

Appraisal log

Radiation Advisory Council Retention and Disposal Schedule

Queensland Health

Date: 4 May 2017

Title	Scope Note
RADIATION HEALTH STANDARDS	<i>The function of examining and making recommendations for the prevention or minimisation of dangers arising from radioactive substances and associated machinery through the operation and application of the Radiation Safety Act 1999.</i>

Statutory Interpretation

The activity relating to reviews of decisions referred to the Radiation Advisory Council.

Disposal Authorisation	Record class and retention period	Justifying the retention period
1670	<p>Reviews of original decisions</p> <p>Records relating to applications for reviews of original decisions referred to the Council by the Chief Executive.</p> <p>Disposal action –</p> <p>Permanent.</p> <p>Transfer to QSA after business action completed.</p>	<p>Why are these records created:</p> <p>The functions of the Radiation Advisory Council are to examine and make recommendations to the Minister about the operation and application of the <i>Radiation Safety Act 1999</i> and other issues relating to radiation safety standards - for the prevention or minimisation of dangers arising from radioactive substances and associated machinery.</p> <p>The Radiation Advisory Council is established under the <i>Radiation Safety Act 1999</i> (the Act) as an independent advisory body established to provide independent advice to the Minister about radiation safety matters. The Council is independent of both Queensland Health and the Queensland Government.</p> <p>The functions of the Radiation Advisory Council, as outlined in section 162 of the Act, are:</p> <p>(1)(a) examining, and making recommendations to the Minister about the following—</p> <ul style="list-style-type: none"> (i) the operation and application of this Act (ii) proposed amendments of this Act (iii) radiation safety standards (iv) issues relating to radiation (v) research into radiation practices carried out, and the transport of radioactive materials, in the State <p>(1)(b) advising the Chief Executive about the merits of an application for review of an original decision made under section 183 referred to it by the Chief Executive under section 185</p> <p>(1)(c) overseeing the operation of the council's committees.</p> <p>(2) If asked by the Minister, the council must give the Minister a written report about the performance of its functions.</p> <p><i>s.185 Referral of application for review to council for advice</i> - The chief executive must refer the application to the council for its advice as to the merits of the application.</p>

Disposal Authorisation	Record class and retention period	Justifying the retention period
		<p>Decisions are made by the Chief Executive under the Act to authorise the possession and use of radiation sources. These original decisions can relate to, but are not limited to, the following:</p> <ul style="list-style-type: none"> • transport security plans • approval to acquire • approval to relocate • approval to dispose • use licence • possession licence • transport licence • accreditation certificate • Radiation Safety Officer Certificate. <p>The Act and the <i>Radiation Safety Regulation 2010</i> are administered by Radiation Health – a division of Queensland Health. The main object of the Act is to protect persons and the environment from the harmful effects of particular sources of ionising radiation and harmful non-ionising radiation.</p> <p>The Act covers the licensing of persons to carry out a radiation practice and to use radiation sources.</p> <p>Why the records are retained for this retention period:</p> <p>The Radiation Advisory Council advises that ‘it is important that a permanent record is kept on applications for review of original decisions, the discussions around such applications, and the discussion outcomes as similar issues may occur in future and it is important to consider previous deliberations as part of the consideration process’.</p> <p>Applicable legislation/standards:</p> <p><i>Radiation Safety Act 1999</i> – sections 162, 183 and 185</p> <p>QSA permanent appraisal characteristics:</p> <p>These records provide evidence of the following characteristics from the Queensland State Archives Appraisal Statement and should be retained as archival records for future research:</p> <ul style="list-style-type: none"> • 2 – primary functions & programs of government • 4 – significant impact on individuals • 6 – environmental management & change

Disposal Authorisation	Record class and retention period	Justifying the retention period
		<p>Comparison with other schedules' retention period:</p> <p><i>Queensland State Archives General retention and disposal schedule (GRDS)</i></p> <ul style="list-style-type: none"> Disposal authorisation number 1160 – Significant legal advice – includes advice from inside and out the public authority relating to interpretations of legislation administered by the public authority – Permanent transfer to QSA after business action completed. <p><i>Office of the Ombudsman retention and disposal schedule QDAN553 v.2</i></p> <ul style="list-style-type: none"> Reference 1.1.3 Complaints - reviews – Permanent <p>Other comments/factors for consideration:</p> <p>The public would expect that the community and the environment would be protected from the harmful effects of particular sources of radiation and that any persons carrying out radiation practices are licensed and decisions have been made about the use of radiation. The public would also expect that decisions could be subject to review if new issues arise.</p>