



DA 2017-008/1

Sector Disposal Authority for Port Authorities

DA Type: Sector

Sector Disposal Authority for Port Authorities

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| Disposal Authority No | 2017-008/1 |
| Disposal Authority Type | Sector |
| Organisation/s | [Port Authorities] |
| Disposal Authority Scope | Amendment to Sector Disposal Authority for functional records of Port Authorities to supersede SD 2017-008 |
| Disposal Authority Status | Approved by SRC |
| Status Date | 20/08/2018 |

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INTRODUCTION

1. ABOUT THIS DISPOSAL AUTHORITY

1.1 Important Note

This SDA will be used in combination with the State Records Office publication *General Disposal Authority for State Government Information* which covers records of activities / categories that are common across State government.

The *SRO guideline: Records Retention and Disposal* will be consulted before any disposal of records is conducted, whether as part of a formal / regular disposal program or on an ad hoc basis.

1.2 Organisation Background

The Minister and Department of Transport undertook a review of The Role of Ports in Western Australia in 2012 which initiated the ports amalgamation process.

The *Ports Legislation Amendment Act 2014*, was given Royal Assent on 20 May 2014. This legislation enabled the merger of a number of Western Australian Ports.

Fremantle Ports Authority

Fremantle Ports is a Western Australian Government trading enterprise that strategically manages the Port of Fremantle. The port is the State's biggest general cargo port and Australia's fourth largest container port.

Fremantle Ports operates on commercial principles to ensure that the needs of importers and exporters now and in the future can be met in a sustainable way with the support of customers and the community.

Kimberley Ports Authority

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On the 1st July, 2014 the Broome Port Authority changed its name to the Kimberley Ports Authority with responsibility for managing the Port of Broome and the waters and land at James Price Point.

The Kimberley Ports Authority will in due course assume the current Department of Transport responsibilities at the following ports:

- Wyndham Port
- Derby Port
- Yampi Sound Ports of Cockatoo and Koolan Islands (potentially Irvine Island), and the proposed Port at James Price Point.

Mid West Ports Authority

Mid West Ports Authority manage the Port of Geraldton and the proposed Port of Oakajee. It is anticipated that amendments will be made in the coming years to the *Port Authorities Act 1999* to transfer relevant marine functions relating to the privately owned ports of Cape Cuvier and Useless Loop which are currently governed by the Department of Transport.

Pilbara Ports Authority

On 1 July 2014, Port Hedland Port Authority amalgamated with Dampier Port Authority to form Pilbara Ports Authority. Pilbara Ports Authority stretches from the Port of Ashburton near Onslow in the south, to the Port of Port Hedland in the north, and includes the future Ports of Anketell and Cape Preston East.

Southern Ports Authority

The Southern Ports Authority was established on the 1st of October 2014 following the merger of the Albany Port Authority, Bunbury Port Authority, and Esperance Port Authority.

1.3 Purpose of this SDA

This SDA has been developed by the State Records Office of WA in conjunction with the Ports, to form part of the Recordkeeping Plan of each Port, as required under section 16(3) (a-c) of the *State Records Act 2000*.

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The objectives of this SDA are to:

- identify all core business records of the Ports;
- identify which records are required for permanent retention as State archives and which records can be destroyed; and
- establish retention periods for records that will be destroyed, so that they are kept for appropriate periods to satisfy legal, business or other requirements.

1.4 Scope and Implementation of this SDA

This SDA covers the functional records of:

- Fremantle Port Authority;
- Kimberley Ports Authority;
- Mid West Ports Authority;
- Pilbara Ports Authority, and;
- Southern Ports Authority.

This SDA supersedes SD 2012021/1 - Sector Disposal Authority for Port Authorities. Records already sentenced under SD 2012021/1 which are still in the custody of the Port Authorities will be re-sentenced as necessary in accordance with this SDA.

This SDA applies to records in all formats.

Before any records covered in this SDA are destroyed or transferred to the State Records Office as State archives, they will be reviewed by the Chief Executive Officer (or delegate) and authorized for destruction or transfer.

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A record of destroyed records and, where destruction is performed by an external contractor, certificates of destruction, provided by the contractor to the Board's authorized officer, will be retained in accordance with the *General Disposal Authority for State Government Information*.

The value of records may change over time. In assessing records that have reached their minimum retention period and are due for destruction, officers should consider those that may have potential business or historical value, for ongoing retention or archiving if warranted. Any records due for destruction that on re-assessment may have archival value should be referred to the State Records Office for further evaluation.

If, in any Port, any record categories are found, for example arising from a new function or a new record type, which are not covered by this SDA, they **must not be destroyed**. In such a situation the State Records Office must be contacted with a request to amend this SDA. No records in such a category are to be destroyed until approval is obtained from the State Records Commission to amend this SDA. Any unauthorized destruction of records is an offence under s78 of the *State Records Act 2000*.

1.5 Investigations, Inquiries and Freedom of Information

If an Investigation or Inquiry is in progress (or likely or imminent), or if a request for access to information under the *Freedom of Information Act 1992* has been lodged, all records relevant or subject to the Investigation / Inquiry / FOI request must be identified and retained until the action and any subsequent actions are completed. This applies regardless of whether the records in question are due for destruction.

1.6 Review of this SDA

The State Records Office, in conjunction with the Ports, will review the structure, coverage and content of this SDA within five years of its approval. The revised SDA will be submitted to the State Records Commission for approval prior to its implementation.

2. SPECIFIC MATTERS

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2.1 "Significant" Records

In this SDA, each disposal class has usually been assigned one disposal action (e.g. "Required as State archives" or "Destroy"). If a disposal class contains records of both archival and non-archival value, two disposal actions have been assigned and:

- the term "**Significant**" has been used to identify records of archival value;
- the term "**Other**" has been used to identify records of non-archival value.

In such cases, the criteria for identifying which records are "Significant" are that the records document matters which:

- Concern major liabilities or obligations of the Port Authorities; or
- Relate to the development of legislation, regulations or government policy; or
- Significantly impact or affect the Port Authorities functions or structure; or
- Were precedent setting; or
- Involved substantial public debate or controversy or generated wide community interest; or
- Caused major changes to Port Authorities policy;
- Involved items or property considered to have cultural heritage value;
- Involve large-scale infrastructure projects; or
- Involve property where contaminated or hazardous substances (e.g. asbestos, radiation) were present.

NOTE 1:

Records about the day-to-day coordination and management of all matters associated with a ship / vessel visit, cargo handling, etc., are covered under a range of ACTIVITIES. See also **SHIPPING FILES (Ref. 23.2)** where all records associated with a ship visit are held on one file.

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2.2 Archives Not Transferred to the State Records Office

All State archives identified in this SDA will be transferred to the State Records Office before they are 25 years old.

2.3 Restricted Access Archives

A restricted access archive is "a State archive that is a government record and to which access is restricted until it is of a certain age" (*State Records Act 2000, sect. 3*). Part 6 of the *State Records Act 2000* provides for the restriction of certain categories of State archives.

Any access restrictions that apply to State archives identified in this SDA are documented in a separate *Restricted Access Justifications* report.

3. DEFINITIONS

3.1 Definition of Terms

Custody: *means* the minimum retention period for which records are to be kept prior to their disposal. The Custody statement includes the disposal trigger that begins the retention period.

Destroy: *applies* to records identified as having temporary value and which will be destroyed once their retention period has expired.

Disposal Action: *means* the final disposition for records once their retention period has expired. The main disposal actions are "Required as State archive" and "Destroy". Others include "Archive within Port" or "Retain within Port".

Required as State archives: *applies* to records identified as having permanent value State archives are to be transferred to the State Records Office once their retention period has expired.

Retain in Agency: *applies* to records that have ongoing value to the Port. These records are to be retained permanently by the Port, and successor agencies.

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| No | Function/Activity | Description | Disposal Action | Custody |
|-----|--------------------|--|----------------------------|---|
| 1 | ACQUISITION | <p>See <i>General Disposal Authority for State Government Information</i>:</p> <ul style="list-style-type: none"> • 2. ACQUISITION / DISPOSAL for records not covered in this section. | | |
| 1.1 | Significant | <p>Acquisition of significant Port land, waters / seabeds, infrastructure, operations facilities, vessels, specialized or environmental equipment or machinery.</p> <p>Records include feasibility studies, investigations and analysis that led to the acquisition.</p> <p><i>NOTE: see definition of "Significant" in the Introduction to this SDA.</i></p> | Required as State archives | Retain 10 years after action completed, then transfer to the SRO. |
| 1.2 | Other | <ul style="list-style-type: none"> • Acquisition of other Port land, waters / seabeds, infrastructure, operations facilities, vessels, specialized or environmental equipment or machinery, not included in Ref. 1.1. • Acquisition of navigational aids, systems or applications. Records include feasibility studies, investigations and analysis that led to the acquisition, software licences and replacement components or parts. | Destroy | Retain 7 years after decommissioning or disposal of property or asset, then destroy |
| 1.3 | | Feasibility studies, investigations and analysis records about land, facilities, vessels, equipment or machinery, navigational aids, systems or | Destroy | Retain 2 years after action completed, then |

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| No | Function/Activity | Description | Disposal Action | Custody |
|---------------|---------------------|--|----------------------------|---|
| <i>ADVICE</i> | | | | |
| | | applications, etc., that were not acquired or did not become operational. | | Destroy. |
| 2 | ADVICE | <p><i>See General Disposal Authority for State Government Information:</i></p> <ul style="list-style-type: none"> • 5. ADVICE for records not covered in this section. | | |
| 2.1 | Significant | <p>Significant advice provided or received by the Port about its core business.</p> <p>e.g. Port development, trade, environmental management, vessel and cargo management, Port technical issues, emerging trends, etc.</p> <p><i>NOTE: see definition of 'Significant' in the introduction to this SDA</i></p> | Required as State archives | Retain 10 years after action completed, then transfer to the SRO. |
| 2.2 | Other | <ul style="list-style-type: none"> • Other advice provided or received by the port about its core business not included in Ref. 2.1. • Advice about routine Port operational matters. | Destroy | Retain 7 years after action completed, then Destroy. |
| 3 | ARRANGEMENTS | <p>See also related ACTIVITY:</p> <ul style="list-style-type: none"> • 23.2 SHIPPING FILES where all records associated with a vessel visit, cargo management, etc. are held on one file. <p><i>See General Disposal Authority for State Government</i></p> | | |

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| No | Function/Activity | Description | Disposal Action | Custody |
|---|--|---|-----------------|---|
| <i>ARRANGEMENTS - Berthing, Mooring, Anchoring of Ships / Vessels</i> | | | | |
| | | <p><i>Information:</i></p> <ul style="list-style-type: none"> • 8. ARRANGEMENTS for records not covered in this section. | | |
| 3.1 | Berthing, Mooring, Anchoring of Ships / Vessels | | | |
| 3.1.1 | | <p>Cyclone files</p> <p>Separate Files maintained on named cyclones. Includes weather warnings and forecasts, liaison with vessels about safe haven arrangements and any damage sustained.</p> | Destroy | Retain 25 years after action completed, then Destroy. |
| 3.1.2 | | <ul style="list-style-type: none"> • Applications, approvals and associated records for the coordination and management of the berthing, mooring or anchoring of vessels in Port harbour, waters or channels. Includes all vessels such as cargo or trade vessels, passenger cruise ships, navy vessels, etc. • Applications for cyclone moorings, and safety measures proposed and actions taken by the Port and Port Clients in relation to severe weather conditions. • Requests from Port clients to alter the clearance of a vessel. • Correspondence with vessels and shipping agents about draft restrictions at berths, | Destroy | Retain 7 years after action completed, then Destroy. |

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| No | Function/Activity | Description | Disposal Action | Custody |
|---|-------------------------|--|-----------------|--|
| <i>ARRANGEMENTS - Berthing, Mooring, Anchoring of Ships / Vessels</i> | | | | |
| | | restrictions due to tides, and Maximum Draft Notices. | | |
| 3.1.3 | | Cancelled vessel visits. | Destroy | Retain 2 years after action completed, then Destroy. |
| 3.2 | Cargo Management | <p>Arrangements for the loading, unloading, movement and storage of cargo. Includes:</p> <ul style="list-style-type: none"> • Cargo or vessel manifests. • Information received from external agents about cargo and particular cargo types. • Dispatch and receivable notices, including where to stockpile goods. • Management and handling of dangerous goods and hazardous substances. • Provision of stevedoring services. <p>See also related ACTIVITY:</p> <ul style="list-style-type: none"> • 7. DISPOSAL / DECOMMISSIONING for disposal of abandoned cargo. | Destroy | Retain 7 years after action completed, then Destroy. |
| 3.3 | Hazardous Goods | Arrangements for the management and handling of dangerous or hazardous goods or substances in the operation and delivery of Port services. Includes associated dangerous good permits. | Destroy | Retain 7 years after action completed, then Destroy. |

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| No | Function/Activity | Description | Disposal Action | Custody |
|---------------------|-------------------|---|-----------------|---|
| <i>ARRANGEMENTS</i> | | | | |
| 3.4 | Passengers | Arrangements for the loading, unloading, movement of passengers on cruise ships or other passenger carrying vessels, navy personnel, etc. | Destroy | Retain 7 years after action completed, then Destroy. |
| 3.5 | Pilotage | Arrangement and provision of pilotage services to vessels. Includes application and issue of pilotage exemptions for vessels deemed not to require pilotage. | Destroy | Retain 7 years after action completed, then Destroy. |
| 3.6 | Security | <p>See also <i>General Disposal Authority for State Government Information</i>:</p> <ul style="list-style-type: none"> • 89. SECURITY AND SURVEILLANCE. | | |
| 3.6.1 | | <p>Arrangements for Port security. Includes:</p> <ul style="list-style-type: none"> • National, State and local security arrangements. • Restricted access areas and control of access to the Port. • Security signage. • Vessels Declaration of Security and authorised cargo gate pass signatories. • Gatehouse log of persons entering / exiting Port. • Security and access passes. | Destroy | Retain 7 years after security authorisation or arrangement expires, or after action completed, whichever is later, then Destroy |

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| No | Function/Activity | Description | Disposal Action | Custody |
|--------------------------------|------------------------|---|-----------------|---|
| <i>ARRANGEMENTS - Security</i> | | | | |
| | | <ul style="list-style-type: none"> Escort applications. | | |
| 3.6.2 | | Arrangements and delivery of Port security and safety inductions. | Destroy | Retain 2 years after action completed, then Destroy. |
| 3.6.3 | | Applications for Maritime Security Identification Cards - successful | Destroy | Retain 7 years after application approved / card issued, then Destroy |
| 3.6.4 | | Applications for Maritime Security Identification Cards - unsuccessful or unapproved. | Destroy | Retain 2 years after action completed, then Destroy. |
| 3.7 | Supply | Arrangements for the: <ul style="list-style-type: none"> Operation and applications for use of the Port weighbridge. Usage of vehicles, equipment, parking, facilities and resources. | Destroy | Retain 7 years after action completed, then Destroy. |
| 3.8 | Towage and Tugs | Arrangement and provision of towage of vessels into and out of Port waters. May include associated charges for towage services. | Destroy | Retain 7 years after action completed, then Destroy. |
| 3.9 | Unions | Arrangements for union right of entry, including entry notices. | Destroy | Retain 7 years after action completed, then Destroy. |

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| No | Function/Activity | Description | Disposal Action | Custody |
|---------------------|---------------------|--|----------------------------|---|
| <i>ARRANGEMENTS</i> | | | | |
| 3.10 | Utilities | <ul style="list-style-type: none"> • Provision of fuel bunkering and utilities (e.g. electricity, gas and water) to berthed or moored vessels and Port clients. • Operation and management of Port utilities e.g. electricity, gas, sewage, telecommunications, water. | Destroy | Retain 7 years after action completed, then Destroy. |
| 4 | CONSERVATION | <p><i>See General Disposal Authority for State Government Information:</i></p> <ul style="list-style-type: none"> • 22. CONSERVATION for records not covered in this section. | | |
| 4.1 | Significant | <p>Conservation of:</p> <ul style="list-style-type: none"> • Significant land, waters / seabeds, infrastructure and facilities. • Aboriginal and other cultural heritage. • Heritage-listed properties, structures and artefacts. • Contaminated / potentially contaminated sites. • Declared rare, endangered or protected flora and fauna. <p>Includes Conservation Orders and Notices.</p> <p><i>NOTE: see definition of "Significant" in the</i></p> | Required as State archives | Retain 10 years after action completed, then transfer to the SRO. |

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| No | Function/Activity | Description | Disposal Action | Custody |
|---------------------|---------------------|---|-----------------|--|
| <i>CONSERVATION</i> | | | | |
| | | <i>Introduction to this SDA.</i> | | |
| 4.2 | Other | Conservation of other land, waters / seabeds, infrastructure, facilities, flora and fauna not included in Ref. 4.1. | Destroy | Retain 7 years after action completed, then Destroy. |
| 5 | CONSTRUCTION | <p>The construction of Port infrastructure, maritime structures, operational facilities and other assets. Includes, but not limited to:</p> <ul style="list-style-type: none"> • Wharves, berthing structures, maritime structures such as jetties, breakwaters, groynes, seawalls and boat pens. • Harbours, capital dredging, new channels or expansion of channels, swing basins and other Port waters. • Railways, roads and bridges. • Specialized structures, buildings, sheds, enclosures, weigh bridge. <p><i>See General Disposal Authority for State Government Information:</i></p> <ul style="list-style-type: none"> • 23. CONSTRUCTION / CAPITAL WORKS for records not covered in this section. <p>See also related ACTIVITY:</p> <ul style="list-style-type: none"> • 17. MODELLING | | |

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|---------------------|-----------------------------------|---|-----------------|--|
| <i>CONSTRUCTION</i> | | | | |
| 5.1 | | Construction or upgrades of <u>other</u> infrastructure or operational facilities not included in 23.1 or 23.2 of the <i>General Disposal Authority for State Government Information</i> . | Destroy | Retain 7 years after project or action completed, then Destroy |
| 5.2 | | Construction or upgrades of other non significant infrastructure or operational facilities. • Draft drawings / plans / maps. | Destroy | Retain until superseded, then Destroy |
| 6 | DETENTION | | | |
| 6.1 | | Notifications or Detention Notices issued by the Australian Maritime Safety Authority (AMSA) about the detention of vessels considered unsafe. Includes Port records about the detention of vessels. See also related ACTIVITY: • 12. INSPECTIONS | Destroy | Retain 7 years after action completed, then Destroy. |
| 6.2 | | AMSA monthly summary reports. | Destroy | Retain 2 years after action completed, then Destroy. |
| 7 | DISPOSAL / DECOMMISSIONING | <i>See General Disposal Authority for State Government Information:</i> • 2. ACQUISITION / DISPOSAL for records not covered in this section. | | |

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|-----------------------------------|---------------------------------|--|----------------------------|---|
| <i>DISPOSAL / DECOMMISSIONING</i> | | | | |
| 7.1 | Significant | Disposal or decommissioning of significant land, waters / seabeds, infrastructure, operational facilities, vessels, specialized equipment, etc. <i>NOTE: see definition of "Significant" in the Introduction to this SDA.</i> | Required as State archives | Retain 10 years after action completed, then transfer to the SRO. |
| 7.2 | Other | Disposal or decommissioning of: <ul style="list-style-type: none"> • Other land, waters / seabeds, infrastructure, operational facilities, vessels, specialized equipment, not included in Ref. 7.1. • Navigational aids. | Destroy | Retain 7 years after disposal or decommissioning or action completed, then Destroy. |
| 7.3 | | Disposal or removal of: <ul style="list-style-type: none"> • Abandoned cargo. • Quarantine waste. • Waste collected at the Port. Sewage and waste water from berthed or moored vessels. | Destroy | Retain 7 years after action completed, then Destroy. |
| 8 | ENVIRONMENTAL MANAGEMENT | The management of the Ports environmental responsibilities with respect to Port land, waters / seabeds, infrastructure and facilities. See also related ACTIVITIES: | | |

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| <i>ENVIRONMENTAL MANAGEMENT</i> | | | | |
| | | <ul style="list-style-type: none"> • 1. ACQUISITION for acquisition of environmental equipment. • 9. EVALUATION for assessment of environmental issues associated with proposed new trade and port development. • 18. MONITORING for monitoring of environmental conditions relating to dredging, dredged soil and sea dumping, and air/dust, water/ballast water monitoring. • 22. RISK MANAGEMENT / ASSESSMENT for emergency drills or exercises and prevention measures. <p><i>See General Disposal Authority for State Government Information:</i></p> <ul style="list-style-type: none"> • 23. CONSTRUCTION / CAPITAL WORKS for environmental planning, surveys and assessments associated with construction or upgrades of port infrastructure and facilities • 62. MAINTENANCE for environmental surveys and assessments associated with maintenance programs. | | |
| 8.1 | Significant | <ul style="list-style-type: none"> • Notification, investigation, response and management of significant incidents, emergencies or disasters that impact the Port environment. | Required as State archives | Retain 10 years after action completed, then transfer to the SRO. |

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| <i>ENVIRONMENTAL MANAGEMENT</i> | | | | |
| | | <ul style="list-style-type: none"> • Identification, assessment and clean-up of contaminated sites or sites potentially contaminated by hazardous substances such as asbestos, oils, chemicals, etc. <p><i>NOTE: see definition of "Significant" in the Introduction to this SDA.</i></p> | | |
| 8.2 | Other | Notification, investigation, response and management of other incidents that impact the Port environment, not included in Ref. 8.1. | Destroy | Retain 20 years after action completed, then Destroy. |
| 8.3 | | Management of exotic / marine pests or introduced / invasive marine species into Port and adjacent waters through Ballast water or other means. | Destroy | Retain 10 years after action completed, then Destroy. |
| 8.4 | | Port contributions to the National Pollutant Inventory maintained by the Commonwealth Government. | Destroy | Retain 7 years after action completed, then Destroy. |
| 8.5 | | Sea dumping updates and informational material from government and peak bodies e.g. Department/s of Environment, Ports Australia. | Destroy | Retain 5 years after action completed, then Destroy. |
| 9 | EVALUATION | <p><i>See General Disposal Authority for State Government Information:</i></p> <ul style="list-style-type: none"> • 41. EVALUATION for records not covered in this section. | | |
| 9.1 | Significant | Evaluation of the feasibility of significant new trade or port developments that proceed. Records Include, | Required as State | Retain 10 years after action completed, then |

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| <i>EVALUATION</i> | | | | |
| | | but may not be limited to: <ul style="list-style-type: none"> • Feasibility studies. • Economic appraisals and analysis. • Environmental Impact Statements / Assessments. • Proposals and Reports. <i>NOTE: see definition of "Significant" in the Introduction to this SDA.</i> | archives | transfer to the SRO. |
| 9.2 | Other | Evaluation of the feasibility of other new trade or port developments that proceed, not included in Ref 9.1. Records Include, but may not be limited to: <ul style="list-style-type: none"> • Feasibility studies. • Economic appraisals and analysis. • Environmental Impact Statements / Assessments. • Proposals and Reports. | Destroy | Retain 25 years after action completed, then Destroy. |
| 9.3 | | Evaluation of the feasibility of new trade or port developments that do not proceed or are unsuccessful. | Destroy | Retain 7 years after action completed, then Destroy. |

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| <i>IMPLEMENTATION</i> | | | | |
| 10 | IMPLEMENTATION | <p><i>See General Disposal Authority for State Government Records:</i></p> <ul style="list-style-type: none"> • 50. IMPLEMENTATION for records not covered in this section. | | |
| 10.1 | | Implementation, control and operation of navigational aids, including creation and evaluation of control mechanisms, requests for development or upgrades of navigational aids, and monitoring and post-implementation reviews. | Destroy | Retain 7 years after decommissioning or disposal or after action completed, then Destroy |
| 10.2 | | Implementation of Port operational plans, programs, standards, instructions and systems. | Destroy | Retain 7 years after action completed, then Destroy. |
| 10.3 | | Day-to-day operations of navigational aids. | Destroy | Retain 2 years after action completed, then Destroy. |
| 11 | INNOVATION | | | |
| 11.1 | | <ul style="list-style-type: none"> • Consideration and analysis of concepts, ideas and possibilities to improve programs, processes and techniques for Port business sustainability. • Implementation of innovation framework and process. | Destroy | Retain 7 years after action completed, then Destroy. |
| 12 | INSPECTIONS | <i>See General Disposal Authority for State Government</i> | | |

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| No | Function/Activity | Description | Disposal Action | Custody |
|--------------------|--------------------|--|----------------------------|---|
| <i>INSPECTIONS</i> | | | | |
| | | <p><i>Records:</i></p> <ul style="list-style-type: none"> • 54. INSPECTIONS for records not covered in this section. | | |
| 12.1 | Significant | <p>Significant inspections of Port infrastructure, operational facilities, specialized and environmental management equipment, anchorages and moorings, and security.</p> <p><i>NOTE: see definition of "Significant" in the Introduction to this SDA.</i></p> | Required as State archives | Retain 10 years after action completed, then transfer to the SRO. |
| 12.2 | Other | <p>Other inspections of Port infrastructure, operational facilities, specialized and environmental management equipment, anchorages and moorings, and security, not included in Ref. 12.1.</p> | Destroy | Retain 7 years after action completed, then Destroy. |
| 12.3 | | <p>Vessel inspections conducted by Australian Maritime Safety Authority (AMSA) or by the Port. Includes detentions, monthly reports and individual ship records.</p> <p>See also related ACTIVITY:</p> <ul style="list-style-type: none"> • 6. DETENTION | Destroy | Retain 7 years after action completed, then Destroy. |
| 13 | LEASING OUT | <p><i>See General Disposal Authority for State Government Records:</i></p> <ul style="list-style-type: none"> • 58. LEASING / LEASING OUT for records not covered in this section. | | |

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| No | Function/Activity | Description | Disposal Action | Custody |
|--------------------|----------------------------|--|----------------------------|--|
| <i>LEASING OUT</i> | | | | |
| 13.1 | | Leasing out of Port land, infrastructure, operational facilities, waters / seabeds, navigational aids to external parties, where lease agreements are under seal. Includes Lease or Port User agreements, which can include environmental and occupational safety and health conditions. | Destroy | Retain 21 years after expiry of lease or after action completed, whichever is later, then Destroy. |
| 13.2 | | Leasing out of Port land, infrastructure, operational facilities, waters / seabeds, navigational aids to external parties, where lease agreement is not under seal. Includes Lease or Port User agreements, which can include environmental and occupational safety and health conditions. | Destroy | Retain 7 years after expiry of lease or after action completed, whichever is later, then Destroy. |
| 13.3 | | Enquiries about the Ports leasing out arrangements, conditions, etc. | Destroy | Retain 2 years after action completed, then Destroy. |
| 14 | LICENSING / PERMITS | | | |
| 14.1 | | Applications, approvals (permits) and associated records for sea dumping including Port permit applications. | Retain within Port | Retain for the life of the Port |
| 14.2 | Significant | Significant licences and licence agreements with operators and service providers e.g. stevedores, bulk handlers. <i>NOTE: see definition of "Significant" in the Introduction to this SDA.</i> | Required as State archives | Retain 10 years after expiry of licence / agreement or action completed, then transfer to SRO |

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| No | Function/Activity | Description | Disposal Action | Custody |
|----------------------------|-------------------|---|-----------------|---|
| <i>LICENSING / PERMITS</i> | | | | |
| 14.3 | Other | <ul style="list-style-type: none"> • Other licences and licence agreements with operators and service providers e.g. stevedores, bulk handlers, not included in Ref. 14.2. • Licensing or authorisation of Pilots and associated records. • Licensing of tugs, line boats and pilot boats and management of contractual arrangements between Port and Tug / Towage providers or operators. • Licensing of basic Port infrastructure, such as water and fuel pipes. | Destroy | Retain for 7 years after expiry of licence or agreement or after action completed, whichever is later, then destroy |
| 14.4 | | <p>Licences and permits issued to the Port by government agencies e.g. mine site licences / permits, environmental licences for port operations issued by the Environmental Protection Authority.</p> <p>See also related ACTIVITY:</p> <ul style="list-style-type: none"> • 5. CONSTRUCTION for environmental licences associated with port developments. | Destroy | Retain 7 years after expiry of licence or permit or after action completed, whichever is later, then destroy |
| 14.5 | | Enquiries about licensing of operators, service providers, tugs and line boats. | Destroy | Retain 7 years after action completed, then Destroy. |
| 14.6 | | Permits to Work, issued by the Port, including but not limited to: General Work; Hot Work; Confined | Destroy | Retain 7 years after action completed, then |

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| No | Function/Activity | Description | Disposal Action | Custody |
|------------------|-----------------------------------|---|----------------------------|---|
| <i>LOGISTICS</i> | | | | |
| | | <p>Space Entry; Diving; Electrical Work; High Voltage Access; Excavation and Penetration; Working at Height / Over the Side; Abrasive Blasting / Spray Painting; Mancaage; and, Bunkering.</p> <p><i>Where held separately and not on another file e.g. maintenance file, shipping file.</i></p> | | Destroy. |
| 15 | LOGISTICS | <p>See also related ACTIVITY:</p> <ul style="list-style-type: none"> • 3.2. ARRANGEMENTS - Cargo Management - for day-to-day management of cargo. | | |
| 15.1 | | <p>Management of the overall transport and freight network by Government, non-government organizations, and the Port, including:</p> <ul style="list-style-type: none"> • Road and Rail networks to and from the Port. • Inland intermodal facilities and services. • Wharfside operations (e.g. container terminals and parks). • Trucking and other freight transport operations. | Required as State archives | Retain 10 years after action completed, then transfer to the SRO. |
| 15.2 | | Supply chain coordination - including road and rail transport, wharfside operations, import / export services and intermodal services. | Destroy | Retain 7 years after action completed, then Destroy. |
| 16 | MAPS / PLANS & SURVEYS | <p>See also related ACTIVITY:</p> | | |

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| No | Function/Activity | Description | Disposal Action | Custody |
|-----------------------------------|-------------------|--|----------------------------|---|
| <i>MAPS / PLANS & SURVEYS</i> | | | | |
| | | <ul style="list-style-type: none"> • 21. PROPERTY <p><i>See General Disposal Authority for State Government Information:</i></p> <ul style="list-style-type: none"> • 23. CONSTRUCTION / CAPITAL WORKS for design, major drafts and as-constructed drawings / plans / maps associated with Construction activities. • 62. MAINTENANCE for design, major drafts and as-constructed drawings associated with Maintenance programs / projects. | | |
| 16.1 | | <p>Final or master versions of maps and plans, whether in hard copy or digital format, showing:</p> <ul style="list-style-type: none"> • Port boundaries and vestings. • Full extent and location of Port land and property, waters and channels. • Location of Port infrastructure and facilities. • Location of Anchorages. | Required as State archives | Retain 10 years after action completed, then transfer to the SRO. |
| 16.2 | | <p>Hydrographic, channel and engineering surveys, includes;</p> <ul style="list-style-type: none"> • Surveys for channel dredge planning. • Surveys of cyclonic damage to channels. | Required as State archives | Retain 10 years after action completed, then transfer to the SRO. |

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| No | Function/Activity | Description | Disposal Action | Custody |
|-----------------------------------|-------------------|--|----------------------------|---|
| <i>MAPS / PLANS & SURVEYS</i> | | | | |
| | | <ul style="list-style-type: none"> • Surveys of siltation and currents in channels. Includes field books and survey plans. | | |
| 16.3 | | Surveys of anchorages and moorings (navigational) positions. | Retain within Port | Retain for the life of the Port |
| 16.4 | | General or regular surveys, not included in Ref, 16.1, 16.2 or 16.3. | Destroy | Retain 10 years after action completed, then Destroy. |
| 16.5 | | Drafts and duplicates of maps, plans and drawings, including printouts of digital datasets. | Destroy | Retain until reference ceases or is superseded, then Destroy. |
| 17 | MODELLING | | | |
| 17.1 | | <ul style="list-style-type: none"> • Hydrodynamic (weather, storm, wind, wave and current) and sediment re-suspension modelling for location of offshore dredged material disposal sites. • Hydrodynamic modelling of Port waters for planning purposes. | Required as State archives | Retain 10 years after action completed, then transfer to the SRO. |
| 17.2 | | Modelling and simulations of ship movements within Port waters and channels for purposes of improving navigation. | Destroy | Retain 7 years after action completed, then Destroy. |
| 18 | MONITORING | See also <i>General Disposal Authority for State</i> | | |

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| No | Function/Activity | Description | Disposal Action | Custody |
|-------------------|-------------------|--|----------------------------|---|
| <i>MONITORING</i> | | | | |
| | | <p><i>Government Information:</i></p> <ul style="list-style-type: none"> • 89. SECURITY AND SURVEILLANCE. | | |
| 18.1 | | <p>Monitoring of environmental conditions relating to:</p> <ul style="list-style-type: none"> • Dredging and sea dumping. • Dredged soil. • Air / dust. • Water / ballast water. • Noise. • Other environmental contamination. <p>Includes test data, results and reports.</p> | Required as State archives | Retain 10 years after action completed, then transfer to the SRO. |
| 18.2 | | <p>Wave and climate studies, including investigations of wave movements (e.g. long period waves) and measurements in Port waters, harbour and channels.</p> <p>Includes test data, results and reports.</p> | Required as State archives | Retain 10 years after action completed, then transfer to the SRO. |
| 18.3 | | <p>Monitoring of tides, including tidal data from Port beacons, wave riders and other tidal measurement equipment.</p> | Retain within Port | Retain for the life of the Port |
| 18.4 | | <p>Wind and rain measurements taken by Port equipment.</p> | Destroy | Retain 7 years after action completed, then |

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| No | Function/Activity | Description | Disposal Action | Custody |
|-------------------|-------------------|--|-----------------|---|
| <i>MONITORING</i> | | | | |
| | | | | Destroy. |
| 18.5 | | Graphical representations of tidal and weather data for community or client information. | Destroy | Retain 2 years after action completed, then Destroy. |
| 18.6 | | Forecasts, predictions, alerts and warnings issued by the Bureau of Meteorology and other bodies, including: <ul style="list-style-type: none"> • Tidal predictions. • Daily, monthly and other regular weather (wind & rain) forecasts. • Strong wind, squall, high seas, cyclone warnings. • Fire warnings. See also related ACTIVITY: <ul style="list-style-type: none"> • 19. NAVIGATION | Destroy | When reference ceases |
| 19 | NAVIGATION | | | |
| 19.1 | | <ul style="list-style-type: none"> • Port liaison with Port clients and other users of the harbour regarding knowledge of the harbour. • Examination and issue of Pilotage Exemption Certificate or Certificate of Local Knowledge (COLK) and Marine Certificates to Port | Destroy | Retain 7 years after certificate expires or action completed, whichever is later, then Destroy. |

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| No | Function/Activity | Description | Disposal Action | Custody |
|-------------------|-------------------|---|----------------------------|---|
| <i>NAVIGATION</i> | | | | |
| | | personnel and external applicants. | | |
| 19.2 | | <ul style="list-style-type: none"> • Navigational warnings, Notices to Mariners and other navigational or marine notices or warnings produced and issued by the Port. • Restricted area notices within and around the Port. | Destroy | Retain 7 years after action completed, then Destroy. |
| 19.3 | | Notices to Mariners Information bulletins issued by the Australian Maritime Safety Authority. | Destroy | Retain 2 years after action completed, then Destroy. |
| 20 | PLANNING | <p><i>See General Disposal Authority for State Government Records:</i></p> <ul style="list-style-type: none"> • 71. PLANNING for records not covered in this section. | | |
| 20.1 | | <p>Planning and development of the Ports:</p> <ul style="list-style-type: none"> • Annual Strategic Development Plan. • Annual Environmental Management Plan - includes feasibility studies, environmental surveys, assessments and impact statements. • Statement of Corporate Intent. • Marine Safety Plan. • Risk management / Counter disaster plan. | Required as State archives | Retain 10 years after action completed, then transfer to the SRO. |

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| No | Function/Activity | Description | Disposal Action | Custody |
|-----------------|--------------------|--|----------------------------|---|
| <i>PLANNING</i> | | | | |
| | | <ul style="list-style-type: none"> • Emergency response / Oil and chemical spill management plan. • Port Security Plan / Maritime Security Plan. <p>Records includes final version, major drafts, modifications or amendments to Plans, and Ministerial responses and / or agreement.</p> <p><i>NOTE: see definition of "Significant" in the Introduction to this SDA.</i></p> | | |
| 20.2 | Significant | <p>Planning associated with:</p> <ul style="list-style-type: none"> • attracting potential Port users (importers / exporters), including use of shared facilities, which are successful in attracting significant new trade to the Port. • attracting significant new users of Port land, waters / seabeds or facilities. <p><i>NOTE: see definition of "Significant" in the Introduction to this SDA.</i></p> | Required as State archives | Retain 10 years after action completed, then transfer to the SRO. |
| 20.3 | Other | <p>Planning associated with:</p> <ul style="list-style-type: none"> • attracting potential Port users (importers / exporters), including use of shared facilities, which are successful in attracting other new trade to the Port. | Destroy | Retain 25 years after action completed, then Destroy. |

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| No | Function/Activity | Description | Disposal Action | Custody |
|-----------------|-------------------|--|----------------------------|---|
| <i>PLANNING</i> | | | | |
| | | <ul style="list-style-type: none"> • attracting other new users of Port land, waters / seabeds or facilities e.g. pearling farms in Port waters. <p>not included in Ref. 20.2 above.</p> | | |
| 20.4 | Other | <p>Planning and development of other Port management plans, not included in Ref 20.1, 20.2 and 20.3 above, such as:</p> <ul style="list-style-type: none"> • Ballast Water management plan. • Discharge of Waste management plan. | Destroy | Retain 7 years after superseded, then Destroy. |
| 20.5 | | <p>Planning associated with attracting potential new trade (importers / exporters) or Port users, including use of shared facilities, which is unsuccessful in attracting new trade to the Port or use of the Port or not proceeded with.</p> | Destroy | Retain 7 years after action completed, then Destroy. |
| 21 | PROPERTY | <p>See also related ACTIVITY:</p> <ul style="list-style-type: none"> • 16. MAPS / PLANS & SURVEYS | | |
| 21.1 | | <p>Establishment, management, amendment or variation of:</p> <ul style="list-style-type: none"> • Port jurisdiction and boundaries. • Port property, including land, water, seabed areas. | Required as State archives | Retain 10 years after action completed, then transfer to the SRO. |

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| No | Function/Activity | Description | Disposal Action | Custody |
|-----------------|-------------------------------------|---|----------------------------|---|
| <i>PROPERTY</i> | | | | |
| | | <ul style="list-style-type: none"> • Gazettal of port land / waters / seabeds and vestings. • Register/s of Port Land and Property locations. | | |
| 21.2 | | Photographic records (digital or hard copy, including aerial photos) of Port land, waters and facilities, showing changes in Port landscape, e.g. from greenfield to harbour / wharf development, and Port growth, development and expansion. May be taken at regular intervals as part of a historical monitoring project or as part of a construction or port / land development project. | Required as State archives | Retain 10 years after action completed, then transfer to the SRO. |
| 22 | RISK MANAGEMENT / ASSESSMENT | <p>See also related ACTIVITY:</p> <ul style="list-style-type: none"> • 8. ENVIRONMENTAL MANAGEMENT for response to incidents / emergencies. <p><i>See General Disposal Authority for State Government Information:</i></p> <ul style="list-style-type: none"> • 87. RISK MANAGEMENT / RISK ASSESSMENT for records not covered in this section. | | |
| 22.1 | | Strategic studies, risk studies and assessments relating to the Port as a whole. | Required as State archives | Retain 10 years after action completed, then transfer to the SRO. |
| 22.2 | | Provision of emergency response and services and prevention measures. Includes emergency drills and exercises, cyclone safety and preparedness. | Retain within Port | Retain for the life of the Port |

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| No | Function/Activity | Description | Disposal Action | Custody |
|-------------------------------------|------------------------|--|----------------------------|---|
| <i>RISK MANAGEMENT / ASSESSMENT</i> | | | | |
| 22.3 | | Identification and assessment of operational level risks, including identification of hazards, material safety data and navigational issues. | Destroy | Retain 7 years after action completed, then Destroy. |
| 22.4 | | Periodic returns to Government environmental agencies of emergency equipment inventories. | Destroy | Retain 7 years after action completed, then Destroy. |
| 22.5 | | Provision of safe working environment for staff and contractors on Port infrastructure, facilities, equipment and machinery. | Destroy | Retain 7 years after action completed, then Destroy. |
| 23 | SHIP SCHEDULING | | | |
| 23.1 | | <p>Shipping Register / Log Book</p> <ul style="list-style-type: none"> • Shipping Register in hard copy book or ledger format. Recording ship / vessel particulars and movements (arrivals / departure), cargo movements, vessel incidents and comments. (Includes annual hard copy printouts from Shipping Database System if printout is to form the Register). • Pilot Log Book in hard copy format. Recording ship / vessel movements (arrival / departure), pilotage arrangements, vessel incidents and comments. <p>See Ref. 38 SHIPPING REGISTER for Shipping Register in electronic format.</p> | Required as State archives | Retain 10 years after action completed, then transfer to the SRO. |

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| No | Function/Activity | Description | Disposal Action | Custody |
|------------------------|-------------------|---|-----------------|--|
| <i>SHIP SCHEDULING</i> | | | | |
| 23.2 | | <p>Shipping Files</p> <p>Separate individual files maintained for each ship / vessel visit. The contents of the file may vary and would generally include records covered elsewhere in this SDA, but are gathered into one file for each ship visit.</p> <p>Records include but may not be limited to:</p> <ul style="list-style-type: none"> • Berth application; • Operations and Billing Worksheets; • Labour requisitions; • Pilot plan form and hard copies of Pilotage record books / chitties / Vessel Cards (Inwards, Outwards and any movements or cancellations); • Statement of fact or surveyor report (e.g. if product is Methanol, Urea or Vegetable Oil); • Correspondence (email) with vessel, pre-arrival and Pilot boarding; • Manifest (details of Berth, Cargo, Shipper, Port, Agent and who lodged the manifest); • Updated ETAs (estimated time of arrival); | Destroy | Retain 7 years after action completed, then Destroy. |

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| No | Function/Activity | Description | Disposal Action | Custody |
|------------------------|-------------------|--|-----------------|--|
| <i>SHIP SCHEDULING</i> | | | | |
| | | <ul style="list-style-type: none"> • Load plans; • Customs forms (as required); • Quarantine documents (as required); • Work permits; • Bulk transfer permits; • Authorisations. <p>May also include financial records, such as:</p> <ul style="list-style-type: none"> • Purchase orders from clients; • On-charge purchase orders; • Push-up charges; • Credit changes form. | | |
| 23.3 | | <p>Other records associated with ship / vessel management, where not held on shipping file at Ref 23.2, including;</p> <ul style="list-style-type: none"> • Shipping fees and transactions; • Advice from shipping agents about vessel defects; • Enquiries from shipping agents, masters, | Destroy | Retain 7 years after action completed, then Destroy. |

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| No | Function/Activity | Description | Disposal Action | Custody |
|------------------------|-------------------------------------|--|-----------------|--|
| <i>SHIP SCHEDULING</i> | | | | |
| | | captains, and other Port users; and <ul style="list-style-type: none"> • Enquiries about use of public boat ramps. | | |
| 23.4 | | Advice from shipping agents of vessel schedules, i.e. agents forecasts of vessel arrivals, where not held on shipping file at Ref 23.2. See Ref 23.1 for actual vessel data. | Destroy | When reference ceases |
| 24 | BUSINESS IMPROVEMENT SYSTEMS | | | |
| 24.1 | | System / application containing information to assist management of business processes and maintain Safety, Environmental and Quality accreditations. Includes: <ul style="list-style-type: none"> • Incidents Complaints and Improvements (ICI) • Procedure Control System (PCS) • Action Management • risQuay (Risk Register) Critical source data from system is used to create monthly executive reports, which are captured in the Port recordkeeping system. | Destroy | Retain 7 years after action completed, then Destroy. |
| 25 | CUSTOMER SERVICE | | | |

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| No | Function/Activity | Description | Disposal Action | Custody |
|---------------------------------|---|--|--------------------|--|
| <i>CUSTOMER SERVICE SYSTEMS</i> | | | | |
| | SYSTEMS | | | |
| 25.1 | | <p>Complaints Register for registering complaints.</p> <p>Customer Information System - containing summary information (obtained from hard copy records) about customer service and contacts liaison.</p> <p>Names and Addresses - Contact details of Port clients and customers for generation of accounts.</p> | Destroy | Retain 7 years after action completed, then Destroy. |
| 26 | ENVIRONMENTAL MONITORING SYSTEMS | | | |
| 26.1 | | <p>Systems (such as Seaview and Metocean) for measuring and monitoring environmental conditions, such as waves, tide, wind, air and sea temperatures.</p> <p>Also used to assist future planning, such as summary information about wave and climate for dredging tenders.</p> | Retain within Port | Retain for the life of the Port |
| 27 | FINANCIAL MANAGEMENT SYSTEMS | | | |
| 27.1 | | <p>Financial and accounting data held in databases / systems or in modules within databases / systems.</p> <p>Refer to the relevant category of the <i>General Disposal Authority for State Government</i></p> | | |

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| No | Function/Activity | Description | Disposal Action | Custody |
|--------------------------------|--|--|-----------------|--|
| <i>HUMAN RESOURCES SYSTEMS</i> | | | | |
| | | Information | | |
| 28 | HUMAN RESOURCES SYSTEMS | | | |
| 28.1 | | <p>Port personnel or human resources data maintained in databases / systems or in modules within databases / systems.</p> <p>Refer to the relevant category of the <i>General Disposal Authority for State Government Information</i></p> | | |
| 28.2 | | Module containing Port operations staff timesheet data used to calculate labour costs, other costs and corporate overheads as required and to meet bulk business customers contract requirements. | Destroy | Retain 7 years after action completed, then Destroy. |
| 29 | INCIDENTS & ACCIDENTS SYSTEMS | | | |
| 29.1 | | System (such as Stems) used for accident and incident reporting and training. | Destroy | Retain 7 years after action completed, then Destroy. |
| 30 | LICENCES SYSTEMS | | | |
| 30.1 | | System or module containing data on operational licences. | Destroy | Retain 7 years after expiry of licence or action completed, then Destroy |

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| No | Function/Activity | Description | Disposal Action | Custody |
|--|----------------------------|---|--------------------|--|
| <i>MAINTENANCE SYSTEMS</i> | | | | |
| 31 | MAINTENANCE SYSTEMS | | | |
| 31.1 | | Systems relating to the maintenance of Port assets. Contains summary data from hard copy records and is constantly updated. | Destroy | Retain 7 years after action completed, then Destroy. |
| MAPS & TECHNICAL SYSTEMS | | | | |
| 32.1 | | System holding summary information of plans generated by the Port and other external sources. | Retain within Port | Retain for the life of the Port |
| NAVIGATION SYSTEMS | | | | |
| 33.1 | | Systems (such as AIS, Navmore, Nav aids, and Navigation Synchronisation) containing inventory and condition information on navigational aids. May include moorings information. | Destroy | Retain 7 years after disposal or decommissioning of navigational aid, then Destroy |
| PROPERTY – CONTRACTS & LEASES SYSTEMS | | | | |
| 34.1 | | Systems containing summary information on Port property leases and leaseholder / tenants and contracts. Contains summary data obtained from hard copy records. | Destroy | Retain 7 years after expiry of lease or contract or after action completed, then Destroy |

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| No | Function/Activity | Description | Disposal Action | Custody |
|---|---|---|--------------------|--|
| <i>RECORDS & INFORMATION MANAGEMENT SYSTEMS</i> | | | | |
| 35 | RECORDS & INFORMATION MANAGEMENT SYSTEMS | | | |
| 35.1 | | Records Management System - for registering Port records including all incoming and outgoing documents. Metadata of destroyed records is retained. | Retain within Port | Retain for the life of the Port |
| 35.2 | | <p>System / module used as a repository of metadata describing Information Systems projects executed under the IS/IT Major Works Programme. Information obtained from hard copy records.</p> <p>System / module used to support the acceptance test process in the Information Systems Project Lifecycle through the storage of test case metadata and the management of test reports.</p> <p>User acceptance test cases are captured in the Port recordkeeping system.</p> | Destroy | Retain 7 years after action completed, then Destroy. |
| 36 | RISK MANAGEMENT SYSTEMS | | | |
| 36.1 | | System / module containing updated summary information of security arrangements and business risks. | Destroy | Retain 7 years after action completed, then Destroy. |
| 37 | SECURITY SYSTEMS | | | |

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| No | Function/Activity | Description | Disposal Action | Custody |
|-------------------------|----------------------------------|--|---------------------|--|
| <i>SECURITY SYSTEMS</i> | | | | |
| 37.1 | | System / module (such as security card system, MaCS/Gate, Cardex, and Badgemaker) containing data on administration of Port security, such as details of Port users and employees entering and leaving the Port, and issuing of security cards. | Destroy | Retain 7 years after action completed, then Destroy. |
| 38 | SHIPPING REGISTER SYSTEMS | | | |
| 38.1 | | <p>Database / vessel tracking system / module - recording ship / vessel particulars and movements (arrival / departure), cargo movements, vessel incidents and comments.</p> <p>WHERE A HARD COPY SHIPPING REGISTER BOOK / LEDGER IS NOT MAINTAINED (see Ref 23.1)</p> <p>Other details recorded include but may not be limited to:</p> <ul style="list-style-type: none"> • Berthage / wharfage details; • Water / bunkering consumption; • Pilotage arrangements and pilot details; • Towage allocations; • Cargo handling and cargo statistics; and • Billing for Port services. | Archive within Port | Archive within Port |

Authority number: 2017-008/1

| No | Function/Activity | Description | Disposal Action | Custody |
|----------------------------------|--|--|-----------------|---|
| <i>SHIPPING REGISTER SYSTEMS</i> | | | | |
| 38.2 | | <p>Database / system / module register recording ship / vessel movements (arrival / departure), cargo movements, vessel incidents and comments, containing summary information obtained from hard copy records.</p> <p>WHERE A HARD COPY SHIPPING REGISTER BOOK / LEDGER IS MAINTAINED (see Ref 25.1)</p> | Destroy | Retain 7 years after action completed, then Destroy. |
| 38.3 | | Systems used to facilitate vessel visit management and dangerous cargo management business processes in Port waters. | Destroy | Retain 7 years after action completed, then Destroy. |
| 38.4 | Radio Communications - Recordings | <p>Recordings of radio communications between the Port and vessels / Port users, whether recorded within the VTS and VHF channels, etc. Recordings of radio communications (recordings) include but are not limited to:</p> <ul style="list-style-type: none"> • Vessel movements and anchor positions; • Pilotage / Pilot boarding instructions; • Weather information; • Permissions for marine tasks and work afloats; and • Wharf supervisor confirmations. <p><i>Note: Recordings may be extracted for use in investigations of incidents and emergencies.</i></p> | Destroy | <p>Retain 30 days after recording made, then Destroy.</p> <p>NOTE: Ports may choose to retain recordings for longer depending on systems capabilities or for reference use.</p> |

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| No | Function/Activity | Description | Disposal Action | Custody |
|---|---|---|-------------------------|--|
| <i>SHIPPING – DYNAMIC UNDER KEEL CLEARANCE (DUKC) SYSTEMS</i> | | | | |
| 39 | SHIPPING – DYNAMIC UNDER KEEL CLEARANCE (DUKC) SYSTEMS | | | |
| 39.1 | | <p>DUKC is an under-keel clearance management system that analyses real-time data from Port tide gauges and wave rider buoys, etc., for purposes of managing (maximising) the loading of ships.</p> <p>Relevant data relating to ship loading is entered into the Port / Pilots Log Book.</p> | Not applicable to Ports | No retention as system provides only real-time data. |
| 39.2 | | Vessel Movement Guidelines System (Static) - Back up system to the DUKC, providing less accurate under keel clearance details and tidal forecasts. | Not applicable to Ports | No retention as system provides only real-time data. |
| 40 | TRADE SYSTEMS | | | |
| 40.1 | | <p>System containing trade and shipping statistics.</p> <p><i>(Statistical data is summarized and reported on in hard copy records)</i></p> | Destroy | Retain 7 years after action completed, then Destroy. |