Public Record Office Standard

PROS 00/02

Authority

Retention and Disposal Authority for Records of the Department of Infrastructure

**Version 2022**

**Incorporating Variations 1, 2, 3, 4, 5, 6, 7 and 8**

|  |  |  |
| --- | --- | --- |
| 00/02 | Issue Date: 31/12/2000 | Expiry Date: 31/12/2010 |
| Variation 1 | Issue Date: 11/04/2005 | Expiry Date: 31/12/2010 |
| Variation 2 | Issue Date: 03/04/2006 | Expiry Date: 31/12/2010 |
| Variation 3 | Effective Date: 01/01/2011 | Expiry Date: 30/11/2012 |
| Variation 4 | Effective Date: 01/12/2012 | Expiry Date: 31/12/2013 |
| Variation 5 | Effective Date: 23/12/2013 | Expiry Date: 31/12/2016 |
| Variation 6 | Effective Date: 03/02/2017 | Expiry Date: 31/12/2019 |
| Variation 7 | Effective Date: 06/12/2019 | Expiry Date: 31/12/2022 |
| Variation 8 | Effective Date: 13/12/2022 | Expiry Date: 31/12/2025 |

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**Public Records Act 1973**

**(Section 12)**

**Retention & Disposal Authority for Records of the**

**Department of Infrastructure**

**Public Record Office Standard (PROS) 00/02**

**Variation 1:**

In accordance with section 12 of the *Public Records Act* 1973 (as amended), I hereby vary the Standard applying to the Department of Infrastructure records, issued as Public Record Office Standard (PROS) 00/02 on 8/12/2000, as follows:

**Insertion of new classes 12.3.0 to 12.6.7 relating to the Vessel Registration and Boat Operator function.**

**12.3.1** **Maintenance of Registered Vessel’s Summary Record, and**

**12.3.2** **Maintenance of a New Client Record.**

**12.4.1** **Application to Register a Vessel,**

**12.4.2** **Maintenance of Vessel Registration Details,**

**12.4.3(a)** **Maintenance of Vessel Registration Status (Non Current Details), and**

**12.4.3(b)** **Maintenance of Vessel Registration Status (Current Details)**

**12.5.1** **Maintenance of Boat Operator Licence Summary Record, and**

**12.5.2** **Maintenance of a New Client Record**

**12.6.1** **Application for a Boat Operator Licence,**

**12.6.2** **Medical Review of Boat Operator Licence Holder,**

**12.6.3** **Maintenance of Boat Operator Licence Details,**

**12.6.4** **Testing of a Boat Operator,**

**12.6.5** **Medical Review and Penalty Notifications to a Boat Operator,**

**12.6.6** **Determination of Offences and Penalties,**

**12.6.7(a)** **Maintenance of Boat Operator Licence Status (Non Current Details), and**

**12.6.7(b)** **Maintenance of Boat Operator Licence Status (Current Details)**

This Variation shall have effect from its date of issue.

Justine Heazlewood

Date of Issue:

**1 April 2005**

**Director and Keeper of Public Records**

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**Public Records Act 1973**

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**Retention & Disposal Authority for Records of the**

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**Public Record Office Standard (PROS) 00/02**

**Variation 2:**

In accordance with section 12 of the *Public Records Act* 1973 (as amended), I hereby vary the Standard applying to records of the Department of Infrastructure, issued as Public Record Office Standard (PROS) 00/02 on 31/12/2000 as follows:

**Inclusion of new Class 23.0.0 covering the function of Public Transport Security**

**Inclusion of new Class 23.1.0 covering the function of Public Transport Closed Circuit Television (CCTV)**

**Inclusion of new Class 23.1.1 pertaining to Closed Circuit Television (CCTV) footage data not containing footage of a reported incident - Destroy when administrative use is concluded**

**Inclusion of new Class 23.1.2 pertaining to Closed Circuit Television (CCTV) footage containing footage of a reported incident - Destroy after required footage is copied onto DVD and when operational/administrative use is concluded**

**Inclusion of new Class 23.1.3 pertaining to Closed Circuit Television (CCTV) footage data replicated onto a DVD - Destroy 7 years after legal proceedings are concluded**

This Variation shall have effect from its date of issue.

[Signed]

Justine Heazlewood

Date of Issue:

**3 April 2006**

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**Retention & Disposal Authority for**

**Records of the Department of Infrastructure**

**Public Record Office Standard (PROS) 00/02**

**Variation 3:**

In accordance with section 12 of the *Public Records Act* 1973 (as amended), I hereby vary the Standard applying to records of the Department of Infrastructure, issued as Public Record Office Standard (PROS) 00/02 on 31/12/2000, as follows:

**Extension of the application of the Authority until 30/11/2012**

This Variation shall have effect from 01/01/2011.

[Signed]

Justine Heazlewood Date of issue: 4 April 2011

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**Records of the Department of Infrastructure**

**Public Record Office Standard (PROS) 00/02**

**Variation 4:**

In accordance with section 12 of the *Public Records Act* 1973 (as amended), I hereby vary the Standard applying to records of the Department of Infrastructure, issued as Public Record Office Standard (PROS) 00/02 on 31/12/2000, as follows:

**Extension of the application of the Authority until 31/12/2013**

This Variation shall have effect from 01/12/2012.

[Signed]

Justine Heazlewood Date of issue: 08/03/2013

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**Retention and Disposal Authority for Records of the Department of Infrastructure**

**Public Record Office Standard (PROS) 00/02**

**Variation 5:**

In accordance with section 12 of the *Public Records Act* 1973 (as amended), I hereby vary the Standard applying to the Retention and Disposal Authority for Records of the Department of Infrastructure, issued as Public Record Office Standard (PROS) 00/02 on 31/12/2000, as follows:

**Extension of the application of this Standard until 31/12/2016**

This Variation shall have effect from its date of issue.

[Signed]

Justine Heazlewood Date: 23/12/2013

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**Retention and Disposal Authority for Records**

**Department of Infrastructure**

**Public Record Office Standard (PROS) 00/02**

**Variation 6:**

In accordance with section 12 of the *Public Records Act* 1973 (as amended), I hereby vary the Standard applying to the Retention and Disposal Authority for Records of the Department of Infrastructure, issued as Public Record Office Standard (PROS) 00/02 on 31/12/2000, as follows:

**Extension of the application of this Standard until 31/12/2019**

This Variation shall have effect from its date of issue.

[Signed]

Justine Heazlewood Date: 03/02/2017

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**Public Records Act 1973**

**(Section 12)**

**Retention and Disposal Authority for Records**

**Department of Infrastructure**

**Public Record Office Standard (PROS) 00/02**

**Variation 7:**

In accordance with section 12 of the *Public Records Act* 1973 (as amended), I hereby vary the Standard applying to the Retention and Disposal Authority for Records of the Department of Infrastructure, issued as Public Record Office Standard (PROS) 00/02 on 31/12/2000, as follows:

**Extension of the application of this Standard until 31/12/2022**

This Variation shall have effect from its date of issue.

[signed]

Justine Heazlewood Date: 06/12/2019

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**Public Records Act 1973**

**(Section 12)**

**Retention and Disposal Authority for Records**

**Department of Infrastructure**

**Public Record Office Standard (PROS) 00/02**

**Variation 8:**

In accordance with section 12 of the *Public Records Act* 1973 (as amended), I hereby vary the Standard applying to the Retention and Disposal Authority for Records of the Department of Infrastructure, issued as Public Record Office Standard (PROS) 00/02 on 31/12/2000, as follows:

**Extension of the application of this Standard until 31/12/2025**

This Variation shall have effect from its date of issue.

[Approved]

Justine Heazlewood Date: 13/12/2022

**Director and Keeper of Public Records**

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Under section 12 of the *Public Records Act* 1973, the Keeper of Public Records is responsible for the establishment of standards for the efficient management of public records and for assisting public offices to apply those standards to records under their control. Officers in charge of public offices are responsible under section 13 of the Act for carrying out, with the advice and assistance of the Keeper, a program of records management in accordance with the standards established under section 12 of the Act.

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**1** **Introduction**

**1.1** **Purpose of this Authority**

The purpose of this Authority is to provide a mechanism for the disposal of public records in

accordance with the *Public Records Act* 1973.

The Authority:

* identifies records which are worth preserving permanently as part of Victoria’s archival heritage
* prevents the premature destruction of records which need to be retained for a specified period to satisfy legal, financial and other requirements of public administration, and
* authorises the destruction of those records not required permanently.

**1.2** **Context of this Authority**

**1.2.1** **Public Record Office Victoria Standards**

This Authority should be used in conjunction with the standards issued by the Keeper of Public Records under section 12 of the *Public Records Act* 1973. Copies of all relevant PROV standards, specifications and regulatory advice can be downloaded from [www.prov.vic.gov.au.](http://www.prov.vic.gov.au/) These documents set out the procedures that must be followed by Victorian public offices.

**1.2.2** **Disposal of records identified in the Authority**

Disposal of public records identified in this Authority must be undertaken in accordance with the requirements of Public Record Office Standard PROS 10/13 *Disposal*.

It is a criminal offence to unlawfully destroy a public record under s 19(1) of the *Public Records Act 1973*.

The destruction of a public record is not unlawful if done in accordance with a Standard established under s 12 of the *Public Records Act 1973*.

This Standard (also known as an Authority) authorises the disposal of public records as described within its provisions. However, disposal is **not** authorised under this Standard if it is reasonably likely that the public record will be required in evidence in a current or future legal proceeding.

For the purposes of this Retention and Disposal Authority, a ‘legal proceeding’ has the same meaning as the *Evidence (Miscellaneous Provisions) Act 1958*, and includes any civil, criminal or mixed proceeding and any inquiry in which evidence is or may be given before any court or person acting judicially, including a Royal Commission or Board of Inquiry under the *Inquiries Act 2014*.

If the public office identifies that public records must be retained under other applicable legislation for a period that exceeds the retention period specified under the Standards, then the longer retention period must apply.

**1.2.3 Transfer of records to Public Record Office Victoria**

Contact Public Record Office Victoria for further information on procedures for transferring permanent records to archival custody.

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**1.2.4** **Normal Administrative Practice**

*PROS 22/04 Disposal Standard* authorises the destruction of some public records under Normal Administrative Practice (NAP) principles. Low value facilitative records described below are authorised for destruction by *PROS 22/04* under NAP principles:

* working documents, such as notes or calculations, used to assist in the preparation of other records
* minor drafts and transitory documents, where the content is reproduced elsewhere, and the information will not be needed to show how the work has progressed or actions approved
* minor updates of content, such as those in databases, which will not be needed to show actions, decisions, or approvals
* communications for the purpose of making minor arrangements
* duplicate copies. ephemeral material of a facilitative nature created, acquired or collected by public officers during the course of their duties.

**1.3 Use of Other Authorities**

In applying the disposal sentences set out in this Authority, reference should be made to other current Authorities where applicable. Where there is a conflict between two Authorities (for instance this Authority and the General Retention and Disposal Authority for Records of Common Administrative Functions), consult the Public Record Office Victoria for advice.

**1.4** **Scope of this Authority**

This Disposal Schedule is a Standard issued under Section 12 of the *Public Records Act* 1973. It has been issued by the Public Record Office Victoria in consultation with staff of the Department of Infrastructure.

The schedule covers *central* divisions of the Department of Infrastructure ***only***. Agencies within the

Department of Infrastructure not covered by the schedule include:

Architects Registration Board

Building Advisory Council

Building Appeals Board

Building Control Commission – *PROS*

*97/08*

Building Practitioners Board

Building Regulation Advisory

Commission

City Circle Tram Committee

City Circle Tram Promotion Committee

Docklands Authority

Hazardous Waste Consultative

Committee

Heritage Council

Local Government and Planning Advisory

Council

Melbourne City Link Authority

Melbourne Port Corporation

Passenger Charter Committee

Plumbing Industry Advisory Council

Plumbing Industry Commission

Public Transport Access Committee

Public Transport Heritage Advisory

Committee

Spencer Street Station Authority

Taxi and Tow Truck Directorate

Taxi Driver Safety Committee

Urban Land Corporation

VicTrack

VicRoads – *PROS 97/07*

Victoria Grants Commission

Victorian Bicycle Advisory Council

Victorian Channels Authority

Victorian Motorcycle Advisory Council

Victorian Road Freight Advisory Council

Other agencies that believe they may be affected should contact Public Record Office Victoria for further advice.

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**1.5 Explanation of Authority Headings**

**CLASS NUMBER**

The class number or entry reference number provides citation and ease of reference.

**DESCRIPTION**

The description of each record class is specified in this entry. A record class is a group of records that relate to the same activity, function or subject and require the same disposal action.

**STATUS**

This entry provides the archival status of each class - either permanent or temporary.

**CUSTODY**

This entry specifies whether the records are to be retained by the public office or transferred to the Public Record Office Victoria. Permanent records must be managed and transferred in accordance with PROV Standards.

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**2** **Acknowledgements**

I wish to extend special thanks to the following people from the Department of Infrastructure for their assistance in the development of this schedule. Particular gratitude is extended to Alistair Bourrilhon, Gail Nicholson and the Victorian Electronic Records Strategy (VERS@ DOI) Team for their extensive and unfailing support. Those who have contributed advice and feedback are listed below:

**Office of the Secretary**

David Holmes, Manager Secretariat Don Coulson, Freedom of Information

**Planning Heritage and Building Division**

Ray Tonkin, Executive Director Heritage Council

Murray Carman, Director Land Monitoring

Megan McDougall, Manager Public Assets

Mike McIntyre, Manger Policy & Strategic

Development

Leah McKenzie, Manager Heritage Applications

and Assistance

Anne Sedgley, Manager Information Services

Shirley Strachan, Manager Maritime Heritage

Peter Allen, Manager Planning System Reform

Nigel Hutton, Manager Business Systems

Ivars Satins, Manger Land Development &

Information

Frances O’Neil, Senior Historian

Linda Connolly, Data Coordinator Frances Hall, Permits Coordinator Gerald McMahon, Land Monitor

Fiona McKenzie, Senior Research Officer

Shirani de Saram, Administration Officer

Greg Wapling, Senior GIS Officer

Warren Maguire, GIS Development Analyst

**Office of the Director of Public Transport**

Rob Hutchings, Director of Public Transport

Ian Harris, Assistant Director

Mathew Jowett, Assistant Director Business Services

John Rogan, General Manager

Greg Angelo, Manager Administrative Approvals

Andrew Neale, General Manager

Terry Quinn, Manager Contract Administration

Geraldine Sharman, Manager Legal Services

Bob Wilson, Senior Transport Adviser

Susan Meadows, Administration Officer

**Ports and Marine Division**

Nick Giangregorio, Manager Corporate Services

Martin Jaggs, Manager Marine Services

Tony Milne, Manager Quality Systems

**Strategic Planning Division**

Gail Moody, Executive Director

Neil Aplin, Executive Director Transport Fotios Spiridonos, Senior Transport Analyst William Taylor, Senior Transport Analyst

**Local Government Division**

Clare McArdle, Director Sector Development

Brian Duffy, Director Support and Communications

Ross Millard, Manager Information Reporting

Systems Project

Colin Morrison, Manager Funding Programs

Merron Williams, Sector Development Analyst

Graham Dudley, Public Library Services Coordinator

**Organisational Development Division**

Sue Jaquinot, Executive Director

Lyndon Thompson, Director Corporate IT

Services

Jenny Singleton, Director Human Resource

Management

John Hanna, Director Corporate Information

Management

Tony Butler, Director Contract Services

Lawrie Tooher, Director Legal and Legislation

Angy Egan, Manager, Human Resource

Management

Gail Nicholson, Manager Personnel & Corporate

Services

Ken Hudson, Manager Construction Supplier

Register

Martin Dawes, Personnel & Administration

Mark Rogan, Payroll/Personnel

Alistair Bourrilhon, Manger Records

Management Unit

John Brooks, Coordinator, Records Management

Unit

Jennifer Oates, Senior Analyst Corporate

Information Services

**VERS@DOI**

Howard Quenault, Director, VERS Project

Barbara Gobbert, VERS Project Manager

Justine Heazlewood, Business Development

Manager

Lauren Thompson, VERS Project Development

Officer

Margaret Kent, MiIBS Project Manager

MaryAnn Rosenthal, VERS Project

Development Officer

And finally, to David Brown of Archival Systems, and Tracey Manallack who was the Public Record Office Victoria officer responsible for this Schedule.

*Ross Gibbs, Director*

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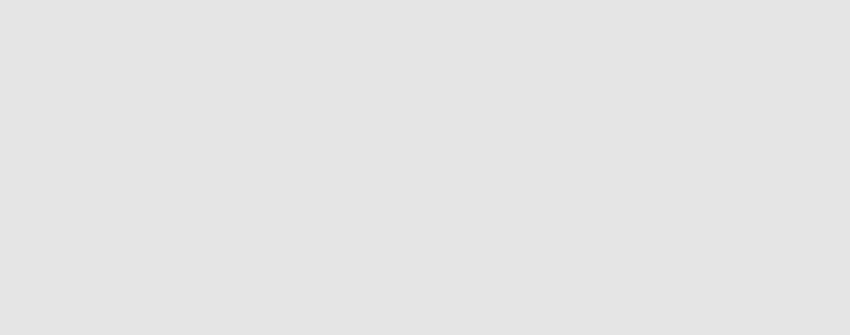
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|  | **4** | **Retention & Disposal Authority** | |  |
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|  |  |  | **Retention & Disposal Authority** |  |
|  |  |  |  |  |
|  |  | **FUNCTION** | **DISPOSAL** | **RECORD** |
|  |  |  | **ACTION** | **EXAMPLES** |
|  |  |  |  |  |



**1.0.0**

**CONTRACT AND PROJECT MANAGEMENT**

Projects and Contracts may result from:

* the specific functions allocated to DoI or its business units, this includes:
* contracts to supply public transport
* out-sourced suppliers of government services
* routine administrative tasks such as office services and equipment

|  |  |  |
| --- | --- | --- |
| **1.1.0** | **Contracting** |  |
|  | Establishing and managing contracts for major or minor | |
|  | government projects, programs or services. |  |
| 1.1.1 | **Contract Management** | **Permanent** |
|  | Management systems that regulate and | Transfer to the |
|  | manage contracts in summary form | PROV when |
|  |  | administrative use |
|  |  | is concluded |
| 1.1.2 | **Tendering** | **Temporary** |
|  | Calling for and assessing tenders | Destroy 7 years |
|  |  | after contract let |

|  |  |  |
| --- | --- | --- |
| 1.1.3 | **Significant Contracts** | **Permanent** |
|  | Establishing and managing contracts for | Transfer to the |
|  | significant ongoing government | PROV when |
|  | commitments such as transfer of | administrative use |
|  | ownership, sale of utilities and large- | is concluded |
|  | scale government infrastructure projects |  |

* Contract Registers
* Register of Indemnities
* Unsuccessful Tenders
* Tender Register
* Due Diligence Material
* Specifications
* Contracts
* Summaries of Contracts
* Establishment Documentation
* Tender Evaluations
* Correspondence

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**Retention & Disposal Authority**

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| **FUNCTION** | **DISPOSAL** | **RECORD** |
|  | **ACTION** | **EXAMPLES** |
|  |  |  |

CONTRACT AND PROJECT MANAGEMENT (continued)

|  |  |  |
| --- | --- | --- |
| 1.1.4 | **Minor Contracts** | **Temporary** |
|  | Establishing and managing contracts for | Destroy 7 years |
|  | smaller scale activities, such as HR or IT | after the terms of |
|  | consultancy contracts. These may be | the contract have |
|  | simple or specialty (under seal) | expired for ***simple*** |
|  | contracts. | ***contracts*** or 15 |
|  |  | years after the |
|  |  | terms of the |

contract has expired

for ***contracts under***

***seal***

* Specifications
* Contracts
* Summaries of Contracts
* Establishment Documentation
* Insurance Policies
* Tender Evaluations
* Indemnities
* Correspondence
* Quotations
* Evaluations
* Financial Payments

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**Retention & Disposal Authority**

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| **FUNCTION** | **DISPOSAL** | **RECORD** |
|  | **ACTION** | **EXAMPLES** |
|  |  |  |

CONTRACT AND PROJECT MANAGEMENT (continued)

|  |  |  |
| --- | --- | --- |
| **1.2.0** | **Project Management (Non Contracted)** |  |
|  | Managing non-contract projects from commencement until | |
|  | completion. |  |
| 1.2.1 | **Summary Project Management** | **Permanent** |
|  | Management of data relating to projects | Transfer to the |
|  | in summary form. | PROV when |
|  |  | administrative use |
|  |  | is concluded *in* |
|  |  | *PROV agreed* |
|  |  | *format* |
| 1.2.2 | **Projects Requiring Economic Reform** | **Permanent** |
|  | **Committee (ERC) Approval** | Transfer to the |
|  | The management of significant projects | PROV when |
|  | such as infrastructure and Government | administrative use |
|  | Business Enterprise (GBS) projects on | is concluded |
|  | behalf of the Department or State |  |

|  |  |  |
| --- | --- | --- |
| 1.2.3 | **Projects Not Requiring ERC Approval** | **Temporary** |
|  | Managing smaller projects for which the | Destroy 7 years |
|  | ERC approval is not required | after completion of |
|  |  | project |

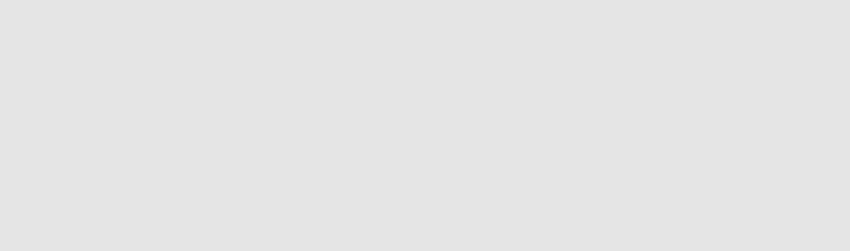
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| 1.2.4 | **Monitoring and Reporting Project** | **Temporary** |
|  | **Progress** | Destroy when |
|  | Informing management on the progress of | administrative use |
|  | projects | is concluded |

* Evaluation Reports
* ERC Approvals
* Final Reports (Including Those Generated Externally)
* Correspondence
* Briefing Notes
* Financial Assessments
* Project Schedules
* Property Group Project Files
* Documents Relating to the Project Brief, Operation, Implementation and Outcomes
* Internal and External Correspondence
* Project Schedules
* Progress Reports
* Draft Final Reports
* Status Reports

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**Retention & Disposal Authority**

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| --- | --- | --- |
| **FUNCTION** | **DISPOSAL** | **RECORD** |
|  | **ACTION** | **EXAMPLES** |
|  |  |  |



**2.0.0** **COMMITTEES AND WORKING PARTIES**

Work related to Committees, Working Parties and other bodies which operate across DOI at all levels that:

* affect or establish DOI policy
* determine or influence strategies or objectives
* significantly affect DOI administrative or operational activities

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| **2.1.0** | **Commissions, Committees, Working** | **Permanent** |  |  |
|  | **Parties - Convened by DOI** | Transfer to the | • | Agendas and |
|  |  | PROV when |  | Schedules for |
|  |  | administrative use |  | Committees, |
|  |  | is concluded |  | Working Groups |
|  |  |  | • | Committee |
|  |  |  |  | Membership Lists |
|  |  |  | • | Working Papers and |
|  |  |  |  | Minutes |
|  |  |  | • | Notices of Meetings |
|  |  |  | • | Reports and |
|  |  |  |  | Decisions |
|  |  |  | • | Implementation |
|  |  |  |  | Action Taken |

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|  |  | **FUNCTION** | | **DISPOSAL** | **RECORD** |  |
|  |  |  |  | **ACTION** | **EXAMPLES** |  |
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|  |  | COMMITTEES AND WORKING PARTIES (continued) | | |  |  |
| **2.2.0** |  | **Commissions, Committees and** | | **Permanent** |  |  |
|  |  | **Working Parties not Convened by DOI** | | Transfer to the | • Agendas and |  |
|  |  | Includes those that DOI does not | | PROV when | Schedules for |  |
|  |  | convene but where the: | | administrative use | Committees, Working |  |
|  |  | • | DOI may have input into the findings or | is concluded | Groups |  |
|  |  | • | decision making process |  | • Committee |  |
|  |  | DOI’s policies, procedures, |  | Membership Lists |  |
|  |  |  | administrative arrangements may be |  | • Working Papers and |  |
|  |  |  | affected by the results or operations of |  | Minutes |  |
|  |  | • | the Committee/Working Party |  | • Notices of Meetings |  |
|  |  | DOI may have input into the findings or |  | • Reports and |  |
|  |  | • | decision making process |  | Decisions |  |
|  |  | Committee or Working Party |  | • Implementation Action |  |
|  |  |  | influences or establishes precedent |  | Taken |  |
|  |  |  | that affects the operations of DOI |  |  |  |

and/or whole of government

Examples of such bodies include:

* Economic Development Committee
* Building Regulation Committee
* Information Management Meeting
* Infra Information Committee

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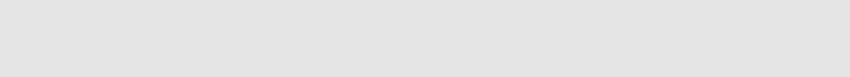
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|  |  | COMMITTEES AND WORKING PARTIES (continued) | | |  |  |  |
| **2.3.0** |  | **Commissions, Committees and** | | **Temporary** |  |  |  |
|  |  | **Working Parties not Convened by DOI** | | Destroy when | • Agendas and | |  |
|  |  | Includes those that DOI does not | | administrative use |  | Schedules for |  |
|  |  | convene and where the: | | is concluded |  | Committees Working |  |
|  |  | • | DOI does not have input into the |  |  | Groups |  |
|  |  | • | findings or decision making process |  | • Committee | |  |
|  |  | DOI’s policies, procedures, |  |  | Membership Lists |  |
|  |  |  | administrative arrangements are not |  | • Working Papers and | |  |
|  |  |  | affected by the results or operations of |  |  | Minutes |  |
|  |  | • | the Committee/Working Party |  | • Notices of Meetings | |  |
|  |  | Committee or Working Party |  | • Reports and | |  |
|  |  |  | influences or establishes precedent |  |  | Decisions |  |
|  |  |  | that does not affect the operations of |  | • Implementation Action | |  |
|  |  |  | DOI and/or whole of government |  |  | Taken |  |
| **2.4.0** |  | **Facilitation of Meetings** | | **Temporary** |  |  |  |
|  |  | Includes activities to: | | Destroy when | • | Attendance |  |
|  |  | • | arrange meetings | administrative use |  | Arrangements |  |
|  |  | • support chair or members | | is concluded | • | Facility |  |
|  |  | • | prepare minutes |  | • | Arrangements |  |
|  |  |  |  |  | Drafts of Minutes, |  |
|  |  |  |  |  |  | Agenda Papers |  |
|  |  |  |  |  | • | Invitations to Join or |  |
|  |  |  |  |  |  | Attend |  |
|  |  |  |  |  | • | Expressions of |  |
|  |  |  |  |  |  | Thanks |  |

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|  | **ACTION** | **EXAMPLES** |
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**3.0.0** **COUNCIL AND PANEL APPOINTMENTS**

|  |  |  |  |
| --- | --- | --- | --- |
| Councils and Panels that have | | **Permanent** | • Appointment Files |
| responsibility for activities within DoI | | Transfer to the |  |
| administrative context include: | | PROV when |  |
| • | Heritage Council | administrative use |  |
| • | State Boating Council | is concluded |  |

* Planning Panels
* Victorian Grants Council

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**Retention & Disposal Authority**

**FUNCTION**

**DISPOSAL**

**ACTION**



**RECORD EXAMPLES**

**4.0.0 FUNDING PROGRAMS MANAGED BY DOI OR AGENCIES WITHIN DOI**

The funding programs managed by DoI or Agencies within DoI include:

**Heritage Fund.** Funds provided for the conservation/ management of any heritage place or object including privately owned property and Publicly owned places that are:

* Listed on the Victorian Heritage Register
* Listed for protection under a Council Planning Scheme

**State Boating Council Grants Scheme.** State Boating Council gives advice to the Minister concerning the disbursement of recreational boating grants for the improvement of recreational boating facilities and boating safety. Funds expended by the Council are drawn from funds appropriated by the Minister under Section 109 of the Marine Act and the Special Project funds available to the Minister. These funds are separate from the Marine Board's operations and are not included in the Marine Board's financial statements. State Boating Grants include:

* Public Recreational Boating Facilities Program
* Water Safety (Boating) Grants Program
* Water Safety (Education & Training) Program

**Residential Design and Development Fund.** The Fund is to improve the use of urban design skills and the quality of decision making by local government for medium density housing and residential developments. Funding is available to municipalities currently using the Good Design Guide for Medium-density Housing. Four funding categories are provided:

* Local government decision making processes
* Skilled design or other professional advice
* Education, training and communications
* Evaluation and publication of outputs and outcomes

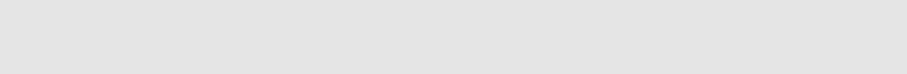
**Local Government Funding Programs.** Funds provided for funding programs including:

* Victorian Grants Commission (VGC)
* Local Government Fund including:
  + Public Libraries
  + Beach Cleaning
  + Language Services
  + Publications

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| **FUNCTION** | **DISPOSAL** | **RECORD** |
|  | **ACTION** | **EXAMPLES** |
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FUNDING PROGRAMS MANAGED BY DOI OR AGENCIES WITHIN DOI (continued)

**4.1.0** **Applications for Grants and Funding Programs.**

The process of determining the allocation of financial assistance for various Grants and Funding Programs, including:

* Recommendations and acceptance reports/statements
* Application
* Reports and Reviews
* Procedures manual
* Assessments and supporting documentation
* Recommendations

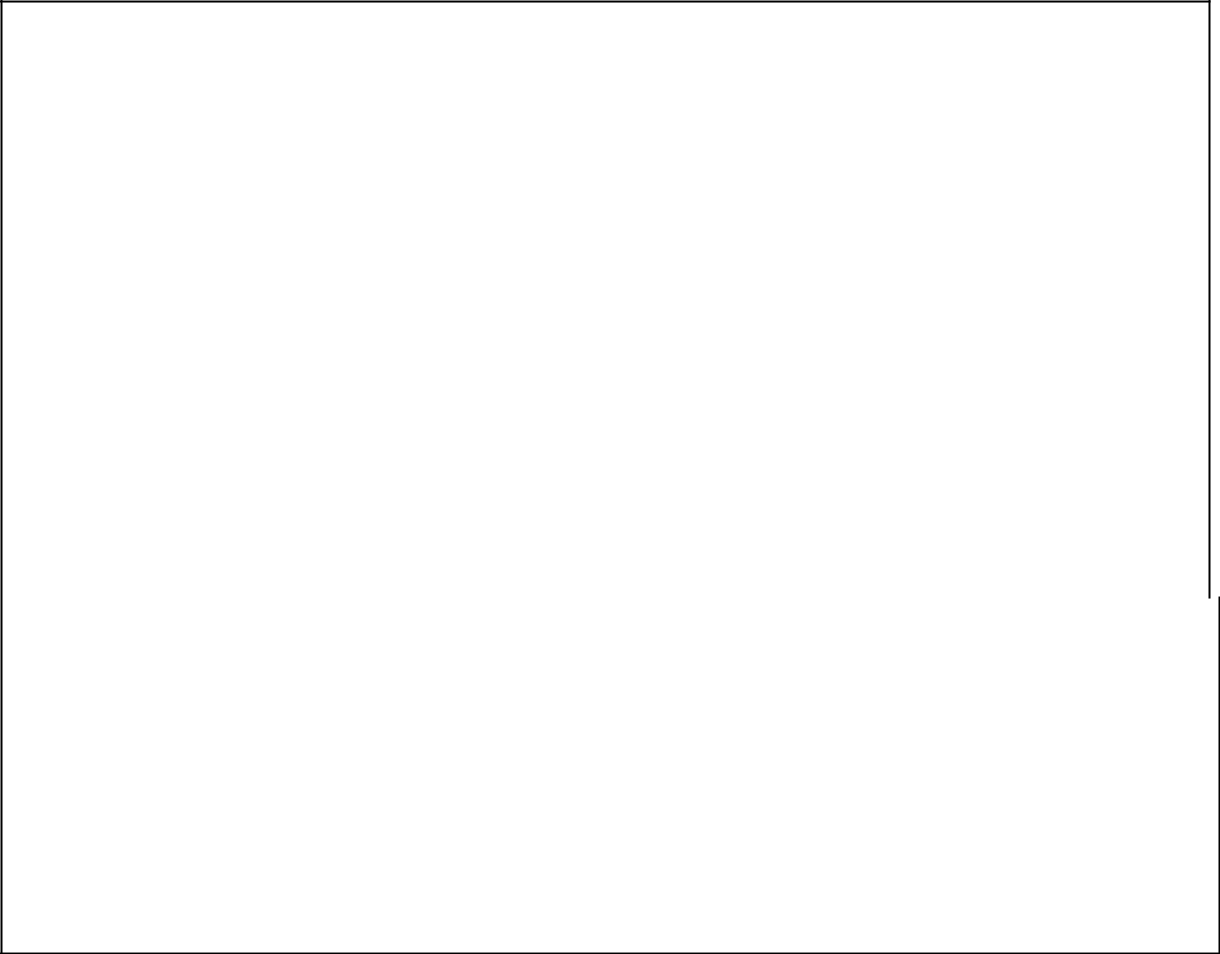
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| 4.1.1 | **Successful Applications** | **Permanent** |
|  |  | Transfer to the |
|  |  | PROV when |
|  |  | administrative use |
|  |  | is concluded |

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| 4.1.2 | **Unsuccessful Applications** | **Temporary** |
|  |  | Destroy 7 years |
|  |  | after action |
|  |  | finalised |

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| --- | --- | --- |
| **4.2.0** | **Registration and Control** | **Permanent** |
|  | Summary of applications identify nature of | Transfer to the |
|  | application and reasons for acceptance or | PROV when |
|  | rejection. | administrative use |
|  |  | is concluded |

* Register or summary of Applications for Grants

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**COMMENT: HERITAGE ACTIVITIES**

The following classes correspond to the core functional activities of Heritage Victoria. Heritage Victoria administers the Heritage Act 1995 and maintains the Victorian Heritage Register.

The key functional activities of Heritage Victoria are to identify, protect and interpret Victoria's most significant cultural heritage resources.

Heritage Victoria advises private owners, Local and State Government, industry and the general community on heritage matters.

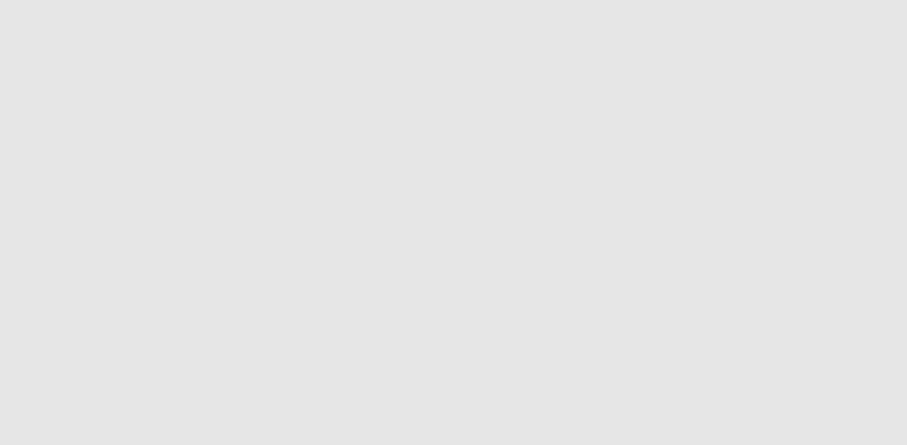
Heritage Victoria:

* recommends places and objects for inclusion in the Victorian Heritage Register
* issues permits to alter or make other changes to a heritage place or object
* provides funding assistance for heritage projects
* manages historic shipwrecks and relics
* is responsible for protecting our archaeological heritage
* promotes community understanding of the Heritage Act
* provides educational services, resources and support for heritage related projects
* cares for artefacts from all types of registered places

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| **FUNCTION** | **DISPOSAL** | **RECORD** |
|  | **ACTION** | **EXAMPLES** |
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**5.0.0 HERITAGE**

This function includes:

* the assessment and decision making for protection, of places, buildings and objects,
* advice to and liaison with government
* initiation and the undertaking of programs of research
* promotion of public understanding and development of community education programs

Heritage functions are derived the following acts which include:

* Heritage Act 1995
* Land Acquisition and Compensation Act 1986
* Planning and Environment Act 1987

**5.1.0** **Registration**

The process to achieve acceptance of an assessed place, object, archaeological place and relics, historic shipwrecks and relics, protected zones. Registration is achieved when established criteria is achieved for the nominated place, buildings or objects.

|  |  |  |
| --- | --- | --- |
| **5.1.1** | **Nominations and Notifications** | **Permanent** |
|  | The process of nomination can be instigated | Transfer to the |
|  | by a person, body or Heritage Victoria. | PROV when |
|  | Notifications are required where work is | administrative |
|  | underway and it appears to affect a potential | use is |
|  | heritage place, buildings and objects. | concluded |

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| **5.1.2** | **Assessment and Registration** | | **Permanent** |
|  | The process of assessing the nomination | | Transfer to the |
|  | against the assessment criteria published by the | | PROV when |
|  | Heritage Council. This results in either: | | administrative |
|  | • Registration in the Historic Register | | use is |
|  | • | Referral | concluded |
|  | • | Rejection. |  |

* Nomination forms and supporting documentation
* Recommendations
* Interim Protection Orders
* Assessment reports
* Site location & sketches
* Title details
* Assessment Hearings
* HVPlan database
* Historic Place database
* Heritage Inventory
* HERMES database
* Site records (maps, plans photographs & field notes)

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|  | **FUNCTION** | | **DISPOSAL** | **RECORD** |
|  |  |  | **ACTION** | **EXAMPLES** |
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|  |  | |  |  |
|  | HERITAGE (continued) | |  |  |
| 5.1.3 | **Notification of Registration** | | **Permanent** | • Notice of |
|  | Statement of Notification, Heritage Copy. | | Transfer to the | Registration |
|  | Copies of Notification of registration are also | | PROV when | • Statements to |
|  | provided to: | | administrative | nominator/owner |
|  | • | Owners | use is |  |
|  | • | Local government | concluded |  |

* Registrar of Titles.

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|  |  | **FUNCTION** | **DISPOSAL** | **RECORD** |  |
|  |  |  | **ACTION** | **EXAMPLES** |  |
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|  |  |  |  |  |  |
|  |  | HERITAGE (continued) |  |  |  |
| **5.2.0** |  | **Permits and Covenants – Granting and** | **Permanent** | • Covenant |  |
|  |  | **Appeals** | Transfer to the | • Consents |  |
|  |  | As a result of registration, permits for | PROV when | • Permits |  |
|  |  | alterations are granted that allow prescribed | administrative | • Variations |  |
|  |  | actions to be undertaken, that do not require | use is concluded | • Agreements |  |
|  |  | notification to Heritage Victoria. Covenants |  | • Release |  |
|  |  | establish requirements for the development, |  |  |
|  |  |  | • Appeals, Reviews |  |
|  |  | use and conservation of the place, buildings |  |  |
|  |  |  | and Hearings |  |
|  |  | and objects. The Heritage Council |  |  |
|  |  |  | • Determinations |  |
|  |  | determines appeals against the requirements |  |  |
|  |  |  | • Submissions |  |
|  |  | of a permit. Release of covenant provisions |  |  |
|  |  |  |  |  |
|  |  | are determined by the Governor in Council. |  |  |  |
| **5.3.0** |  | **Property** | **Permanent** | • Evaluations |  |
|  |  | The acquisition and disposal of land or real | Transfer to the | • Title details |  |
|  |  | property for the purpose of public heritage, by | PROV when | • Agreements |  |
|  |  | lease purchase, exchange or compulsory | administrative | • Contracts |  |
|  |  | acquisition. Acquisition of land requires the | use is concluded | • Compensation |  |
|  |  | consent of the Minister and follows the |  | Payments |  |

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| process and requires documentation | • Rates of Return |  |
| necessary to satisfy the requirements of the |  |
| against Treasury |  |
| *Land Acquisition and Compensation Act* |  |
| directions |  |
| 1986. There are statutory requirements that |  |
|  |  |
| must be documented for the lease, rental and |  |  |
| disposal of real property including |  |  |
| income/return rates. |  |  |

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|  |  | **ACTION** | **EXAMPLES** | | |
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|  | HERITAGE (continued) |  |  |  |  |
| **5.4.0** | **Enforcement and Legal Proceedings** |  |  |  |  |
| **5.4.1** | **Summary and Registration** | **Permanent** | • | Registers of | |
|  | Actions that result in the unique | Transfer to the |  | Prosecutions | |
|  | identification, control and summary of | PROV when | • | Registers of | |
|  | investigations and prosecutions. | administrative |  | Investigations | |
|  |  | use is concluded | • | Investigation | |
|  |  |  |  | Summarys | |
|  |  |  |  |  | Outcomes |
|  |  |  |  |  | Certified |
|  |  |  |  |  | Extracts |
|  |  |  | • | Published Recent | |
|  |  |  |  | Prosecutions | |
| **5.4.2** | **Investigation and Prosecution** | **Permanent** | • | Case Files | |
|  |  | Transfer to PROV |  |  |  |
|  |  | when |  |  |  |
|  |  | administrative |  |  |  |
|  |  | use is concluded |  |  |  |
| **5.4.3** | **Investigation & Prosecution Tracking** | **Permanent** |  |  |  |
|  | Actions that allow investigation and | Transfer to PROV | • | Case monitoring | |
|  | prosecutions to be managed and | when |  | records | |
|  | performed according to timetables and | administrative | • | Investigation Case | |
|  | appropriate methods. | use is concluded |  | Schedules | |
|  |  |  | • | Prosecution Case | |
|  |  |  |  | Schedules | |

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|  | HERITAGE (continued) |  |  |

**5.5.0** **Works and Conservation**

Conservation includes the retention of the cultural heritage significance of a place or object and any maintenance, preservation, restoration, reconstruction or sustainable use of a place or object. The owner of a registered place or registered object must not allow that place or object to fall into disrepair; or fail to maintain that place or object to the extent that its conservation is threatened.

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| 5.5.1 | **Studies – Conservation and Heritage** | **Permanent** |
|  | Reference and guides that assist in the | Transfer to the |
|  | preservation and conservation of heritage | PROV when |
|  | places and objects. | administrative |
|  |  | use is concluded |

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| 5.5.2 | **Works** | **Permanent** |
|  | Record of works proposed, planned and | Transfer to PROV |
|  | undertaken for heritage locations and | when |
|  | property. | administrative |
|  |  | use is concluded |

|  |  |  |
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| 5.5.3 | **Job Management** | **Temporary** |
|  |  | Destroy when |
|  |  | administrative |
|  |  | use is concluded |

* Typological Study Files
* Supporting files such as Biographical Architect files
* Consultation and advice documentation
* Public Heritage Unit Property Files
* Private Property Files
* Repair orders
* Job tracking

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|  | HERITAGE (continued) |  |  |

**5.6.0** **Education and Community Information**

Under the Heritage Act 1995 the Heritage Council has an obligation to promote public understanding of Victoria’s cultural heritage and develop and conduct community information and education programs.

|  |  |  |
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| **5.6.1** | **Training and Education Course Material** | **Permanent** |
|  | Training and course material prepared by | Transfer to the |
|  | the Authority. | PROV when |
|  |  | administrative |
|  |  | use is concluded |
| **5.6.2** | **Training and Education Assessment** | **Temporary** |
|  | **and Review** | Destroy 10 years |
|  | Includes the development, assessment | after final action |
|  | and review of *course content*. |  |
| **5.6.3** | **Training and Education Course** | **Temporary** |
|  | **Arrangements and Administration** | Destroy when |
|  | Includes arrangements for attendance by | administrative |
|  | participants. | use is concluded |
| **5.6.4** | **Training and Education Course** | **Temporary** |
|  | **Assessment** | Destroy 10 years |
|  | Includes course reports and assessments | after final action |
|  | on participants. |  |
| **5.6.5** | **Publicity Material – Masters** | **Permanent** |
|  |  | Transfer to PROV |
|  |  | when |

administrative

use is concluded

* Clippings
* Copy negatives for photographic or audio-visual records

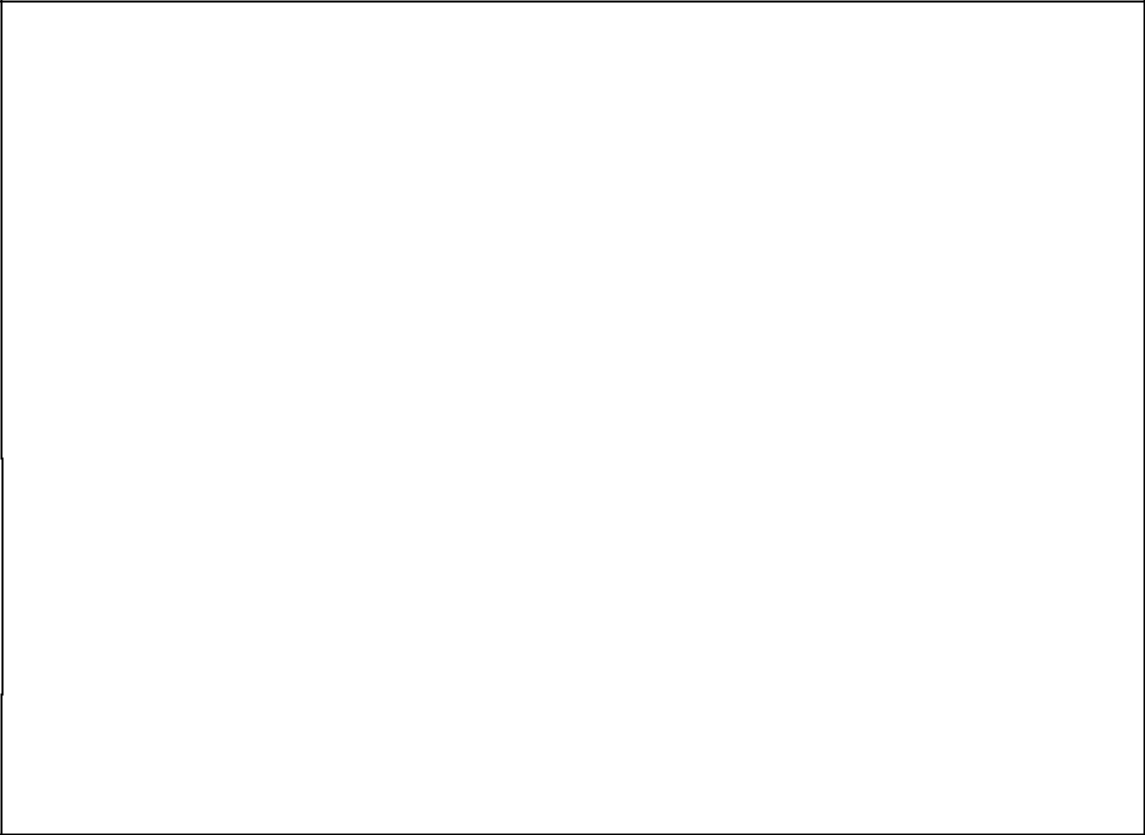
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| **5.6.6** | **Exhibition and Displays - Masters** | **Permanent** | • | Posters, models, |
|  |  | Transfer to PROV |  | pamphlets |
|  |  | when | • | Exhibition Project |
|  |  | administrative |  | Files |
|  |  | use is concluded |  |  |
| **5.6.7** | **Publicity - Facilitation** | **Temporary** | • | Media contact details |
|  | Activities that allow the distribution of | Destroy 2 years |  | (names, telephone |
|  | publicity across all media outlets. This | after action |  | numbers etc.), |
|  | does not include financial records. | completed |  | arrangements |

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|  | HERITAGE (continued) |  |  |  |
| **5.6.8** | **Exhibitions and Displays - Arrangements** | **Temporary** | • | Films, photographic |
|  |  | Destroy 10 years |  | recording of the |
|  |  | after |  | display |
|  |  | administrative | • | Arrangement of |
|  |  | use is concluded |  | Exhibition Records |
| **5.6.9** | **Exhibitions and Displays – Facilitation** | **Temporary** | • | Media contact |
|  | Activities that support the mounting | Destroy 2 years |  | details (names, |
|  | exhibitions and displays. | after action |  | telephone numbers |
|  | Does not include financial records. | completed |  | etc.) |
|  |  |  | • | Invitations |
|  |  |  | • | Arrangements for |
|  |  |  |  | cancelled |
|  |  |  |  | exhibitions etc |

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COMMENT: MARINE BOARD

The Marine Board of Victoria is the State's marine safety agency and is responsible for the administration of the Marine Act 1988. The objectives of the Board are to:

* facilitate efficient and safe operation of vessels;
* facilitate navigation safety;
* improve community awareness of boating safety;
* improve and simplify vessel registration and operating requirements;
* be responsible for ensuring an effective response to oil pollution incidents.

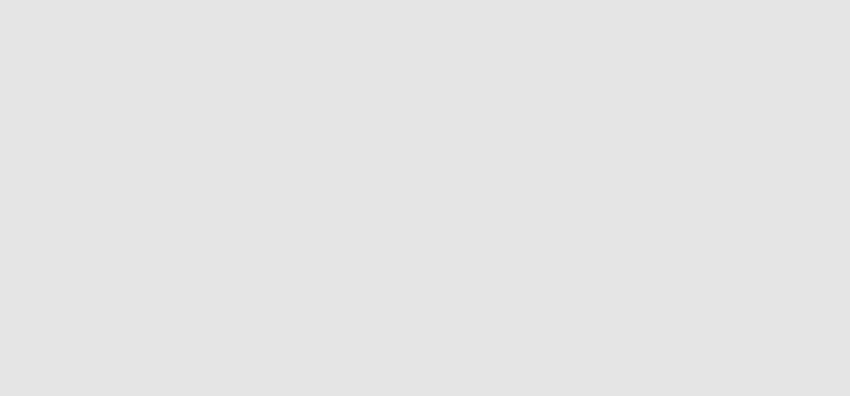
The Marine Board has two key business activities:

* Commercial shipping business which ensures that:
  1. effective arrangements are in place to respond to marine pollution incidents,
  2. the design, construction and equipment of new and existing vessels meet minimum specified standards, and
  3. persons who operate commercial vessels are appropriately qualified, vessels are appropriately crewed, standards are set and maintained for navigational aids and marine incidents and accidents are investigated.
* Recreational Boating (see Functions 12 & 13) which is to provide efficient and accessible boating safety services through vessel registration, public education and the provision of boating facilities.

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|  | **ACTION** | **EXAMPLES** |
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**6.0.0** **MARINE BOARD STANDARDS**

The Marine Board determines standards and codes of practice for:

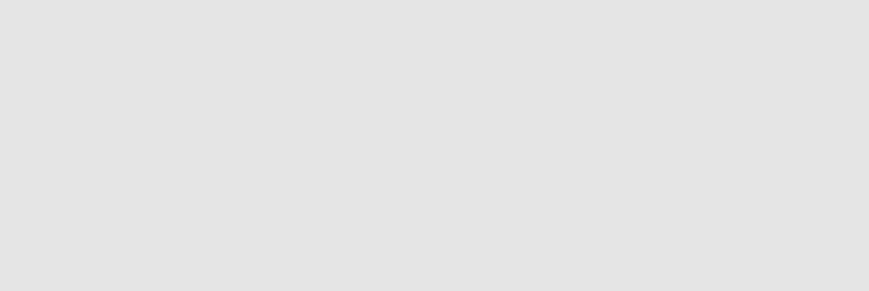
* Navigational aids and channel dredging & maintenance
* Qualifications and licensing
* Crewing determinations
* Port safety
* Marine pollution Response
* Vessel safety
* Service Provider management
* Marine Incident Investigations.

|  |  |  |  |  |
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| **6.1.0** | **Standards** | **Permanent** | • | Master of Minutes of |
|  | Includes master copies of Standards, Codes of | Transfer to the |  | Working Parties |
|  | Practice, Policies and Guides. | PROV when | • | Master Standards, |
|  |  | administrative |  | Policies and Guides |
|  |  | use is | • | Standards Subject |
|  |  | concluded |  | Files |
|  |  |  | • | Board Determinations |
| **6.2.0** | **Standards Facilitation** | **Temporary** | • | Drafts |
|  | Documentation supporting the | Destroy after | • | Reference Material |
|  | development management and distribution | final |  |  |
|  | of Standards, Guides, and Codes of | administrative |  |  |
|  | Practice. | action |  |  |

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| **FUNCTION** | **DISPOSAL** | **RECORD** |
|  | **ACTION** | **EXAMPLES** |
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**7.0.0 MARINE OPERATIONS**

Marine operations involves:

* Navigational and Channel Standards
* Qualifications and Licensing
* Crewing Determinations
* Training and Provider Management
* Marine Incident Investigation
* Port Management.

**7.1.0** **Qualifications and Licensing**

Masters and some crew of vessels are required to have achieved a level of proficiency and to have obtained the required certificate(s) of competency for the class and size of vessel. Certificates of Competency are required:

* in order to operate a vessel that is being used for commercial purposes,
* in order to be in charge of machinery on a vessel that is being used for commercial purposes.

In addition to the above, masters of large commercial vessels trading regularly to Victorian Ports are eligible to apply Pilotage Exemption Certificates.

|  |  |  |  |  |
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| **7.1.1** | **Register of Certificates of Competency** | **Permanent** |  |  |
|  | Register provides a summary of | Transfer to the | • | Register of |
|  | individuals certified to operate vessels | PROV when |  | Qualifications and |
|  | and machinery within geographical limits, | administrative |  | Licences issued |
|  | eg. Lakes Entrance and specifically | use is concluded | • | VSMQS DBase |
|  | endorsed areas. |  |  |  |
| **7.1.2** | **Pilotage Licences and Exemption** | **Temporary** |  |  |
|  | **Certificates** | Destroy 7 years |  | • Licence/Qualifications |
|  | Licences as Marine Pilots are issued by | after the |  | Files |
|  | the MBV to individuals who satisfy | conclusion of the |  | • Licence Application |
|  | requirements set out in relevant Board | term of the of the |  | forms |
|  | Determinations and Codes of Practice. | Licence |  | • MBV Determinations |
|  | Masters of large Commercial Vessels |  |  | & Codes of Practice |
|  | holding a Master Class 1 or equivalent |  |  | • Application for |
|  | are eligible to apply for a Pilotage |  |  | Pilotage Exemption |

Exemption Certificate where the vessel

regularly visits Victorian Ports.

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|  | MARINE OPERATIONS (continued) |  |  |  |

**7.2.0** **Port Administration**

Administration of Ports and Harbours and Registration of Appointments, including

* Harbour Master appointments
* MBV Determinations
* Port safety ( safety of Navigation) Investigation files
* Port management
* Incident Reporting & Investigation.

|  |  |  |
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| **7.2.1** | **Harbour Masters Registration** | **Permanent** |
|  | Summary of Registration of Harbour | Transfer to the |
|  | Masters appointed by the Marine | PROV when |
|  | Board. | administrative use is |
|  |  | concluded |

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| **7.2.2** | **Harbour Master Licensing** | **Temporary** |
|  | Applications to and licensing by the | Destroy 7 years after |
|  | Marine Board for the position of | the conclusion of the |
|  | Harbour Master. | term of the Harbour |
|  |  | Masters term of |
|  |  | appointment |

* Register of Harbour Masters
* Application
* Statement of Suitability
* Assessments
* Licence
* MBV Determination for appointment of Harbour Masters

**7.2.3** **Port Management**

The extent to which the MBV is responsible for Port Management relates principally to the obligations of Harbour Masters and Port Operators to ensure the maintenance of standards developed by MBV for the safety of vessel navigation within ports.

Permanent

Transfer to the PROV when administrative use is concluded

* Port files
* MBV Determinations relating to Navigation Aids and Channel dredging standards

**7.3.0** **Crewing Determinations**

Determination of appropriate crewing levels for vessels by class and activity and area of operation.

Permanent

Transfer to the PROV when administrative use is concluded

* Crewing Determination Files
* VSMQS DataBase

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|  | **ACTION** | **EXAMPLES** |
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| **8.0.0** | **MARINE POLLUTION** |  |
|  | A National Plan to combat oil pollution at sea has been in | |
|  | operation since 1973. The Plan represents a combined effort | |
|  | by Commonwealth and State Governments and the oil and | |
|  | shipping industries. It provides national response | |
|  | arrangements to promptly and effectively deal with marine | |
|  | pollution incidents. The Marine Board of Victoria is | |
|  | responsible for management of the National Plan in Victoria | |
|  | and for ensuring State and Regional Plans are maintained to | |
|  | deal with oil spills, wherever they might occur. | |
| **8.1.0** | **Policy Advice and Contingency Plans** |  |
|  | MBV is responsible for the development of policy advice and | |
|  | coordination of the development and implementation of State | |
|  | and Regional Contingency Plans in line with the National | |
|  | Plan. |  |
| **8.1.1** | **Consolidated Reports** | **Permanent** |
|  | Consolidated pollution reports on an | Transfer to PROV |
|  | annual basis for Marine Board | after administrative |
|  | reporting purposes. | use is concluded |
| **8.1.2** | **Input to Consolidated Reports** | **Temporary** |
|  | Support to consolidated reports on a | Destroy when |
|  | periodic basis (less than annual) | administrative use is |
|  | superseding those from the previous | concluded |
|  | period. |  |

* Consolidated Annual Reports
* Consolidated Registration record
* Consolidated Monthly & Quarterly Reports and Statements
* Working papers for the preparation of the above

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|  | **FUNCTION** | **DISPOSAL** | **RECORD** | |
|  |  | **ACTION** | **EXAMPLES** | |
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|  | MARINE POLLUTION (continued) |  |  |  |
| **8.2.0** | **Response Equipment and Incident Control Centre (ICC)** | |  |  |
|  | **Management** |  |  |  |
|  | MBV is responsible for the storage and maintenance of | |  |  |
|  | pollution response equipment owned by the MBV and the | |  |  |
|  | Australian Maritime Safety Authority. The MBV is also | |  |  |
|  | responsible for the establishment, maintenance and operation | |  |  |
|  | of an Incident Control centre for the purposes of Marine | |  |  |
|  | Pollution Response. |  |  |  |
| **8.2.1** | **Regional Lead Agency Management** | **Permanent** | • | Head Office Files on |
|  | Regional Lead Agencies are responsible | Transfer to the |  | Regions |
|  | to MBV to maintain a state of | PROV when |  |  |
|  | preparedness and respond to pollution | administrative |  |  |
|  | incidents within their Region. | use is concluded |  |  |
| **8.2.2** | **Incident Response Coordination** | **Permanent** | • | Oil Spill Response |
|  | As the State Marine Authority, MBV is | Transfer to the |  | Atlas (Coastal |
|  | responsible for the coordination of | PROV when |  | Resource Atlas) |
|  | responses by Regional Lead Agencies to | administrative | • | National, State and |
|  | Marine Pollution Incidents. | use is concluded |  | Regional Plans |
|  |  |  | • | Situation Reports |
|  |  |  | • | Nautical Charts, Maps |
|  |  |  |  | and technical |
|  |  |  |  | references |
| **8.2.3** | **Training Programs** | **Temporary** | • | Exercise files |
|  | Coordination of training programs for | Destroy 5 years |  |  |
|  | response and ICC management. | after |  |  |
|  |  | administrative |  |  |
|  |  | use is concluded |  |  |

**8.2.4** **Equipment Management**

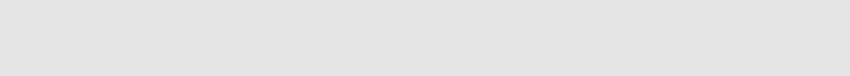
MBV is responsible to manage a contract with an external services provider for the storage & maintenance of oil spill response equipment located in Melbourne.

|  |  |  |
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| **Temporary** | • | Equipment database |
| Destroy when | • | New product data |
| administrative | • | Maintenance |
| use is concluded |  | schedules |
|  | • | Equipment |
|  |  | Maintenance records |

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|  | **ACTION** | **EXAMPLES** |
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**9.0.0** **EXISTING AND NEW VESSELS SURVEY**

|  |  |  |
| --- | --- | --- |
| Certificates of survey are issued following | | **Permanent** |
| an application from an owner and when | | Transfer to the |
| the Board is satisfied that a vessel | | PROV when |
| complies with the relevant provisions of | | administrative |
| the Uniform Shipping Laws (USL) Code in | | use is concluded |
| respect of | |  |
| • | Design |  |
| • | Construction |  |
| • | Equipment |  |
| • | Crewing. |  |

Before any commercial vessel can operate

it is required to have a valid Certificate of

Survey, which is only issued when the

vessel satisfactorily completes survey in

respect of her hull, machinery and

equipment and has satisfactory manning.

Vessels come into survey in Victoria in a

number of ways. These include as new

constructions, as existing vessels which

have been previously in survey, as

existing vessels which have never been in

survey or as vessels in survey with

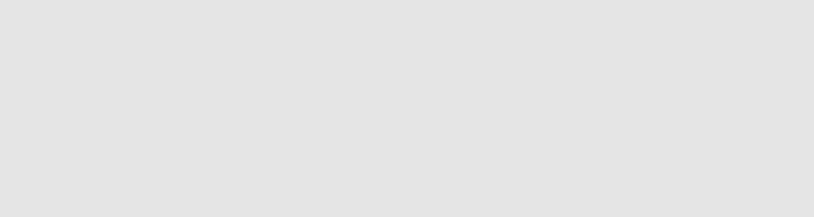
another State or Territory.

* Certificates of Survey
* General arrangements plans
* Construction plans, (transverse & longitudinal section)
* Plans, specifications or data sheets for members scantlings, fastening methods, details of closing devices, bilge pumping arrangements
* Details of the oil fuel system, for tanks, filing & venting arrangements, piping & valves
* Where applicable, arrangements for loading carriage & discharge of liquid cargoes
* Structural fire protection arrangements & fixed fire appliances
* Details of rudder stern frame, propeller brackets, engine, thrust seatings, propeller shafting
* Preliminary stability information
* USL Code
* VSMQS DBase

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| **FUNCTION** | **DISPOSAL** | **RECORD** |
|  | **ACTION** | **EXAMPLES** |
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**10.0.0 PROVIDER MANAGEMENT**

Providers are engaged to undertake activities in:

* Registration
* Training in Marine Operations
* Port Safety as per Harbour Masters obligations.

|  |  |  |
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| **10.1.0** | **Registration** | **Permanent** |
|  | MBV Service Providers are accredited | Transfer to the |
|  | and registered with the Marine Board of | PROV when |
|  | Victoria. | administrative |
|  |  | use is concluded |

|  |  |  |
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| **10.2.0** | **Administration** | **Temporary** |
|  | Routine correspondence and liaison | Destroy when |
|  | between the Marine Board and providers. | reference ceases |

* Registration of accredited service Providers records
* Register of Pilotage Providers
  + Correspondence

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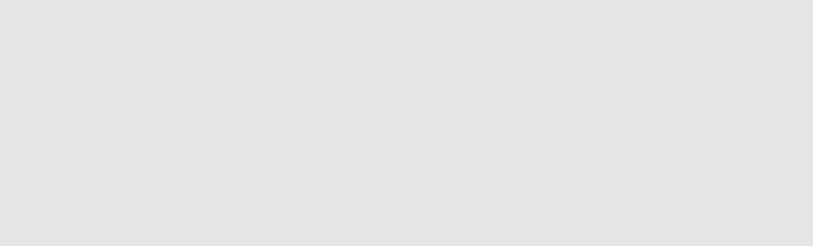
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| **FUNCTION** | **DISPOSAL** | **RECORD** |
|  | **ACTION** | **EXAMPLES** |
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| **11.0.0** | **INCIDENT INVESTIGATIONS** |  |  |  |
|  | Investigations into marine incidents including accidents, | |  |  |
|  | collisions, spills, pollution, threats to persons and the | |  |  |
|  | environment. |  |  |  |
| **11.1.0** | **Incident Investigations – Summary** | **Permanent** | • | Lotus Notes database |
|  |  | Transfer to the |  |  |
|  |  | PROV when |  |  |
|  |  | administrative |  |  |
|  |  | use is concluded |  |  |
| **11.2.0** | **Incident Investigations – Major** | **Permanent** | • | Major Incident Files |
|  | Investigations involving substantial | Transfer to the | • | Fatalities |
|  | damage to life, property or the | PROV when | • | Incident reports & |
|  | environment. | administrative |  | Recommendations |
|  |  | use is concluded |  |  |
| **11.3.0** | **Incident Investigations – Minor** | **Temporary** | • | Minor incident file |
|  | Investigations involving minor damage or | Destroy 10 years |  |  |
|  | near misses. | after investigation |  |  |
|  |  | concluded |  |  |

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| **FUNCTION** | **DISPOSAL** | **RECORD** |
|  | **ACTION** | **EXAMPLES** |
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**12.0.0 REGISTRATION**

The owners of recreational vessels equipped with a motor capable of being used for propulsion are required to register their craft with VicRoads, acting as an agent of the Marine Board of Victoria. In Victoria there is no requirement for operators of recreational boats to be licensed. Duration of registration is one year.

|  |  |  |
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| **12.1.0** | **Consolidated Registration Details** | **Permanent** |
|  | Consolidated registration details on an | Transfer to PROV |
|  | annual basis for Marine Board reporting | after |
|  | purposes. | administrative |
|  |  | use is concluded |
| **12.2.0** | **Consolidated Registration –** | **Temporary** |
|  | **Facilitation** | Destroy when |
|  | Support to the consolidated registration | administrative |
|  | transactions on a periodic basis (less | use is concluded |
|  | than annual) superseding those from the |  |
|  | previous period. |  |

* Annual Consolidated Reports
* Consolidated Monthly & Quarterly Reports and Statements
* Working papers for the preparation of the above

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| **FUNCTION** | **DISPOSAL** | **RECORD** |
|  | **ACTION** | **EXAMPLES** |
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REGISTRATION (continued)

**12.3.0 Vessel Registration Summary Record** Create and maintain a summary record of key events relating to a registered vessel. Key events include for every vessel:

* granting of the initial registration,
* registration renewals,
* transfer of ownership of the vessel,
* changes to the registered operator’s personal details,
* changes to the registered vessel,
* registration suspensions or cancellations and the reasons for them, and
* any other significant event.

**12.3.1** **Maintenance of Registered Vessel’s**

**Summary Record**

**Temporary**

Destroy 50 years

after the vessel’s

initial registration

or 3 years after

the vessel’s most

recent

registration,

whichever is the

later.

**12.3.2 Maintenance of a New Client Record** **Temporary**

If a person wishes to register a vessel for Destroy 70 years

the first time, a new client form is created. after the granting

of the vessel’s

initial registration

or 3 years

following the non-

renewal of the

registration,

whichever is the

later.

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|  | **FUNCTION** | **DISPOSAL** | | **RECORD** |
|  |  | **ACTION** | | **EXAMPLES** |
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|  | REGISTRATION (continued) |  |  |  |
| **12.4.0 Registration of a Vessel** | |  |  |  |
|  | The registration of the vessel includes: |  |  |  |
|  | • the registration of a vessel that has not |  |  |  |
|  | been previously registered, |  |  |  |
|  | • the re-registration of a vessel where the |  |  |  |
|  | registration has expired and has not |  |  |  |
|  | been renewed or re-activated within a |  |  |  |
|  | specified period, and |  |  |  |
|  | • amending a registration to record |  |  |  |
|  | changes to a registered vessel (does not |  |  |  |
|  | include transfer of ownership or changes |  |  |  |
|  | to the registered operator’s details, see |  |  |  |
|  | Class 12.4.2). |  |  |  |
| **12.4.1 Application to Register a Vessel** | | **Temporary** | |  |
|  | Activities relating to the processing of an | Destroy 50 years | |  |
|  | application include checking the validity | after the vessel’s | |  |
|  | of the vessel identification number, | initial registration | |  |
|  | checking whether the vessel is stolen, | or 3 years after | |  |
|  | and allocating the registration number. | the vessel’s most | |  |
|  | Includes supporting documentation such | recent | |  |
|  | as engineer’s report, manufacturer’s | registration, | |  |
|  | report. | whichever is the | |  |
|  |  | later. | |  |

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|  | **FUNCTION** | **DISPOSAL RECORD EXAMPLES** | |
|  |  | **ACTION** | |
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|  | REGISTRATION (continued) |  |  |

**12.4.2 Maintenance of Vessel Registration Details**

This class includes information used to maintain an up to date record of a particular vessel

**Temporary** Destroy 3 years after action is complete.

* Payment of fees and charges for initial registration
* Issue of registration certificate, label, number plate for initial registration
* Notification of changes to registered operator’s details
* Generation of new registration certificate for changed operator details
* Registration renewal notice
* Registration renewal application
* Payment of fees and charges for renewal of registration
* Registration cancellation report
* Vessel inspection reports
* Notification to registered operator of registration cancellation or suspension
* Determination, effectuation, and notification to registered operator of registration cancellation or suspension
* Refund of fees and charges following cancellation or suspension of registration
* Transfer of ownership notification
* Collection of fees and charges for transfer of ownership
* Issue of registration documentation to new registered operator

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| **FUNCTION** | **DISPOSAL** | **RECORD** |
|  | **ACTION** | **EXAMPLES** |
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REGISTRATION (continued)

**12.4.3** **Maintaining Vessel Registration Status**

Maintaining the current status of the vessel registration including:

* whether the registration is active or inactive,
* whether the registration is suspended or cancelled,
* conditions attached to the registration, and
* operator’s current personal details.

**12.4.3(a) Maintenance of Vessel Registration Status**

a) Non-current details

**12.4.3(b) Maintenance of Vessel Registration Status**

b) Current details

**Temporary**

Destroy when

superseded.

**Temporary**

Destroy 50 years

after the vessel’s

initial registration

or 3 years after

the vessel’s most

recent

registration,

whichever is the

later.

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|  |  | **FUNCTION** | **DISPOSAL** | **RECORD** |  |
|  |  |  | **ACTION** | **EXAMPLES** |  |
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|  |  |  |  |  |  |
|  |  | REGISTRATION (continued) |  |  |  |
| **12.5.0 Boat Operator Licence Summary Record** | | |  |  |  |
|  |  | Create and maintain a summary record of key |  |  |  |
|  |  | events in a boat operator history. |  |  |  |
|  |  | Key events include for every operator: |  |  |  |
|  |  | • granting of the initial licence, |  |  |  |
|  |  | • granting of any additional licence, including |  |  |  |
|  |  | re-licensing, |  |  |  |
|  |  | • licence renewals, |  |  |  |
|  |  | • changes to the operator’s personal details, |  |  |  |
|  |  | • variations to the licence, |  |  |  |
|  |  | • conditions placed on the licence, and the |  |  |  |
|  |  | reasons for them, |  |  |  |
|  |  | • licence suspensions, cancellations or |  |  |  |
|  |  | disqualifications, and the reasons for them, |  |  |  |
|  |  | • marine related offences and related penalties, |  |  |  |
|  |  | and |  |  |  |
|  |  | • any other significant event. |  |  |  |
|  |  | This class authorises the modification, |  |  |  |
|  |  | updating, deletion and erasure of incorrect or |  |  |  |
|  |  | inaccurate data, in accordance with system |  |  |  |
|  |  | operating guidelines, provided that |  |  |  |
|  |  | • audit records of such changes are retained |  |  |  |
|  |  | for as long as is necessary to satisfy the |  |  |  |
|  |  | administrative, reference and research needs |  |  |  |
|  |  | of the Director, VicRoads and, where |  |  |  |
|  |  | applicable, other requirements. |  |  |  |
| **12.5.1 Maintenance of Boat Operator Licence** | | | **Temporary**: |  |  |
|  |  | **Summary Record** | Destroy 70 |  |  |
|  |  | a) Licensed operator, and | years after the |  |  |
|  |  | granting of the |  |  |
|  |  | b) Deceased operator |  |  |
|  |  | licensee’s |  |  |
|  |  |  | initial licence |  |  |
|  |  |  | or 3 years |  |  |
|  |  |  | following the |  |  |
|  |  |  | non-renewal of |  |  |
|  |  |  | the licence, |  |  |
|  |  |  | whichever is |  |  |
|  |  |  | the later. |  |  |
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|  | **FUNCTION** | **DISPOSAL** | **RECORD** |
|  |  | **ACTION** | **EXAMPLES** |
|  |  |  |  |
|  |  |  |  |
|  | REGISTRATION (continued) |  |  |

**12.5.2 Maintenance of a New Client Record**

If a person wishes to obtain boat operator’s licence for the first time, a new client form is created.

**12.6.0 Granting a Boat Operator Licence** The granting of a boat operator licence includes:

* granting an initial operator licence
* varying / endorsing an operator licence to change the licence type or conditions, and
* re-licensing of an operator following the expiry of a licence cancellation or the failure to renew or re-activate the licence within 5 years of its expiry date.

**Temporary**

Destroy 70 years

after the granting of

the licensee’s initial

licence or 3 years

following the non-

renewal of the

licence, whichever

is the later.

**12.6.1 Application for a Boat Operator Licence**

Receiving and processing an application for a boat operator licence, including supporting documentation.

**Temporary:** Destroy 70 years after the granting of the licensee’s initial licence or 3 years following the non-renewal of the licence, whichever is the later.

* boat operator licence application

**12.6.2 Medical Review of a Boat Operator Licence** **Temporary:**

Destroy 70 years

after the granting of

the licensee’s initial

licence or 3 years

following the non-

renewal of the

licence, whichever

is the later.

* Medical condition investigation documents

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**Retention & Disposal Authority**

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|  | **FUNCTION** | **DISPOSALRECORD EXAMPLES** | |
|  |  | **ACTION** | |
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|  |  |  |  |
|  | REGISTRATION (continued) |  |  |

**12.6.3** **Maintenance of Boat Operator Licence Details**

This class includes information used to maintain an up to date record of a particular boat operator licence

**Temporary** Destroy 3 years after action is complete.

* Payment of fees and charges for a licence
* Licence issue documentation
* Changes to licence holder’s personal details
* Generation and issue of new licence documentation
* Renewal notification
* Renewal application
* Payment of fees and charges for a licence renewal
* Licence renewal issue documentation
* Licence reactivation application
* Payment of fees and charges for a licence reactivation
* Licence reactivation issue documentation
* Licence to be cancelled notification to operator
* Licence cancellation effectuation documents
* Licence cancellation notification to operator
* Refund of fees and charges for a licence cancellation
* Medical review determination and effectuation
* Refund of fees and charges for a medical review licence cancellation
* Receipt of notification of any offence or penalty
* Effecting the penalty documentation
* Refund of fees and charges for a licence resulting from an offence or penalty

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**Retention & Disposal Authority**

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|  | **FUNCTION** | **DISPOSAL** | **RECORD** |
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|  | REGISTRATION (continued) |  |  |

**12.6.4 Testing of a Boat Operator**

Records relating to the licence examination of an individual, and any retesting that may take place due to a medical review etc.

**12.6.5** **Medical Review and Penalty Notifications to a Boat Operator**

Notifications to a boat operator arising from medical review or effectuation of penalties - may include cancellation or suspension of licence.

**Temporary**

Destroy 12 months after the completion of the test.

**Temporary**

Destroy 12 months after dispatch of the notification.

* Examination Records
* Scoresheets
* Notification to a boat operator of the outcome of a medical review
* Notification to a boat operator of the outcome of an offence or related penalty

**12.6.6 Determination of Offences and Penalties**

Determination of recreational vessel or marine related offences and infringements and associated penalties.

**Temporary**

Destroy 4 years

after receipt of

notification of an

offence or

penalty.

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|  | **FUNCTION** | **DISPOSAL** | **RECORD** |
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|  | REGISTRATION (continued) |  |  |
| **12.6.7** | **Maintaining Boat Operator Licence** |  |  |
|  | **Status** |  |  |
|  | Maintaining the current status of the boat |  |  |
|  | operator licence including: |  |  |
|  | • whether the licence is active or inactive, |  |  |
|  | • whether the licence is suspended or |  |  |
|  | cancelled, |  |  |
|  | • conditions attached to the licence, e.g. |  |  |
|  | for medical reasons, and |  |  |
|  | • operator’s current personal details. |  |  |
| **12.6.7(a)** | **Maintenance of Boat Operator Licence** | **Temporary** |  |
|  | **Status** | Destroy when |  |
|  | a) Non-current details | superseded. |  |

**12.6.7(b) Maintenance of Boat Operator Licence Status**

b) Current details

**Temporary**

Destroy 70 years

after the granting of

the licensee’s initial

licence or 3 years

following the non-

renewal of the

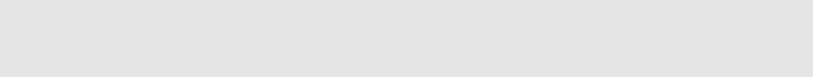
licence, whichever

is the later.

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**Retention & Disposal Authority**

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| **FUNCTION** | **DISPOSAL** | **RECORD** |
|  | **ACTION** | **EXAMPLES** |
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**13.0.0 BOATING SAFETY**

**13.1.0** **Boating Safety Promotion and Publicity**

This activity involves the promotion of boating safety through all forms of media. Promotion and publicity also involves the tracking and monitoring of media for references to boating safety.

|  |  |  |
| --- | --- | --- |
| **13.1.1** | **Publicity Tracking and Recording** | **Permanent** |
|  | Master of press reports or press cuttings, | Transfer to the |
|  | relating to Authority functions and | PROV when |
|  | activities, excludes press cuttings placed | administrative |
|  | on file among other records. | use is concluded |

**13.1.2** **Publicity Material – Masters** **Permanent**

Transfer to the

PROV when

administrative

use is concluded

* Press cutting files/books
* Masters of Marine Board produced safety publications
* Copy negatives for photographic or audio-visual records

|  |  |  |  |
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| **13.1.3** | **Publicity - Facilitation** | **Temporary** |  |
|  | Activities that allow the distribution of | Destroy 2 years | • Media contact details |
|  | publicity across all media outlets. | after action | (names, telephone |
|  |  | completed | numbers etc.), |
|  |  |  | arrangements. |

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|  | **FUNCTION** | **DISPOSAL** | **RECORD** |
|  |  | **ACTION** | **EXAMPLES** |
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|  | BOATING SAFETY (continued) |  |  |

**13.2.0** **Boating Facilities**

The provision of advice to the Minister and the MBV on establishing Codes, Policies and Standards for the improvement and maintenance of private and public boating facilities.

**13.2.1** **Policies, Standards and Codes** **Permanent**

Transfer to the

PROV when

administrative

use is

concluded

* Master of Minutes of Working Parties
* Standard & Guidelines
* Standards Subject Files
* Regulatory Impact Statements

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| --- | --- | --- | --- | --- |
| **13.2.2** | **Facilitation** | **Temporary** | • | Drafts |
|  | Documentation supporting the | Destroy when | • | Reference Material |
|  | development, management and | administrative |  |  |
|  | distribution of Policy, Standards and | use is concluded |  |  |
|  | Codes of Practice. |  |  |  |

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| **FUNCTION** | **DISPOSAL** | **RECORD** |
|  | **ACTION** | **EXAMPLES** |
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BOATING SAFETY (continued)

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| **13.3.0** | **Operating and Waterway Rules** | |  |
|  | The development, implementation and maintenance of a | | |
|  | safe operating regime. | |  |
| **13.3.1** | **Operating and Waterway Rules** | | **Permanent** |
|  | Developed Waterway Rules and | | Transfer to the |
|  | evidence of the development of the | | PROV when |
|  | rules. Rules cover: | | administrative use |
|  | • | Navigation | is concluded |
|  | • | Boat handling |  |
|  | • | Safety equipment |  |
|  | • | Overloading |  |
|  | • | Alcohol and drugs |  |
|  | • | Lifejackets. |  |

* Master of minutes of working parties
* Original of Operating or Waterway Rules

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| **13.3.2** | **Operating and Waterway Rules** | **Temporary** | • | Minor drafts |
|  | **Facilitation** | Destroy when | • | Reference Material |
|  | Documentation supporting the | reference ceases |  |  |
|  | development, management and |  |  |  |
|  | distribution of final Policy, Standards |  |  |  |
|  | and Codes of Practice. |  |  |  |
| **13.3.3** | **Boating Safety – Victoria Police** | **Temporary** | • | Program and project |
|  | **Liaison** | Destroy 10 years |  | files |
|  | Programs and projects involving | after final action |  |  |
|  | liaison between the Marine Board and |  |  |  |
|  | Victoria Police regarding boating |  |  |  |
|  | safety enforcement and education. |  |  |  |

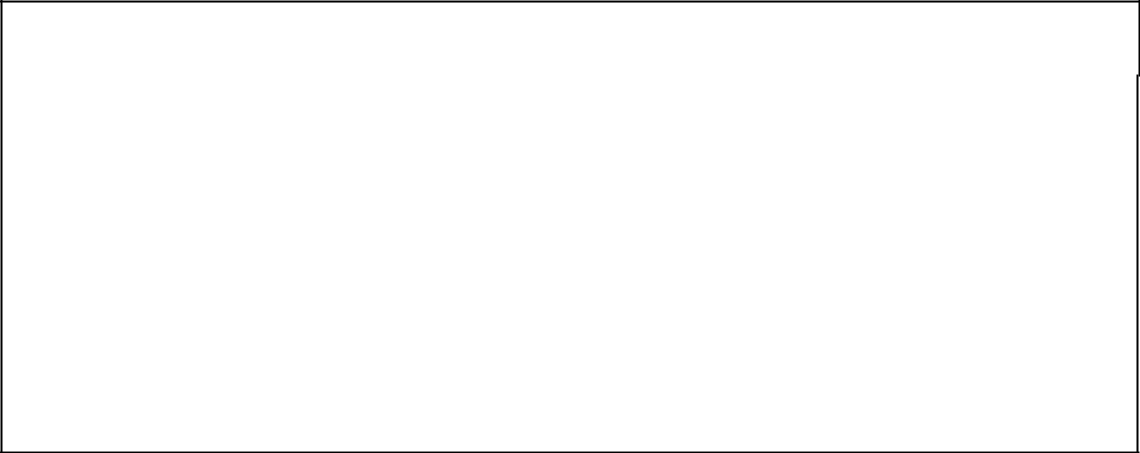
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| **FUNCTION** | **DISPOSAL** | **RECORD** |
|  | **ACTION** | **EXAMPLES** |
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| **14.0.0** | **STATE BOATING COUNCIL** |  |  |
|  | The State Boating Council is a part time representative body | |  |
|  | established to advise the Minister for Roads and Ports and the | |  |
|  | Marine Board on all matters relating to recreational boating. | |  |
|  | The Marine Board provides administrative support to the | |  |
|  | Council and the Manager of Recreational Boating acts as its | |  |
|  | Executive Officer. |  |  |
| **14.1.0** | **Victorian Boating Strategy** | **Permanent** |  |
|  | The Strategy provides direction for the | Transfer to the | • Victorian Boating |
|  | development of recreational boating | PROV when | Strategy |
|  | facilities and services. | administrative use | • Regional Coastal Plans |
|  |  | is concluded |  |
| **14.2.0** | **Guidelines and Policies** | **Permanent** |  |
|  |  | Transfer to the | • Boating Facility |
|  |  | PROV when | Construction |
|  |  | administrative use | Guidelines |
|  |  | is concluded |  |
| **14.3.0** | **Strategies, Guidelines and Rules** | **Temporary** |  |
|  | **Facilitation** | Destroy when | • Minor drafts |
|  | Documentation supporting the | reference ceases | • Reference Material |
|  | development, management and |  |  |
|  | distribution of Strategies, Guidelines and |  |  |
|  | Rules. |  |  |
| **14.4.0** | **Boating Facilities Inventory** | **Permanent** |  |
|  | Database which identifies locations, type, | Transfer to the | • Inventory |
|  | condition of boating facilities. | PROV when |  |
|  |  | administrative use |  |
|  |  | is concluded |  |

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COMMENT: LAND USE PLANNING

This function involves the development and management of the regulatory framework for the fair, orderly, economic, sustainable use and development of land in Victoria.

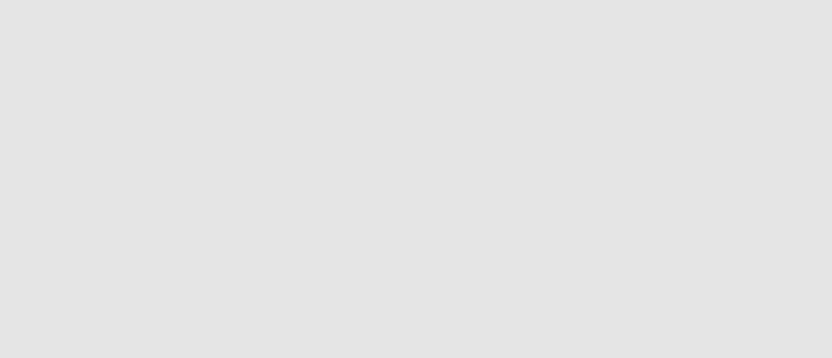
Planning functions are derived the following acts:

* Land Act (as amended) 1958
* Land Acquisition and Compensation Act (as amended) 1986
* Planning and Environment Act (as amended) 1987.

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| **FUNCTION** | **DISPOSAL** | **RECORD** |
|  | **ACTION** | **EXAMPLES** |
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**15.0.0** **STRATEGIC PLANNING AND POLICY**

Strategic Planning and Policy establishes standards and

codes of practice that identify levels of performance and

appropriate methods. These include:

* Codes of Practice
* Design Guides
* Research and data collection for strategic planning
* Victoria’s Planning Provisions
* Building Policy
* Issue papers

|  |  |  |
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| **15.1.0** | **Strategic Planning Policy** | **Permanent** |
|  | Developing a vision and strategic | Transfer to PROV |
|  | directions regarding existing and | after administrative |
|  | future land use within a Local | use is concluded |
|  | Government Authority (LGA). |  |
|  | Includes Planning Reform. |  |

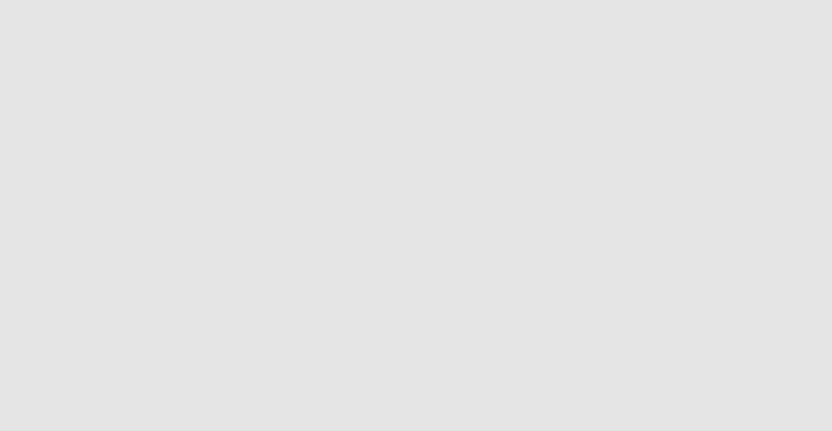
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| **15.2.0** | **Standards & Codes of Practice** | **Permanent** |
|  |  | Transfer to the |
|  |  | PROV when |
|  |  | administrative use |
|  |  | is concluded |
| **15.3.0** | **Standards & Codes of Practice** | **Temporary** |
|  | **Facilitation** | Destroy after final |
|  | Documentation supporting the | administrative action |
|  | development, management and |  |
|  | distribution of Standards and Codes of |  |
|  | Practice. |  |

* Original of LGA/other Strategic Statement
* Original of Strategy Plan
* Original Issue Papers
* Master of Minutes of Working Parties
* Master Code of Practice
* Code of Practice Subject Files
* Minor Drafts
* Reference Material

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| **FUNCTION** | **DISPOSAL** | **RECORD** |
|  | **ACTION** | **EXAMPLES** |
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**16.0.0 ANALYSIS, REVIEW, FORECASTING AND MARKET INFORMATION**

Analysis, review, forecasting and market information involves the research to support planning and other functions:

* Production of demographic information to help understand urban and regional change
* Market trends and changes information
* Research to support land use strategies.
* Includes program development, implementation & operation, evaluation of presentation & publication of results.

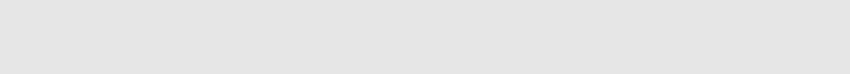
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| **16.1.0** | **Recommendations Results and** | | **Permanent** |
|  | **Findings** | | Transfer to the |
|  | Findings includes key database | | PROV when |
|  | collections that identify critical | | administrative use |
|  | development and trends, where the | | is concluded |
|  | collection has been substantially | |  |
|  | developed within DoI and cannot be | |  |
|  | recovered from primary sources. This | |  |
|  | includes information relating: | |  |
|  | • Urban Centres and Rural Locations | |  |
|  | • | Towns in Time |  |
|  | • | Employment |  |
|  | • | Historical Population. |  |
| **16.2.0** | **Routine Activity** | | **Temporary** |
|  | Information used to develop the Results | | Destroy 7 years |
|  | and Findings and which is contained | | after final reference |
|  | within the final results and findings. | |  |
| **16.3.0** | **External Reference & Statistics** | | **Temporary** |
|  | Collection of reference & statistics | | Destroy 7 years |
|  | generated externally to the Authority. | | after final reference |
| **16.4.0** | **Research & Statistical Programs/** | | **Temporary** |
|  | **Projects** | | Destroy 7 years |
|  | Not proceeded with beyond proposal**.** | | after final reference |

* Research Files
* Project Files
* Project Reports
* Statistical Files
* Strategy Group Minutes
* Decision Papers
* Legislative Action Plans
* Regulation Amendments
* Land use Publications
* Checklists
* Superseded summaries
* Drafts
* ABS data
* Proposals for Project Files

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| **FUNCTION** | **DISPOSAL ACTION RECORD** |
|  | **EXAMPLES** |
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ANALYSIS, REVIEW, FORECASTNG AND MARKET INFORMATION (continued)

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| --- | --- | --- | --- |
| **16.5.0Project Registration** | | **Permanent** |  |
| Includes project: | | Transfer to the | • Project Registers |
| • | Name | PROV when |  |
| • | Date | administrative use is |  |
| • | Owner | concluded |  |

* Status
* Result.

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| **FUNCTION** | **DISPOSAL** | **RECORD** |
|  | **ACTION** | **EXAMPLES** |
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| **17.0.0** | **PLANNING SCHEME MANAGEMENT** | |
|  | The Planning Scheme furthers the objectives of planning in | |
|  | Victoria in areas covered by the Scheme. The Planning | |
|  | scheme sets out policies, regulations and controls for the use, | |
|  | designation, development and protection of land. A Planning | |
|  | Scheme consists of maps and ordinances. A planning scheme | |
|  | can remove, very or create conditions for property. The key | |
|  | record for the management of planning scheme is the Property | |
|  | file. The Property file includes records identified in classes | |
|  | 17.2.0 and 17.3.0. |  |
| **17.1.0** | **Establishing and Amending a** | **Permanent** |
|  | **Planning Scheme** | Transfer to PROV |
|  | Establishing planning scheme | after administrative |
|  | controls and providing for them to be | use is concluded |
|  | amended and or exemptions. |  |

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| **17.2.0** | **Planning Permit Management** | **Temporary** Destroy |
|  | Regulating the planned use of land | 7 years after last |
|  | or buildings through the issue of | action or date of |
|  | permits. | issue |

|  |  |  |
| --- | --- | --- |
| **17.3.0** | **Planning Scheme - Registration** | **Permanent** |
|  | **and Control** | Transfer to PROV |
|  | Summary record of planning scheme | after administrative |
|  | management. | use is concluded |

* + Exhibition Copy
  + Planning Authority (Council) Explanatory Reports
  + Planning Scheme
  + Planning Scheme Maps
  + Review Panel Reports
  + Planning Scheme Amendments (approved copy)
  + Planning Permits
* Approval/Permit Files
* Applications and supporting information
* Objections
* Appeals
* Infringement Notices
* Enforcement Orders
* Registers and indexes of Certificates, Applications, Approvals or Permits

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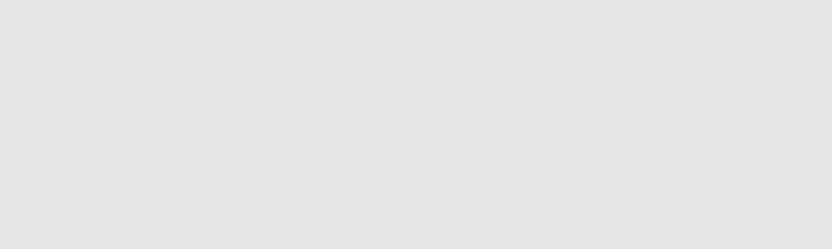
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|  | **FUNCTION** | **DISPOSAL** | **RECORD** | |
|  |  | **ACTION** | **EXAMPLES** | |
|  |  |  |  |  |
| **17.4.0** | **Planning Certification** | **Temporary** | • | Planning |
|  | A certificate detailing the effect of the | Destroy 10 years |  | Certificates |
|  | relevant planning scheme zone and | after certification | • | Applications |
|  | overlay requirements on the land at | approval or rejection |  |  |

the date of issue.

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| **FUNCTION** | **DISPOSAL** | **RECORD** |
|  | **ACTION** | **EXAMPLES** |
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**18.0.0 PLANNING PANELS**

The role of the Panels is to provide:

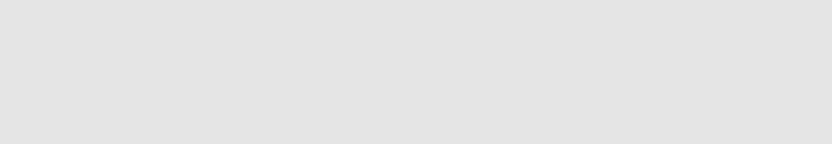
* opportunity for submittors to be heard in an independent forum
* independent advice to the planning authority and Minister about Decisions and amendments and submissions to Decisions.

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| **18.1.0** | **Planning Panel Decision** |  |  |  |
|  | Includes Panel Reports which are held on the Property File | |  |  |
|  | with other records of Planning Scheme Management. | |  |  |
| **18.1.1** | **Decision Report (master)** | **Permanent** | • | Planning Panel set |
|  |  | Transfer to the |  |  |
|  |  | PROV when |  |  |
|  |  | administrative use |  |  |
|  |  | is concluded |  |  |
| **18.1.2** | **Decision Report (reference)** | **Temporary** | • | Working set |
|  |  | Destroy when |  |  |
|  |  | administrative use |  |  |
|  |  | is concluded |  |  |
| **18.2.0** | **Decisions Registration** | **Permanent** | • | Register of Panels |
|  |  | Transfer to the |  | Decision Reports |
|  |  | PROV when |  | (Lotus Notes database) |
|  |  | administrative use |  |  |
|  |  | is concluded |  |  |

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| **FUNCTION** | **DISPOSAL** | **RECORD** |
|  | **ACTION** | **EXAMPLES** |
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**19.0.0 LAND MONITORING**

Land Monitoring ensures that the purchase, compulsory acquisition and sale of land by all government agencies is undertaken in accordance with Government policy.

**19.1.0** **Monitoring and Decision Evidence**

Critical evidence of the monitoring and subsequent decision regarding the purchase, compulsory acquisition and sale of government property. Includes:

• Government Land Monitoring Unit Submission Form

• Internal reports and recommendations

• Consultants Reports

• Assessment record

• Determination notification

• Valuation Conference records

• Monthly/ Quarterly reports

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **19.1.1** | **Monitoring and Decision Evidence** | **Permanent** | • | Microfilmed record |
|  |  | Transfer to the | • | Imaged (TRIM) record |
|  |  | PROV when |  |  |
|  |  | administrative use |  |  |
|  |  | is concluded |  |  |
| **19.1.2** | **Monitoring and Decision Evidence** | **Temporary** | • | Hardcopy Records |
|  | Property transaction input records | Destroy 15 years |  |  |
|  | captured into TRIM. | after transaction |  |  |
|  |  | is completed |  |  |
| **19.2.0** | **Property Transactions Database** | **Permanent** | • | TRIM Database of |
|  | Information concerning property | Transfer to the |  | registration and |
|  | transactions (includes s99A of Land Act | PROV when |  | transactions |
|  | sales). | administrative use |  |  |
|  |  | is concluded |  |  |

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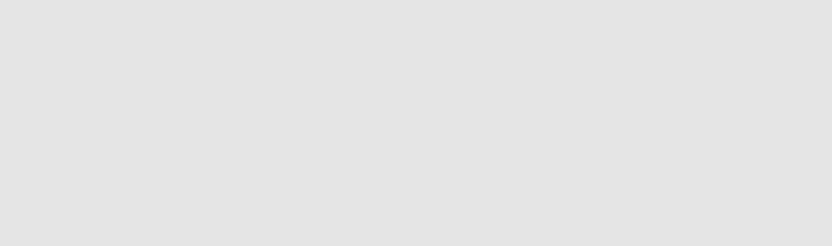
**Retention & Disposal Authority**

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|  | **FUNCTION** | **DISPOSAL ACTION** | **RECORD** | |
|  |  |  | **EXAMPLES** | |
|  |  |  |  |  |
|  |  |  |  |  |
|  | LAND MONITORING (continued) |  |  |  |
| **19.3.0** | **Private Treaty Sales Registration** |  |  |  |
|  | The Register contains all private treaty sales of Crown Land | |  |  |
|  | pursuant to the Land Act. |  |  |  |
| **19.3.1** | **Transactions Database** | **Permanent** |  |  |
|  | **Registration** | Transfer to the PROV | • | Database register |
|  |  | when administrative | • | Index cards |
|  |  | use is concluded |  |  |
| **19.3.2** | **Reports from Treasury and** | **Temporary** |  |  |
|  | **Finance and Department of** | Destroy 15 years | • | Monthly and |
|  | **Natural Resources and** | after transaction is |  | Quarterly reports |
|  | **Environment** | completed |  |  |

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**Retention & Disposal Authority**

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| **FUNCTION** | **DISPOSAL ACTION RECORD** |
|  | **EXAMPLES** |
|  |  |



**20.0.0** **LOCAL GOVERNMENT PERFORMANCE**

Local Government performance involves setting standards and policies, monitoring, analysis, forecasting and market information.

Includes program development, implementation & operation, evaluation of presentation & publication of results.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **20.1.0** | **Policy / Standards for Local** | **Permanent** |  |  |
|  | **Government** | Transfer to the PROV | • | Master of Minutes of |
|  |  | when administrative |  | Working Parties |
|  |  | use is concluded | • | Master Standard |
|  |  |  | • | Standards Subject |
|  |  |  |  | Files |
|  |  |  | • | Regulation Policies |
|  |  |  | • | Legislative Action |
|  |  |  |  | Plans |
|  |  |  | • | Regulation |
|  |  |  |  | Amendments |
| **20.2.0** | **Policy / Standards Facilitation** | **Temporary** |  |  |
|  | Documentation supporting the | Destroy after final | • | Drafts |
|  | development, management and | administrative action | • | Reference Material |
|  | distribution of final of final Standards |  |  |  |

and Policies.

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| **FUNCTION** | **DISPOSAL** | **RECORD** |
|  | **ACTION** | **EXAMPLES** |
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| **21.0.0** | **COMPLIANCE AND AUDIT FOR LOCAL** | |  |  |
|  | **GOVERNMENT** |  |  |  |
|  | Compliance audit, regulation and monitoring for local | |  |  |
|  | government councils. |  |  |  |
| **21.1.0** | **Compliance and Audit – Significant** | **Permanent** |  |  |
|  | Audits resulting in a significant | Transfer to the | Audit files, including: | |
|  | alteration of the relationship between | PROV when | • | History document |
|  | the subject of the audit and the Council | administrative use | • | Questionnaires/ |
|  | (imposed financial penalty). | is concluded |  | surveys |
|  |  |  | • | Reports |
|  |  |  | • | Audit report/result |
|  |  |  | • | Reviews |
|  |  |  | • | Investigations |
|  |  |  | • | Inspections |
|  |  |  | • | Performance |
|  |  |  |  | reviews |
| **21.2.0** | **Compliance and Audit – Not** | **Temporary** |  |  |
|  | **Significant** | Destroy 15 years | Audit files, including: | |
|  | Audits not resulting in the imposition of | after audit finalised | • | History document |
|  | a financial penalty on the Council. |  | • | Questionnaires / |
|  |  |  |  | surveys |
|  |  |  | • | Reports |
|  |  |  | • | Audit report/result |
|  |  |  | • | Reviews |
|  |  |  | • | Investigations |
|  |  |  | • | Inspections |
|  |  |  | • | Performance |
|  |  |  |  | reviews |

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| **FUNCTION** | **DISPOSAL ACTION RECORD** |
|  | **EXAMPLES** |
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| --- | --- | --- |
| **22.0.0** | **MONITORING, ANALYSIS, FORECASTING** | |
|  | **AND MARKET INFORMATION – TRANSPORT** | |
|  | Monitoring, analysis, forecasting and market information | |
|  | involves research to support strategic planning and the | |
|  | implementation of policy for public transport. Includes | |
|  | program development, implementation & operation, | |
|  | evaluation, presentation & publication of results. | |
| **22.1.0** | **Recommendations Results and** | **Permanent** |
|  | **Findings** | Transfer to the PROV |
|  | Findings includes key database | when administrative |
|  | collections that identify critical | use is concluded |
|  | development and trends, where the |  |
|  | collection has been substantially |  |
|  | developed within DoI and cannot be |  |
|  | recovered from primary sources |  |
|  | including: |  |
|  | • Ballarat High Speed Rail data |  |
|  | collection |  |
|  | • Smart Bus data collection. |  |
| **22.2.0** | **Recommendations Results and** | **Temporary** |
|  | **Findings -Facilitation** | Destroy 5 years after |
|  | Information used to develop the | final reference |
|  | Results and Findings and which is |  |

contained within the final results and

findings.

* Research Files
* Project Files
* Project Reports
* Statistical Files
* Strategy Group Minutes
* Decision Papers
* Legislative Action Plans
* Regulation Amendments
* Project Reports
* Checklists
* Superseded summaries
* Drafts

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **22.3.0** | **External Reference & Statistics** | | **Temporary** | • | ABS data |
|  | Collection of reference & statistics | | Destroy 10 years after | • | VATS |
|  | generated externally to the Authority. | | final reference |  |  |
| **22.4.0** | **Research & Statistical Programs /** | | **Temporary** | • | Proposals for Project |
|  | **Projects – Not proceeded with** | | Destroy 5 years after |  | Files |
|  | **beyond proposal** | | final reference |  |  |
| **22.5.0** | **Project Registration** | | **Permanent** |  |  |
|  | Includes project:: | | Transfer to the PROV |  |  |
|  | • | Name | when administrative |  |  |
|  | • | Date | use is concluded |  |  |
|  | • | Result. |  |  |  |

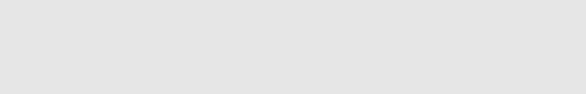
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**Retention & Disposal Authority**

**CLASS**

**NO.**

**DESCRIPTION**



**DISPOSAL ACTION**

**STATUS** **CUSTODY**

**23.0.0** **PUBLIC TRANSPORT**

|  |  |  |
| --- | --- | --- |
|  | **SECURITY** |  |
| **23.1.0** | Public Transport Closed Circuit Television |  |
| (CCTV) |  |
|  |  |

|  |  |  |
| --- | --- | --- |
|  | The activity of receiving, documenting, |  |
|  | analysing and otherwise dealing with |  |
|  | CCTV data to ensure that it is properly |  |
|  | available to be received in evidence before |  |
|  | Courts and other bodies relying on CCTV |  |
|  | Data. |  |
| **23.1.1** | Public Transport CCTV data not |  |
| containing footage of a reported incident |  |
|  |  |

|  |  |  |
| --- | --- | --- |
| **Temporary** | Hold in agency or |  |
| Destroy when | APROSS pending |  |
| destruction. |  |
| operational/ | Electronic records |  |
| administrative use |  |
| should be |  |
| is concluded |  |
| maintained in |  |
|  |  |
|  | readable format |  |
|  | pending |  |
|  | destruction. |  |

|  |  |  |
| --- | --- | --- |
| **23.1.2** | Public Transport CCTV data containing |  |
| footage of a reported incident |  |
|  |  |

**23.1.3** Public Transport CCTV data replicated onto a DVD

|  |  |  |
| --- | --- | --- |
| **Temporary** | Hold in agency or |  |
|  | APROSS pending |  |
| Destroy after | destruction. |  |
| required footage is | Electronic records |  |
| copied onto DVD | should be |  |
| and, when | maintained in |  |
| operational/ | readable format |  |
| administrative use | pending |  |
| is concluded | destruction. |  |
| **Temporary** | Hold in agency or |  |
| Destroy 7 years | APROSS pending |  |
| destruction. |  |
| after legal |  |
|  |  |
| proceedings are | Electronic records |  |
| concluded | should be |  |
|  | maintained in |  |
|  | readable format |  |
|  | pending |  |
|  | destruction. |  |

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| **5** | **Index to the Retention & Disposal Authority** |  |
|  | **FUNCTION** | **NUMBER** |
| **A** |  |  |
|  | ABS data | 22.3.0 |
|  | Agendas – Meetings, DoI Convened | 2.1.0 |
|  | Agendas – Meetings, Not DoI Convened | 2.2.0 |
|  | Agendas, Drafts | 2.4.0 |
|  | Agreements, Permits & Covenants | 5.2.0 |
|  | Appeals, Planning Permit | 17.2.0 |
|  | Appeals, Permits & Covenants | 5.2.0 |
|  | Applications for a Boat Operator Licence | 12.6.1 |
|  | Applications for Grants, Register or Summary | 4.2.0 |
|  | Applications for Pilotage Exemption | 7.1.2 |
|  | Applications, Harbour Master | 7.2.2 |
|  | Applications, Planning Certification | 17.4.0 |
|  | Applications, Planning Scheme Registration & Control | 17.3.0 |
|  | Appointments, Council and Panel | 3.0.0 |
|  | Approval/Permit Files, Planning Permits | 17.2.0 |
|  | Approvals, Planning Scheme Registration & Control | 17.3.0 |
|  | Arrangement of Exhibition Records | 5.6.8 |
|  | Arrangements for cancelled exhibitions etc | 5.6.9 |
|  | Assessment and Registration | 5.1.2 |
|  | Assessment Hearings | 5.1.2 |
|  | Assessment Reports | 5.1.2 |
|  | Assessments, Harbour Master | 7.2.2 |
|  | Attendance Arrangements, Meetings | 2.4.0 |
|  | Audit Report/Result, Local Government Compliance | 21.0.0 |
|  | Australian Bureau of Statistics data (ABS) | 22.3.0 |

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| **FUNCTION** | **NUMBER** |  |
| **B** |  |  |
| Biographical Architect files | 5.5.1 |  |
| Board Determinations, Marine Board Standards | 6.1.0 |  |
|  |  |
| Boat Operator Licence Registration Records | 12.5.0 / |  |
|  | 12.6.0 |  |
| Boating Facilities | 13.2.0 |  |
| Boating Facility Construction Guidelines | 14.2.0 |  |
| Boating Safety | 13.0.0 |  |
| Boating Safety – Victoria Police Liaison | 13.3.3 |  |
| Boating Safety Promotion and Publicity | 13.1.0 |  |
| Boating Strategy – Victoria | 14.1.0 |  |
| Briefing Notes, Project Management | 1.2.2 |  |
| Briefs to Minister / Secretary Project Management Monitoring | 1.2.4 |  |

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| **FUNCTION** | **NUMBER** | |
| **C** |  |  |
| Case Files, Heritage | 5.4.2 |  |
| Case Monitoring Records, Heritage Investigations | 5.4.3 |  |
| Certificates of Competency Register, Marine Board | 7.1.1 |  |
| Certificates of Exemption, Pilotage Licences | 7.1.2 |  |
| Certificates of Survey, Vessels | 9.0.0 |  |
| Certificates, Planning Scheme | 17.3.0 |  |
| Certified Extracts, Heritage Enforcement | 5.4.1 |  |
| Codes of Practice – Facilitation, Strategic Planning | 15.3.0 |  |
| Codes of Practice, Marine Board | 7.1.2 |  |
| Codes of Practice, Strategic Planning | 15.2.0 |  |
| Committees and Working Parties | 2.0.0 |  |
| Compensation Payments, Property | 5.3.0 |  |
| Compliance and Audit – Not Significant, Local Government | 21.2.0 |  |
| Compliance and Audit – Significant, Local Government | 21.1.0 |  |
| Compliance and Audit for Local Government | 21.0.0 |  |
| Consents, Heritage | 5.2.0 |  |
| Conservation Studies | 5.5.1 |  |
| Conservation and Works | 5.5.0 |  |
| Consolidated Annual Reports, Marine Pollution | 8.1.1 |  |
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| **FUNCTION** | **NUMBER** |  |
| **C** |  |  |
| Consolidated Registration – Facilitation, Boating | 12.2.0 |  |
| Consolidated Registration Details, Boating | 12.1.0 |  |
| Consolidated Registration Record, Marine Pollution | 8.1.1 |  |
| Contingency Plans, Marine Pollution | 8.1.0 |  |
| Contract and Project Management | 1.0.0 |  |
| Contract Management | 1.1.1 |  |
|  |  |
| Contract Registers | 1.1.1 |  |
| Contracting | 1.1.0 |  |
| Contracts, Minor | 1.1.4 |  |
| Contracts, Significant | 1.1.3 |  |
| Council and Panel Appointments | 3.0.0 |  |
| Covenants, Granting and Appeals | 5.2.0 |  |
| Crewing Determinations | 7.3.0 |  |

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| **FUNCTION** | **NUMBER** |
| **D** |  |
| Design Guides | 15.0.0 |
| Determinations, Crewing | 7.3.0 |
| Determinations, Harbour Master Licensing | 7.2.2 |
| Determinations of Offences & Penalties | 12.6.6 |
| Determinations, Pilotage Licences & Exemption Certificates | 7.1.2 |
| Determinations, Port Management | 7.2.3 |
| Determinations, Standards, Marine Board | 6.1.0 |
| Determinations, Permits and Covenants | 5.2.0 |
| Display and Exhibition – Arrangements | 5.6.8 |
| Display and Exhibition – Facilitation | 5.6.9 |
| Display and Exhibition – Masters | 5.6.5 |
| Due Diligence Material | 1.1.2 |

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| **FUNCTION** | **NUMBER** |
| **E** |  |
| Education and Community Information, Heritage | 5.6.0 |
| Education and Training Assessment & Review, Heritage | 5.6.2 |
| Education and Training Course Arrangements, Heritage | 5.6.3 |
| Education and Training Course Assessment, Heritage | 5.6.4 |
| Education and Training Course Material, Heritage | 5.6.1 |
| Enforcement and Legal Proceedings, Heritage | 5.4.0 |
| Enforcement Orders, Planning Permit Management | 17.2.0 |
| Equipment Database | 8.2.4 |
| Equipment Maintenance records | 8.2.4 |
| Equipment Management, Marine Board | 8.2.4 |
| Establishing and Amending a Planning Scheme | 17.1.0 |
| Establishment of Minor Contract Documentation | 1.1.4 |
| Establishment of Significant Contract Documentation | 1.1.3 |
| Evaluation, Contracts Minor | 1.1.4 |
| Evaluations, Property | 5.3.0 |
| Evaluations, Significant Contracts | 1.1.3 |
| Exemption Certificate Applications, Pilotage Licenses | 7.1.2 |
| Exercise Files – Training Programs, Marine Board | 8.2.3 |
| Exhibition – Posters, Models, Pamphlets | 5.6.6 |
| Exhibition and Displays, Arrangements | 5.6.8 |
| Exhibition and Displays, Masters | 5.6.6 |
| Exhibition Copy, Planning Schemes | 17.1.0 |
| Exhibition Project Files | 5.6.6 |
| Exhibitions and Displays – Facilitation | 5.6.9 |
| Existing and New Vessels Survey | 9.0.0 |
| Expressions of Thanks | 2.4.0 |
| External Reference & Statistics | 16.3.0 |

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| **FUNCTION** | **NUMBER** |
| **F** |  |
| Facilitation of Meetings | 2.4.0 |
| Forecasting, Analysis, Review & Market Information – | 16.0.0 |
| Strategic Planning |  |
| Forecasting, Monitoring, Analysis, and Market | 22.0.0 |
| Information – Transport |  |
| Funding Programs, Applications & Grants | 4.1.0 |
| Funding Programs Managed by DoI or Agencies within DoI | 4.0.0 |

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| **FUNCTION** | **NUMBER** |
| **G** |  |
| Grants | 4.0.0 |
| Guidelines & Policies, State Boating Council | 14.2.0 |
| Guidelines & Policies Facilitation, State Boating Council | 14.3.0 |
| Guidelines & Standards, Facilitation, Boating Facilities | 13.2.2 |
| Guidelines & Standards, Masters, Boating Facilities | 13.2.1 |
| Guides Facilitation, Standards, Marine Board | 6.2.0 |
| Guides Masters, Standards, Marine Board | 6.1.0 |

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| **FUNCTION** | **NUMBER** | |
| **H** |  |  |
| Harbour Master Licensing | 7.2.2 |  |
| Harbour Master Registration | 7.2.1 |  |
| Hearings, Heritage | 5.2.0 |  |
| Heritage | 5.0.0 |  |
| Heritage – Education & Community Information | 5.6.0 |  |
| Heritage – Enforcement & Legal Proceedings | 5.4.0 |  |
| Heritage – Exhibition & Displays – Arrangements | 5.6.8 |  |
| Heritage – Exhibition & Displays – Facilitation | 5.6.9 |  |
| Heritage – Exhibition & Displays, Masters | 5.6.6 |  |
| Heritage – Investigation & Prosecution | 5.4.2 |  |
| Heritage – Investigation & Prosecution Tracking | 5.4.3 |  |
| Heritage – Investigation & Prosecution, Summary | 5.4.1 |  |
| Heritage – Permits & Covenants | 5.2.0 |  |
| Heritage – Property | 5.3.0 |  |
| Heritage – Publicity – Facilitation | 5.6.7 |  |
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| **FUNCTION** | **NUMBER** |
| **H** |  |
| Heritage – Publicity Material, Masters | 5.6.5 |
| Heritage – Training & Education Assessment & Review | 5.6.2 |
| Heritage – Training & Education Course Arrangements & | 5.6.3 |
| Administration |  |
| Heritage – Training & Education Course Assessment | 5.6.4 |
| Heritage – Training & Education Course Material | 5.6.1 |
| Heritage Council Appointments | 3.0.0 |
| Heritage Fund | 4.0.0 |
| Heritage Inventory | 5.1.2 |
| Heritage Job Management | 5.5.3 |
| Heritage Registration | 5.1.0 |
| Heritage Studies | 5.5.1 |
| Heritage Works | 5.5.2 |
| Heritage Works & Conservation | 5.5.0 |
| HERMES Database | 5.1.2 |
| Historic Place Database | 5.1.2 |
| Historical Population Information | 16.1.0 |
| HVPlan Database | 5.1.2 |

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| **FUNCTION** | **NUMBER** | |
| **I** |  |  |
| Incident Control Centre (ICC) Management | 8.2.0 |  |
| Incident Investigation – Major | 11.2.0 |  |
| Incident Investigation – Minor | 11.3.0 |  |
| Incident Investigation – Summary | 11.1.0 |  |
| Incident Investigation Codes/Standards - Marine | 6.0.0 |  |
| Incident Investigations | 11.0.0 |  |
| Incident Reports & Recommendations | 11.2.0 |  |
| Incident Response Coordination | 8.2.2 |  |
| Index Cards (Transactions Database Registration) | 19.3.1 |  |
| Infringement Notices, Planning Permit Management | 17.2.0 |  |
| Interim Protection Orders –Heritage | 5.1.1 |  |
| Inventory, Boating Facilities | 14.4.0 |  |
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| **FUNCTION** | **NUMBER** |
| **I** |  |
| Investigation & Prosecution – Heritage | 5.4.2 |
| Investigation & Prosecution Tracking – Heritage | 5.4.3 |
| Investigation Case Schedules - Heritage | 5.4.3 |
| Investigation Summary’s – Heritage | 5.4.1 |
| Investigations, Compliance/Audit for Local Government | 21.0.0 |
| Invitations, Exhibitions | 5.6.9 |
| Issue Papers, Original – Strategic Planning Policy | 15.1.0 |

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| **FUNCTION** | **NUMBER** |
| **J** |  |
| Job Management, Works & Conservation, Heritage | 5.5.3 |
| **FUNCTION** | **NUMBER** |
| **L** |  |
| Land Monitoring | 19.0.0 |
| Land use Publications | 16.1.0 |
| Legal Proceedings, Enforcement, Heritage | 5.4.0 |
| Legislative Action Plans, Local Government | 20.1.0 |
| Legislative Action Plans, Planning | 16.1.0 |
| Legislative Action Plans, Transport | 22.1.0 |
| Licences, Boat Operator | 12.5.0/ |
|  | 12.6.0 |
| Licences, Pilotage – Licences & Exemption Certificates | 7.1.2 |
| Licences, Pilotage – Register of Certificates of Competency | 7.1.1 |
| Licensing and Qualifications, Marine Operations | 7.1.0 |
| Licensing, Harbour Master | 7.2.2 |
| Local Government Policy/Standards, Facilitation | 20.2.0 |
| Local Government Policy/Standards, Master | 20.1.0 |
| Local Government Compliance & Audit | 21.0.0 |
| Local Government Compliance & Audit, Not Significant | 21.2.0 |
| Local Government Compliance & Audit, Significant | 21.1.0 |
| Local Government Funding Programs | 4.0.0 |
| Local Government Performance | 20.0.0 |

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| **FUNCTION** | **NUMBER** |  |
| **M** |  |  |
| Maintenance, Boat Operator Licence Details | 12.6.3 |  |
| Maintenance, Boat Operator Licence Summary Records | 12.5.1 |  |
| Maintenance, Boat Operator Licence Status | 12.6.7 |  |
| Maintenance, Equipment, Oil Spill Response | 8.2.4 |  |
| Maintenance Schedules, Oil Spill Response Equipment | 8.2.4 |  |
| Major Incident Files | 11.2.0 |  |
| Major Incident Investigations, Marine Board | 11.2.0 |  |
| Maps, Incident Response Coordination | 8.2.2 |  |
| Maps, Planning Scheme | 17.1.0 |  |
| Marine Board, Master of Minutes of Working Parties | 6.1.0 |  |
| Marine Board, Master Standards, Policies & Guides | 6.1.0 |  |
| Marine Board Standards | 6.0.0 |  |
| Marine Board Standards, Facilitation | 6.2.0 |  |
| Marine Board, Standards Subject Files | 6.1.0 |  |
| Marine Operations | 7.0.0 |  |
| Marine Pollution | 8.0.0 |  |
| MBV Determinations & Codes of Practice | 7.1.2 |  |
| MBV Determination for appointment of Harbour Masters | 7.2.2 |  |
| MBV Determinations – Navigation Aids and Channel | 7.2.3 |  |
| dredging standards |  |  |
| Market Information – Transport | 22.0.0 |  |
| Master Code of Practice, Strategic Planning | 15.2.0 |  |
| Master Standard for Local Government | 20.1.0 |  |
|  |  |
| Media Contact Details, Exhibitions | 5.6.9 |  |
| Media Contact Details, Publicity | 5.6.7 |  |
| Medical Reviews of a Boat Operator Licence | 12.6.2 |  |
| Medical Review & Penalty Notifications to a Boat Operator | 12.6.5 |  |
| Meeting Attendance Arrangements | 2.4.0 |  |
| Meetings, Expressions of Thanks | 2.4.0 |  |
| Meetings, Facility Arrangements | 2.4.0 |  |
| Meetings, Invitation to Join/Attend | 2.4.0 |  |
| Meetings, Agency Convened | 2.1.0 |  |
| Meetings, Not Agency Convened | 2.2.0/ |  |
|  | 2.3.0 |  |

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|  | **FUNCTION** | **NUMBER** |
|  | **M** |  |
|  | Minor Contract Correspondence | 1.1.4 |
|  | Minor Contract Specifications | 1.1.4 |
|  | Minor Contract Tender Evaluations | 1.1.4 |
|  | Minor Contracts | 1.1.4 |
|  | Minor Incident Investigations, Marine Board | 11.3.0 |
|  | Minor Incident File, Marine Board | 11.3.0 |
|  | Minutes, Agency Convened | 2.1.0 |
|  | Minutes, Drafts | 2.4.0 |
|  | Minutes, Not Agency Convened | 2.2.0 |
|  | Minutes, Operating & Water Way Rules | 13.3.1 |
|  | Minutes Policies Standards & Codes – Boating Facilities | 13.2.1 |
|  | Minutes, Policy/Standards for Local Government | 20.1.0 |
|  | Minutes, Standards & Codes of Practice – Strategic Planning | 15.2.0 |
|  | Minutes – Strategy Group | 16.1.0 |
|  | Monitoring, Analysis, Forecasting & Market Information – | 22.0.0 |
|  | Transport |  |
|  | Monitoring & Decision Evidence – Land Monitoring | 19.1.0 |
|  | Monitoring & Reporting Project Progress | 1.2.4 |
|  | **FUNCTION** | **NUMBER** |
|  | **N** |  |

National Plans, Incident Response & Coordination – Marine

Board

Nautical Charts

Navigation Aids

Navigation Rules New product data

Navigational and Channel Standards

New product data, Equipment Maintenance – Marine Board

New Vessels Survey

Nomination Forms, Heritage

Nominations and Notifications, Heritage

Notices of Meetings – Committees & Working Parties Notification of Registration, Heritage

8.2.2

8.2.2

7.2.3

13.3.1

7.0.0

8.2.4

9.0.0

5.1.1

5.1.1

2.0.0

5.1.3

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| **FUNCTION** | **NUMBER** | |  |
| **O** |  |  |  |
| Objections, Planning Permit | 17.2.0 |  |  |
| Oil Spill Response Atlas | 8.2.2 |  |  |
|  |  |  |
| Operating and Waterway Rules, Facilitation | 13.3.2 |  |  |
| Operating and Waterway Rules, Masters | 13.3.1 |  |  |
| Orders, Enforcement – Planning Permit | 17.2.0 |  |  |
|  |  |  |
| Orders, Interim Protection | 5.1.1 |  |  |
| Overloading Rules | 13.3.1 |  |  |
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**P**

Panel Appointments

Panel Reports, Planning Scheme

Performance Reviews, Local Government

Permit/Approval Files, Planning Permit

Permits and Covenants, Granting and Appeals

Pilotage Licences and Exemption Certificates

Pilot Provider Registration

Planning Authority (Council) Explanatory Reports

Planning Certificates

Planning Certification

Planning Panel Appointments

Planning Panel Decision

Planning Panel Set – Decision Report (Master)

Planning Panel – Register of Decision Reports

Planning Panels

Planning Permit/Approval Files

Planning Permits, Planning Scheme

Planning Permit Management

Planning Scheme – Registration and Control

Planning Scheme Amendments

Planning Scheme Management

Planning Scheme

Planning Scheme Maps

Plans, National, State & Regional – Incident Response

Plans, Regional Coastal – Victorian Boating Strategy

Policy Advice and Contingency Plans, Marine Pollution

3.0.0

17.1.0

20.0.0

17.2.0

5.2.0

7.1.2

10.1.0

17.1.0

17.4.0

17.4.0

3.0.0

18.1.0

18.1.1

18.2.0

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17.1.0

17.2.0

17.3.0

17.1.0

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**P**

Policy, Strategic Planning

Port Administration

Port Files

Port Management

Policy/Standards for Local Government Policy/Standards Facilitation for Local Government

Policies – Facilitation, Boating Safety

Policies – Facilitation, Marine Board

Policies – Facilitation, State Boating Council

Policies – Master, Marine Board

Policies – Master, Boating Safety

Policies, State Boating Council

Posters, Pamphlets, Exhibition Displays – Masters

Press Cuttings, Heritage

Press Cuttings, Boating Safety

Private Property Files

Private Treaty Sales Registration

Program and Project Files, Boating Safety

Progress Reports

Project Files, Exhibitions

Project Files, Property Group

Project Files, Reports – Transport

Project Management (Non-Contracted)

Project Management, Summary

Project Registration - Strategic Planning

Project Registration - Transport

Project Schedules, Not Requiring ERC Approval

Project Schedules, Projects Requiring ERC Approval

Projects Not Requiring ERC Approval

Projects Requiring ERC Approval

Promotion & Publicity, Boating Safety

Property Group Project Files

15.1.0

7.2.0

7.2.3

7.2.3

20.1.0

20.2.0

13.2.2

6.2.0

14.3.0

6.1.0

13.2.1

14.2.0

5.6.6

5.6.5

13.1.1

5.5.2

19.3.0

13.3.3

1.2.4

5.6.6

1.2.3

22.1.0

1.2.0

1.2.1

16.5.0

22.5.0

1.2.3

1.2.2

1.2.3

1.2.2

13.1.0

1.2.3

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| Property Transactions Database | 19.2.0 |  |  |
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| Property, Acquisition of, Heritage | 5.3.0 |  |  |
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| Prosecution and Investigation Case File | 5.4.2 |  |  |
|  |  |  |
| Prosecution Case Schedules | 5.4.3 |  |  |
|  |  |  |
| Prosecution Tracking | 5.4.3 |  |  |
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| Prosecutions Register, Heritage | 5.4.1 |  |  |
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| Protection Orders, Interim | 5.1.1 |  |  |
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| Provider Management, Marine Board | 10.0.0 |  |  |
| Provider Registration, Marine Board | 10.1.0 |  |  |
| Public Heritage Unit Property Files | 5.5.2 |  |  |
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| Publicity – Facilitation, Heritage | 5.6.7 |  |  |
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| Publicity – Facilitation, Boating Safety | 13.1.3 |  |  |
| Publicity Material – Masters, Heritage | 5.6.5 |  |  |
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| Publicity Material – Masters, Boating Safety | 13.1.2 |  |  |
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| Publicity Tracking & Recording, Boating Safety | 13.1.0 |  |  |
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| **FUNCTION** | **NUMBER** | |  |
| **Q** |  |  |  |
| Qualifications and Licensing – Marine Operations | 7.1.0 |  |  |
| Questionnaires – Local Government Compliance | 21.0.0 |  |  |
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| Quotations – Contracts | 1.1.4 |  |  |
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| **FUNCTION** | **NUMBER** | |  |
| **R** |  |  |  |
| Regional Coastal Plans – Victorian Boating Strategy | 14.1.0 |  |  |
|  |  |  |
| Regional Lead Agency Management – Marine Pollution | 8.2.1 |  |  |
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| Regional Plans – Incident Response Coordination | 8.2.2 |  |  |
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| Register of Certificates of Competency – Marine Operations | 7.1.1 |  |  |
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| Register of Harbour Masters | 7.2.1 |  |  |
|  |  |  |
| Register of Indemnities | 1.1.1 |  |  |
| Register of Pilotage Providers | 10.1.0 |  |  |
|  |  |  |
| Registration, Historic Register | 5.1.0 |  |  |
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| Registration, Provider Management, Marine | 10.1.0 |  |  |
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| Registration, Recreational Vessels | 12.0.0 |  |
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| Registration and Control, Grant Applications | 4.2.0 |  |
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| Registration of Prosecutions, Investigations | 5.4.1 |  |
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| Regulation Amendments | 16.1.0 |  |
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| Regulatory Impact Statements, Boating Safety | 13.2.1 |  |
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| Repair Orders, Heritage | 5.5.2 |  |
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| Residential Design and Development Fund | 4.0.0 |  |
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| Response Equipment and Incident Control Centre (ICC) | 8.2.0 |  |
| Management |  |  |
| Review Panel Reports, Planning Scheme | 17.1.0 |  |
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| Rules, Operating & Waterway | 13.3.0 |  |
| **FUNCTION** | **NUMBER** |  |
| **S** |  |  |
| Safety, Boating | 13.0.0 |  |
| Significant Contracts | 1.1.3 |  |
| Site Records (plans, locations, photographs), Heritage | 5.1.2 |  |
| Standards & Codes of Practice, Facilitation, Strategic | 15.3.0 |  |
| Planning |  |  |
| Standards & Codes of Practice, Master, Strategic Planning | 15.2.0 |  |
| Standards, Facilitation – Marine Board | 6.2.0 |  |
| Standards, Master – Marine Board | 6.1.0 |  |
| Standards, Policies & Codes, Boating Facilities | 13.2.0 |  |
| State Boating Council | 14.0.0 |  |
| State Boating Council Grants Scheme | 4.0.0 |  |
| Statement of Suitability – Harbour Master Licensing | 7.2.2 |  |
| Strategic Planning and Policy | 15.1.0 |  |
| Strategies, Guidelines and Rules Facilitation | 14.3.0 |  |
| Studies – Conservation and Heritage | 5.5.1 |  |
| Successful Applications – Grants & Funding | 4.1.1 |  |
| Summaries of Minor Contracts | 1.1.4 |  |
| Summaries of Significant Contracts | 1.1.3 |  |
| Summary Project Management | 1.2.0 |  |
| Survey, Existing and New Vessels | 9.0.0 |  |

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| **FUNCTION** | **NUMBER** |
| **T** |  |
| Tender Evaluations Minor Contracts | 1.1.4 |
| Tender Evaluations Significant Contracts | 1.1.3 |
| Tender Register | 1.1.2 |
| Tenders, unsuccessful | 1.1.1 |
| Testing of a Boat Operator | 12.6.4 |
| Thank you Letters – Meeting Facilitation | 2.4.0 |
| Training & Education Assessment & Review, Heritage | 5.6.2 |
| Training & Education Course Arrangements & Administration, | 5.6.4 |
| Heritage |  |
| Training & Education Course Material, Heritage | 5.6.0 |
| Training Programs, Marine Board | 8.2.3 |
| Transactions Database Registration, Land Monitoring | 19.3.1 |
| Transport, Monitoring, Analysis, Forecasting & Market | 22.0.0 |
| Information |  |
| Typological Study Files | 5.5.1 |

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| **FUNCTION** | **NUMBER** |
| **U** |  |
| Uniform Shipping Laws (USL) | 9.0.0 |
| Unsuccessful Applications, Grants | 4.1.2 |
| Unsuccessful Tenders | 1.1.2 |

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| **FUNCTION** | **NUMBER** |
| **V** |  |
| Vessels, Existing and New Survey | 9.0.0 |
| Vessels Registration Records | 12.3.0 / |
|  | 12.4.0 |
| Victorian Boating Strategy | 14.1.0 |
| VSMQS Dbase | 7.1.1 |

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**W**

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| Waterway Rules | 13.3.0 |  |
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| Waterway Rules, Facilitation | 13.3.2 |  |
| Works – Heritage | 5.5.2 |  |
| Works and Conservation – Heritage | 5.5.0 |  |

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**6** **Concurrence of Public Office**

This Authority has the concurrence of:

[Signed]

**Sue Jaquinot**

**Executive Director**

**7 December 2000**

1. **Establishment of Standard**

Pursuant to Section 12 of the *Public Records Act* 1973, I hereby establish these provisions as a Standard (also known as a Retention and Disposal Authority) applying to the records of the Department of Infrastructure.

This standard as varied or amended from time to time, shall have effect for a period of ten (10) years from the date of issue unless revoked prior to that date.

[Signed]

**Ross Gibbs**

**Keeper of Public Records**

**31 December 2000**

1. **Further Information**

You can obtain relevant publications, supplies of relevant forms and answers to any enquiries you may have by first contacting your agency’s records manager or Public Record Office Victoria:

Public Record Office Victoria

PO Box 2100

NORTH MELBOURNE VIC 3051

* (03) 9348 5600

e-mail: [agency.queries@prov.vic.gov.au](mailto:agency.queries@prov.vic.gov.au)

web: [www.prov.vic.gov.au](file://///DVC10/RobertA$/PROVide/www.prov.vic.gov.au)

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