



Australian Government

National Archives of Australia

Records Authority

2022/00410613

**Antarctic Infrastructure, Operations
and Logistical Support**

Australian Antarctic Division

2023



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Introduction

The Australian Antarctic Division (the Division) of the Department of Climate Change, Energy, the Environment and Water - and the National Archives of Australia have developed this records authority to set out the requirements for keeping or destroying records for the core business function of Antarctic Infrastructure, Operations and Logistical Support. It represents a significant commitment on behalf of the Division to understand, create and manage the records of its activities.

This authority are based on the identification and analysis of the business of the Australian Antarctic Division. It takes into account the Division's legal and organisational information management requirements, and the interests of stakeholders, the Division and the National Archives.

The authority sets out those records that need to be retained as national archives and specify the minimum length of time that temporary records need to be kept. This authority gives the Division permission under the *Archives Act 1983*, for the destruction of the temporary records described after the minimum retention period has expired. Retention periods for these temporary records are based on: an assessment of business needs; broader organisational accountability requirements; and community expectations, and are approved by the National Archives on the basis of information provided by the Division.

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

Application of this Authority

1. This authority supersedes the Air and Sea Operations, and Station Operations and Infrastructure functions of 2010/00178266 (2010). The superseded records authority functions cannot be used by the Division to sentence records after the date of issue of this authority.
2. Records Authority 2005/00049707 (2005) is revoked.
3. This authority is to be used to determine how long records must be kept. Records are matched to the relevant core business and records class in the authority.
 - Where the minimum retention period has expired and the records are not needed for Division business they should be destroyed as authorised in this authority.
 - Records that have not reached the minimum retention period must be kept until they do.
 - Records that are identified as 'retain as national archives' are to be transferred to the National Archives for preservation.
4. This authority should be used in conjunction with general records authorities such as:
 - the Administrative Functions Disposal Authority (AFDA) and/or AFDA Express issued by the National Archives to cover business processes and records common to Australian Government agencies; and
 - General Records Authority (31) - Destruction of source or original records after digitisation, conversion or migration (2015).
5. The normal administrative practice (NAP) provision of the *Archives Act 1983* gives agencies permission to destroy certain records without formal authorisation. This usually occurs where records are duplicated, facilitative or for short-term use only. NAP does not replace arrangements agreed to in this authority but can be used as a tool to assist in identifying records for destruction together with an agency's records authority or authorities, and with AFDA Express version 2. The National Archives recommends that agencies develop and implement a NAP policy. Advice and guidance on destroying records as a normal administrative practice and on how to develop a NAP policy is available from the National Archives' website at www.naa.gov.au.

6. Records that are reasonably likely to be needed as evidence in a current or future judicial proceeding or are subject to a request for access under the *Archives Act 1983*, the *Freedom of Information Act 1982* or any other relevant act must not be destroyed until the action has been completed.
7. Records subject to a disposal freeze must not be destroyed until the freeze has been lifted. Further information about disposal freezes and whether they affect the application of this authority is available from the National Archives website at www.naa.gov.au.
8. Where the method of recording information changes (for example from an analogue system to a digital system, or when information is migrated from one system to a new system) this authority can still be applied, providing the records document the same core business. The information must be accessible for the period of time prescribed in this authority. The Division will need to maintain continuing access to the information, including digital information, for the periods prescribed in this records authority or until the information is transferred into the custody of the National Archives.
9. In general, retention requirements indicate a minimum period for retention. The Division may extend minimum retention periods if it considers that there is an administrative need to do so, without further reference to the National Archives. Where the Division believes that its accountability will be substantially compromised because a retention period or periods are not adequate, it should contact the National Archives for review of the retention period.
10. Records coming within 'retain as national archives' classes in this authority have been determined to be part of the archival resources of the Commonwealth under section 3C of the *Archives Act 1983*. The determination of Commonwealth records as archival resources of the Commonwealth obliges agencies to transfer the records to the National Archives when they cease to be current and, in any event, within 15 years of the records coming into existence, under section 27 of the *Archives Act 1983*.
11. Records in the care of agencies should be appropriately stored, managed and preserved. Agencies need to meet this obligation to ensure that the records remain authentic and accessible over time. Under Section 31 of the *Archives Act 1983*, access arrangements are required for records that become available for public access including those records that remain in agency custody.
12. Appropriate arrangements should be made with the National Archives when records are to be transferred into custody. The National Archives accepts for transfer only those records designated as national archives. Records created digitally after 1 January 2016 can be transferred in digital formats only.
13. Advice on how to use this authority is available from the Division's information manager. If there are problems with the application of the authority that cannot be resolved, please contact the National Archives.

Contact Information

For assistance with this authority or for advice on other information management matters, please contact National Archives' [Agency Service Centre](#).

Authorisation

Records Authority 2022/00410613

Notice of authorisation

Person to whom notice of authorisation is given:

Emma Campbell
Head of Australian Antarctic Division
GPO Box 3090
Canberra City, ACT 2601
Australia

Purpose

Authorises arrangements for the disposal of records in accordance with Section 24(2)(b) of the *Archives Act 1983*.

Determines records classed as 'retain as national archives' in this records authority to be part of the archival resources of the Commonwealth under section 3C of the *Archives Act 1983*.

Application

All core business records relating to Antarctic Infrastructure, Operations and Logistical Support.

Authority

This authority gives permission for the destruction, retention or transfer to the National Archives of Australia of the records described. This authority will apply only with the consent of the agency currently responsible for the business documented in the records described.

This document has been authorised through a digital workflow (R490562023)

Authorising Officer



Steven Fox
Assistant Director-General
National Archives of Australia

Date of issue

31 August 2023

ANTARCTIC INFRASTRUCTURE, OPERATIONS AND LOGISTICAL SUPPORT

The core business function of providing infrastructure, operations and logistical support services necessary to enable living and working in the Australian Antarctic Territory and sub-Antarctic territories, the Southern Ocean and the Territory of Heard Island and McDonald Islands (HIMI). Includes the provision of accommodation, fleet and equipment and supporting and logistical arrangements for stations, field sites and other Antarctic operations.

The core activities include:

- establishing, building, maintaining, operating and/or removing highly specialised, innovative or unique purpose-built infrastructure (permanent or temporary) such as ports and wharves, airports, airfields and landing strips/pads, depots, living and working accommodation, medical infrastructure, sheds, huts, shelters and field camps, and water, wastewater, power and communications infrastructure;
- appointing wharves, ports, aerodromes and boarding stations;
- acquiring, designing, building and/or disposing of highly specialised, innovative or unique purpose-built moveable assets, such as ships, tracked vehicles, sleds, machinery, plant, tools, apparatus, equipment and clothing;
- planning and coordinating flights and voyages to and from the Australian Antarctic Territory, subantarctic territories and islands;
- managing the import, export and movement of cargo and freight, including scheduling movements, managing cargo clearances, screening, allocating, receipting, packing and dispatching cargo from facilities;
- responding to incidents, accidents and emergencies such as evacuations, fuel spills, aviation and maritime accidents, search and rescues, and planning and preparing for emergency and crisis events;
- management of huskies, including introduction, training and care;
- providing planning and support expertise for field operations;
- negotiating, establishing and managing agreements and contracts such as those relating to the operation of transport services, logistics sharing and support, or search and rescue operations;
- fulfilling regulations and compliance requirements, including permits, licences, authorities, registrations or similar approvals;
- providing and receiving advice and other information; and
- conducting audits and inspections to monitor and ensure the Division's operations are in accordance with legislation, regulations, standards or similar obligations.

The performance of the core business is supported by general activities such as:

- developing and implementing policies and procedures;
- delegating powers and authorising actions
- establishing agreements, contracts, joint ventures and memoranda of understanding;
- identifying, assessing and managing risks; and
- planning and reporting.

* **Note:** Highly specialised, innovative or unique purpose-built infrastructure or moveable assets are

limited to those that are considered to be ground-breaking in design, representative of a major advance or significant improvement in functionality, or otherwise significant or important in understanding the specialised nature of the Division's Antarctic operations and/or unique requirements for the Division to adapt infrastructure and assets to cope with the climatic conditions in Antarctica.

Cross references to AFDA Express Version 2 Records Authority

For records relating to acquisition, routine maintenance, operation, repair and inspection, registration, storage, allocation and use of moveable assets, as well as operating and maintenance procedures and taking out insurance for specialised, innovative or unique purpose-built moveable assets, use ASSET MANAGEMENT.

For records relating to routine maintenance, servicing, inspections and management of buildings and structures, including leasing and security arrangements, use PROPERTY MANAGEMENT.

Cross references to other records authorities

For the development of overarching policy, plans, strategies or agreements (including those under the Antarctic Treaty system) which frame and direct the agency's Antarctic operations and activities, as well as liaising and consulting with and reporting to Treaty parties in accordance with treaty obligations, use ANTARCTIC PROGRAM COORDINATION & GOVERNANCE.

For regulating operations and activities in Antarctica, including through the issue of permits and approvals and monitoring compliance, use ANTARCTIC ENVIRONMENTAL MANAGEMENT.

For station orientation programs and expedition training, use ANTARCTIC EXPEDITIONER MANAGEMENT

For the appointment of expedition personnel under relevant legislation, including the appointment of voyage representatives, leaders to allocate berths, special constables, etc, use ANTARCTIC EXPEDITIONER MANAGEMENT.

Classes

Class no	Description of records	Disposal action
63042	<p>Records documenting:</p> <ul style="list-style-type: none"> design, construction, conservation, major maintenance, replacement and disposal of highly specialised, innovative or unique purpose-built infrastructure in support of Antarctic expeditions and operations. Includes feasibility assessments, project proposals and approvals, final approved designs, drawings and technical specifications, environmental impact assessments and approvals, summaries of stakeholder consultations; high-level reports which evaluate or review projects' progress, performance and outcomes; <p><i>For routine administrative and operational records relating to the day-to-day running and management of projects, use class 63044.</i></p> <ul style="list-style-type: none"> appointment of ports, aerodromes, wharves, boarding stations and sufferance wharves, including permissions for installations; 	Retain as national archives

Class no	Description of records	Disposal action
	<ul style="list-style-type: none"> • procurement and/or design and construction or major modification and disposal of moveable assets (such as equipment, machinery, field plant) that are highly specialised, innovative or unique purpose-built. Includes those principal records that evidence key decision-making, authorisations and outcomes, final feasibility and capability assessments, project proposals and approvals, final approved designs, drawings and technical specifications; • responding to and investigating significant incidents, accidents or emergencies, including but not limited to activities or events involving fatality or serious injury, the apprehension or attempted apprehension of an individual, considerable damage or harm to people, property or the environment, or which attract substantial media attention. Includes notifications, decisions of incident response teams, consultations and arrangements with rescue, enforcement or regulatory authorities, and incident and investigation reports; <p><i>For all other investigations, audits and inspections of facilities, vessels or containers, use class 63045.</i></p> <ul style="list-style-type: none"> • planning, crewing and coordinating all flights or voyages to or from Antarctica and the sub-Antarctic islands and stations, including: <ul style="list-style-type: none"> ○ summary schedules of all flights and voyages; and ○ significant flights and voyages representing the first to a particular location, inaugural flights and voyages, or those transporting VIPs or otherwise considered to be of importance to particular events, final operational plans, leader and captain's briefs and debriefs; • passenger and crew manifests for all flights and voyages to or from Antarctica and the sub-Antarctic islands and stations; • manifests of cargo aboard ships and aircraft; • final versions of significant agreements and contracts and supporting documents, that are high-profile or otherwise of national or international significance, such as bilateral arrangements for logistics sharing, memorandums of understanding for cooperative emergency response arrangements, and major service arrangements, and major service contracts for the operation of flights and voyages. Includes records relating to the negotiating, establishing, maintaining and reviewing of agreements, contracts, memorandums of understanding, joint ventures and similar arrangements. 	

Class no	Description of records	Disposal action
	<ul style="list-style-type: none"> • final versions of high-level or significant advice or reports to government and stakeholders and those considered valuable in providing a historical understanding and overview of issues, challenges, activities in Antarctica or the Southern Ocean; • station log books, ships' logs, annual station reports and daily situation reports; <p><i><u>For periodic reports on station operations, use class 63043</u></i></p> <ul style="list-style-type: none"> • high-level plans, strategies and policies relating to infrastructure, logistics and operational support services in Antarctica including the construction, conservation, maintenance and disposal of structures. Includes final versions, major drafts and summaries of stakeholder consultations; • final version of procedures, handbooks, guidelines, directives (or similar) developed by the agency to provide standard methods of carrying out operations and activities in accordance with policy, laws, regulations or standards; and • internal or external committees, meetings or working groups set up to discuss and/or determine policy or strategic planning matters, and where the agency provides the secretariat, chair, or is the Commonwealth's main representative. Includes documents establishing the group, minutes, tabled reports and papers, and assessments and evaluations of committees; • management and care of huskies. Includes all records relating to their introduction into the Australian Antarctic Program, ongoing training, kennelling and care, and return, quarantine and resettlement in Australia. 	
63043	Records documenting: <ul style="list-style-type: none"> • routine or periodic internal advice and reports on general administrative matters used to monitor and document recurring activities; 	Destroy 3 years after last action
63044	Records documenting: <ul style="list-style-type: none"> • background notes and rough working papers, routine drafts or similar documents which support the development of procedures, reports, plans or other documents that are considered low-level or routine in nature and do not provide an ongoing reference point for identifying underlying principles or decisions. 	Destroy 1 year after action completed

Class no	Description of records	Disposal action
63045	Records documenting: <ul style="list-style-type: none">• routine operational administrative tasks supporting the core business; and• Antarctic infrastructure, operations and logistical support activities, other than those covered in classes 63042 to 63044.	Destroy 10 years after action completed