X`2 **Public Record Office Standard**

PROS 08/06

Authority

Retention & Disposal Authority for Records of the Port of Melbourne

Version 2018

|  |  |  |
| --- | --- | --- |
| 08/06 | Issue Date: 28/07/2008 | Expiry Date: 28/07/2018 |
| Variation 1 | Issue Date: 23/01/2009 | Expiry Date: 28/07/2018 |
| Variation 2 | Issue Date: 19/11/2018 |  |

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**Public Records Act 1973**

**(Section 12)**

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

**Public Record Office Standard (PROS) 08/06**

**Variation 1:**

In accordance with section 12 of the *Public Records Act* 1973 (as amended), I hereby vary the Standard applying to the records of the Port of Melbourne, issued as Public Record Office Standard (PROS) 08/06 on 28 July 2008, as follows:

**Alteration of the status of class 5.4.3 - Security surveillance videotapes, voice recordings and CCTV not required for investigation of incidents from “Temporary - Destroy 30 days after administrative use has concluded” to “Temporary - Destroy 7 days after administrative use has concluded”.**

This Variation shall have effect from the date of issue.

[Signed]

David Brown Date of issue: 23 January 2009

**Acting Director and Keeper of Public Records**

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**Public Records Act 1973**

**(Section 12)**

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

**Public Record Office Standard (PROS) 08/06**

**Variation 2:**

In accordance with section 12 of the *Public Records Act 1973* (as amended), I hereby vary the Standard applying to the Retention and Disposal Authority for Records of the Port of Melbourne, issued as Public Record Office Standard (PROS) 08/06 on 28 July 2008, as follows:

**Extend the application of this Standard until varied or revoked**

This Variation shall have effect from the date of issue.

[signed]

Justine Heazlewood Date: 19/11/2018

**Director and Keeper of Public Records**

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

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1 Introduction

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

The purpose of this Authority is to provide a mechanism for the disposal of public records in accordance with the *Public Records Act* 1973. The Authority:

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

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

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

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

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

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

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

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

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**1.2.4 The *Crimes (Document Destruction) Act* 2006**

It is an offence under the *Crimes (Document Destruction) Act* 2006 for individuals or organisations to destroy documents that they know are reasonably likely to be required in a future legal proceeding, with the intention of keeping the documents out of evidence. Destroying records however in accordance with a valid Authority is lawful as long as the requirements under the *Crimes (Document Destruction) Act* 2006 are met.

PROV strongly advises that all agencies familiarise themselves with the requirements under the *Crimes (Document Destruction) Act* 2006 and *Evidence (Document Unavailability) Act* 2006, and PROV Advice to Agencies 18*: Crimes (Document Destruction) Act 2006: Implications for government recordkeeping*.

**1.2.5** **Normal Administrative Practice**

The destruction of some public records is permitted without final authorisation under normal administrative practice (NAP). NAP covers the destruction of ephemeral material of a facilitative nature created, acquired or collected by public officers during the course of their duties.

The following material may be destroyed under NAP:

* working papers consisting of rough notes and calculations used solely to assist in the preparation of other records such as correspondence, reports and statistical tabulations
* drafts not intended for retention as part of the office’s records, the content of which has been reproduced and incorporated in the public office's record keeping system
* extra copies of documents and published material preserved solely for reference.

**1.3 Use of Other Authorities**

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

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**1.4** **Explanation of Authority Headings**

**CLASS NUMBER**

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

**DESCRIPTION**

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

**STATUS**

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

**CUSTODY**

This entry specifies whether the records are to be retained by the public office or transferred to the Public Record Office Victoria.

Permanent electronic records are to be transferred in VERS Encapsulated Object (VEO) format according to PROS 99/007 *Management of Electronic Records* (Version 2).

The storage of public records identified in this Authority must also be in accordance with the requirements of Public Record Office Standard PROS 11/01 *Storage*.

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2 Concurrence of Public Office

This Authority has the concurrence of:

[Signed]

Date: 16 July 2008

Name: Stephen Bradford

Position: Chief Executive Officer

3 Establishment of Standard

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

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

[Signed]

**Justine Heazlewood** Date of Issue: 28 July 2008

**Director & Keeper of Public Records**

4 Acknowledgments

PROV would like to thank the following people for providing their knowledge and expertise and helping to create this Authority:

Vicky Wilson, Port of Melbourne Corporation

5 Further Information

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

Public Record Office Victoria

* (03) 9348 5600

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

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

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1. Retention & Disposal Authority

**1: ENVIRONMENTAL MANAGEMENT**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **CLASS** | **DESCRIPTION** | **DISPOSAL ACTION** | |  |
|  |  |  |
| **NO.** | **STATUS** | **CUSTODY** |  |
|  |  |
|  |  |  |
|  |  |  |  |  |
| **1.0.0** | **ENVIRONMENTAL MANAGEMENT** |  |  |  |
|  | The function of protecting and maintaining the |  |  |  |
|  | marine and land environment. Includes waste |  |  |  |
|  | reduction, management of hazardous materials, |  |  |  |
|  | land remediation and pollution control. |  |  |  |
|  | [For records relating to working parties and |  |  |  |
|  | advisory groups, use the Committees section of |  |  |  |
|  | the General Retention & Disposal Authority for |  |  |  |
|  | Records of Common Administrative Functions]. |  |  |  |
|  | [For records relating to complaints use the |  |  |  |
|  | Community Relations section of the General |  |  |  |
|  | Retention & Disposal Authority for Records of |  |  |  |
|  | Common Administrative Functions] |  |  |  |
|  |  |  |  |  |
| **1.1.0** | **Environmental Incidents** |  |  |  |
|  | The management of incidents of chemical |  |  |  |
|  | contamination, oil spills or pollution concerns |  |  |  |
|  | and hazards in and surrounding land and |  |  |  |
|  | waters. |  |  |  |
|  |  |  |  |  |
| **1.1.1** | Records relating to clean up operations relating | **Permanent** | Transfer hardcopy |  |
|  | to chemical contamination, spills or pollution | Retain as State | or electronic copy |  |
|  | issues affecting land and waters or operations. | Archives. | to PROV when |  |
|  | These operations result in action being taken to |  | administrative use |  |
|  | remediate the situation or a change to policy |  | has concluded. |  |
|  | and practice. Includes dust suppression |  | Electronic records |  |
|  | programs, the use of containment and other |  | are to be |  |
|  | technologies and subsequent lobbying |  | transferred in VEO |  |
|  |  |  | format. |  |
|  |  |  |  |  |
| **1.1.2** | Records relating to clean up operations which | **Temporary** | Hold in agency or |  |
|  | have been cleaned up by non-technical means | Destroy 7 years | APROSS pending |  |
|  | or where no clean-up was undertaken. Includes | after last action. | destruction. |  |
|  | clean up of garbage and general litter. |  | Electronic records |  |
|  |  |  | should be |  |
|  |  |  | maintained in |  |
|  |  |  | readable format |  |
|  |  |  | pending |  |
|  |  |  | destruction. |  |
|  |  |  |  |  |

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**1: ENVIRONMENTAL MANAGEMENT**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **CLASS** | **DESCRIPTION** | **DISPOSAL ACTION** | |  |
|  |  |  |
| **NO.** | **STATUS** | **CUSTODY** |  |
|  |  |
|  |  |  |
|  |  |  |  |  |
| **1.2.0** | **Environmental Risk Management** |  |  |  |
|  | Activities relating to the reduction of risk to the |  |  |  |
|  | environment. Includes the preservation, |  |  |  |
|  | remediation and maintenance of contaminated |  |  |  |
|  | sites by removing contaminants or pollutants |  |  |  |
|  | from land and restoring it to a more natural |  |  |  |
|  | state. |  |  |  |
|  | [For records relating to the registration of |  |  |  |
|  | hazardous substances, use the Occupational |  |  |  |
|  | Health & Safety section of the General |  |  |  |
|  | Retention & Disposal Authority for Records of |  |  |  |
|  | Common Administrative Functions]. |  |  |  |
|  |  |  |  |  |
| **1.2.1** | Major remediation projects or works required to | **Permanent** | Transfer hardcopy |  |
|  | avoid potential health risk, which result in | Retain as State | or electronic copy |  |
|  | significant changes to policy or where there is | Archives. | to PROV when |  |
|  | significant potential environmental impact. |  | administrative use |  |
|  | Includes the transport and transfer of hazardous |  | has concluded. |  |
|  | chemicals, dust suppression programs, |  | Electronic records |  |
|  | environmental studies and development of |  | are to be |  |
|  | Environmental Impact Statements. |  | transferred in VEO |  |
|  | Includes liaison with other agencies, |  | format. |  |
|  | environmental assessments and plans, final |  |  |  |
|  | reports, advice, site inspections, remedial action, |  |  |  |
|  | environmental monitoring, soil and water testing, |  |  |  |
|  | statistics and the discharge of water and |  |  |  |
|  | contaminated wastes from port facilities. |  |  |  |
|  |  |  |  |  |
| **1.2.2** | Minor remediation projects or work which are not | **Temporary** | Hold in agency or |  |
|  | of a significant value or impact. | Destroy 15 | APROSS pending |  |
|  | Types of projects include the removal of | years after last | destruction. |  |
|  | hazardous cargo and materials, the movement | action. | Electronic records |  |
|  | or removal of stockpiles, rodent control and |  | should be |  |
|  | discharge of wastes from vessels and the |  | maintained in |  |
|  | monitoring of chemical usage. |  | readable format |  |
|  | Includes environmental assessments and plans, |  | pending |  |
|  | final reports and records documenting advice, |  | destruction. |  |
|  | site inspections, remedial action, and |  |  |  |
|  | environmental monitoring. |  |  |  |
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**1: ENVIRONMENTAL MANAGEMENT**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **CLASS** | **DESCRIPTION** | **DISPOSAL ACTION** | |  |
|  |  |  |
| **NO.** | **STATUS** | **CUSTODY** |  |
|  |  |
|  |  |  |
|  |  |  |  |  |
| **1.2.3** | Records relating to major clean up campaigns | **Temporary** | Hold in agency or |  |
|  | for waterways and foreshores. | Destroy 7 years | APROSS pending |  |
|  | Includes participation lists, sponsorship notices, | after last action. | destruction. |  |
|  | brochures and related leaflets. |  | Electronic records |  |
|  |  |  | should be |  |
|  |  |  | maintained in |  |
|  |  |  | readable format |  |
|  |  |  | pending |  |
|  |  |  | destruction. |  |
|  |  |  |  |  |
| **1.2.4** | Records relating to ongoing or minor clean up | **Temporary** | Hold in agency or |  |
|  | campaigns and rubbish removal which occur on | Destroy 2 years | APROSS pending |  |
|  | a regular basis or are conducted during part of | after last action. | destruction. |  |
|  | routine port operations. |  | Electronic records |  |
|  |  |  | should be |  |
|  |  |  | maintained in |  |
|  |  |  | readable format |  |
|  |  |  | pending |  |
|  |  |  | destruction. |  |
|  |  |  |  |  |
| **1.3.0** | **Foreshore Stabilisation** |  |  |  |
|  | Stabilisation of dunes and riverbanks including |  |  |  |
|  | the construction and maintenance of retaining or |  |  |  |
|  | restraining walls, levees, sea walls, and |  |  |  |
|  | embankments. |  |  |  |
|  | [For records relating to the construction and |  |  |  |
|  | management of stabilisation measures, use the |  |  |  |
|  | Infrastructure Management section of this RDA]. |  |  |  |
|  |  |  |  |  |
| **1.4.0** | **Inspections** |  |  |  |
|  | The activity of environmental inspections of sites |  |  |  |
|  | and premises to ensure compliance with agreed |  |  |  |
|  | standards and objectives. |  |  |  |
|  |  |  |  |  |
| **1.4.1** | Finalised assessments and reports of | **Temporary** | Hold in agency or |  |
|  | inspections of sites and premises. | Destroy 10 | APROSS pending |  |
|  | Includes records documenting environmental | years after last | destruction. |  |
|  | testing and the monitoring of sites and premises, | action. | Electronic records |  |
|  | checklists, inspection notes, test and monitor |  | should be |  |
|  | reports, laboratory results, consultation |  | maintained in |  |
|  | documents, comments, drafts and final reports. |  | readable format |  |
|  | [For inspections that identify non-compliance, |  | pending |  |
|  | use Environmental Management – |  | destruction. |  |
|  | Investigations of this RDA.] |  |  |  |
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**1: ENVIRONMENTAL MANAGEMENT**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **CLASS** | **DESCRIPTION** | **DISPOSAL ACTION** | |  |
|  |  |  |
| **NO.** | **STATUS** | **CUSTODY** |  |
|  |  |
|  |  |  |
|  |  |  |  |  |
| **1.5.0** | **Investigations** |  |  |  |
|  | The activity of undertaking investigations to |  |  |  |
|  | identify actual or potential environmental |  |  |  |
|  | hazards in association with external agencies |  |  |  |
|  | (e.g. the Environment Protection Authority). |  |  |  |
|  | Includes planning and the collection, verification, |  |  |  |
|  | recording and evaluation of all relevant |  |  |  |
|  | information. |  |  |  |
|  |  |  |  |  |
| **1.5.1** | Summary register of all investigations | **Permanent** | Transfer hardcopy |  |
|  | undertaken. | Retain as State | or electronic copy |  |
|  |  | Archives. | to PROV when |  |
|  |  |  | administrative use |  |
|  |  |  | has concluded. |  |
|  |  |  | Electronic records |  |
|  |  |  | are to be |  |
|  |  |  | transferred in VEO |  |
|  |  |  | format. |  |
|  |  |  |  |  |
| **1.5.2** | Records documenting major investigations of | **Permanent** | Transfer hardcopy |  |
|  | contaminated sites that pose major health risks | Retain as State | or electronic copy |  |
|  | or involve major public interest or have a | Archives. | to PROV when |  |
|  | significant impact on development of policies |  | administrative use |  |
|  | and procedures. |  | has concluded. |  |
|  | Includes investigation plans, consultation notes, |  | Electronic records |  |
|  | records of interviews, scientific and laboratory |  | are to be |  |
|  | analysis, observation notes, photographs, |  | transferred in VEO |  |
|  | drawings, annotated maps, drafts and final |  | format. |  |
|  | reports. |  |  |  |
|  |  |  |  |  |
| **1.5.3** | Records documenting minor environmental | **Temporary** | Hold in agency or |  |
|  | investigations of contaminated sites that do not | Destroy 15 | APROSS pending |  |
|  | pose any health risks and do not have a | years after last | destruction. |  |
|  | significant impact on development of policies | action. | Electronic records |  |
|  | and procedures. |  | should be |  |
|  | Includes investigation plans, consultation notes, |  | maintained in |  |
|  | records of interviews, scientific and laboratory |  | readable format |  |
|  | analysis, observation notes, photographs, |  | pending |  |
|  | drawings, annotated maps, drafts and final |  | destruction. |  |
|  | reports. |  |  |  |
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**1: ENVIRONMENTAL MANAGEMENT**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **CLASS** | **DESCRIPTION** | **DISPOSAL ACTION** | |  |
|  |  |  |
| **NO.** | **STATUS** | **CUSTODY** |  |
|  |  |
|  |  |  |
|  |  |  |  |  |
| **1.6.0** | **Quality Systems and Compliance Regulation** |  |  |  |
|  | The regulation of environmental activities |  |  |  |
|  | undertaken to meet legislative requirements. |  |  |  |
|  |  |  |  |  |
| **1.6.1** | Records documenting the environmental | **Permanent** | Transfer hardcopy |  |
|  | management regulatory framework, outlining | Retain as State | or electronic copy |  |
|  | compliance and quality systems. | Archives. | to PROV when |  |
|  | Includes final reports relating to environmental |  | administrative use |  |
|  | compliance against legislative and regulatory |  | has concluded. |  |
|  | frameworks, compliance certificates and |  | Electronic records |  |
|  | registration documentation. |  | are to be |  |
|  |  |  | transferred in VEO |  |
|  |  |  | format. |  |
|  |  |  |  |  |
| **1.6.2** | Records relating to compliance monitoring and | **Temporary** | Hold in agency or |  |
|  | assessment against legislative requirements. | Destroy 7 years | APROSS pending |  |
|  | Includes compliance reports. | after last action. | destruction. |  |
|  |  |  | Electronic records |  |
|  |  |  | should be |  |
|  |  |  | maintained in |  |
|  |  |  | readable format |  |
|  |  |  | pending |  |
|  |  |  | destruction. |  |
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**2: INFRASTRUCTURE MANAGEMENT**

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| --- | --- | --- | --- | --- |
| **CLASS** | **DESCRIPTION** | **DISPOSAL ACTION** | |  |
|  |  |  |
| **NO.** | **STATUS** | **CUSTODY** |  |
|  |  |
|  |  |  |
|  |  |  |  |  |
| **2.0.0** | **INFRASTRUCTURE MANAGEMENT** |  |  |  |
|  | The function of providing infrastructure for port |  |  |  |
|  | land and waters. Includes planning of the |  |  |  |
|  | overall port network, the design, construction |  |  |  |
|  | and maintenance of the land, berths, buildings, |  |  |  |
|  | roads, railways, plant, equipment and |  |  |  |
|  | associated infrastructure. |  |  |  |
|  | [For accounting records use the Financial |  |  |  |
|  | Management section of the General Retention & |  |  |  |
|  | Disposal Authority for Records of Common |  |  |  |
|  | Administrative Functions] |  |  |  |
|  | [For records relating to community relations, use |  |  |  |
|  | the Community Relations section of the General |  |  |  |
|  | Retention & Disposal Authority for Records of |  |  |  |
|  | Common Administrative Functions] |  |  |  |
|  | [For records relating to legal services, use the |  |  |  |
|  | Legal Services section of the General Retention |  |  |  |
|  | & Disposal Authority for Records of Common |  |  |  |
|  | Administrative Functions] |  |  |  |
|  | [For committee records, use the Committees |  |  |  |
|  | section of the General Retention & Disposal |  |  |  |
|  | Authority for Records of Common Administrative |  |  |  |
|  | Functions] |  |  |  |
|  | [For records relating to government relations, |  |  |  |
|  | use the Government Relations section of the |  |  |  |
|  | General Retention & Disposal Authority for |  |  |  |
|  | Records of Common Administrative Functions]. |  |  |  |
|  |  |  |  |  |
| **2.1.0** | **Design and Construction** |  |  |  |
|  | The activities associated with the design and |  |  |  |
|  | construction of port infrastructure. |  |  |  |
|  | [For records relating to the channel design of the |  |  |  |
|  | Channel Deepening Project, use the Channel |  |  |  |
|  | Deepening Project section of this RDA]. |  |  |  |
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**2: INFRASTRUCTURE MANAGEMENT**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **CLASS** | **DESCRIPTION** | **DISPOSAL ACTION** | |  |
|  |  |  |
| **NO.** | **STATUS** | **CUSTODY** |  |
|  |  |
|  |  |  |
|  |  |  |  |  |
| **2.1.1** | Records relating to the design and construction | **Permanent** | Transfer hardcopy |  |
|  | of significant or large scale infrastructure that: | Retain as State | or electronic copy |  |
|  | • substantially enhances service levels of | Archives. | to PROV when |  |
|  | the Port of Melbourne, |  | administrative use |  |
|  |  | has concluded. |  |
|  | • makes a significant impact on the built or |  |  |
|  |  | Electronic records |  |
|  | natural environment as landmarks or |  |  |
|  |  | are to be |  |
|  | structures, |  |  |
|  |  | transferred in VEO |  |
|  | • attracts substantial public interest or |  |  |
|  |  | format. |  |
|  | controversy; or |  |  |
|  |  |  |  |
|  | • has significant local or state wide impact. |  |  |  |
|  | Includes infrastructure that has been formally |  |  |  |
|  | identified by a heritage body (eg. Heritage |  |  |  |
|  | Victoria) to be of cultural heritage significance. |  |  |  |
|  | Types of infrastructure include wharves, piers, |  |  |  |
|  | slipways, buildings, breakwaters, navigation aids |  |  |  |
|  | (beacons, buoys, channel markers), roads and |  |  |  |
|  | rail lines. |  |  |  |
|  | Includes conceptual designs, proposals, |  |  |  |
|  | estimates, preliminary investigation, preliminary |  |  |  |
|  | drawings and sketches, engineering reports, |  |  |  |
|  | specifications, calculations, design decisions, |  |  |  |
|  | technical information, geotechnical advice, |  |  |  |
|  | stakeholder consents and approvals by certified |  |  |  |
|  | authorities, environmental documentation |  |  |  |
|  | (including plans and monitoring), concept design |  |  |  |
|  | and “as built” drawings, project management |  |  |  |
|  | records, structural reports, ministerial advice, |  |  |  |
|  | submissions to executive board, design |  |  |  |
|  | calculations and drawings, bore logs, tender |  |  |  |
|  | assessment, contract, schedule of works, |  |  |  |
|  | specifications, significant variations to projects, |  |  |  |
|  | and photographs and moving images supporting |  |  |  |
|  | the project. |  |  |  |
|  |  |  |  |  |
| **2.1.2** | Records relating to the design and construction | **Temporary** | Hold in agency or |  |
|  | of minor infrastructure such as demountables | Destroy 15 | APROSS pending |  |
|  | and temporary structures. | years after | destruction. |  |
|  | Includes preliminary investigations, feasibility | infrastructure | Electronic records |  |
|  | study reports, minor variations, defaults and | asset is | should be |  |
|  | defects registers and copies of all configuration | disposed of. | maintained in |  |
|  | documentation that identifies and defines the |  | readable format |  |
|  | performance, functional and physical attributes |  | pending |  |
|  | of the installation of systems or items. |  | destruction. |  |
|  |  |  |  |  |

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| PROS 08/06 Retention & Disposal Authority for Records of the Port of Melbourne | 18 |

**2: INFRASTRUCTURE MANAGEMENT**

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| --- | --- | --- | --- | --- |
| **CLASS** | **DESCRIPTION** | **DISPOSAL ACTION** | |  |
|  |  |  |
| **NO.** | **STATUS** | **CUSTODY** |  |
|  |  |
|  |  |  |
|  |  |  |  |  |
| **2.1.3** | Records relating to the design plans and reports | **Temporary** | Hold in agency or |  |
|  | of infrastructure works that do not proceed to | Destroy 15 | APROSS pending |  |
|  | construction or upgrade. | years after last | destruction. |  |
|  |  | action. | Electronic records |  |
|  |  |  | should be |  |
|  |  |  | maintained in |  |
|  |  |  | readable format |  |
|  |  |  | pending |  |
|  |  |  | destruction. |  |
|  |  |  |  |  |
| **2.1.4** | Working papers and supplementary records | **Temporary** | Hold in agency or |  |
|  | relating to the design and construction process. | Destroy 5 years | APROSS pending |  |
|  | Includes drafts and records of a routine or | after last action. | destruction. |  |
|  | facilitative nature such as routine requests for |  | Electronic records |  |
|  | information, site safety plans and work method |  | should be |  |
|  | statements. Also includes duplicate copies of |  | maintained in |  |
|  | records and working documents for internal use |  | readable format |  |
|  | only which have been formalised and |  | pending |  |
|  | reproduced elsewhere. |  | destruction. |  |
|  |  |  |  |  |
| **2.2.0** | **Disposal** |  |  |  |
|  | The activities associated with the disposal of |  |  |  |
|  | port infrastructure. Disposal includes sale, |  |  |  |
|  | transfer to another agency, donation, demolition |  |  |  |
|  | and destruction. |  |  |  |
|  |  |  |  |  |
| **2.2.1** | Records relating to the disposal of port facilities | **Permanent** | Hold in agency or |  |
|  | or property such as wharves, piers, slipways, | Retain as State | APROSS pending |  |
|  | buildings, breakwaters, navigation aids | Archives. | destruction. |  |
|  | (beacons, buoys, channel markers), roads and |  | Electronic records |  |
|  | rail lines. |  | should be |  |
|  |  |  | maintained in |  |
|  |  |  | readable format |  |
|  |  |  | pending |  |
|  |  |  | destruction. |  |
|  |  |  |  |  |
| **2.2.2** | Records relating to the disposal of temporary | **Temporary** | Hold in agency or |  |
|  | structures, demountables, sheds, plant and | Destroy 7 years | APROSS pending |  |
|  | equipment. | after item has | destruction. |  |
|  |  | been disposed | Electronic records |  |
|  |  | of. | should be |  |
|  |  |  | maintained in |  |
|  |  |  | readable format |  |
|  |  |  | pending |  |
|  |  |  | destruction. |  |
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**2: INFRASTRUCTURE MANAGEMENT**

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| --- | --- | --- | --- | --- |
| **CLASS** | **DESCRIPTION** | **DISPOSAL ACTION** | |  |
|  |  |  |
| **NO.** | **STATUS** | **CUSTODY** |  |
|  |  |
|  |  |  |
|  |  |  |  |  |
| **2.3.0** | **Leasing** |  |  |  |
|  | [For records relating to leasing of or leasing out |  |  |  |
|  | of facilities, use the Property Management |  |  |  |
|  | section of the General Retention & Disposal |  |  |  |
|  | Authority for Records of Common Administrative |  |  |  |
|  | Functions]. |  |  |  |
|  |  |  |  |  |
| **2.4.0** | **Maintenance, Renovation & Conservation** |  |  |  |
|  | Activities associated with the maintenance, |  |  |  |
|  | renovation and conservation of port |  |  |  |
|  | infrastructure. |  |  |  |
|  |  |  |  |  |
| **2.4.1** | Records relating to the renovation of port | **Permanent** | Transfer hardcopy |  |
|  | infrastructure such as wharves, piers, slipways, | Retain as State |  |
|  | or electronic copy |  |
|  | buildings, breakwaters, navigation aids | Archives. | to PROV when |  |
|  | (beacons, buoys, channel markers), roads and |  | administrative use |  |
|  | rail lines. Includes the conservation of heritage |  |  |
|  |  | has concluded. |  |
|  | listed port infrastructure as identified formally by |  |  |
|  |  | Electronic records |  |
|  | a heritage body (eg. Heritage Victoria) to be of |  |  |
|  | cultural heritage significance. |  | are to be |  |
|  | Includes the plans and contracts for renovation |  | transferred in VEO |  |
|  |  | format. |  |
|  | works. |  |  |
|  |  |  |  |
|  |  |  |  |  |
| **2.4.2** | Records relating to the routine maintenance of | **Temporary** | Hold in agency or |  |
|  | infrastructure such as wharves, piers, slipways, | Destroy 15 | APROSS pending |  |
|  | buildings, breakwaters, navigation aids | years after last | destruction. |  |
|  | (beacons, buoys, channel markers), roads and | action. | Electronic records |  |
|  | rail lines. |  | should be |  |
|  |  |  | maintained in |  |
|  |  |  | readable format |  |
|  |  |  | pending |  |
|  |  |  | destruction. |  |
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**3: PORT OPERATIONS**

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| --- | --- | --- | --- | --- |
| **CLASS** | **DESCRIPTION** | **DISPOSAL ACTION** | |  |
|  |  |  |
| **NO.** | **STATUS** | **CUSTODY** |  |
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|  |  |  |
|  |  |  |  |  |
| **3.0.0** | **PORT OPERATIONS** |  |  |  |
|  | The coordination of the movement of |  |  |  |
|  | commercial shipping vessels to ensure safe |  |  |  |
|  | navigation in Port of Melbourne waters. |  |  |  |
|  | [For records relating to compensation for loss of |  |  |  |
|  | cargo, maintenance of facilities, equipment |  |  |  |
|  | failure, damage to craft, including any |  |  |  |
|  | proceedings brought for recovery of costs for |  |  |  |
|  | damage to port facilities, use the Legal Services |  |  |  |
|  | section of the General Retention & Disposal |  |  |  |
|  | Authority for Records of Common Administrative |  |  |  |
|  | Functions]. |  |  |  |
|  |  |  |  |  |
| **3.1.0** | **Harbour Master and Assistant Harbour** |  |  |  |
|  | **Master Appointment** |  |  |  |
|  | The activities associated with the appointment of |  |  |  |
|  | Harbour Masters and Assistant Harbour Masters |  |  |  |
|  | for the Port of Melbourne. The Harbour Master |  |  |  |
|  | is responsible for the control and direction of |  |  |  |
|  | vessels within port waters with regard to the |  |  |  |
|  | safety of persons, safe operations of vessels |  |  |  |
|  | and their effect on the environment. The |  |  |  |
|  | Assistant Harbour Master assists with these |  |  |  |
|  | duties. |  |  |  |
|  |  |  |  |  |
| **3.1.1** | Records documenting the appointment of | **Permanent** | Transfer hardcopy |  |
|  | Harbour Masters and Assistant Harbour Masters | Retain as State | or electronic copy |  |
|  | for the Port of Melbourne who are registered by | Archives. | to PROV when |  |
|  | Marine Safety Victoria. |  | administrative use |  |
|  | [Records relating to the recruitment and ongoing |  | has concluded. |  |
|  | employment conditions of Harbour Masters and |  | Electronic records |  |
|  | Assistant Harbour Masters, use the Personnel |  | are to be |  |
|  | Management section of the General Retention & |  | transferred in VEO |  |
|  | Disposal Authority for Records of Common |  | format. |  |
|  | Administrative Functions] |  |  |  |
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**3: PORT OPERATIONS**

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| --- | --- | --- | --- | --- |
| **CLASS** | **DESCRIPTION** | **DISPOSAL ACTION** | |  |
|  |  |  |
| **NO.** | **STATUS** | **CUSTODY** |  |
|  |  |
|  |  |  |
|  |  |  |  |  |
| **3.2.0** | **Licensing and Certification** |  |  |  |
|  | Activities relating to the verification of |  |  |  |
|  | certification, registration and/or licensing of |  |  |  |
|  | personnel and certain equipment. These |  |  |  |
|  | licenses are issued to employees by external |  |  |  |
|  | governing bodies and monitored internally for |  |  |  |
|  | currency. |  |  |  |
|  | Includes verification of serviceability, compass |  |  |  |
|  | and survey certificates and waste and sewer |  |  |  |
|  | discharge permits. |  |  |  |
|  |  |  |  |  |
| **3.2.1** | Records documenting the acquisition and | **Temporary** | Hold in agency or |  |
|  | issuance of licenses, permits or certificates. | Destroy 7 years | APROSS pending |  |
|  | Includes applications and copies of the license, | after expiration. | destruction. |  |
|  | permit or certificate. |  | Electronic records |  |
|  |  |  | should be |  |
|  |  |  | maintained in |  |
|  |  |  | readable format |  |
|  |  |  | pending |  |
|  |  |  | destruction. |  |
|  |  |  |  |  |
| **3.2.2** | Records relating to infringements and breaches | **Temporary** | Hold in agency or |  |
|  | of licence conditions. Includes fines and action | Destroy 7 years | APROSS pending |  |
|  | taken resulting in investigations by external | after last action. | destruction. |  |
|  | enforcement agencies. |  | Electronic records |  |
|  |  |  | should be |  |
|  |  |  | maintained in |  |
|  |  |  | readable format |  |
|  |  |  | pending |  |
|  |  |  | destruction. |  |
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**3: PORT OPERATIONS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **CLASS** | **DESCRIPTION** | **DISPOSAL ACTION** | |  |
|  |  |  |
| **NO.** | **STATUS** | **CUSTODY** |  |
|  |  |
|  |  |  |
|  |  |  |  |  |
| **3.3.0** | **Maintenance Dredging** |  |  |  |
|  | Activities related to short term ongoing |  |  |  |
|  | operations undertaken to remove the build up of |  |  |  |
|  | silt as well as ensuring that the declared depths |  |  |  |
|  | at berths and channels are maintained. |  |  |  |
|  | [For records relating to the construction and |  |  |  |
|  | management of stabilisation measures, use the |  |  |  |
|  | Channel Deepening Project section of this RDA]. |  |  |  |
|  |  |  |  |  |
| **3.3.1** | Records relating to the maintenance dredging of | **Temporary** | Hold in agency or |  |
|  | port waters. Includes plans about scheduled | Destroy 15 | APROSS pending |  |
|  | dredging, reports and assessments of work | years after last | destruction. |  |
|  | completed. | action. | Electronic records |  |
|  |  |  | should be |  |
|  |  |  | maintained in |  |
|  |  |  | readable format |  |
|  |  |  | pending |  |
|  |  |  | destruction. |  |
|  |  |  |  |  |
| **3.4.0** | **Management of Navigation Hazards** |  |  |  |
|  | Management of navigation hazards in and |  |  |  |
|  | around port waters. |  |  |  |
|  | [For records relating to environmental hazards, |  |  |  |
|  | use the Environmental Management section of |  |  |  |
|  | this RDA]. |  |  |  |
|  |  |  |  |  |
| **3.4.1** | Records in relation to the identification, removal | **Temporary** | Hold in agency or |  |
|  | and marking of hazards. Includes notifications | Destroy 7 years | APROSS pending |  |
|  | and complaints. | after last action. | destruction. |  |
|  |  |  | Electronic records |  |
|  |  |  | should be |  |
|  |  |  | maintained in |  |
|  |  |  | readable format |  |
|  |  |  | pending |  |
|  |  |  | destruction. |  |
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**3: PORT OPERATIONS**

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| --- | --- | --- | --- | --- |
| **CLASS** | **DESCRIPTION** | **DISPOSAL ACTION** | |  |
|  |  |  |
| **NO.** | **STATUS** | **CUSTODY** |  |
|  |  |
|  |  |  |
|  |  |  |  |  |
| **3.5.0** | **Management of Trade, Shipping and Market** |  |  |  |
|  | **Information** |  |  |  |
|  | Activities relating to the monitoring, analysis and |  |  |  |
|  | forecasting of trade, shipping and market |  |  |  |
|  | information. Involves research undertaken to |  |  |  |
|  | support strategic planning. |  |  |  |
|  | [For trade, shipping and marketing information |  |  |  |
|  | presented to Committees or Boards, see the |  |  |  |
|  | Committees section of the General Retention & |  |  |  |
|  | Disposal Authority for Records of Common |  |  |  |
|  | Administrative Functions] |  |  |  |
|  |  |  |  |  |
| **3.5.1** | Consolidated, finalised or published records | **Permanent** | Transfer hardcopy |  |
|  | relating to trade, shipping and market analysis.. | Retain as State | or electronic copy |  |
|  | Includes forecasts and findings, statistical | Archives | to PROV when |  |
|  | evidence and decision papers. Includes data |  | administrative use |  |
|  | that identifies critical development and trends |  | has concluded. |  |
|  | which has been substantially developed |  | Electronic records |  |
|  | internally and cannot be recovered from primary |  | are to be |  |
|  | sources. |  | transferred in VEO |  |
|  |  |  | format. |  |
|  |  |  |  |  |
| **3.5.2** | Records relating to the formulation of finalised or | **Temporary** | Hold in agency or |  |
|  | published records relating to trade, shipping and | Destroy 7 years | APROSS pending |  |
|  | market analysis. | after last action | destruction. |  |
|  |  |  | Electronic records |  |
|  |  |  | should be |  |
|  |  |  | maintained in |  |
|  |  |  | readable format |  |
|  |  |  | pending |  |
|  |  |  | destruction. |  |
|  |  |  |  |  |
| **3.6.0** | **Road Safety and Traffic Management** |  |  |  |
|  | The management of traffic on roads within Port |  |  |  |
|  | land. |  |  |  |
|  |  |  |  |  |
| **3.6.1** | Records relating to traffic management and road | **Temporary** | Hold in agency or |  |
|  | safety, within Port land. | Destroy 7 years | APROSS pending |  |
|  | Includes incident reports, changes to traffic flow | after last action. | destruction. |  |
|  | and notices to users. |  | Electronic records |  |
|  |  |  | should be |  |
|  |  |  | maintained in |  |
|  |  |  | readable format |  |
|  |  |  | pending |  |
|  |  |  | destruction. |  |
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**3: PORT OPERATIONS**

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| --- | --- | --- | --- | --- |
| **CLASS** | **DESCRIPTION** | **DISPOSAL ACTION** | |  |
|  |  |  |
| **NO.** | **STATUS** | **CUSTODY** |  |
|  |  |
|  |  |  |
|  |  |  |  |  |
| **3.7.0** | **Shipping Traffic Management** |  |  |  |
|  | The function of planning, monitoring and |  |  |  |
|  | controlling shipping traffic throughout port |  |  |  |
|  | waters. |  |  |  |
|  | [For records relating to cruise ship management, |  |  |  |
|  | see the Vessel Management section of this |  |  |  |
|  | RDA.] |  |  |  |
|  | [For deliberations of committees relating to |  |  |  |
|  | shipping, use the Committees section of the |  |  |  |
|  | General Retention & Disposal Authority for |  |  |  |
|  | Records of Common Administrative Functions] |  |  |  |
|  |  |  |  |  |
| **3.7.1** | Official registers and returns of ships in ports. | **Permanent** | Transfer hardcopy |  |
|  | Includes berthing registers, inwards and | Retain as State | or electronic copy |  |
|  | outwards shipping registers, cargo registers and | Archives. | to PROV when |  |
|  | tonnage registers. |  | administrative use |  |
|  |  |  | has concluded. |  |
|  |  |  | Electronic records |  |
|  |  |  | are to be |  |
|  |  |  | transferred in VEO |  |
|  |  |  | format. |  |
|  |  |  |  |  |
| **3.7.2** | Records relating to the monitoring of all water | **Temporary** |  |  |
|  | craft, cranes, transport vessels and ships within | Destroy 7 years | Hold in agency or |  |
|  | Port of Melbourne waters and the associated | after last action. | APROSS pending |  |
|  | communications between controllers and control |  | destruction. |  |
|  | centres. |  |  |
|  |  | Electronic records |  |
|  | Includes records documenting the authorisation |  |  |
|  |  | should be |  |
|  | for operators to access the network, incoming |  |  |
|  |  | maintained in |  |
|  | and outgoing traffic, speed regulations and berth |  |  |
|  |  | readable format |  |
|  | movements, and vessel record books, running |  |  |
|  |  | pending |  |
|  | sheets, daily logs, shipping movements, rosters, |  |  |
|  |  | destruction. |  |
|  | berth arrivals and departures, diagrams, graphs |  |  |
|  |  |  |  |
|  | and safe working forms. |  |  |  |
|  |  |  |  |  |
| **3.7.3** | Records documenting the evaluation of | **Temporary** | Hold in agency or |  |
|  | programs, systems or services associated with | Destroy 2 years |  |
|  | APROSS pending |  |
|  | the shipping traffic management function. | after last action. |  |
|  | destruction. |  |
|  | Includes evaluation criteria, copies of evaluation |  |  |
|  |  | Electronic records |  |
|  | or survey forms, results of surveys, |  |  |
|  |  | should be |  |
|  | recommendations and reports. |  |  |
|  |  | maintained in |  |
|  | [For reports and recommendations made to |  |  |
|  |  | readable format |  |
|  | committees, use the Committees section of the |  |  |
|  |  | pending |  |
|  | General Retention & Disposal Authority for |  |  |
|  |  | destruction. |  |
|  | Records of Common Administrative Functions] |  |  |
|  |  |  |  |
|  |  |  |  |  |

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**3: PORT OPERATIONS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **CLASS** | **DESCRIPTION** | **DISPOSAL ACTION** | |  |
|  |  |  |
| **NO.** | **STATUS** | **CUSTODY** |  |
|  |  |
|  |  |  |
|  |  |  |  |  |
| **3.8.0** | **Spatial Information Management** |  |  |  |
|  | The activities related to the capturing and |  |  |  |
|  | maintaining up to date cadastral, topographic |  |  |  |
|  | and other mapping details of Port of Melbourne |  |  |  |
|  | lands and waterways in graphic and digital form. |  |  |  |
|  | Includes the management of spatial information, |  |  |  |
|  | mapping and field verification and photography. |  |  |  |
|  |  |  |  |  |
| **3.8.1** | Register of all maps, drawings, plans; surveys; | **Permanent** | Transfer hardcopy |  |
|  | aerial photography and spatial information | Retain as State | or electronic copy |  |
|  | produced of Port of Melbourne land and waters. | Archives. | to PROV when |  |
|  |  |  | administrative use |  |
|  |  |  | has concluded. |  |
|  |  |  | Electronic records |  |
|  |  |  | are to be |  |
|  |  |  | transferred in VEO |  |
|  |  |  | format. |  |
|  |  |  |  |  |
| **3.8.2** | Spatial documentation, including maps, | **Permanent** | Transfer hardcopy |  |
|  | drawings, photographs and plans, used for | Retain as State | or electronic copy |  |
|  | reference or in conjunction with any | Archives. | to PROV when |  |
|  | infrastructure works. |  | administrative use |  |
|  | Includes plans for buildings and facilities, maps |  | has concluded. |  |
|  | of land, photography of waterways and survey |  | Electronic records |  |
|  | maps outlining boundaries. Also includes |  | are to be |  |
|  | advice provided on any action or judgement |  | transferred in VEO |  |
|  | made based on the spatial information. |  | format. |  |
|  |  |  |  |  |
| **3.9.0** | **Tidal Data Collection** |  |  |  |
|  | Activities related to the accurate and ongoing |  |  |  |
|  | recording of tidal information. |  |  |  |
|  |  |  |  |  |
| **3.9.1** | Records documenting the official registration of | **Permanent** | Transfer hardcopy |  |
|  | tidal information such as tidal times, official | Retain as State | or electronic copy |  |
|  | heights and determination of mean high water | Archives. | to PROV when |  |
|  | mark. |  | administrative use |  |
|  | Includes tide registers and tide charts. |  | has concluded. |  |
|  |  |  | Electronic records |  |
|  |  |  | are to be |  |
|  |  |  | transferred in VEO |  |
|  |  |  | format. |  |
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**3: PORT OPERATIONS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **CLASS** |  | **DISPOSAL ACTION** | |  |
| **DESCRIPTION** |  |  |  |
| **NO.** | **STATUS** | **CUSTODY** |  |
|  |  |
|  |  |  |
|  |  |  |  |  |
| **3.10.0** | **Water Measurement** |  |  |  |
|  | Activities related to the measurement of water |  |  |  |
|  | quality, depth and current in and around ports |  |  |  |
|  | and harbours. |  |  |  |
|  |  |  |  |  |
| **3.10.1** | The records documenting the measurement, | **Permanent** | Transfer hardcopy |  |
|  | description and mapping of sea beds with | Retain as State | or electronic copy |  |
|  | reference to navigation. | Archives. | to PROV when |  |
|  | Includes soundings (hydrographic surveys) of |  | administrative use |  |
|  | bars, harbours, ports, rivers, surveys of currents |  | has concluded. |  |
|  | and wave recordings. |  | Electronic records |  |
|  |  |  | are to be |  |
|  |  |  | transferred in VEO |  |
|  |  |  | format. |  |
|  |  |  |  |  |
| **3.10.2** | Records supporting the taking of various | **Temporary** | Hold in agency or |  |
|  | measurements, including depth measurements, | Destroy 2 years | APROSS pending |  |
|  | soundings and water currents. These records | after reference | destruction. |  |
|  | are of a facilitative and routine nature and been | ceases. | Electronic records |  |
|  | formalised in consolidated, finalised or published |  | should be |  |
|  | records relating to water measurement. |  | maintained in |  |
|  |  |  | readable format |  |
|  |  |  | pending |  |
|  |  |  | destruction. |  |
|  |  |  |  |  |

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**4: PROPERTY MANAGEMENT**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **CLASS** | **DESCRIPTION** | **DISPOSAL ACTION** | |  |
|  |  |  |
| **NO.** | **STATUS** | **CUSTODY** |  |
|  |  |
|  |  |  |
|  |  |  |  |  |
| **4.0.0** | **PROPERTY MANAGEMENT** |  |  |  |
|  | The management of owned or maintained |  |  |  |
|  | properties and the monitoring of neighbouring or |  |  |  |
|  | nearby land to the Port including land of interest |  |  |  |
|  | [For records relating to infrastructure, use |  |  |  |
|  | Infrastructure Management section of this RDA]. |  |  |  |
|  | [For records relating to committees, use the |  |  |  |
|  | Committees section of the General Retention & |  |  |  |
|  | Disposal Authority for Records of Common |  |  |  |
|  | Administrative Functions] |  |  |  |
|  | [For records relating to government relations, |  |  |  |
|  | use the Government Relations section of the |  |  |  |
|  | General Retention & Disposal Authority for |  |  |  |
|  | Records of Common Administrative Functions] |  |  |  |
|  | [For records relating to the purchase, disposal of |  |  |  |
|  | leasing of property, use the Property |  |  |  |
|  | Management section of the General Retention & |  |  |  |
|  | Disposal Authority for Records of Common |  |  |  |
|  | Administrative Functions]. |  |  |  |
|  |  |  |  |  |
| **4.1.0** | **Land Management** |  |  |  |
|  | Activities associated with the management of |  |  |  |
|  | owned or maintained property. |  |  |  |
|  |  |  |  |  |
| **4.1.1** | Records relating to relations with external | **Permanent** | Transfer hardcopy |  |
|  | stakeholders, including local government and | Retain as State | or electronic copy |  |
|  | regulating bodies in the management of lands. | Archives | to PROV when |  |
|  | Includes land survey records, valuation |  | administrative use |  |
|  | assessments, environmental assessments, |  | has concluded. |  |
|  | consultant’s reports and legal advice. |  | Electronic records |  |
|  |  |  | are to be |  |
|  |  |  | transferred in VEO |  |
|  |  |  | format. |  |
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**4: PROPERTY MANAGEMENT**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **CLASS** |  | **DISPOSAL ACTION** | |  |
| **DESCRIPTION** |  |  |  |
| **NO.** | **STATUS** | **CUSTODY** |  |
|  |  |
|  |  |  |
|  |  |  |  |  |
| **4.2.0** | **Land Monitoring** |  |  |  |
|  | Activities associated with monitoring of |  |  |  |
|  | neighbouring or nearby property where there is |  |  |  |
|  | a business interest or intent to purchase. |  |  |  |
|  | Includes activities associated with determining if |  |  |  |
|  | there is a business interest. |  |  |  |
|  |  |  |  |  |
| **4.2.1** | Records relating to land monitoring information | **Temporary** | Hold in agency or |  |
|  | which may support or assist in determining | Destroy 7 years | APROSS pending |  |
|  | business intent or interest. | after last action. | destruction. |  |
|  | Includes property market research and |  | Electronic records |  |
|  | monitoring information in relation to land which |  | should be |  |
|  | may potentially be purchased. |  | maintained in |  |
|  |  |  | readable format |  |
|  |  |  | pending |  |
|  |  |  | destruction. |  |
|  |  |  |  |  |

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**5: SAFETY, SECURITY AND EMERGENCY MANAGEMENT**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **CLASS** | **DESCRIPTION** | **DISPOSAL ACTION** | |  |
|  |  |  |
| **NO.** | **STATUS** | **CUSTODY** |  |
|  |  |
|  |  |  |
|  |  |  |  |  |
| **5.0.0** | **SAFETY, SECURITY AND EMERGENCY** |  |  |  |
|  | **MANAGEMENT** |  |  |  |
|  | The function of developing, implementing, |  |  |  |
|  | maintaining, monitoring, evaluating and |  |  |  |
|  | reviewing the safety and emergency |  |  |  |
|  | management systems. Includes adherence to |  |  |  |
|  | occupational health and safety and other |  |  |  |
|  | associated legislation. |  |  |  |
|  | Includes the function of identifying security risks |  |  |  |
|  | to clients, employees and infrastructure and |  |  |  |
|  | developing and implementing strategies |  |  |  |
|  | designed to counter such risks. |  |  |  |
|  | [For records relating to committees, use the |  |  |  |
|  | Committees section of the General Retention & |  |  |  |
|  | Disposal Authority for Records of Common |  |  |  |
|  | Administrative Functions] |  |  |  |
|  | [For records relating to safety awareness |  |  |  |
|  | programs, and occupational health and safety, |  |  |  |
|  | use the Occupational Health & Safety section of |  |  |  |
|  | the General Retention & Disposal Authority for |  |  |  |
|  | Records of Common Administrative Functions]. |  |  |  |
|  |  |  |  |  |
| **5.1.0** | **Bunker Permitting** |  |  |  |
|  | The issuance of bunker permits to users for the |  |  |  |
|  | refuelling of vessels. These permits are for |  |  |  |
|  | single refuelling events. |  |  |  |
|  |  |  |  |  |
| **5.1.1** | Records documenting the permit application, | **Temporary** | Hold in agency or |  |
|  | processing documentation and subsequent | Destroy 10 | APROSS pending |  |
|  | approval of the permit. | years after | destruction. |  |
|  |  | permit expires. | Electronic records |  |
|  |  |  | should be |  |
|  |  |  | maintained in |  |
|  |  |  | readable format |  |
|  |  |  | pending |  |
|  |  |  | destruction. |  |
|  |  |  |  |  |
| **5.2.0** | **External Incident Investigations** |  |  |  |
|  | The coordination and management of responses |  |  |  |
|  | to incidents within the port precinct by an |  |  |  |
|  | external agency, for example the Police or other |  |  |  |
|  | enforcement agency. |  |  |  |
|  |  |  |  |  |

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**5: SAFETY, SECURITY AND EMERGENCY MANAGEMENT**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **CLASS** | **DESCRIPTION** | **DISPOSAL ACTION** | |  |
|  |  |  |
| **NO.** | **STATUS** | **CUSTODY** |  |
|  |  |
|  |  |  |
|  |  |  |  |  |
| **5.2.1** | Records relating to any incident investigation | **Temporary** | Hold in agency or |  |
|  | conducted by an external agency. | Destroy 5 years | APROSS pending |  |
|  | Includes reports and findings from | after last action. | destruction. |  |
|  | investigations. |  | Electronic records |  |
|  |  |  | should be |  |
|  |  |  | maintained in |  |
|  |  |  | readable format |  |
|  |  |  | pending |  |
|  |  |  | destruction. |  |
|  |  |  |  |  |
| **5.3.0** | **Internal Incident Investigations** |  |  |  |
|  | The coordination and management of responses |  |  |  |
|  | to incidents within the port precinct. |  |  |  |
|  | Investigations are carried out on marine |  |  |  |
|  | incidents including accidents, collisions and |  |  |  |
|  | threats to persons. Includes activities |  |  |  |
|  | associated with patrol coverage on both port |  |  |  |
|  | land and waters. |  |  |  |
|  | [For records relating to compensation claims, |  |  |  |
|  | use the Legal Services section of the General |  |  |  |
|  | Retention & Disposal Authority for Records of |  |  |  |
|  | Common Administrative Functions]. |  |  |  |
|  | [For records relating to environmental |  |  |  |
|  | investigations, use the Environmental |  |  |  |
|  | Management section of this RDA]. |  |  |  |
|  |  |  |  |  |
| **5.3.1** | Summary record of all safety and security | **Permanent** | Transfer hardcopy |  |
|  | investigations of incidents that have occurred | Retain as State | or electronic copy |  |
|  | within the port precinct. | Archives. | to PROV when |  |
|  |  |  | administrative use |  |
|  |  |  | has concluded. |  |
|  |  |  | Electronic records |  |
|  |  |  | are to be |  |
|  |  |  | transferred in VEO |  |
|  |  |  | format. |  |
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**5: SAFETY, SECURITY AND EMERGENCY MANAGEMENT**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **CLASS** | **DESCRIPTION** | **DISPOSAL ACTION** | |  |
|  |  |  |
| **NO.** | **STATUS** | **CUSTODY** |  |
|  |  |
|  |  |  |
|  |  |  |  |  |
| **5.3.2** | Records relating to investigations into incidents | **Permanent** | Transfer hardcopy |  |
|  | which have resulted in fatalities. | Retain as State | or electronic copy |  |
|  |  | Archives. | to PROV when |  |
|  |  |  | administrative use |  |
|  |  |  | has concluded. |  |
|  |  |  | Electronic records |  |
|  |  |  | are to be |  |
|  |  |  | transferred in VEO |  |
|  |  |  | format. |  |
|  |  |  |  |  |
| **5.3.3** | Investigations into incidents involving substantial | **Temporary** | Hold in agency or |  |
|  | or serious injury or damage to persons, property | Destroy 30 | APROSS pending |  |
|  | or the environment, which may or may not result | years after | destruction. |  |
|  | in claims for compensation. | investigation | Electronic records |  |
|  |  | concluded. | should be |  |
|  |  |  | maintained in |  |
|  |  |  | readable format |  |
|  |  |  | pending |  |
|  |  |  | destruction. |  |
|  |  |  |  |  |
| **5.3.4** | Investigations involving minor damage or near | **Temporary** | Hold in agency or |  |
|  | misses. | Destroy 10 | APROSS pending |  |
|  | Incidents include accidents, collisions, | years after | destruction. |  |
|  | grounding or capsizing of craft or damage to | investigation | Electronic records |  |
|  | equipment resulting in minor damage or near | has concluded. | should be |  |
|  | misses. |  | maintained in |  |
|  |  |  | readable format |  |
|  |  |  | pending |  |
|  |  |  | destruction. |  |
|  |  |  |  |  |
| **5.3.5** | Supporting documentation in relation to incident | **Temporary** | Hold in agency or |  |
|  | investigations, which have been formalised and | Destroy 5 years | APROSS pending |  |
|  | reproduced elsewhere. | after last action. | destruction. |  |
|  |  |  | Electronic records |  |
|  |  |  | should be |  |
|  |  |  | maintained in |  |
|  |  |  | readable format |  |
|  |  |  | pending |  |
|  |  |  | destruction. |  |
|  |  |  |  |  |

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**5: SAFETY, SECURITY AND EMERGENCY MANAGEMENT**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **CLASS** | **DESCRIPTION** | **DISPOSAL ACTION** | |  |
|  |  |  |
| **NO.** | **STATUS** | **CUSTODY** |  |
|  |  |
|  |  |  |
|  |  |  |  |  |
| **5.4.0** | **Monitoring and Auditing** |  |  |  |
|  | Activities relating to the monitoring and auditing |  |  |  |
|  | of premises, port infrastructure and related |  |  |  |
|  | locations, to detect or identify people |  |  |  |
|  | undertaking undesirable or illegal behaviour. |  |  |  |
|  |  |  |  |  |
| **5.4.1** | Records documenting monitoring and auditing of | **Temporary** | Hold in agency or |  |
|  | on site infrastructure and activities in relation to | Destroy 10 | APROSS pending |  |
|  | safety and security management. | years after last | destruction. |  |
|  | Includes audit reports, findings and | action. | Electronic records |  |
|  | recommendations. |  | should be |  |
|  |  |  | maintained in |  |
|  |  |  | readable format |  |
|  |  |  | pending |  |
|  |  |  | destruction. |  |
|  |  |  |  |  |
| **5.4.2** | Security surveillance videotapes, voice | **Temporary** | Hold in agency or |  |
|  | recordings, Closed Circuit Television (CCTV) | Destroy 7 years | APROSS pending |  |
|  | data containing footage and transcripts required | after last action. | destruction. |  |
|  | for a legal proceeding as evidence or used for |  | Electronic records |  |
|  | investigation of incidents. |  | should be |  |
|  |  |  | maintained in |  |
|  |  |  | readable format |  |
|  |  |  | pending |  |
|  |  |  | destruction. |  |
|  |  |  |  |  |
| **5.4.3** | Security surveillance videotapes, voice | **Temporary** | Hold in agency or |  |
|  | recordings and CCTV not required for | Destroy 7 days | APROSS pending |  |
|  | investigation of incidents. | after | destruction. |  |
|  |  | administrative | Electronic records |  |
|  |  | use has | should be |  |
|  |  | concluded. | maintained in |  |
|  |  |  | readable format |  |
|  |  |  | pending |  |
|  |  |  | destruction. |  |
|  |  |  |  |  |
| **5.4.4** | Alarm monitoring reports. | **Temporary** | Hold in agency or |  |
|  | Includes building, fire and navigation alarm | Destroy 2 years | APROSS pending |  |
|  | reports. | after last action. | destruction. |  |
|  |  |  | Electronic records |  |
|  |  |  | should be |  |
|  |  |  | maintained in |  |
|  |  |  | readable format |  |
|  |  |  | pending |  |
|  |  |  | destruction. |  |
|  |  |  |  |  |

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**5: SAFETY, SECURITY AND EMERGENCY MANAGEMENT**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **CLASS** | **DESCRIPTION** | **DISPOSAL ACTION** | |  |
|  |  |  |
| **NO.** | **STATUS** | **CUSTODY** |  |
|  |  |
|  |  |  |
|  |  |  |  |  |
| **5.4.5** | Occurrence reports issued by the security and | **Temporary** | Hold in agency or |  |
|  | surveillance operators. | Destroy 1 year | APROSS pending |  |
|  | [For matters where occurrence reports have | after last action. | destruction. |  |
|  | been referenced in incidents or maintenance, |  | Electronic records |  |
|  | use other parts of this RDA]. |  | should be |  |
|  |  |  | maintained in |  |
|  |  |  | readable format |  |
|  |  |  | pending |  |
|  |  |  | destruction. |  |
|  |  |  |  |  |
| **5.5.0** | **Security Pass Register** |  |  |  |
|  | The activities related to the issuing of security |  |  |  |
|  | passes issued to personnel accessing land and |  |  |  |
|  | property. |  |  |  |
|  | Includes the registration of the Marine Security |  |  |  |
|  | Identification Card and Port Security Access |  |  |  |
|  | Card, in accordance with the Marine Transport |  |  |  |
|  | and *Offshore Facilities Security Act* 2003. |  |  |  |
|  |  |  |  |  |
| **5.5.1** | Records relating to the registration and issuing | **Temporary** | Hold in agency or |  |
|  | of passes to personnel to access port grounds | Destroy 2 years | APROSS pending |  |
|  | and facilities. | after registration | destruction. |  |
|  |  | expires. | Electronic records |  |
|  |  |  | should be |  |
|  |  |  | maintained in |  |
|  |  |  | readable format |  |
|  |  |  | pending |  |
|  |  |  | destruction. |  |
|  |  |  |  |  |

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**6: STAKEHOLDER MANAGEMENT**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **CLASS** | **DESCRIPTION** | **DISPOSAL ACTION** | |  |
|  |  |  |
| **NO.** | **STATUS** | **CUSTODY** |  |
|  |  |
|  |  |  |
|  |  |  |  |  |
| **6.0.0** | **STAKEHOLDER MANAGEMENT** |  |  |  |
|  | Activities associated with fostering and |  |  |  |
|  | maintaining mutually beneficial partnerships and |  |  |  |
|  | liaison with the port industry. |  |  |  |
|  | [For records relating to community relations, use |  |  |  |
|  | the Community Relations section of the General |  |  |  |
|  | Retention & Disposal Authority for Records of |  |  |  |
|  | Common Administrative Functions] |  |  |  |
|  | [For records relating to government relations, |  |  |  |
|  | use the Government Relations section of the |  |  |  |
|  | General Retention & Disposal Authority for |  |  |  |
|  | Records of Common Administrative Functions] |  |  |  |
|  | [For records relating to contracting out of |  |  |  |
|  | services, use the Contracting-Out section of the |  |  |  |
|  | General Retention & Disposal Authority for |  |  |  |
|  | Records of Common Administrative Functions]. |  |  |  |
|  |  |  |  |  |
| **6.1.0** | **Customs Duties** |  |  |  |
|  | Activities associated with monitoring and |  |  |  |
|  | reporting any illegal and harmful goods and |  |  |  |
|  | unauthorised people across Australia’s borders |  |  |  |
|  | in conjunction with the Australian Customs |  |  |  |
|  | Service (ACS). |  |  |  |
|  | [For records relating to customs monitoring |  |  |  |
|  | whereby data is used in litigation, use the Legal |  |  |  |
|  | Services section of the General Retention & |  |  |  |
|  | Disposal Authority for Records of Common |  |  |  |
|  | Administrative Functions]. |  |  |  |
|  |  |  |  |  |
| **6.1.1** | Records relating to customs arrangements in | **Temporary** | Hold in agency or |  |
|  | compliance with the ACS. Includes routine data | Destroy 2 years | APROSS pending |  |
|  | sheets, checklists and reporting to the ACS. | after last action. | destruction. |  |
|  |  |  | Electronic records |  |
|  |  |  | should be |  |
|  |  |  | maintained in |  |
|  |  |  | readable format |  |
|  |  |  | pending |  |
|  |  |  | destruction. |  |
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| **6.2.0** | **Education and Awareness** |  |  |
|  | The Port Education Program provides education |  |  |
|  | programs to school and community groups to |  |  |
|  | help such groups learn about the activities of the |  |  |
|  | port, ships, shipping and the wider port |  |  |
|  | environment. School education programs are |  |  |
|  | based on Victorian curricula. |  |  |
|  | [For records relating to tours and visits, use the |  |  |
|  | Community Relations section of the General |  |  |
|  | Retention & Disposal Authority for Records of |  |  |
|  | Common Administrative Functions]. |  |  |
|  |  |  |  |
| **6.2.1** | Resource materials developed for teachers, | **Temporary** | Hold in agency or |
|  | students and community groups. | Destroy 2 years | APROSS pending |
|  | Includes lesson plans, learning and assessment | after materials | destruction. |
|  | strategies and curriculum documentation | last referred to. | Electronic records |
|  | supporting the delivery of educational programs. |  | should be |
|  |  |  | maintained in |
|  |  |  | readable format |
|  |  |  | pending |
|  |  |  | destruction. |
|  |  |  |  |
| **6.2.2** | Records relating to the scheduling and delivery | **Temporary** | Hold in agency or |
|  | of education programs to school and community | Destroy 1 year | APROSS pending |
|  | groups. | after last action. | destruction. |
|  | Includes calendar entries, requests and |  | Electronic records |
|  | confirmation of bookings and related |  | should be |
|  | arrangements. |  | maintained in |
|  |  |  | readable format |
|  |  |  | pending |
|  |  |  | destruction. |
|  |  |  |  |
| **6.3.0** | **Port Partnerships** |  |  |
|  | Activities associated with management of |  |  |
|  | partnerships with producers and consumers, |  |  |
|  | business and industry groups, peak bodies and |  |  |
|  | suppliers. May include relationships with |  |  |
|  | intrastate, interstate and international industry |  |  |
|  | partners. |  |  |
|  | Includes liaison with import and export cargo |  |  |
|  | owners, shipping lines and shipping agents, |  |  |
|  | terminal operators (tenants), cruise ships, |  |  |
|  | passenger ferries, freight forwarders, customs |  |  |
|  | agents and visiting vessel operators. |  |  |
|  | [For records relating to partnerships in relation to |  |  |
|  | the Channel Deepening Project, use the |  |  |
|  | Channel Deepening Project section of this RDA]. |  |  |
|  |  |  |  |

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**6: STAKEHOLDER MANAGEMENT**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **CLASS** | **DESCRIPTION** | **DISPOSAL ACTION** | |  |
|  |  |  |
| **NO.** | **STATUS** | **CUSTODY** |  |
|  |  |
|  |  |  |
|  |  |  |  |  |
| **6.3.1** | Records relating to the engagement and initial | **Permanent** | Transfer hardcopy |  |
|  | arrangements for port partnerships. | Retain as State | or electronic copy |  |
|  |  | Archives. | to PROV when |  |
|  |  |  | administrative use |  |
|  |  |  | has concluded. |  |
|  |  |  | Electronic records |  |
|  |  |  | are to be |  |
|  |  |  | transferred in VEO |  |
|  |  |  | format. |  |
|  |  |  |  |  |
| **6.3.2** | Records relating to matters which affect or alter | **Temporary** | Hold in agency or |  |
|  | relationship arrangements. Includes letters of | Destroy 7 years | APROSS pending |  |
|  | complaint and requests for changes to | after last action. | destruction. |  |
|  | requirements. |  | Electronic records |  |
|  |  |  | should be |  |
|  |  |  | maintained in |  |
|  |  |  | readable format |  |
|  |  |  | pending |  |
|  |  |  | destruction. |  |
|  |  |  |  |  |
| **6.4.0** | **Quarantine Compliance** |  |  |  |
|  | Activities associated with monitoring and |  |  |  |
|  | reporting any potential disease or pests across |  |  |  |
|  | Australia’s borders, in conjunction with the |  |  |  |
|  | Australian Quarantine Inspection Service |  |  |  |
|  | (AQIS). |  |  |  |
|  | [For records relating to quarantine monitoring |  |  |  |
|  | whereby data is used in litigation, use the Legal |  |  |  |
|  | Services section of the General Retention & |  |  |  |
|  | Disposal Authority for Records of Common |  |  |  |
|  | Administrative Functions]. |  |  |  |
|  |  |  |  |  |
| **6.4.1** | Records relating to quarantine arrangements in | **Temporary** | Hold in agency or |  |
|  | compliance with the AQIS. Includes routine data | Destroy 2 years | APROSS pending |  |
|  | sheets, checklists and reporting to AQIS. | after last action. | destruction. |  |
|  |  |  | Electronic records |  |
|  |  |  | should be |  |
|  |  |  | maintained in |  |
|  |  |  | readable format |  |
|  |  |  | pending |  |
|  |  |  | destruction. |  |
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**7: VESSEL MANAGEMENT**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **CLASS** | **DESCRIPTION** | **DISPOSAL ACTION** | |  |
|  |  |  |
| **NO.** | **STATUS** | **CUSTODY** |  |
|  |  |
|  |  |  |
|  |  |  |  |  |
| **7.0.0** | **VESSEL MANAGEMENT** |  |  |  |
|  | The management of vessels incoming and |  |  |  |
|  | outgoing of Port of Melbourne waters as well as |  |  |  |
|  | the management of any wreck or dive sites |  |  |  |
|  | located in Port of Melbourne waters. |  |  |  |
|  | [For records relating to financial management, |  |  |  |
|  | use the Financial Management section of the |  |  |  |
|  | General Retention & Disposal Authority for |  |  |  |
|  | Records of Common Administrative Functions] |  |  |  |
|  | [For records relating to complaints regarding |  |  |  |
|  | marine policy, boating and licensing, use the |  |  |  |
|  | Community Relations section of the General |  |  |  |
|  | Retention & Disposal Authority for Records of |  |  |  |
|  | Common Administrative Functions] |  |  |  |
|  | [For records relating to the maintenance and |  |  |  |
|  | repair of any owned vessels, use Fleet |  |  |  |
|  | Management section of the General Retention & |  |  |  |
|  | Disposal Authority for Records of Common |  |  |  |
|  | Administrative Functions]. |  |  |  |
|  |  |  |  |  |
| **7.1.0** | **Cargo Management** |  |  |  |
|  | Activities relating to the registration and |  |  |  |
|  | management of all incoming vessels (in |  |  |  |
|  | particular those carrying bulk liquid) to Port of |  |  |  |
|  | Melbourne waters for the purpose of identifying |  |  |  |
|  | cargo and related matters. |  |  |  |
|  |  |  |  |  |
| **7.1.1** | Records relating to the management, | **Temporary** | Hold in agency or |  |
|  | administration and planning for all incoming | Destroy 10 | APROSS pending |  |
|  | vessels. | years after last | destruction. |  |
|  | Includes pre-arrival meetings to discuss cargo | action. | Electronic records |  |
|  | loads and identify potential berthing issues, |  | should be |  |
|  | statistics, performance data and individual |  | maintained in |  |
|  | vessel requirements. |  | readable format |  |
|  |  |  | pending |  |
|  |  |  | destruction. |  |
|  |  |  |  |  |

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**7: VESSEL MANAGEMENT**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **CLASS** | **DESCRIPTION** | **DISPOSAL ACTION** | |  |
|  |  |  |
| **NO.** | **STATUS** | **CUSTODY** |  |
|  |  |
|  |  |  |
|  |  |  |  |  |
| **7.2.0** | **Cruise Ship Management** |  |  |  |
|  | The activity of developing the State’s cruise |  |  |  |
|  | shipping industry through the provision of |  |  |  |
|  | facilities and services to meet the needs of |  |  |  |
|  | international and domestic cruise liners and their |  |  |  |
|  | passengers. |  |  |  |
|  | [For records relating to committees and boards, |  |  |  |
|  | use the Committees section of General |  |  |  |
|  | Retention & Disposal Authority for Records of |  |  |  |
|  | Common Administrative Functions] |  |  |  |
|  | [For records relating to community relations, use |  |  |  |
|  | the Community Relations section of General |  |  |  |
|  | Retention & Disposal Authority for Records of |  |  |  |
|  | Common Administrative Functions] |  |  |  |
|  | [For records relating to tariffs, use the |  |  |  |
|  | Community Relations section of General |  |  |  |
|  | Retention & Disposal Authority for Records of |  |  |  |
|  | Common Administrative Functions] |  |  |  |
|  | [For records relating to strategic management of |  |  |  |
|  | cruise shipping, use the Strategic Management |  |  |  |
|  | section of the General Retention & Disposal |  |  |  |
|  | Authority for Records of Common Administrative |  |  |  |
|  | Functions]. |  |  |  |
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**7: VESSEL MANAGEMENT**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **CLASS** | **DESCRIPTION** | **DISPOSAL ACTION** | |  |
|  |  |  |
| **NO.** | **STATUS** | **CUSTODY** |  |
|  |  |
|  |  |  |
|  |  |  |  |  |
| **7.2.1** | Master list of cruise ships arriving and departing. | **Permanent** | Transfer hardcopy |  |
|  |  | Retain as State | or electronic copy |  |
|  |  | Archives. | to PROV when |  |
|  |  |  | administrative use |  |
|  |  |  | has concluded. |  |
|  |  |  | Electronic records |  |
|  |  |  | are to be |  |
|  |  |  | transferred in VEO |  |
|  |  |  | format. |  |
|  |  |  |  |  |
| **7.2.2** | Records documenting cruise ship arrival and | **Temporary** | Hold in agency or |  |
|  | departure. Includes data sheets recording | Destroy 7 years | APROSS pending |  |
|  | cargo, passenger numbers and length of stay. | after last action. | destruction. |  |
|  | Includes non standard requests, e.g. wheelchair |  | Electronic records |  |
|  | access availability, extra transport buses, |  | should be |  |
|  | additional security requirements and requests to |  | maintained in |  |
|  | local government for other arrangements e.g. |  | readable format |  |
|  | fireworks displays. |  | pending |  |
|  |  |  | destruction. |  |
|  |  |  |  |  |
| **7.2.3** | Records documenting schedule of cruise ship | **Temporary** | Hold in agency or |  |
|  | visits to Port of Melbourne waters. | Destroy 7 years | APROSS pending |  |
|  |  | after last action. | destruction. |  |
|  |  |  | Electronic records |  |
|  |  |  | should be |  |
|  |  |  | maintained in |  |
|  |  |  | readable format |  |
|  |  |  | pending |  |
|  |  |  | destruction. |  |
|  |  |  |  |  |
| **7.3.0** | **Services to Ships** |  |  |  |
|  | The provision of services to ships utilising the |  |  |  |
|  | port facilities. |  |  |  |
|  |  |  |  |  |
| **7.3.1** | Records relating to the provision of electricity, | **Temporary** | Hold in agency or |  |
|  | lighting, telephones and water to ships utilising | Destroy 2 years | APROSS pending |  |
|  | port facilities. | after last action. | destruction. |  |
|  |  |  | Electronic records |  |
|  |  |  | should be |  |
|  |  |  | maintained in |  |
|  |  |  | readable format |  |
|  |  |  | pending |  |
|  |  |  | destruction. |  |
|  |  |  |  |  |

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**7: VESSEL MANAGEMENT**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **CLASS** | **DESCRIPTION** | **DISPOSAL ACTION** | |  |
|  |  |  |
| **NO.** | **STATUS** | **CUSTODY** |  |
|  |  |
|  |  |  |
|  |  |  |  |  |
| **7.4.0** | **Sewage and Discharge** |  |  |  |
|  | Activities relating to the monitoring and |  |  |  |
|  | subsequent maintenance of any sewage or |  |  |  |
|  | discharge stemming from vessels and ships in |  |  |  |
|  | port waters. |  |  |  |
|  | [For records relating to environmental incidents |  |  |  |
|  | and investigations, use the Environmental |  |  |  |
|  | Management section of this RDA]. |  |  |  |
|  |  |  |  |  |
| **7.4.1** | Records relating to sewage discharge. Records | **Temporary** | Hold in agency or |  |
|  | include notifications and recovery and | Destroy 10 | APROSS pending |  |
|  | appropriate disposal plans. | years after last | destruction. |  |
|  |  | action. | Electronic records |  |
|  |  |  | should be |  |
|  |  |  | maintained in |  |
|  |  |  | readable format |  |
|  |  |  | pending |  |
|  |  |  | destruction. |  |
|  |  |  |  |  |
| **7.5.0** | **Wrecks and Dive Sites** |  |  |  |
|  | Activities related to the management of ship |  |  |  |
|  | wrecks and dive sites which lie within Port of |  |  |  |
|  | Melbourne waters. |  |  |  |
|  |  |  |  |  |
| **7.5.1** | Records relating to wrecks including surveys, | **Permanent** | Transfer hardcopy |  |
|  | protection, recovery and determination of | Retain as State | or electronic copy |  |
|  | ownership. | Archives. | to PROV when |  |
|  | Includes records relating to salvage operations, |  | administrative use |  |
|  | movement and transfer of wreck from port |  | has concluded. |  |
|  | waters such as salvage schedules, plans and |  | Electronic records |  |
|  | the process for operation and records |  | are to be |  |
|  | documenting subsequent matters which arise |  | transferred in VEO |  |
|  | from the operation. |  | format. |  |
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**8: CHANNEL DEEPENING PROJECT (CDP)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **CLASS** | **DESCRIPTION** | **DISPOSAL ACTION** | |  |
|  |  |  |
| **NO.** | **STATUS** | **CUSTODY** |  |
|  |  |
|  |  |  |
|  |  |  |  |  |
| **8.0.0** | **CHANNEL DEEPENING PROJECT (CDP)** |  |  |  |
|  | The management of the CDP to deepen |  |  |  |
|  | sections of existing shipping channels to provide |  |  |  |
|  | access for 14m draft vessels to Port of |  |  |  |
|  | Melbourne waters at all states of tide. |  |  |  |
|  | [For records relating to committees, use the |  |  |  |
|  | Committees section of the General Retention & |  |  |  |
|  | Disposal Authority for Records of Common |  |  |  |
|  | Administrative Functions]. |  |  |  |
|  |  |  |  |  |
| **8.1.0** | **Channel Design** |  |  |  |
|  | Investigations and studies on natural factors |  |  |  |
|  | involved in the sea transit of vessels, including |  |  |  |
|  | swell, tidal and current movements. Also |  |  |  |
|  | includes assessment of the new channel design, |  |  |  |
|  | involving 3D modelling; and transit simulations. |  |  |  |
|  |  |  |  |  |
| **8.1.1** | Records documenting submissions for work, | **Permanent** | Transfer hardcopy |  |
|  | final reports, external data, statistics and | Retain as State | or electronic copy |  |
|  | findings. | Archives. | to PROV when |  |
|  | Includes bund and berth design and certification, |  | administrative use |  |
|  | capacity analysis, simulation models and |  | has concluded. |  |
|  | analysis, engineering reports, ground stability |  | Electronic records |  |
|  | documentation, geotechnical studies and |  | are to be |  |
|  | reports, drawings and data on berths and |  | transferred in VEO |  |
|  | wharves. |  | format. |  |
|  |  |  |  |  |
| **8.1.2** | Supplementary data and draft documents in | **Temporary** | Hold in agency or |  |
|  | relation to the channel design. These records | Destroy 15 | APROSS pending |  |
|  | are for internal use only and have been collated | years after last | destruction. |  |
|  | and formed part of final reports and findings. | action. | Electronic records |  |
|  |  |  | should be |  |
|  |  |  | maintained in |  |
|  |  |  | readable format |  |
|  |  |  | pending |  |
|  |  |  | destruction. |  |
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**8: CHANNEL DEEPENING PROJECT (CDP)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **CLASS** | **DESCRIPTION** | **DISPOSAL ACTION** | |  |
|  |  |  |
| **NO.** | **STATUS** | **CUSTODY** |  |
|  |  |
|  |  |  |
|  |  |  |  |  |
| **8.2.0** | **Environmental Management and Monitoring** |  |  |  |
|  | The management and monitoring of the marine |  |  |  |
|  | and coastal environment surrounding the CDP |  |  |  |
|  | and the environmental indicators associated with |  |  |  |
|  | dredging, such as the intensity and extent of |  |  |  |
|  | plume and noise emissions, as well as key |  |  |  |
|  | species, habitats and ecological processes (e.g.: |  |  |  |
|  | seagrasses, fish and water quality). |  |  |  |
|  |  |  |  |  |
| **8.2.1** | Environment Effects Statement (EES) and | **Permanent** | Transfer hardcopy |  |
|  | Supplementary Environment Effects Statement | Retain as State | or electronic copy |  |
|  | (SEES). The statements detail the | Archives. | to PROV when |  |
|  | environmental effects from the deepening of the |  | administrative use |  |
|  | shipping channels in Port Phillip Bay. |  | has concluded. |  |
|  |  |  | Electronic records |  |
|  |  |  | are to be |  |
|  |  |  | transferred in VEO |  |
|  |  |  | format. |  |
|  |  |  |  |  |
| **8.2.2** | Data recorded on the environmental database. | **Permanent** | Transfer hardcopy |  |
|  | Data sourced from this database forms part of | Retain as State | or electronic copy |  |
|  | formal or published documentation. | Archives. | to PROV when |  |
|  | Also includes records relating to the |  | administrative use |  |
|  | environmental monitoring program such as |  | has concluded. |  |
|  | design documents, data and final reports, |  | Electronic records |  |
|  | quarterly reports, monitoring studies, final |  | are to be |  |
|  | reports, findings, external data, drawings and |  | transferred in VEO |  |
|  | diagrams, statistics and findings. |  | format. |  |
|  |  |  |  |  |
| **8.2.3** | Draft documentation sourced from the | **Temporary** | Hold in agency or |  |
|  | environmental database in relation to the | Destroy 10 | APROSS pending |  |
|  | environmental monitoring program, which have | years after last | destruction. |  |
|  | been collated and formed part of the final | action. | Electronic records |  |
|  | findings. |  | should be |  |
|  |  |  | maintained in |  |
|  |  |  | readable format |  |
|  |  |  | pending |  |
|  |  |  | destruction. |  |
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**8: CHANNEL DEEPENING PROJECT (CDP)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **CLASS** | **DESCRIPTION** | **DISPOSAL ACTION** | |  |
|  |  |  |
| **NO.** | **STATUS** | **CUSTODY** |  |
|  |  |
|  |  |  |
|  |  |  |  |  |
| **8.3.0** | **Financial Management** |  |  |  |
|  | The function of managing the CDP financial |  |  |  |
|  | resources. This includes records relating to the |  |  |  |
|  | input and preparation of the CDP financial |  |  |  |
|  | program, bond arrangements, budget, foreign |  |  |  |
|  | currency, customs tariffs and insurance |  |  |  |
|  | programs. |  |  |  |
|  | [For financial records, use the Financial |  |  |  |
|  | Management section of the General Retention & |  |  |  |
|  | Disposal Authority for Records of Common |  |  |  |
|  | Administrative Functions]. |  |  |  |
|  |  |  |  |  |
| **8.4.0** | **Infrastructure Protection** |  |  |  |
|  | The activities relating to protecting existing port |  |  |  |
|  | infrastructure and services within the Port of |  |  |  |
|  | Melbourne waters which may be affected by |  |  |  |
|  | dredging works. |  |  |  |
|  | [For incidents affecting infrastructure, use the |  |  |  |
|  | Safety, Security and Emergency Management |  |  |  |
|  | section of this RDA]. |  |  |  |
|  | [For records relating to the construction and |  |  |  |
|  | maintenance of navigation aids, use Port |  |  |  |
|  | Operations section of this RDA]. |  |  |  |
|  |  |  |  |  |
| **8.4.1** | Records documenting the activities related to | **Temporary** | Hold in agency or |  |
|  | protecting existing port infrastructure and | Destroy 30 | APROSS pending |  |
|  | services situated within Port of Melbourne | years after last | destruction. |  |
|  | waters which may be affected by channel | action. | Electronic records |  |
|  | deepening works. |  | should be |  |
|  |  |  | maintained in |  |
|  |  |  | readable format |  |
|  |  |  | pending |  |
|  |  |  | destruction. |  |
|  |  |  |  |  |
| **8.4.2** | Supplementary records in relation to the | **Temporary** | Hold in agency or |  |
|  | protection of services, which have been collated | Destroy 5 years | APROSS pending |  |
|  | and formed part of the final findings. Includes | after last action. | destruction. |  |
|  | copies of service invoices and working papers |  | Electronic records |  |
|  | which have been formalised in reports and final |  | should be |  |
|  | recommendations. |  | maintained in |  |
|  |  |  | readable format |  |
|  |  |  | pending |  |
|  |  |  | destruction. |  |
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| **8.5.0** | **Integrated Management System** |  |  |
|  | The activities related to the Integrated |  |  |
|  | Management System (IMS) which combines |  |  |
|  | environmental management systems with quality |  |  |
|  | and occupational health and safety (OH&S) |  |  |
|  | management systems to ensure effective overall |  |  |
|  | management of the project. |  |  |
|  |  |  |  |
| **8.5.1** | Records relating to the management of | **Temporary** | Hold in agency or |
|  | performance measures implemented to ensure | Destroy 15 | APROSS pending |
|  | that the work related to the CDP complies with | years after last | destruction. |
|  | relevant quality systems, standards and | action. | Electronic records |
|  | conditions of approval. |  | should be |
|  | Includes final and endorsed audit |  | maintained in |
|  | documentation, compliance reports and findings, |  | readable format |
|  | procedures, management plans and training |  | pending |
|  | records. |  | destruction. |
|  |  |  |  |
| **8.6.0** | **Partnership Relations** |  |  |
|  | The activities related to the management of |  |  |
|  | partnerships formed with contractors (e.g. the |  |  |
|  | contractors, known as the Alliance Group) |  |  |
|  | engaged to undertake the majority of works |  |  |
|  | required as part of the channel deepening |  |  |
|  | project. |  |  |
|  | [For records relating to the formulation and |  |  |
|  | execution of contracts, use the Contracting –Out |  |  |
|  | section of the General Retention & Disposal |  |  |
|  | Authority for Records of Common Administrative |  |  |
|  | Functions]. |  |  |
|  |  |  |  |
| **8.6.1** | Records associated with the management and | **Temporary** | Hold in agency or |
|  | delivery of CDP work by the contractors. | Destroy 15 | APROSS pending |
|  | Includes operational records associated with | years after last | destruction. |
|  | dredging and services protection. | action. | Electronic records |
|  |  |  | should be |
|  |  |  | maintained in |
|  |  |  | readable format |
|  |  |  | pending |
|  |  |  | destruction. |
|  |  |  |  |
| **8.6.2** | Records relating to systems and operational | **Temporary** | Hold in agency or |
|  | processes in place. | Destroy 5 years | APROSS pending |
|  | Includes procedures, work method statements, | after last action. | destruction. |
|  | operational reports and training records. |  | Electronic records |
|  |  |  | should be |
|  |  |  | maintained in |
|  |  |  | readable format |
|  |  |  | pending |
|  |  |  | destruction. |
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| **8.7.0** | **Project Management and Governance** |  |  |
|  | Activities relating to the overarching |  |  |
|  | endorsement, approval and management of the |  |  |
|  | CDP. |  |  |
|  |  |  |  |
| **8.7.1** | Records relating to the project execution plan. | **Permanent** | Transfer hardcopy |
|  | Includes final copies of recommendations and | Retain as State | or electronic copy |
|  | advice received from federal and state | Archives. | to PROV when |
|  | government. |  | administrative use |
|  | Includes plans, sketches and drawings which |  | has concluded. |
|  | support the approved scope of works. |  | Electronic records |
|  |  |  | are to be |
|  |  |  | transferred in VEO |
|  |  |  | format. |
|  |  |  |  |
| **8.8.0** | **Spatial Information Management** |  |  |
|  | The function of capturing and maintaining up to |  |  |
|  | date cadastral, topographic and other mapping |  |  |
|  | details of Victorian lands and waterways in |  |  |
|  | graphic and digital form associated with the |  |  |
|  | CDP. |  |  |
|  | [For records relating to spatial information |  |  |
|  | management, use the Port Operations section of |  |  |
|  | this RDA]. |  |  |
|  |  |  |  |
| **8.9.0** | **Stakeholder Relations** |  |  |
|  | Information sessions and consultation with |  |  |
|  | community or interest groups. |  |  |
|  | Includes |  |  |
|  | [For enquiries, use Community Relations section |  |  |
|  | of the General Retention & Disposal Authority |  |  |
|  | for Records of Common Administrative |  |  |
|  | Functions]. |  |  |
|  |  |  |  |
| **8.9.1** | Records relating to materials prepared for | **Permanent** | Transfer hardcopy |
|  | dissemination to community or interest groups, | Retain as State | or electronic copy |
|  | as well as feedback and community comment | Archives. | to PROV when |
|  | received from those groups. |  | administrative use |
|  | Includes notices, fact sheets, public bulletins, |  | has concluded. |
|  | information published on the internet, |  | Electronic records |
|  | newsletters, presentations and notices for |  | are to be |
|  | community information sessions. |  | transferred in VEO |
|  |  |  | format. |
|  |  |  |  |
| **8.10.0** | **Trial Dredge Program** |  |  |
|  | Activities related to the trial dredge program of |  |  |
|  | the bay took which place in 2005 to provide a |  |  |
|  | better understanding of turbidity resulting from |  |  |
|  | dredging as well as an opportunity to test |  |  |
|  | dredging technology on a small scale. |  |  |
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| **8.10.1** | Records relating to the proposal and planning of | **Permanent** | Transfer hardcopy |  |
|  | the trial dredge program. | Retain as State | or electronic copy |  |
|  | Includes consultant’s reports, environmental | Archives. | to PROV when |  |
|  | impact statements, scope of work |  | administrative use |  |
|  | documentation, legal and government advice, |  | has concluded. |  |
|  | approval for works and risk assessments. |  | Electronic records |  |
|  |  |  | are to be |  |
|  |  |  | transferred in VEO |  |
|  |  |  | format. |  |
|  |  |  |  |  |
| **8.10.2** | Records relating to assessments, findings and | **Permanent** | Transfer hardcopy |  |
|  | recommendations in relation to the trial dredge | Retain as State |  |
|  | or electronic copy |  |
|  | program. | Archives. | to PROV when |  |
|  | Includes experimental summaries and reports, |  | administrative use |  |
|  | final and summary reports, program activity |  | has concluded. |  |
|  | reports, trial dredge locations and schedules, |  | Electronic records |  |
|  | field studies and monitoring, testing and |  |  |
|  |  | are to be |  |
|  | subsequent results, surveys of mammals, |  |  |
|  |  | transferred in VEO |  |
|  | sediment trap surveys and maps of program |  |  |
|  |  | format. |  |
|  | works |  |  |
|  |  |  |  |
|  |  |  |  |  |
| **8.10.3** | Records documenting the maintenance and | **Temporary** | Hold in agency or |  |
|  | repair of machinery and technology used for the | Destroy 7 years | APROSS pending |  |
|  | Trial Dredge Program. | after last action. | destruction. |  |
|  | Includes findings and recommendations for |  | Electronic records |  |
|  | repair as required and reports advising of usage |  | should be |  |
|  | and functionality. |  | maintained in |  |
|  |  |  | readable format |  |
|  |  |  | pending |  |
|  |  |  | destruction. |  |
|  |  |  |  |  |
| **8.10.4** | Draft and supporting documentation in relation | **Temporary** | Hold in agency or |  |
|  | to the trial dredge program. These records have | Destroy 7 years | APROSS pending |  |
|  | been collated and formed part of final | after last action. | destruction. |  |
|  | documentation. |  | Electronic records |  |
|  |  |  | should be |  |
|  |  |  | maintained in |  |
|  |  |  | readable format |  |
|  |  |  | pending |  |
|  |  |  | destruction. |  |
|  |  |  |  |  |
|  | **End of Document** |  |  |  |

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