX

accreditation	88	BoatSafe competency standards	84
acquisition	10	BoatSafe course	78
aerial surveys	54	BoatSafe workbook	77
agreements	36, 44, 60, 63	breakwater	25
appeals	34, 74, 85, 87, 98	buoy mooring	29, 34, 47
aquatic event permit	45, 74	buoy mooring areas	46
audits	72	buoys	64
Australian Uniform Shipping Laws	97	certificate of calibration	65
beacons	64	certificate of compliance	95, 96
BICMP application form	32	certificate of compliance for design and survey	90
boat ramps	25	certificate of compliance for safety equipment	90
boating facilities	29	certificate of compliance for survey and design	89
boating infrastructure capital and maintenance program	32, 33	certificate of registration	93
Boating Infrastructure Capital Maintenance (BICMP)	26	certificate of survey	89
boating safety charts	53	Certificates of Authority	86, 87
BoatSafe	83, 84	CIRMS	94

closed circuit television.....	68	development applications.....	21, 22, 31, 34
commercial and fishing ships less than 6 metres in.....	89	development proposals.....	103, 104
Commercial Information and Registration Management System.....	94	disposal of waste.....	18
commercial ships.....	80	drawings and specifications.....	28
commercial tidal works.....	22	dredge master licence.....	67
committees.....	104, 105	dredging.....	26
community feedback.....	15	dredging approvals (permits).....	26
compensation.....	12	dredging projects.....	32
complaints.....	15, 34, 69, 70, 71	education campaigns.....	51, 76
concurrence agency.....	22	Emergency Position Indicating Radio Beacons.....	50
control/command centres.....	16	emergency response.....	66
cost assessments.....	12	emergency response exercises.....	52
cost recovery.....	12	engineering advice.....	102
critical incident timesheet.....	19	environmental impact statements.....	27, 73
cultural heritage.....	14	environmental impacts.....	14
cyclone contingency plan.....	49	EPIRB.....	51
dangerous cargo notification reports.....	68	equipment disposal authority request.....	38
declaration.....	47	examinations.....	78, 80
designs and specifications.....	63	expenditure.....	18

feedback.....	70	inspection and damage report	9
first strike response services	36	inspection reports.....	41
flood studies	73	inspections	60, 61, 62
foreign flagged ships	93	inspections of ships	41, 42
geotechnical investigations.....	73	inspections of structures.....	9
handling of ships	89	Interim certificates of survey books.....	101
hazard maps	38	investigations	19, 81
hazards	60	jetties.....	25
hydrographical.....	53	king tides	55
hydrographical services.....	44	leasing of land	28
hydrographical soundings.....	54	level run books	54
hydrographical survey audits	49	licence.....	79, 80, 81, 84
hydrographical survey plans.....	53, 54	lighthouses	63
hydrographical survey standards.....	73	live on board.....	75, 76
hydrographical surveys.....	49	logbooks.....	10
incident action plans	16	maintenance reports.....	63, 64, 65
incidents	11, 39	Marine Board.....	100
incidents involving Maritime Safety Queensland ships.....	11	marine incident reports	59
infringements.....	78	marine information bulletins.....	65, 82

marine infrastructure.....	102	marine surveyor.....	88
marine infrastructure programs.....	33	marine training.....	87
marine infringement notices.....	78	marine user licence	79, 80
marine licence	83, 85	marine zone proposal	74
marine licence awareness kits.....	82	marine zones.....	46
marine licence information kits	83	media conferences	14
marine licence oral examinations.....	78	meetings.....	68
marine licence programs	83	messages to mariners	73
marine operators or drivers.....	78	native title assessment	29
marine pollution and safety risks.....	72	natural disaster notifications	66
marine pollution incident.....	39, 40	nautical advice.....	103
marine pollution investigation	42	navigational aid agreements.....	63, 64
marine pollution reports	39, 40	navigational aid systems	71
marine pollution response equipment.....	36, 38	navigational aids.....	60, 63, 64, 71
marine pollution risks.....	43	navigational hazards	60
marine pollution situation reports.....	39, 40	non-compliance notice.....	42
marine safety awareness notices.....	65, 66	notebooks of shipping inspectors	63
marine safety incidents.....	57, 58	notices of temporary exclusion zones.....	65
marine safety programs,.....	69	notices to mariners	65

oil pollution first strike response deeds	36	private tidal works.....	23
oil spill	38	procurement	17
Oil spill risk profile maps.....	38	prosecution briefs	19
operational response	17	prosecutions.....	13
patrols and surveillance of waterways	68	public recreational boating facilities	24
personal water craft.....	79, 80	Q-Ships	67
pilotage area	68	quarantine authority notices	68
pilotage exemption	67	quay line enquiries	31
pilotage licence.....	67	Queensland Ship Information Planning System.....	67
pilotage service contracts	67	Record of Practical Experience and Sea Service.....	80
policies	89	Record of Service.....	80
pollution emergency response management exercises	37	recovery plans.....	14
pollution prevention and response plan	43	recreational boating facilities	32
pontoons	25	recreational licensing scheme	77, 78, 83
port authorities.....	36	recreational ship.....	79, 80
port contingency plan	43	register of marine incidents.....	59
port development.....	104, 105	register of marine licences.....	79, 80
port infrastructure	103, 104	Registered Training Organisations	86
press releases.....	14	registration	10, 89, 90, 91, 92, 93, 94, 95, 97

registration of commercial and fishing ships	89, 90	safety reports	65
registration of foreign flagged ships	94	salvage.....	20
registration of recreational ships	91, 92	satellite tracking systems.....	64
registration transfer application.....	95	seatime assessment books	80
requests for information.....	31	seaworthiness reports	93, 95, 96
requests for verification	84	seized item	42
research	29	seizure notice and receipt.....	42
response to a marine disaster	13	seizure of evidence receipts	62
restricted use flag	93, 94, 98	service level agreements.....	44
reviews	13	sewage discharge areas.....	39
risk assessment.....	72	ship designer	88
risk evaluation assessments.....	20	ship designers	98
risk management plan	93	ship insurance	93
risk profile database	72	ship insurance exemption.....	93
ROPES.....	80	ship movement risks.....	72
RoS	80	ship movement sheets.....	67
RTO	86	Ship running sheets.....	10
safety equipment.....	99	shipping inspectors.....	45, 46, 52, 63, 74
safety management plans	72	significant tidal works.....	21

situation reports.....	16	tidal works	21, 31
standard specifications	97	Tide tables.....	56
State boat harbours	27, 28	TIDES	54
Statement of Attainment	86	TRAILS	79, 82, 94
surveyors.....	98	training of shipping inspectors	52
take-off or land an aircraft on water	48	transfer	95
TARDIS.....	80	Transport Registration and Integrated Licensing System.....	79, 94
temporary exclusion zones	46	Travel And Related Document Information System	80
temporary marine licences.....	82	Vessel Traffic Systems	64
tidal events	55	VTS	64
tidal gauges	55, 65	vulnerability maps.....	38
tidal heights	56	warnings of natural disasters	66
tidal Information database	54	warrants for entry	41
tidal levels	54, 56, 65	water works or intent to build applications	95, 96
tidal prediction notices	65	workplace incident forms	19
tidal predictions	54		