



**Australian Government**  

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**National Archives of Australia**

**Records Authority**

**Great Barrier Reef Marine Park  
Authority**

Job no 2009/00922958

May 2010

## CONTENTS

<b>INTRODUCTION</b>	<b>3</b>
<b>APPLICATION OF THIS AUTHORITY</b>	<b>4</b>
<b>CONTACT INFORMATION</b>	<b>5</b>
<b>AUTHORISATION</b>	<b>6</b>
<b>CLASSES</b>	<b>7</b>
<b>AQUARIUM OPERATIONS</b>	<b>7</b>
<b>MARINE LIFE PROTECTION PROGRAMS</b>	<b>10</b>
<b>STAKEHOLDER ENGAGEMENT</b>	<b>12</b>
<b>STATUTORY OBLIGATIONS</b>	<b>15</b>

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## INTRODUCTION

The Great Barrier Reef Marine Park Authority and the National Archives of Australia have developed this Records Authority to set out the requirements for keeping or destroying records for the core business areas of Aquarium Operations, Marine Life Protection Programs, Stakeholder Engagement and Statutory Obligations. It represents a significant commitment on behalf of Great Barrier Reef Marine Park Authority to understand, create and manage the records of its activities.

This Authority is based on the identification and analysis of the business of Great Barrier Reef Marine Park Authority. It takes into account the agency's legal and organisational records management requirements, and the interests of stakeholders, the agency and the National Archives of Australia.

This Authority gives the Great Barrier Reef Marine Park Authority permission under the *Archives Act 1983*, for the destruction, retention or transfer to the National Archives of Australia of the records described. The Authority sets out those records that need to be retained as national archives and the minimum length of time that temporary records need to be kept. Retention periods for these temporary records are based on: an assessment of business needs; broader organisational accountability requirements; and community expectations, and are approved by the National Archives of Australia on the basis of information provided by the agency.

The Great Barrier Reef Marine Park Authority may use the following tools to dispose of their records:

- this Records Authority covering its agency specific records;
- general records authorities, such as the Administrative Functions Disposal Authority (AFDA), covering business processes and records common to Australian Government agencies; and
- normal administrative practice (NAP) which allows for the destruction of records where the records are duplicated, unimportant or for short-term use only.

As changes in circumstances may affect future records management requirements, the periodic review of this Authority is recommended. All amendments must be approved by the National Archives.

Advice on using this Authority and other records management matters is available from the National Archives' website at [www.naa.gov.au](http://www.naa.gov.au) or by contacting the Agency Service Centre at [recordkeeping@naa.gov.au](mailto:recordkeeping@naa.gov.au) or (02) 6212 3610.

## APPLICATION OF THIS AUTHORITY

1. This Authority replaces Records Authority (RA) 1383 (1999). The superseded RA can no longer be used by the Great Barrier Reef Marine Park Authority to sentence records after the date of issue of this Authority.
2. This Authority should be used in conjunction with the Administrative Functions Disposal Authority (AFDA) issued by the National Archives to cover administrative records common to Australian Government agencies.
3. This Authority should be used in conjunction with general disposal authorities issued by the National Archives that cover other types of records that may be created by the Great Barrier Reef Marine Park Authority, such as encrypted records and source records that have been copied.
4. This Authority is to be used to sentence records. Sentencing involves the examination of records in order to identify the individual disposal class to which they belong. This process enables sentencers to determine how long records need to be kept. Advice on sentencing is available from the National Archives.
5. Where the method of recording information changes (for example from a manual system to an electronic system, or when information is migrated from one system to a new system) this Authority can still be used to sentence the records created, providing the records document the same core business. The information must be accessible for the period of time prescribed in this Authority. The Great Barrier Reef Marine Park Authority will need to ensure that any software, hardware or documentation required to enable continuing access to the information is available for the periods prescribed.
6. In general, retention requirements indicate a minimum period for retention. The Great Barrier Reef Marine Park Authority may extend minimum retention periods if it considers that there is an administrative need to do so, without further reference to the National Archives. Where the Great Barrier Reef Marine Park Authority believes that its accountability will be substantially compromised because a retention period or periods are not adequate, it should contact the National Archives for review of the retention period.
7. The Great Barrier Reef Marine Park Authority may destroy certain records without formal authorisation as a normal administrative practice. This usually occurs where the records are duplicated, facilitative or for short-term use only. NAP does not replace the arrangements agreed to in records authorities. Advice and guidance on destroying records as a normal administrative practice is available from the National Archives' website at [www.naa.gov.au](http://www.naa.gov.au).
8. From time to time the National Archives will place a freeze on some groups of records to prevent their destruction. Further information about disposal freezes and whether they affect the application of this Authority is available from the National Archives website at [www.naa.gov.au](http://www.naa.gov.au).
9. Records in the care of the Great Barrier Reef Marine Park Authority should be appropriately stored and preserved. The Great Barrier Reef Marine Park Authority needs to meet this obligation to ensure that the records remain authentic and accessible over time. Under section 31 of the Archives Act 1983, access arrangements are required for records that are in the open access period (currently after 30 years).
10. Appropriate arrangements should be made with the National Archives when records are to be transferred into custody. The National Archives accepts for transfer only those records designated as national archives.

11. Advice on how to use this Authority is available from the Great Barrier Reef Marine Park Authority records manager. If there are problems with the application of the Authority that cannot be resolved, please contact the National Archives.

## CONTACT INFORMATION

For assistance with this authority or for advice on other recordkeeping matters, please contact National Archives' Agency Service Centre.

Queen Victoria Terrace

Parkes ACT 2600

PO Box 7425

Canberra Mail Centre ACT 2610

Tel: (02) 6212 3610

Fax: (02) 6212 3989

Email: [recordkeeping@naa.gov.au](mailto:recordkeeping@naa.gov.au)

Website: [www.naa.gov.au](http://www.naa.gov.au)

# AUTHORISATION

## RECORDS AUTHORITY

**Person to whom notice of authorisation is given:**

Russell Reichelt  
Chairman and Chief Executive  
Great Barrier Reef Marine Park Authority  
2-68 Flinders Street  
Townsville QLD 4810

**Purpose:**

AUTHORISES ARRANGEMENTS FOR THE DISPOSAL OF RECORDS IN ACCORDANCE WITH SECTION 24(2)(b) OF THE ARCHIVES ACT 1983

**Application:**

Aquarium Operations  
Marine Life Protection Programs  
Stakeholder Engagement  
Statutory Obligations

This authorisation gives permission for the destruction, retention or transfer to the National Archives of Australia of the records described. The authority will apply only if these actions take place with the consent of the agency responsible for the core business documented in the records.

**Authorising Officer**



Ross Gibbs  
Director-General  
National Archives of Australia

**Date of issue:**

4 May 2010

## AQUARIUM OPERATIONS

The business of managing the operations of the agency's aquarium. The aquarium is the educational centre of the Great Barrier Reef Marine Park Authority and raises awareness of the reef by developing and managing educational programs, collections and exhibits based around the world's largest living coral reef aquarium.

This work includes the specific tasks of:

- awards presented to the Aquarium;
- coordinating and managing customer service aspects of the aquarium;
- receipt and processing of donations;
- promoting, developing and implementing education programs;
- research, development and coordination of core and permanent exhibitions;
- managing functions, celebrations and commemorative events;
- coordination and maintenance of living exhibits;
- aquarium construction and maintenance;
- marketing the aquarium to local, national and international customers; and
- managing volunteering, sponsorship and membership programs and databases.

The performance of the business is supported by routine administrative tasks such as:

- giving and receiving advice;
- negotiating and establishing agreements;
- receiving and responding to enquiries;
- managing meetings; and
- development of policies and procedures.

*[For finance matters use FINANCIAL MANAGEMENT.*

*For workplace Occupational Health and Safety policies, procedures, incidents and claims use OCCUPATIONAL HEALTH & SAFETY*

*For purchase and maintenance of routine equipment and stores use EQUIPMENT & STORES.*

*For records that are not needed to document business activities, such as copies, unimportant drafts or rough working papers, refer to the Agency's Normal Administrative Practice (NAP) policy or the National Archives of Australia ([www.naa.gov.au](http://www.naa.gov.au)) guidelines on destroying records as a normal administrative practice]*

<b>Class no.</b>	<b>Description of records</b>	<b>Disposal action</b>
21194	Records documenting issues and activities that have continuing value to Australia that are either controversial, subject to government level scrutiny, innovative and/or high profile with either a significant social, environmental or economic benefit to the Great Barrier Reef and/or the Australian people. Includes: <ul style="list-style-type: none"> <li>• giving and receiving advice;</li> <li>• agreements between the agency and its stakeholders;</li> <li>• milestone celebrations and anniversaries;</li> <li>• construction and maintenance of the building, repairs or extensions to the Aquarium; and designs and specifications of specialised or unique equipment that are of national historical benefit;</li> </ul>	Retain as national archives

## AQUARIUM OPERATIONS

Class no.	Description of records	Disposal action
21194 continued	<p data-bbox="339 275 730 309"><b>21194 Continued on next page</b></p> <ul data-bbox="339 320 1066 880" style="list-style-type: none"> <li>• donations of money, items, artefacts or property that are of long-term value or ongoing benefit to the nation;</li> <li>• significant educational programs and resources used to increase environmental awareness of the Marine Park such as an international school video link-up program;</li> <li>• exhibitions that are permanent or unique;</li> <li>• records documenting the development, installation and promotion of 'Living Exhibits', which are living organisms displayed in their simulated natural environment eg the rehabilitation of marine life in the Aquarium's Turtle Hospital;</li> <li>• marketing and promotional programs selling the product to local, national and international customers;</li> <li>• development and implementation of policies; and</li> <li>• records documenting the establishment of the Volunteer Program.</li> </ul>	Retain as national archives
21195	<p data-bbox="339 902 611 936">Records documenting:</p> <ul data-bbox="339 947 1074 1160" style="list-style-type: none"> <li>• customer service related awards presented to the Aquarium for recognition of its core business. Includes certificates, trophies and awards;</li> <li>• maintenance issues involving unusual water quality problems that are of scientific value to the Aquarium; and</li> <li>• membership program database.</li> </ul>	Disposal not authorised
21196	<p data-bbox="339 1171 1066 1328">Records documenting administrative arrangements and/or the development of policies, standards and procedures and that do not involve environmental, cultural, social, political or international implications and are not unique or of national historical benefit. Includes:</p> <ul data-bbox="339 1339 1066 1798" style="list-style-type: none"> <li>• educational programs and resources;</li> <li>• exhibitions;</li> <li>• living exhibits including permits to gather live specimens from the reef;</li> <li>• maintenance of water quality in the Aquariums (ie log sheets);</li> <li>• maintenance, purchase and disposal of diving equipment. (As scuba diving is carried out frequently during the course of the day, the health and safety responsibilities of equipment have been included); and</li> <li>• records documenting Volunteers Association including training material and the nomination and selection of volunteers for the program.</li> </ul>	Destroy 10 years after last action
21197	<p data-bbox="339 1809 1066 1966">Records documenting administrative arrangements and/or the development of policies, standards and procedures and that do not involve environmental, cultural, social, political or international implications and are not unique or of national historical benefit. Includes:</p> <ul data-bbox="339 1977 547 2007" style="list-style-type: none"> <li>• agreements;</li> </ul>	Destroy 7 years after last action



## AQUARIUM OPERATIONS

Class no.	Description of records	Disposal action
	<b>21197 Continued on next page</b>	
21197 continued	<ul style="list-style-type: none"> <li>• customer services provided to the Aquarium's stakeholders and monitoring goals to ensure the Aquarium is reaching its educational and enjoyment targets. Also includes the development of customer service charters and directives relating to the provision of services and managing an enquiry desk, telephone information service or interpreter service;</li> <li>• donations that are of little public interest (ie small amounts);</li> <li>• giving and receiving advice;</li> <li>• policies; and</li> <li>• procedures.</li> </ul>	Destroy 7 years after last action
21198	<p>Records documenting administrative arrangements and/or the development of policies, standards and procedures, that do not involve environmental, cultural, social, political or international implications and are not unique or of national historical benefit. Includes:</p> <ul style="list-style-type: none"> <li>• celebrations – e.g. catering, venue bookings and entertainment;</li> <li>• enquiries;</li> <li>• functions (social occasions) including booking details and arrangements involved with hiring the Aquarium as an after hours venue;</li> <li>• marketing; and</li> <li>• membership programs i.e. paper version of initial membership details which are transferred to a database.</li> </ul>	Destroy 5 years after last action

## MARINE LIFE PROTECTION PROGRAMS

The business of maintaining islands and sea-based areas of the natural environment within the Marine Park. Programs are developed to conserve plant and animal life; to enhance the sustainability of ecosystems; and to promote community awareness and participation in conservation activities. The implementation of programs enhances the legislation and regulations protecting the Reef by increasing stakeholders' stewardship and awareness levels and enhances the social marketing ability of the agency.

This work includes the specific tasks of:

- the management of joint ventures;
- program management including development and implementation; and
- research programs undertaken or funded by the Agency.

The performance of the business is supported by routine administrative tasks such as:

- delivery of addresses to stakeholders;
- giving and receiving advice;
- negotiation and establishment of agreements;
- establishment and management of committees;
- receiving and responding to enquiries;
- development of policies and procedures;
- reporting requirements; and
- reviewing programs or research projects.

*[For Scientific Fellowships appointments and applications refer to individual's Personnel file.*

*For records that are not needed to document business activities, such as copies, unimportant drafts or rough working papers, refer to the Agency's Normal Administrative Practice (NAP) policy or the National Archives of Australia ([www.naa.gov.au](http://www.naa.gov.au)) guidelines on destroying records as a Normal Administrative Practice ]*

<b>Class no.</b>	<b>Description of records</b>	<b>Disposal action</b>
21199	<p>Records documenting issues and activities that have continuing value to Australia which is either controversial, subject to government level scrutiny, innovative and/or high profile with either a significant social, environmental or economic benefit to the Great Barrier Reef and/or the Australian people. Includes:</p> <ul style="list-style-type: none"> <li>• the preparation and delivery of addresses by the Minister or senior agency representatives;</li> <li>• giving and receiving advice;</li> <li>• agreements between the Agency and its stakeholders;</li> <li>• committees involving major stakeholders and the Agency e.g. high standard tourism operations or wildlife conservation recovery;</li> <li>• joint ventures involving major stakeholders and the agency for fixed periods e.g. the Crown of Thorns Starfish Control Program is utilised when outbreaks occur, but is not continual;</li> <li>• development and implementation of policies;</li> <li>• program management including the formulation, development and implementation programs e.g. 'Reef Guardian Schools' or 'Eyes &amp; Ears' Program;</li> </ul>	Retain as national archives

**21199 Continued on next page**

## MARINE LIFE PROTECTION PROGRAMS

<b>Class no.</b>	<b>Description of records</b>	<b>Disposal action</b>
21199 continued	<ul style="list-style-type: none"> <li>• final reports and reporting processes;</li> <li>• major research involving science coordination and social science aspects e.g. Crown-of-Thorns Starfish outbreak and depth sounding rolls; and</li> <li>• significant program reviews.</li> </ul>	Retain as national archives
21200	<p>Records documenting administrative arrangements and/or the development of policies, standards and procedures that do not involve environmental, cultural, social, political or international implications, and are not unique or of national historical benefit. Includes:</p> <ul style="list-style-type: none"> <li>• committees involving major stakeholders and the Agency;</li> <li>• program management including the formulation, development and implementation stages;</li> <li>• minor reporting systems;</li> <li>• minor research programs; and</li> <li>• reviewing processes.</li> </ul>	Destroy 10 years after last action
21201	<p>Records documenting administrative arrangements and/or the development of policies, standards and procedures, that do not involve environmental, cultural, social, political or international implications and are not unique or of national historical benefit. Includes documents related to contracts and finance. Includes:</p> <ul style="list-style-type: none"> <li>• giving and receiving advice;</li> <li>• agreements;</li> <li>• joint ventures;</li> <li>• policies;</li> <li>• procedures;</li> <li>• minor programs; and</li> <li>• grant funding for research programs.</li> </ul>	Destroy 7 years after last action
21202	<p>Records documenting administrative arrangements and/or the development of policies, standards and procedures and that do not involve environmental, cultural, social, political or international implications and are not unique or of national historical benefit. Includes</p> <ul style="list-style-type: none"> <li>• minor addresses;</li> <li>• internal agency committees; and</li> <li>• enquiries.</li> </ul>	Destroy 5 years after last action

## STAKEHOLDER ENGAGEMENT

The core business of establishing networks with the agency's stakeholders and maintaining the organisation's broad public profile. Stakeholders refer to the Minister, government departments, businesses and groups (Australian and international) who have an interest in the Reef's longevity. This also includes individuals in the community who are not adequately represented by a stakeholder group.

This work includes the specific tasks of:

- giving and receiving advice;
- establishment and management of committees such as intergovernmental committees and round tables;
- coordinating and managing customer service aspects;
- exhibitions attendance and management;
- joint ventures involving stakeholders;
- marketing programs including sponsorship of events and social marketing;
- media relations including original Agency press releases and media contacts;
- agency staff appointed to representative roles or external appointments to Agency committees;
- visits to the Agency by dignitaries or Agency staff visitations to lead stakeholders e.g. Agency staff providing assistance and knowledge to tsunami affected countries; and
- international advisory committees and agreements including International Union for Conservation of Nature (IUCN) or World Heritage documentation.

The performance of the business is supported by routine administrative tasks such as:

- delivery of addresses to stakeholders;
- giving and receiving advice;
- administrative arrangements to enable engagement;
- establishment and management of committees;
- organising agency sponsored conferences, staff attendance and speaking requests;
- receiving and responding to enquiries;
- managing meetings; and
- development of procedures.

*[For the drafting of Annual Reports use PUBLICATION.*

*For the final electronic/paper drafts of Annual Reports use PUBLICATION*

*For the submission of Annual Reports to the portfolio minister use GOVERNMENT RELATIONS*

*For Annual Business Plans use STRATEGIC MANAGEMENT*

*For documentation regarding the Marine Park Authority meetings and Ministerial Council meetings use GOVERNING BODIES.*

*For documentation regarding the Local Marine Advisory Committees (LMACs) and Reef Advisory Committees (RACs) use ADVISORY BODIES.*

*For documents regarding the Audit Committee use STRATEGIC MANAGEMENT.*

*For documents relating to the Great Barrier Reef Environmental Research Ethics Advisory Committee use STATUTORY OBLIGATIONS.*

*For documents relating to Stakeholder Engagement policy use STATUTORY OBLIGATIONS or MARINE LIFE PROTECTION PROGRAMS related policy files.*

*For records that are not needed to document business activities, such as copies, unimportant drafts or rough working papers, refer to the Agency's Normal Administrative Practice (NAP) policy or the National Archives of Australia ([www.naa.gov.au](http://www.naa.gov.au)) guidelines on destroying records as a normal administrative practice ]*

## STAKEHOLDER ENGAGEMENT

<b>Class no.</b>	<b>Description of records</b>	<b>Disposal action</b>
21203	<p>Records documenting issues and activities that have continuing value to Australia that are either controversial, subject to government level scrutiny, innovative and/or high profile with either a significant social, environmental or economic benefit to the Great Barrier Reef and/or the Australian people. Includes:</p> <ul style="list-style-type: none"> <li>• addresses made by senior agency officers at major public occasions;</li> <li>• giving and receiving advice;</li> <li>• committees involving major stakeholders and the agency e.g. World Heritage Committee, Commonwealth Marine Protected Areas Committee;</li> <li>• joint ventures involving major stakeholders and the agency for fixed periods;</li> <li>• master set of agency media releases;</li> <li>• master set of audio visual records used to promote agency research projects;</li> <li>• visits to the agency by royalty and heads of state. Includes visitor books signed by dignitaries; and</li> <li>• visits by agency staff to other government organisations or stakeholders for major or unique projects e.g. agency staff providing assistance and knowledge to tsunami affected countries.</li> </ul>	Retain as national archives
21204	<p>Records documenting the presentation of awards (customer service) to the agency for recognition of its core business. Includes certificates, trophies and awards.</p>	Disposal not authorised
21205	<p>Records documenting administrative arrangements and/or the development of policies, standards and procedures and that do not involve environmental, cultural, social, political or international implications and are not unique or of national historical benefit. Includes:</p> <ul style="list-style-type: none"> <li>• internal committees;</li> <li>• agency organised conferences; and</li> <li>• visits made by the Minister.</li> </ul>	Destroy 10 years after last action
21206	<p>Records documenting administrative arrangements and/or the development of policies, standards and procedures and that do not involve environmental, cultural, social, political or international implications and are not unique or of national historical benefit. Includes documents related to contracts and finance. Includes:</p> <ul style="list-style-type: none"> <li>• planning, monitoring and evaluation of customer service;</li> <li>• minor joint ventures including agreements, contracts or sponsorship of events to promote the agency;</li> <li>• procedures;</li> <li>• visits to the agency made by the Prime Minister, Ministers, Members of Parliament, other agency officials, interstate and overseas delegations and major stakeholders; and</li> <li>• visits by agency staff to other government organisations.</li> </ul>	Destroy 7 years after last action

## STAKEHOLDER ENGAGEMENT

<b>Class no.</b>	<b>Description of records</b>	<b>Disposal action</b>
21207	<p>Records documenting administrative arrangements and/or the development of policies, standards and procedures and that do not involve environmental, cultural, social, political or international implications and are not unique or of national historical benefit. Includes:</p> <ul style="list-style-type: none"><li>• addresses;</li><li>• advice;</li><li>• arrangements;</li><li>• committees;</li><li>• conferences;</li><li>• enquiries;</li><li>• exhibitions;</li><li>• marketing;</li><li>• media relations;</li><li>• meetings; and</li><li>• representatives.</li></ul>	Destroy 5 years after last action

## STATUTORY OBLIGATIONS

The business of managing the Great Barrier Reef ecosystem using legislation, regulations and the subsequent standards, policies and permitting guidelines which are implemented for sustainable usage of the Marine Park. This work includes the specific tasks of:

- advice regarding legislative requirements including:
  - development proposals;
- compliance to legislation including:
  - enforcement;
  - field-based management;
  - illegal fishing activities;
  - marine pollution;
  - pre & post patrol reports; and
  - surveillance.
- joint ventures with major stakeholders encompassing Codes of Conduct and operating procedures that have been agreed to by the agency and major stakeholders;
- litigation of alleged breaches of Act;
- marine park permits process involving granting, allocation, latency, tenure and compliance to the permit relating to research, tourism, harvest/fishing;
- marine park planning including the organisation's mandate to create, implement and enforce zoning plans and plans of management for the protection of the Marine Park including:
  - aquaculture;
  - environmental management plans for scientific research zones;
  - plans of management;
  - ports;
  - recovery plans;
  - representative area program;
  - shipping;
  - site management plans and arrangements;
  - threat abatement plans;
  - Traditional Use of Marine Resources Agreements (TUMRAs) Accreditation; and
  - zoning plans.
- legislatively required reporting processes e.g. Outlook Report;
- stakeholder submissions inviting comments on proposed policies;
- statutory reconsiderations;
- user pays charge administration e.g. Environmental Management Charge (EMC); and
- The performance of the business is supported by routine administrative tasks such as:
  - giving and receiving advice;
  - agreements;
  - Establishment and management of committees;
  - receiving and responding to enquiries;
  - development of policies and procedures; and
  - reviewing programs

*[For records that are not needed to document business activities, such as copies, unimportant drafts or rough working papers, refer to the Agency's Normal Administrative Practice (NAP) policy or the National Archives of Australia ([www.naa.gov.au](http://www.naa.gov.au)) guidelines on destroying records as a normal administrative practice*

*For copies of Agency permits issued by the Environmental Protection Agency for the Marine Park refer to the Agency's Normal Administrative Practice (NAP) policy or the National Archives of Australia destruction authorisation available through the National Archives of Australia website: [www.naa.gov.au](http://www.naa.gov.au) ]*

## STATUTORY OBLIGATIONS

Class no.	Description of records	Disposal action
21208	<p>Records documenting issues and activities that have continuing value to Australia that are either controversial, subject to government level scrutiny, innovative and/or high profile with either a significant social, environmental or economic benefit to the Great Barrier Reef and/or the Australian people. Includes:</p> <ul style="list-style-type: none"> <li>• giving and receiving advice;</li> <li>• agreements between the Agency and stakeholders;</li> <li>• committees involving major stakeholders and the agency e.g. Great Barrier Reef Environmental Research Ethics Advisory Committee meetings;</li> <li>• management of investigations into alleged compliance breaches of the Marine Park laws, regulations or standards which become precedent-setting, or where the case results in considerable public interest or historical significance;</li> <li>• litigation matters involving breaches to the Marine Park legislation and regulations where legal precedents are set;</li> <li>• joint ventures involving major stakeholders and the Agency for fixed periods e.g. Code of Conduct for 'Blue Pearl Bay Industry' and 'Interactions with Minke Whales';</li> <li>• proclamation of the Great Barrier Reef Marine Park and the Authority including establishment; public submissions and significant planning and management issues;</li> <li>• development and management of policies e.g. zoning; plans of management; site management arrangements and site management plans in the Marine Park;</li> <li>• development and creation of major reporting mechanisms on matters of national environmental significance. Includes a final copy of report e.g. the Outlook Report;</li> <li>• external reviews of agency programs;</li> <li>• significant stakeholder submissions for the purpose of contributing to the development of marine park laws, regulations, standards and policies e.g. significant documents and the register of printed postcard submissions received for the zoning plan;</li> <li>• requests to instigate statutory reconsideration to the marine park laws, regulations, standards e.g. Administrative Appeals Tribunal cases; and</li> <li>• the development and implementation of legislation and policies relating to charges e.g. Environmental Management Charge.</li> </ul>	Retain as national archives
21209	<p>Records documenting the management of policies, standards and procedures in the Marine Park and that do not involve environmental, cultural, social, political or international implications; and are not unique or of national historical benefit; and cases that do not set a legal precedent or proceed to litigation. Includes:</p> <ul style="list-style-type: none"> <li>• environmental and heritage assessments and advice of proposed activities, actions, policies, plans or programs;</li> </ul>	Destroy 15 years after last action

**21209 Continued on next page**



## STATUTORY OBLIGATIONS

<b>Class no.</b>	<b>Description of records</b>	<b>Disposal action</b>
21209 continued	<ul style="list-style-type: none"> <li>management of investigations into alleged compliance breaches of the Marine Park laws, regulations or standards including advisory letters; and</li> <li>litigation matters involving breaches to the Marine Park legislation and regulations.</li> </ul>	Destroy 15 years after last action
21210	<p>Records documenting administrative arrangements and/or the development of policies, standards and procedures that do not involve environmental, cultural, social, political or international implications and are not unique or of national historical benefit. Includes:</p> <ul style="list-style-type: none"> <li>internal committees;</li> <li>development of minor reporting;</li> <li>internal reviews of agency programs and operations;</li> <li>minor stakeholder submissions; and</li> <li>requests to instigate statutory reconsideration to the marine park laws, regulations, standards and policies that produce minor changes.</li> </ul>	Destroy 10 years after last action
21211	<p>Records documenting administrative arrangements and/or the development of policies, standards and procedures that do not involve environmental, cultural, social, political or international implications and are not unique or of national historical benefit. Includes working papers. Includes:</p> <ul style="list-style-type: none"> <li>advice;</li> <li>agreements;</li> <li>external stakeholder or intra agency collaboration to enforce compliance by surveillance of the Marine Park. Includes pre- and post-patrol reports and programs established by the Agency to monitor marine park usage;</li> <li>routine management of joint ventures;</li> <li>administration of the permits process including the application and the management of the approved Permit including documents relating to the Appeals Consideration Process which are placed on the Permit file;</li> <li>policies and procedures;</li> <li>development of major reporting mechanisms; and</li> <li>user pays charge administration e.g. financial documents and log book returns.</li> </ul>	Destroy 7 years after last action
21212	<p>Records documenting administrative arrangements and/or the development of policies, standards and procedures that do not involve environmental, cultural, social, political or international implications and are not unique or of national historical benefit including the working papers for:</p> <ul style="list-style-type: none"> <li>stakeholder and public enquiries;</li> <li>Marine Park permits;</li> <li>Marine Park planning; and</li> <li>statutory reconsideration.</li> </ul>	Destroy 5 years after last action