



## State Records Act 1997

### Operational Records Disposal Schedule

**Emergency Services Sector and predecessor  
agencies**

**RDS 2017/25 Version 1**

Effective Date: 13 February 2018 to 28 February 2028

Approved Date: 13 February 2018

Approved by SRC



Emergency Services Sector and predecessor agencies

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## Emergency Services Sector and predecessor agencies

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## Emergency Services Sector and predecessor agencies

### Preamble

### Purpose of the Schedule

This Operational Records Disposal Schedule (RDS) authorises arrangements for the retention or destruction of records in accordance with Section 23(2) of the *State Records Act 1997*.

### Application of the Schedule

#### Emergency Services Sector and predecessor agencies

**Approved Date: 13 February 2018**

**Effective Date: 13 February 2018 to 28 February 2028**

### Authorisation by State Records

This authorisation applies only to the disposal of the records described in the Schedule.

### State Records' Contact Information

#### State Records of South Australia

GPO Box 464  
ADELAIDE  
South Australia 5001  
Email: [StateRecords@sa.gov.au](mailto:StateRecords@sa.gov.au)

Ph: 7322 7081

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**Chair, State Records Council**

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**Director, State Records**



## Emergency Services Sector and predecessor agencies

# Disposal of Official Records

## Legislation

Section 23(1) of the *State Records Act 1997* states that an agency must not dispose of official records except in accordance with a determination made by the Manager [Director] of State Records with the approval of the State Records Council.

Section 23(2) states:

‘If an agency requests the Manager to make a determination as to the disposal of official records, the Manager must, as soon as practicable:

- (a) with the approval of the [State Records] Council, make a determination requiring or authorising disposal of the records in a specified manner; or
- (b) make a determination requiring delivery of the records into the custody of State Records or retention of the records and later delivery into the custody of State Records.’

The contents of an RDS, once the approval process is complete, constitute a determination within the meaning of the *State Records Act 1997*.

## Functions of the Schedule

An RDS plans the life of these records from the time of their creation to their disposal. It describes the records created and/or controlled by the Emergency Services Sector (ESS), the disposal sentence specifying whether they are to be retained as archives or destroyed, and when this should occur.

This Operational Records Disposal Schedule has been prepared in conjunction with staff from the ESS to determine the records which need to be kept because of their long term value and to enable the disposal of records once they are no longer needed for administrative purposes. The assessment of the records takes into account their administrative, legal, evidential, financial, informational and historical values. The appraisal of the records is in accordance with the State Records’ policy as documented in *Appraisal of Official Records – Policy and Objectives* - available from State Records’ website ([www.archives.sa.gov.au](http://www.archives.sa.gov.au)).

The Schedule complements the General Disposal Schedules (GDS) that are issued by State Records to cover housekeeping and other administrative records common to most State Government agencies.

## Using the Schedule

The Schedule applies only to the records described within it.



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### Layout

The Schedule is laid out as follows:

- Item Number:** Numbering in the Schedule is multi level:
- Functions have single numbers (e.g. 1.)
  - Activities and/or processes have two-level numbers (e.g. 1.1)
  - Disposal classes have three-level numbers (e.g. 1.1.1)
- Function:** The general functions are shown in 12 point bold Arial upper case at the start of each section. (e.g. **EMERGENCY AND DISASTER MANAGEMENT**)
- Activity/Process:** The activities and processes relating to each function are shown in 12 point bold Arial sentence case (e.g. **Emergency and Incident Management**).
- Description:** Descriptions are in three levels ranging from broad functions to specific disposal classes:
- definitions of functions are shown at the start of each section in bold (e.g. **The function of managing the broad spectrum of emergency services with the goal of reducing the impact of natural and man-made disasters on the community.**)
  - definitions of activities are located adjacent to the activity title in italics e.g. *The involved in recording the events associated with fires, hazardous materials incidents and any other incident associated ...*
  - descriptions of each disposal class are arranged in sequence under the activity definitions.
- Disposal Action:** Disposal actions relate to the disposal classes arranged under the activity descriptions. The status of the class is either PERMANENT or TEMPORARY with a disposal trigger and retention period given for all temporary records.

### Retention Period of the Record

The Schedule is used to sentence records. Sentencing involves applying the record retention periods within the RDS to the records of the ESS. Decisions are made using the Schedule about whether records are to be retained and, if so, for how long, or when they are to be destroyed.



## Emergency Services Sector and predecessor agencies

Retention periods set down in the Schedule are minimum ones and the ESS may extend the retention period of the record if it considers there is an administrative need to do so. Where the ESS wishes to retain records for substantially longer periods it should request that the Schedule be amended to reflect this requirement.

## Custody and Transfer of the Record

### Permanent Records

Section 19 of the *State Records Act 1997* includes provisions for the transfer of custody of an official record:

- a) when the agency ceases to require access to the record for current administrative purposes or
- b) during the year occurring 15 years after the record came into existence - whichever first occurs

Official records that have been sentenced as permanent, in accordance with an approved disposal schedule, are required to be transferred to State Records.

Agencies with valid reasons to retain permanent records for longer than 15 years should apply in writing to Director [Manager], State Records requesting either a postponement or an exemption from section 19.

It should be noted that postponement or exemption are only granted in exceptional circumstances.

### Temporary Records

The custody of official records that have been sentenced as temporary is the responsibility of agencies. A policy and standards framework for the management and storage of temporary value official records has been established by State Records as documented in *Records of Temporary Value: Management and Storage: Standard and Guidelines (May 2002)*. The ESS needs to comply with these policy documents - available from State Records' website ([www.archives.sa.gov.au](http://www.archives.sa.gov.au)).

The custody of official records on networks or hard drives is also the responsibility of agencies. The agency needs to ensure that records in electronic format remain accessible to authorised users for the duration of the designated retention period. State Records is, however, currently examining options for the transfer of permanent value electronic records in digital form to its custody.

## Destruction of Temporary Records

Temporary records can only be destroyed with the approval of the Chief Executive or delegate in accordance with the Destruction of Official Records guideline issued by State





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Records of South Australia. Failure to comply with this direction falls under Section 17 of the State Records Act 1997 and may be considered by ICAC as misconduct or maladministration.

Prior to destruction, the following General Disposal Schedules (GDS) need to be consulted:

- ***GDS 16 Impact of Native Title Claims on Disposal of Records*** to ensure records which are relevant to native title claims in South Australia are identified and preserved.
- ***GDS 27 for Records Required for Legal Proceedings or Ex Gratia Applications Relating to Alleged Abuse of Former Children Whilst in State Care*** to ensure the preservation of official records that may relate to the rights and entitlements of the individuals who present a court claim or apply for an ex gratia payment and of the State Government in defending or processing those claims and applications.
- ***GDS 32 for Records of Relevance to the Royal Commission into Institutional Responses to Child Sexual Abuse*** to ensure that records of relevance to the Royal Commission are protected and available for the purposes of the Royal Commission and any subsequent actions involving the South Australian Government as well as for future reference and accountability purposes and to protect the rights and entitlements of stakeholders.

The ESS must ensure that all destruction is secure and confidential and that a certificate confirming destruction is provided by private contractors.

Standard methods for destruction of paper are shredding, pulping or other means that are environmentally friendly.

Records in electronic format must only be destroyed by reformatting or rewriting to ensure that the data and any “pointers” in the system are destroyed. “Delete” instructions do not offer adequate security as data may be restored or recovered.

The ESS should keep their own record of all records destroyed, noting the relevant disposal authority. Proof of destruction may be required for legal purposes, or in response to FOI applications. When records are destroyed systems that control them should also be updated by inputting destruction dates and relevant disposal authorities.

### Review

State Records’ disposal schedules apply for a period of ten years. Either the ESS or State Records may propose a review of the Schedule at an earlier time, in the event of changes to functions or procedures that affect the value of the records covered by the disposal authority. Reviews are especially necessary if there is vast administrative change that affects the currency and use of the records and/or the records are dispersed to other agencies.

The State Records Council needs to approve all amendments to the Schedule. Officers using the Schedule should advise State Records of any necessary changes.



## Emergency Services Sector and predecessor agencies

### Context Statement

#### Context of the Agency Covered by the Schedule

#### Emergency Services Sector History and Background<sup>12345</sup>

This RDS includes records of the Emergency Services Sector (ESS) which includes the South Australian Fire and Emergency Services Commission (SAFECOM), Metropolitan Fire Service (MFS), Country Fire Service (CFS) and the State Emergency Service (SES) as well as records of predecessor agencies that have undertaken emergency services activities i.e. South Australian Police (SAPOL).

#### South Australian Fire Brigades - 1862 to 1882

The South Australian Fire Brigades was established to protect life, property and the environment from fire, chemical incidents and other emergencies. It had primary responsibility for urban South Australia.

#### South Australian Fire Brigades Board - 1882 to 1981

The organisation undertook a restructure in 1882 and changed its name to the South Australian Fire Brigades Board. The Fire Brigades Board had the same functions as the South Australian Fire Brigades.

#### South Australian Civil Defence Force Emergency Fire Service - 1939 to 1948

The Civil Defence Force Emergency Fire Service was established to protect life, property and the environment from fire and other emergencies. It had a primary responsibility for rural South Australia.

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<sup>1</sup> SES, 2005, *In Times of Need – the story of the South Australian State Emergency Service*

<sup>2</sup> [http://www.ses.sa.gov.au/site/about\\_us/about\\_the\\_ses.jsp](http://www.ses.sa.gov.au/site/about_us/about_the_ses.jsp) accessed 15 January 2018

<sup>3</sup> [https://www.cfs.sa.gov.au/site/about\\_cfs/history\\_of\\_the\\_cfs.jsp](https://www.cfs.sa.gov.au/site/about_cfs/history_of_the_cfs.jsp) accessed 15 January 2018

<sup>4</sup> [http://www.mfs.sa.gov.au/site/about\\_us/our\\_organisation.jsp](http://www.mfs.sa.gov.au/site/about_us/our_organisation.jsp) accessed 15 January 2018

<sup>5</sup> [http://www.safecom.sa.gov.au/site/about\\_us/agencies.jsp](http://www.safecom.sa.gov.au/site/about_us/agencies.jsp) accessed 15 January 2018



## **Emergency Services Sector and predecessor agencies**

### **Emergency Fire Service of South Australia - 1948 to 1976**

The organisation undertook a restructure in 1948 and changed its name to the Emergency Fire Service of South Australia.

As part of the Second World War effort, the government established and equipped volunteer Emergency Fire Service (EFS) Brigades. These were established in Adelaide first and later in some country areas.

After the war, the government lent equipment from these groups to District Councils for rural firefighting work. An Emergency Fire Services within the Police Department was formed to supervise the program.

Gradually the main local council brigades began to feel part of a state-wide service.

From the mid-1950's the EFS organisations grew stronger and volunteers began to campaign for EFS to be established as a statutory authority.

### **South Australian Civil Defence Organisation – 1962 to 1973**

The Civil Defence Organisation was established to provide an effective rescue service for the community of South Australia by rendering immediate assistance during emergencies and disasters. It provided management and support to the State Disaster Organisation by ensuring an effective and coordinated response capability at all levels, maintaining efficient measures for the delivery of disaster recovery programs and assisting the community to cope with natural and other emergencies.

### **South Australian Civil Defence and Emergency Services - 1973 to 1974**

The organisation undertook a restructure in 1973 and changed its name to the South Australian Civil Defence and Emergency Services. The Civil Defence and Emergency Services was responsible for the same functions as the Civil Defence Organisation.

### **South Australian State Emergency Service - 1974 to Current**

The organisation undertook a restructure in 1974 and changed its name to South Australian State Emergency Service. In 1999 it undertook a name change to State Emergency Service of South Australia as part of an organisational restructure in which it



## Emergency Services Sector and predecessor agencies

became part of ESAU. After the disbandment of ESAU it reverted back to the South Australian State Emergency Service (SES).

SES are primarily responsible for responding to extreme weather (including storms and extreme heat) and flooding events, and also responds to road crash, marine, swiftwater, vertical and confined space rescues.

The SES assists the South Australia Police (SAPOL) in land search operations and traffic management and plays an important support role to the Country Fire Service (CFS) during major bushfires.

### South Australian Country Fire Service - 1976 to Current

In 1976, the government passed the Country Fires Act, which set up the South Australian Country Fire Service (CFS).

By that time, CFS response had expanded beyond rural firefighting, into road accident rescue and general emergency response, especially in isolated areas where there was no other emergency services.

In 1989, the State Government revised the *SA Country Fires Act 1989* and Regulations. This enabled it to develop a standardised service that could respond quickly to emergencies across South Australia rather than the individually run local services.

In the late 1990's the South Australian Government made further changes to ensure the CFS was properly equipped it made major changes to funding for the CFS and combined the administration of the service with several other emergency services. The CFS still stands fundamentally on the commitment and energy of its volunteers.

The State Government proclaimed the *SA Fire and Emergency Services Act 2005* on 1 October 2005. This supersedes the *Country Fires Act 1989* as the governing legislation for the SA Country Fire Service.

### South Australian Metropolitan Fire Service - 1981 to Current

The organisation undertook a restructure in 1981 and changed its name to the South Australian Metropolitan Fire Service (SAMFS).



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The South Australian Metropolitan Fire Service (MFS) is the primary provider of structural firefighting services to the State of South Australia. The MFS is based in the city of Adelaide, population approximately 1.2 million and capital of South Australia. The MFS is a fully professional organisation, recognised for excellence of service provision and employs more than 1,000 staff across 36 stations (20 metropolitan and 16 regional) in South Australia.

### Emergency Services Administrative Unit (ESAU) – 1999 to 2004

ESAU was established in 1999 to provide support services to the Emergency Services Organisations to ensure that the Government's community safety outcomes for emergency, prevention and management were met. ESAU was disbanded as part of an organisational restructure in 2004 with the establishment of the South Australian Fire and Emergency Services Commission (SAFECOM).

### SAFECOM – 2004 to current

A review of the Emergency Services Sector was initiated in 2002 by the then Minister for Emergency Services, the Hon Patrick Conlon MP to review the governance arrangements of the emergency services. The review sought to determine the best way to support the operational focus of the emergency services to ensure that the Government's priority of providing the highest possible level of resources in supporting the efforts of volunteers and staff attending fire and emergency incidents could be achieved. At that time the Emergency Services Sector comprised of the Country Fire Service, Metropolitan Fire Service and the Emergency Service Administration Unit (ESAU).

The Emergency Services Review Report (known as the 'Dawkins Report' was tabled in May 2003 and recommended the creation of a South Australian Fire and Emergency Services Commission (SAFECOM).

The *Fire and Emergency Services Act 2005* was proclaimed on 1 October 2005 establishing SAFECOM. This Act incorporated the *Country Fires Act 1989* and *State Emergency Services Act 1987*.



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The principles behind the establishment of SAFECOM included:

- Ensuring governance and accountability of the sector;
- The provision of a properly integrated network of emergency services based on equitable assessment of community risk;
- The consolidation of support services within a unified Emergency Services Sector;
- The strategic alignment of the emergency services with the common goal of enhanced community safety;
- Enhancing community safety by providing balanced focus on prevention, preparedness, response and recovery services by the emergency service organisations, i.e. CFS, MFS and SES;
- Pursuing opportunities for efficiencies and reforms and reinvesting savings within the sector; and
- To enhance participation and support of volunteers from within local communities.

Since 2005, SAFECOM has been working with the emergency services agencies to undertake these roles and provide effective support.

SAFECOM operates under the *Fire and Emergency Services Act 2005* and as such is subject to the control and direction of the Minister for Emergency Services.

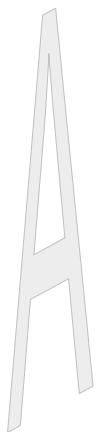
The Commission has the following functions under the Act:

- To develop and maintain a strategic and policy framework across the Emergency Services Sector
- To develop and implement a framework of sound corporate governance across the Emergency Services Sector
- To ensure that appropriate strategic, administrative and other support services are provided to the emergency services organisations
- To ensure that appropriate strategic and business plans are developed, maintained and implemented across the Emergency Services Sector



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- To provide for the effective allocation of resources within the Emergency Services Sector
- To ensure that the emergency services organisations have appropriate systems and practices in place-
  - To provide for effective management and planning
  - To monitor management performance against plans and targets, and to take corrective action as necessary
- To ensure that the emergency services organisations maintain appropriate risk-management systems and practices
- To ensure that the emergency services organisations regularly review, and revise as necessary, their plans, structures, systems, targets and practices to address changing circumstances and to improve the provision of emergency services and business practices
- To ensure that the emergency services organisations meet their statutory responsibilities and comply with the provisions of the Act or any other relevant Act
- To ensure the observance of high ethical standards within the Emergency Services Sector
- To foster and support career development opportunities for officers and staff within the Emergency Services Sector
- To support and encourage voluntary participation in CFS and SES, and to foster and support personal development opportunities for members of the emergency services organisations
- To recognise outstanding achievements of persons who are involved in the provision of fire and emergency services, or who take action or assist at the scene of any fire or emergency or who otherwise support the objectives or activities of the Emergency Services Sector (or any part of that sector), within any part of the State
- To disseminate knowledge in the field of fire and emergency services in order to advance community safety
- To maintain an appropriate level of strategic liaison with the peak body responsible for the management of emergencies in the State







### Emergency Services Sector and predecessor agencies

- To provide regular reports to the Minister on the activities and performance of the Emergency Services Sector
- To provide to the Minister reports or advice in relation to the operation of the Act or the provision of emergency services under the Act
- To perform any other function assigned to the Commission by or under the Act.

The Commission is managed and administered by the SAFECOM Board of which the presiding member is the Chief Executive SAFECOM and, like the CFS, MFS and SES, is funded by the Emergency Services Levy.<sup>6</sup>

### Emergency Services Sector Role and Function

The South Australian Fire and Emergency Services Commission (SAFECOM) was established to ensure governance and accountability of the Emergency Services Sector across the State. The mission of SAFECOM is to ensure that the emergency services are coordinated to meet the needs and expectations of the community. SAFECOM provides an integrated network of emergency services to the community based on equitable risk assessment. The ESS roles and functions are as follows:

- South Australian Country Fire Service (CFS) - protects life, property and the environment from fire and other emergencies, has primary responsibility for rural South Australia;
- South Australian Metropolitan Fire Service (MFS) - protects life, property and the environment from fire, chemical incidents and other emergencies, has primary responsibility for urban South Australia;
- South Australian State Emergency Service (SES) - responds to a wide range of emergencies and rescues across the state, primarily responding to extreme weather (including storms and extreme heat) and flooding events.

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<sup>6</sup> [http://www.safecom.sa.gov.au/site/about\\_us/history.jsp](http://www.safecom.sa.gov.au/site/about_us/history.jsp) 17 October 2017





## Emergency Services Sector and predecessor agencies

### ESS Structure Description

The ESS comprises:

- The SAFECOM Board which comprises the SAFECOM Chief Executive (Presiding Member), the Chief Officers of the South Australian Country Fire Service (CFS), the South Australian Metropolitan Fire Service (MFS) and the South Australian State Emergency Service (SES), a representative of the United Firefighters Union, representatives from the SES Volunteer Association and CFS Volunteer Association and two independent members appointed by the Minister for Emergency Services;
- SAFECOM Office which consolidates a range of support services within the Emergency Services Sector and provides strategic services to the SAFECOM Board;
- South Australian Country Fire Service (CFS)
- South Australian Metropolitan Fire Service (MFS)
- South Australian State Emergency Service (SES).

The ESS reports to the Minister for Emergency Services.

### Predecessor Agencies

- South Australian Fire Brigades – 1862 to 1882
- South Australian Fire Brigades Board – 1882 to 1981
- South Australian Civil Defence Force Emergency Fire Service – 1939 to 1948
- Emergency Fire Service of South Australia – 1948 to 1976
- South Australian Civil Defence Organisation – 1962 to 1973
- South Australian Civil Defence and Emergency Services – 1973 to 1974
- South Australian State Emergency Service - 1974 to Current
- South Australian Country Fire Service - 1976 to Current
- South Australian Metropolitan Fire Service - 1981 to Current
- Emergency Services Administrative Unit (ESAU) – 1999 to 2004



## Emergency Services Sector and predecessor agencies

### Successor Agencies

There are no successor agencies.

### Legislation

Legislation administered by the ESS:

- *Fire and Emergency Services Act 2005*

Legislation not administered by ESS but which impacts:

- *Agricultural and Veterinary Chemicals (South Australia) Act 1994*
- *Civil Liability Act 1936*
- *Coastal Protection Act 1972*
- *Constitutional Powers (Coastal Waters) Act 1979*
- *Controlled Substances Act 1984*
- *Coroners Act 2003*
- *Criminal Law (Forensic Procedures) Act 2007*
- *Criminal Law Consolidation Act 1935*
- *Dangerous Substances Act 1979*
- *Development Act 1993*
- *Electronic Communications Act 2000*
- *Emergency Management Act 2004*
- *Emergency Services Funding Act 1998*
- *Environmental Protection Act 1993*
- *Equal Opportunity Act 1984*
- *Essential Services Act 1981*
- *Explosives Act 1936*
- *Freedom of Information Act 1991*
- *Industrial and Employee Relations Act 1994*
- *Landlord and Tenant Act 1936*
- *Liquor Licensing Act 1997*
- *Livestock Act 1997*
- *Local Government Act 1999*
- *National Environment Protection Council (South Australia) Act 1995*
- *National Parks and Wild Life Act 1972*
- *Native Title (South Australia) Act 1994*
- *Public Sector (Data Sharing) Act 2016*
- *Public Sector Act 2009*



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- *Public Sector Management Act 1995*
- *Return to Work Act 2014*
- *Road Traffic Act 1961*
- *Roads (Opening and Closing) Act 1991*
- *State Procurement Act 2004*
- *State Records Act 1997*
- *Terrorism (Commonwealth Powers) Act 2002*
- *Training and Skills Development Act 2008*
- *Volunteers Protection Act 2001*
- *Work Health and Safety Act 2012*
- *WorkCover Corporation Act 1994*
- *Young Offenders Act 1993*

### Context of the Records Covered by the Schedule

#### Coverage of RDS 2017/25

RDS 2017/25 is intended to provide coverage to the past and current records of the ESS. Coverage will include the GRS's listed for operational records and any others in State Records custody that the agency has responsibility for".

GRS527	Brigade Files – Emergency, later Country Fire Services
GRS558	General Correspondence
GRS1025	Fire reports – South Australian Country Fire Service
GRS12798	Incident Reports, numerical series – South Australian Metropolitan Fire Service
GRS15344	Fire call logs – Communications Centre, South Australian Metropolitan Fire Service
GRS15343	Fire Cause investigation reports, chronological series – South Australian Metropolitan Fire Service



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GRS15345 Station Incident reports – South Australian Metropolitan Fire Service

GRS15346 Hazardous materials (Hazmat) incident reports – South Australian Metropolitan Fire Service

RDS 2017/25 Version 1 does not cover those records located at State Records as GRG 77, Fire Brigades Board, as these are already sentenced in accordance with a disposal determination made by the Manager of State Records and approved by the State Records Council on 9 November 1999. This 1999 determination stipulates that records accessioned under the GRG system have a disposal status of permanent.

#### Related Series Affected by RDS 2017/25

There are no related series affected by this RDS.

#### Complementary Schedules to RDS 2017/25

- GDS33 Across-Government Emergency Management

#### Existing Disposal Schedules Superseded by RDS 2017/25

- 2004/15 v1 South Australian Fire and Emergency Services Commission

#### Records Structure within Emergency Services Sector

Objective was implemented in October 2008. File numbering structure within Objective is ESS-YY-NNNN. There is no record of an official system prior to the implementation of Objective.

The incident management systems (CRIMSON, AIRS, SESIIMS) are managed chronologically per incident.

The asset management systems (HARDCAT, TECHBOSS, OZFLEET) are organised per piece of equipment.

The training management system (TAS) is arranged per student.

#### Broad Description and Purpose of the Records

Records included in RDS 2017/25 cover the core services of the ESS, namely, Emergency and Disaster Management, Emergency Services Asset Management and Training and Development. This includes:

- Emergency, incident and disaster management



### **Emergency Services Sector and predecessor agencies**

- Inspections, monitoring and preparedness
- Specialist training and development

Records are managed with a combination of digital and paper files.

#### **Functions and Activities Documented by the Records**

The functions and activities which form the structure of this RDS are as follows:

##### **Emergency and Disaster Management**

- Advice
- Emergency and Incident Management
- Grant Funding
- Inspections
- Investigations
- Monitoring
- Policy
- Preparedness
- Procedures
- Program Management
- Project Management
- Regulating
- Reporting
- Research

##### **Emergency Services Asset Management**

- Asset Case Files
- Construction
- Policy



## Emergency Services Sector and predecessor agencies

- Procedures

### Training and Development

- Accreditation
- Arrangement
- Assessment
- Curriculum, Training and Assessment Resource Development
- Evaluation and Review
- Grievances and Appeals
- Policy
- Procedures

### Arrangement of the Records

The current records of the ESS that are held in files, are physically stored in order in accordance with their number pattern of prefix at their required location. Records are also stored in arch lever folders, manila folders and databases. Historically there have been varied systems of arrangement, these include:

- Brigade Files – Emergency, later Country Fire Services – numbered in part alphabetically and in part numerically
- General Correspondence – multiple number
- Incident reports SAMFS - single number starting at 00001 at the start of each financial year
- Fire call logs – arranged chronologically
- Fire cause investigation reports – arranged chronologically
- Station incident reports – arranged chronologically

Systems of arrangement within databases include:



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- CRIMSON, AIRS, SESIIMS, SACAD - managed chronologically per incident.
- HARDCAT, TECHBOSS, OZFLEET - organised per piece of equipment.
- TAS - arranged per student

#### Agency Creating the Records

The ESS (and predecessor agencies) that administers the records covered by this RDS also created them.

#### Agency Owning or Controlling the Records

The ESS that administers the records covered by this RDS also controls or owns them.

#### Date Range of the Records

Records Date Range:1901 to Ongoing

#### Volume of the Records

- State Records – approx. 525 linear metres
- Iron Mountain – 1,432 linear metres
- Drives - 3442GB
- Objective – 1.5TB
- Due to the number of staff and locations (over 470 sites, brigades and units) and decentralised management, it is not possible to determine the volume of records on sites.

#### Special Custody Requirements

There are no special custody requirements.

#### Special Storage Requirements

There are no special storage requirements.

#### Issues Not Mentioned Previously

There are no issues that have not already been mentioned.



## Emergency Services Sector and predecessor agencies

### Comments Regarding Disposal Recommendations

#### Permanent Records Rationale

Records deemed to be permanent are those which have a continuing value to the State or are of national significance. The appraisal objectives adopted by State Records of South Australia as per its *Appraisal of Official Records: Policy and Objective Guidelines*<sup>7</sup> for identifying records of permanent value relevant to the records covered by this Schedule are:

**Objective 2:** *To identify and preserve official records providing evidence of the deliberations, decisions and actions of the South Australian Government and public sector bodies relating to key functions and programs and significant issues faced in governing the State of South Australia.*

Examples of disposal classes of the ESS which meet this objective include:

- Advice (1.1.1)
- Master policies (1.7.1, 2.3.1, 3.7.1)
- Procedures (1.9.1, 2.4.1, 3.8.1)
- Grant Funding (1.3.1)
- Program Management (1.10.1)
- Project Management (1.11.1)

**Objective 4:** *To identify and preserve official records substantially contributing to the knowledge and understanding of the society and communities of South Australia.*

Examples of disposal classes of the ESS which meet this objective include:

- Asset case files (2.1.1)
- Construction (2.2.1-2.2.2)
- Curriculum, Training and Assessment Resource Development (3.4.1)

**Objective 5:** *To identify and preserve official records that contribute to the protection and wellbeing of the community or provide substantial evidence of the condition of the State, its people and the environment, and the impact of government activities on them.*

Examples of disposal classes of the ESS which meet this objective include:

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<sup>7</sup> Appraisal of Official Records - Policy and Objectives Guideline February 2003 Version 1.8





## Emergency Services Sector and predecessor agencies

- Emergency and Incident Management (1.2.1-1.2.2)
- Investigations (1.5.1)
- Preparedness (1.8.1)
- Research (1.14.1)

### Temporary Records Rationale

Records nominated for temporary status in this schedule document routine processes and/or transactions that support the activities of the ESS. Retention periods have been determined by the legal, administrative, evidential and financial accountability requirements.

Temporary records are those that are considered not to have continuing value to the ESS, the State Government or the community. As such these temporary records, have no enduring value once the operational requirement for their existence ceases.

Temporary records retention periods and associated rationale is as follows:

- Accreditation (3.1.1)
- Advice (1.1.2-1.1.4)
- Arrangement (3.2.1)
- Assessment (3.3.1-3.3.3)
- Asset Case Files (2.1.2-2.1.5)
- Construction (2.2.3-2.2.)
- Curriculum, Training and Assessment Resource Development (3.4.2-3.4.3)
- Emergency and Incident Management (1.2.3)
- Evaluation and Review (3.5.1)
- Grant Funding (1.3.2)
- Grievances and Appeals (3.6.1-3.6.2)
- Inspections (1.4.1)
- Preparedness (1.8.2 – 1.8.7)
- Program Management (1.10.2-1.10.2)



### Emergency Services Sector and predecessor agencies

- Regulating (1.12.1-1.12.2)
- Reporting (1.13.1)
- Research (1.14.2)
- Supplementary and Facilitative records (1.7.2, 1.9.2, 1.10.3, 1.11.2, 2.3.2, 2.4.2, 3.7.2, 3.8.2)

### Other Disposal Considerations

There are no other considerations for or against the retention or destruction of records affected by this RDS.

### Disposal Recommendation Effect on Related Records

There are no related records affected by the disposal recommendations in this RDS.

### Alternative Record Formats

This Schedule applies to records in all formats.

### Impact on Native Title Claims

There is no discernible relevance to Native Title Claims.

### Indigenous Considerations

The determinations within *RDS 2017/25* are consistent with Recommendation 21 of the *National Inquiry into the Separation of Aboriginal and Torres Strait Islander Children from Their Families*.

The principles outlined in *GDS 16*, relating to Native Title claims, have also been considered in the development of this Schedule.

*RDS 2017/25* meets all cultural, historical, legal and administrative requirements.

All documents considered relevant to native title in South Australia must be checked for actual relevance with the Native Title Section of the Crown Solicitor's Office before being disposed of.



## Emergency Services Sector and predecessor agencies

### Scope Note

#### Records Covered by this Schedule

This *RDS 2017/25* applies to the records of Emergency Services Sector.

#### How to Apply this Schedule

##### Use in conjunction with GDS

This Schedule should be used in conjunction with **GDS 30**, as amended, or its successor. Cross-references to the **GDS 30** are included in this Schedule where appropriate.

To identify records that may be potentially relevant to native title claims, please refer to guideline *Identifying documents which may be relevant to Native Title* attached to **GDS 16**. Where records sentenced for temporary retention are identified as having potential relevance to a native title claim, they need to be retained until 31 December 2024.

To identify records that may be potentially relevant to *Legal Proceedings or Ex Gratia Applications Relating to Alleged Abuse of Former Children Whilst in State Care*, please refer to **GDS 27**. Where records sentenced for temporary retention are identified as having potential relevance, they need to be retained until 31 December 2020.

To identify records that may be potentially relevant to the *Royal Commission into Institutional Responses to Child Sexual Abuse*, please refer to **GDS 32**. Where records sentenced for temporary retention are identified as having potential relevance, they need to be retained until 31 December 2023.

##### Use in conjunction with, or complementary to, other RDS

This Records Disposal Schedule does not complement any existing schedules.

##### Other RDS superseded by RDS 2017/25

- RDS 2004/15 V1

##### Re-sentencing of records where schedules are superseded or particular entries within a schedule are superseded

Emergency Services Sector will review and re-sentence the records whose retention periods have altered, as required, at time of scheduled disposal.

##### Records excluded from RDS 2017/25

Certain records have been excluded from cover by this RDS. The following list contains descriptions of these excluded records:



## Emergency Services Sector and predecessor agencies

- Records covered by GDS33 Across-Government Emergency Services.

### Application to records in all formats

*RDS 2017/25* applies to records in all formats, including databases and other electronic records. Emergency Services Sector is required to ensure that records remain accessible for the duration of designated retention periods.

### Interpretation of the Schedule

#### Minimum retention periods

Retention periods for temporary records shown in *RDS 2017/25* are minimum retention periods for which records need to be retained. It is at the discretion of the ESS as to whether records are kept for longer than the minimum period.

#### Acronyms

- AIRS – Australasian Incident Reporting System
- BRIMAP - Bushfire Risk Intelligence Mapping Application Program
- BRIMS - Bushfire Risk Intelligence Mapping System
- CRIMSON - Critical Resource Incident Information Management System Online Network
- GIS – Geospatial Information System
- GOMP – Group Operations Management Plan
- GRN – Government Radio Network
- JFLIP – Juvenile Fire Lighters Intervention Program
- ROMP – Regional Operations Management Plan
- RTO – Registered Training Authority
- SACAD - South Australian Computer Aided Despatch
- SACFS – South Australian Country Fire Service
- SAFECOM – South Australian Fire and Emergency Services Commission
- SAMFS – South Australian Metropolitan Fire Service
- SAPOL – South Australian Police
- SASES – South Australian State Emergency Service
- SEMP – State Emergency Management Plan
- SESIIMS - SES Incident Information Management System
- TAS – training administration system
- ZEMP – Zone Emergency Management Plan



## Emergency Services Sector and predecessor agencies

### Definitions of terms specific to RDS 2017/25

- Major or significant incidents – includes events that involve loss of life, property and significant injury (hospitalisation is required), coronial inquests or civil litigation
- Nomad watch list - a list of all the persons of interest for lighting fires, that are monitored during the Fire Danger Season
- This RDS includes coverage of the ESS only and does not include records of other agencies held in the systems included in this schedule:
  - CRIIMSON – incident management system – used by ESS and external agencies
  - SACAD – the despatch system used by ESS, SAPOL and SAAS, information feeds into AIRS
- SESIIMS – incident management system used by SES
- AIRS – incident management system used by CFS and MFS
- TECHBOSS – asset management system
- HARDCAT – asset management system
- OZFLEET – asset management system

### Legal Deposit

Legal deposit refers to statutory provisions that oblige publishers to deposit copies of their publications in libraries in the country in which they are published. Under the Commonwealth *Copyright Act 1968* and various Australian state Acts, a copy of any work published in Australia must be deposited with (a) the National Library of Australia and (b) the appropriate State Library. Legal deposit extends not only to commercial publishers but also to private individuals, clubs, churches, societies and organisations.

In South Australia, one copy of publications produced for external use should be deposited with the State Library and the Parliamentary Library (section 35, *Libraries Act 1982*).

Publications include books, newspapers, magazines, journals, pamphlets, maps, plans, charts, printed music, records, cassettes, films, video or audio tapes, computer software CD-ROMS, compact discs and other items made available to the public.



## Emergency Services Sector and predecessor agencies

### Records and Litigation

Where the ESS is aware that records may be required for use in litigation, for use in a government enquiry or the consideration of the Ombudsman, the records must not be destroyed. In such circumstances the records must be retained until two years after all cases and enquiries are complete (including appeals) and then have the original retention period applied to the records.

### Pre-1901 Records

All pre-1901 records are required to be **retained permanently** in accordance with a motion approved by the State Records Council on 19 February 2008.

In this instance, this RDS does **NOT** apply to pre-1901 records.

Approved by SRC



Emergency Services Sector and predecessor agencies

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Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
<b>1 EMERGENCY AND DISASTER MANAGEMENT</b>			
<b>1</b>	<b>EMERGENCY AND DISASTER MANAGEMENT</b>	<b>The function of managing the broad spectrum of emergency services with the goal of reducing the impact of natural and man-made disasters on the community. These cover natural, technological, hostile or civil defence emergencies. Includes managing the interface between all agencies involved in emergency services, the response of various agencies to emergency situations, high level inter-agency planning and operational planning. Also includes activities that enable the ESS, and the wider community, to maintain a state of preparedness in the event of a fire or emergency situation.</b> <b>See GDS33 for records created under the Emergency Management Act 2004.</b>	
<b>1.1</b>	<b>Advice</b>	<i>The activities associated with offering opinions by or to the organisation as to an action or judgement. Includes the process of advising. (KAAA)</i>	
1.1.1	Advice	Records relating to public warnings. Includes systems ie Emergency Alert, Incident Alert, GRN, total fire ban signed notification etc.	<b>PERMANENT</b>
1.1.2	Advice	Records of routine advice received by the ESS ie Nomad watchlist from SAPOL, change of contact details etc.	<b>TEMPORARY</b> Destroy 8 years after action completed.
1.1.3	Advice	Records of routine advice issued to external agencies i.e. list of new recruits to SAPOL, product recall etc.	<b>TEMPORARY</b> Destroy 8 years after action completed.
1.1.4	Advice	Records of advice to sector that have no operational impact i.e. movement of bus shelters.	<b>TEMPORARY</b> Destroy 3 months after action completed.





**Emergency Services Sector and predecessor agencies**

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
<b>1 EMERGENCY AND DISASTER MANAGEMENT</b>			
<b>1.2</b>	<b>Emergency and Incident Management</b>	<p><i>The activities involved in recording the events associated with fires, hazardous materials incidents and any other incident associated with the emergency services operational functions. Also includes reporting of the attendance at fires and incidents, including those that are false alarms. This constitutes particular details of the attendance at each emergency incident, not analysis, and includes the following:</i></p> <ul style="list-style-type: none"> <li>• <i>incident number</i></li> <li>• <i>time</i></li> <li>• <i>date</i></li> <li>• <i>address</i></li> <li>• <i>spatial data</i></li> <li>• <i>type of incident</i></li> <li>• <i>fatalities</i></li> <li>• <i>number of appliances and personnel despatched.</i></li> </ul>	
1.2.1	Emergency and Incident Management	Summary data of fire and emergency incidents, including false alarms. Includes databases e.g. CRIMSON, AIRS, SACAD, SESIIMS.	<b>PERMANENT</b>
1.2.2	Emergency and Incident Management	<p>Incident records for major or significant incidents and events i.e. those relating to coronial inquests or civil litigation. For example Lower Eyre Peninsula Fires January 2005, Patawalonga Flooding, Spontaneous Human Combustion etc. Includes establishment of command centre. Includes:</p> <ul style="list-style-type: none"> <li>• Transcripts of phone calls</li> <li>• Occurrence books</li> <li>• Officer at scene notebooks</li> <li>• Incident action logs</li> <li>• Audio records (includes hotlines and call centres)</li> </ul>	<b>PERMANENT</b>



**Emergency Services Sector and predecessor agencies**

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
<b>1 EMERGENCY AND DISASTER MANAGEMENT</b>			
1.2.3	Emergency and Incident Management	Incident records for all other incidents. Includes: <ul style="list-style-type: none"> <li>• Transcripts of phone calls.</li> <li>• Occurrence books</li> <li>• Officer at scene notebooks</li> <li>• Incident action logs</li> <li>• Audio records (includes hotlines and call centres)</li> </ul>	<b>TEMPORARY</b> Destroy 30 years after action completed.
<b>1.3</b>	<b>Grant funding</b>	<i>The activities involved in processing all grants made to the Sector. Use GDS 30 v1.1 (as amended) for grant applications made by the sector</i>	
1.3.1	Grant funding	Records relating to the administration of major grants programs where the program exceeds \$250,000 e.g. National Disaster Resilience Program (individual grant maximum \$250,000 p.a.). Includes application, meetings, assessment panel, successful and unsuccessful.	<b>PERMANENT</b>
1.3.2	Grant funding	Records relating to the administration of other grant programs where the program does not exceed \$250,000 e.g. Regional Capability Community Fund (individual grant maximum of \$2,500). Includes application, meetings, assessment panel, successful and unsuccessful.	<b>TEMPORARY</b> Destroy 10 years after action completed.
<b>1.4</b>	<b>Inspections</b>	<i>The process of official examinations of facilities, equipment and items to ensure compliance with agreed standards and objectives. (KAAA)</i>	



**Emergency Services Sector and predecessor agencies**

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
<b>1 EMERGENCY AND DISASTER MANAGEMENT</b>			
1.4.1	Inspections	Records relating to inspections of premises to assess properties for safety i.e. hoarding, squalor properties. Includes notifications from SAPOL, local government.  See Items 1.2.2 and 1.2.3 for incidents relating to inspected properties and occurrence books.	<b>TEMPORARY</b> Destroy 5 years after action completed.
<b>1.5</b>	<b>Investigations</b>	<i>The activities involved in investigating into the cause and circumstance of incidents, including fires, hazardous materials incidents or any other incident where the responsibility for establishing the cause rests with the emergency services.</i>	
1.5.1	Investigations	Records relating to incident investigations. Includes Bushfire investigations, significant fire reports. Includes forms, photos, notes, track file from GPS, paper copies of info from volunteers, post incident reviews, analysis, summary, lessons learnt  Use GDS 30 v1.1 (as amended) for records relating to Litigation)	<b>PERMANENT</b>
<b>1.6</b>	<b>Monitoring</b>	<i>The activities involved in monitoring fire alarms.</i>	
1.6.1	Monitoring	Records relating to the monitoring of fire alarms. Includes applications, contact details and monitoring.	<b>TEMPORARY</b> Destroy 30 years after action completed.
<b>1.7</b>	<b>Policy</b>	<i>The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making, as the basis from which the agency's operating procedures are determined.(KAAA)</i>	
1.7.1	Policy	Master policies that relate to the function of Emergency and Disaster Management.	<b>PERMANENT</b>



**Emergency Services Sector and predecessor agencies**

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
<b>1 EMERGENCY AND DISASTER MANAGEMENT</b>			
1.7.2	Policy	Supplementary records relating to the background and development of Emergency and Disaster Management operational policies. Includes working papers, interim and draft reports, surveys, and proposals not adopted.	<b>TEMPORARY</b> Destroy 5 years after action completed.
<b>1.8</b>	<b>Preparedness</b>	<i>The activities that enable the organisation and the wider community to maintain a state of readiness for fires and emergency situations.</i>	
1.8.1	Preparedness	Master preparedness plans for <u>high risk</u> situations which are used to ensure the organisation is able to act effectively in the event of a fire or emergency at buildings/premises where there is a high or moderate risk to lives and high fire load. Includes high risk special events. See Item 1.8.2 for summary records of preparedness plans.	<b>PERMANENT</b>
1.8.2	Preparedness	Master preparedness plans for <u>other</u> situations which are used to ensure the organisation is able to act effectively in the event of a fire or emergency. Includes low risk special events. See Item 1.8.1 for high risk preparedness plans.	<b>TEMPORARY</b> Destroy 10 years after plan superseded.
1.8.3	Preparedness	Summary records of high risk buildings (from 2009). Includes all current details of properties, emails to property owners to update contact details, address, construction details, floors, MSDS, risk register, staff numbers, copies of plans etc. See Item 1.8.1 for individual preparedness plans.	<b>TEMPORARY</b> Destroy 10 years after superseded.



**Emergency Services Sector and predecessor agencies**

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
<b>1 EMERGENCY AND DISASTER MANAGEMENT</b>			
1.8.4	Preparedness	Facilitative records relating to the preparedness activities undertaken by the organisation, to ensure it is able to act effectively in the event of a fire or emergency situation.	<b>TEMPORARY</b> Destroy 10 years after action completed.
1.8.5	Preparedness	Records relating to the development of preparedness and local emergency management plans. Bushfire Safe Plans, Bushfire Management Area Plans, risk and treatment register, Bushfire Safer Places. Use GDS33 for SEMP and ZEMP.	<b>TEMPORARY</b> Destroy 7 years after action superseded.
1.8.6	Preparedness	Spatial databases. Includes GIS databases, BRIMS, BRIMAP etc.	<b>TEMPORARY</b> Destroy 5 years after action completed.
1.8.7	Preparedness	Records relating to operational response plans. Includes group and regional operational plans (GOMPS and ROMPS).	<b>TEMPORARY</b> Destroy 10 years after action completed.
<b>1.9</b>	<b>Procedures</b>	<i>Standard methods of operating laid down by an organisation according to formulated policy. (KAAA)</i>	
1.9.1	Procedures	Master procedures that relate to the function of Emergency and Disaster Management.	<b>PERMANENT</b>
1.9.2	Procedures	Supplementary records relating to the background and development of Emergency and Disaster Management operational procedures.	<b>TEMPORARY</b> Destroy 5 years after action completed.
<b>1.10</b>	<b>Program management</b>	<i>The activities associated with the coordination and management of an ongoing series of actions to respond to a need or achieve common goals or objectives. Includes planning, implementing, monitoring and evaluating programs.</i>	



**Emergency Services Sector and predecessor agencies**

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
<b>1 EMERGENCY AND DISASTER MANAGEMENT</b>			
1.10.1	Program management	Records relating to the management of community engagement and awareness programs i.e. Juvenile Fire Lighters Intervention Program (JFLIP), Road Awareness Program, Bushfire Ready, Firey Women etc.	<b>PERMANENT</b>
1.10.2	Program management	Summary records of Community and schools education programs (Community Education Section Engagement Records Database). Includes tours, visits and presentations.	<b>TEMPORARY</b> Destroy 25 years after last entry.
1.10.3	Program management	Supplementary records relating to the development and implementation of programs. Includes application and evaluation forms.	<b>TEMPORARY</b> Destroy 2 years after action completed.
<b>1.11</b>	<b>Project management</b>	<i>The activities associated with managing a set of approved activities, which are carried out according to a plan to achieve a definite outcome within a given time. Includes cost and quality parameters, with specific and temporarily allocated resources.</i>	
1.11.1	Project management	Records relating to emergency and disaster management preparedness and prevention projects for example review of communication campaigns, South Road upgrade project.	<b>PERMANENT</b>
1.11.2	Project management	Supplementary records relating to the development and implementation of projects. Includes application and evaluation forms.	<b>TEMPORARY</b> Destroy 2 years after action completed.
<b>1.12</b>	<b>Regulating</b>	<i>The process of regulating statutory requirements. This is the enforcement of regulatory responsibilities. Includes inspection, authorisation, monitoring and enforcement of requirements under legislation.</i>	



**Emergency Services Sector and predecessor agencies**

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
<b>1 EMERGENCY AND DISASTER MANAGEMENT</b>			
1.12.1	Regulating	Records relating to advice on recommendations of conditions of approval for development applications for all building types. Includes recommendations, inspection reports, reviews, plans, commissioning tests.	<b>TEMPORARY</b> Destroy 50 years after action completed.
1.12.2	Regulating	Records relating to the issuing of permits to light a fire on fire ban days. See Items 1.2.2 and 1.2.3 for incidents relating to permits issued.	<b>TEMPORARY</b> Destroy 2 years after action completed.
<b>1.13</b>	<b>Reporting</b>	<i>The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements or findings of the results of their examination or investigation. Includes agenda, briefing, business, discussion papers, proposals, reports, reviews and returns. (KAAA)</i>	
1.13.1	Reporting	Operational Reporting System and reports. Includes details of all operations at stations.	<b>TEMPORARY</b> Destroy 10 years after action completed.
<b>1.14</b>	<b>Research</b>	<i>The activities involved in investigating or enquiring into a subject or area of interest in order to discover facts, principles, etc. Used to support the development of projects, standards, guidelines, etc. and the business activities of the agency in general. Includes following up enquiries relating to agency programs, projects, working papers, literature searches, etc. (KAAA)</i>	
1.14.1	Research	Records relating to significant research projects relating to emergency and disaster management preparedness and prevention. For example Child Centred Risk Reduction, awareness of living in flood zone, SA State Disaster Resilience Strategy. Includes research and post incident research on effectiveness of community engagement, internal, collaborative and commissioned research.	<b>PERMANENT</b>



**Emergency Services Sector and predecessor agencies**

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
<b>1 EMERGENCY AND DISASTER MANAGEMENT</b>			
1.14.2	Research	Records relating to routine research into emergency and disaster management preparedness and prevention.	<b>TEMPORARY</b> Destroy 10 years after action completed.





**Emergency Services Sector and predecessor agencies**

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
<b>2 EMERGENCY SERVICES ASSET MANAGEMENT</b>			
<b>2</b>	<b>EMERGENCY SERVICES ASSET MANAGEMENT</b>	<b>The function of managing emergency services specific equipment. Includes emergency services buildings, training facilities and specialist vehicles.</b>	
<b>2.1</b>	<b>Asset case files</b>	<i>The activities involved in administering and managing the acquisition, supply, maintenance and disposal of products and services stocked and used by the ESS.</i>	
2.1.1	Asset case files	Records relating to management of emergency services buildings of National or State significance. Includes fire stations and shelters, specialist training facilities. Records include specifications, building plans, project management.	<b>PERMANENT</b>
2.1.2	Asset case files	Summary records (databases) of lifecycle of equipment. Includes acquisition through to disposal.	<b>TEMPORARY</b> Destroy 50 years after action completed.
2.1.3	Asset case files	Records relating to management of emergency services buildings from acquisition to disposal. Includes fire stations and shelters, specialist training facilities. Records include specifications, building plans, project management.	<b>TEMPORARY</b> Destroy 50 years after disposal of property.
2.1.4	Asset case files	Records relating to management of emergency services vehicles from acquisition to disposal. Records include specifications, customisation, project management.	<b>TEMPORARY</b> Destroy 7 years after disposal of vehicle.
2.1.5	Asset case files	Records relating to management of specialist equipment from acquisition to disposal. For example swift water equipment. Includes piloting of equipment.	<b>TEMPORARY</b> Destroy 7 years after disposal of item.



**Emergency Services Sector and predecessor agencies**

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
<b>2 EMERGENCY SERVICES ASSET MANAGEMENT</b>			
<b>2.2</b>	<b>Construction</b>	<i>The process of making, assembling or building something. (KAAA)</i>  <i>Use GDS30 for non-emergency services buildings i.e. office buildings.</i>	
2.2.1	Construction	Records relating to the construction of major works, currently to a value in excess of \$500,000.00.	<b>PERMANENT</b>
2.2.2	Construction	Records relating to the design and/or modification of fire and emergency equipment, vehicles and protective clothing that are adopted.	<b>PERMANENT</b>
2.2.3	Construction	Records relating to proposed design and/or modification of fire and emergency equipment, vehicles and protective clothing that are not adopted.	<b>TEMPORARY</b> Destroy 10 years after action completed.
2.2.4	Construction	Records relating to the construction of minor works built before 1986, to a value less than \$500,000.00.	<b>TEMPORARY</b> Destroy 100 years after action completed.
2.2.5	Construction	Records relating to the construction of minor works built after 1986, to a value less than \$500,000.00.	<b>TEMPORARY</b> Destroy 10 years after action completed.
<b>2.3</b>	<b>Policy</b>	<i>The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making, as the basis from which the agency's operating procedures are determined.(KAAA)</i>	
2.3.1	Policy	Master policies that relate to the function of Emergency Services Asset Management.	<b>PERMANENT</b>



**Emergency Services Sector and predecessor agencies**

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
<b>2 EMERGENCY SERVICES ASSET MANAGEMENT</b>			
2.3.2	Policy	Supplementary records relating to the background and development of Emergency Services Asset Management operational policies. Includes working papers, interim and draft reports, surveys, and proposals not adopted.	<b>TEMPORARY</b> Destroy 5 years after action completed.
<b>2.4</b>	<b>Procedures</b>	<i>Standard methods of operating laid down by an organisation according to formulated policy. (KAAA)</i>	
2.4.1	Procedures	Master procedures that relate to the function of Emergency Services Asset Management.	<b>PERMANENT</b>
2.4.2	Procedures	Supplementary records relating to the background and development of Emergency Services Asset Management operational procedures.	<b>TEMPORARY</b> Destroy 5 years after action completed.



**Emergency Services Sector and predecessor agencies**

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
<b>3 TRAINING AND DEVELOPMENT</b>			
<b>3</b>	<b>TRAINING AND DEVELOPMENT</b>	<b>The function of planning, providing, managing and evaluating education and training for emergency services personnel and other interested parties including industry. Includes working as an RTO and provision of education and training by external bodies.</b>	
		<b>Use General Disposal Schedule 30 for non core operational training.</b>	
<b>3.1</b>	<b>Accreditation</b>	<i>The activities involved in the agency obtaining and maintaining Registered Training Organisation accreditation.</i>	
3.1.1	Accreditation	Records relating to accreditation as a Registered Training Organisation (RTO), including registration, re-registration, changes to scope of registration, annual declarations, third party agreements.	<b>TEMPORARY</b> Destroy 30 years after action completed.
<b>3.2</b>	<b>Arrangement</b>	<i>The activities involved in arranging for a journey or trip. Includes preparing travel itineraries, entitlements, etc. Also includes arrangements made for the delivery of equipment or goods and the usage made of facilities, vehicles, equipment and space. (KAAA)</i>	
3.2.1	Arrangement	Records relating to enrolment and administration of training. May include application/nomination forms, attendance sheets and confirmation letters, trainer assessor scheduling, contact lists, venue bookings, hire of equipment, catering records etc.  See Item 3.3.2 for individual training records.	<b>TEMPORARY</b> Destroy 3 years after action completed.
<b>3.3</b>	<b>Assessment</b>	<i>The activities associated with the assessment of the levels of competency and capability of individuals.</i>	



**Emergency Services Sector and predecessor agencies**

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
<b>3 TRAINING AND DEVELOPMENT</b>			
3.3.1	Assessment	<p>Master summary records of student's assessments results (student management system). Includes the summary data that identifies the competencies achieved and credentials issued. Includes:</p> <ul style="list-style-type: none"> <li>• name</li> <li>• agency ID number</li> <li>• Personal ID number</li> <li>• name and number of course</li> <li>• date of course and assessment</li> <li>• parchment number</li> <li>• Statement of attainment</li> <li>• Qualifications.</li> </ul>	<b>TEMPORARY</b> Destroy 30 years after action completed.
3.3.2	Assessment	Master records of students training. Includes individual training records. Includes assessments, results, pieces of work, workplace assessments, RPL, statements of attainment.	<b>TEMPORARY</b> Destroy 5 years after action completed.
3.3.3	Assessment	Records relating actual pieces of work completed by learners as part of assessment process, including evidence collected for RPL.	<b>TEMPORARY</b> Destroy 3 years after action completed.
<b>3.4</b>	<b>Curriculum, Training and Assessment Resource Development</b>	<i>The activities involved in the establishment of curriculum for courses developed by the agency for both emergency and non-emergency training. Includes course material and the development of course content, including records documenting the customization of externally purchased courses.</i>	
3.4.1	Curriculum Training and Assessment Resource Development	<p>Master sets of operational/emergency management resources. Includes curriculum, training and assessment resources.</p> <p>See Item 3.4.2 for non-operational/emergency management resources.</p>	<b>PERMANENT</b>



**Emergency Services Sector and predecessor agencies**

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
<b>3 TRAINING AND DEVELOPMENT</b>			
3.4.2	Curriculum Training and Assessment Resource Development	Master sets of non-operational/non-emergency management resources. Includes curriculum, training and assessment resources. See Item 3.4.1 for operational/emergency management resources.	<b>TEMPORARY</b> Destroy 30 years after superseded.
3.4.3	Curriculum Training and Assessment Resource Development	Supplementary records relating to the development of training and course material conducted by the agency or external consultants. Includes exercises.	<b>TEMPORARY</b> Destroy 5 years after action completed.
<b>3.5</b>	<b>Evaluation and Review</b>	<i>The process of determining the suitability of potential or existing programs, assets, systems or services in relation to meeting the needs of the given situation. Includes review and ongoing monitoring. Also includes recommendations resulting from these activities.</i>	
3.5.1	Evaluation and Review	Records relating to the review of assessment processes, practices, assessment materials and actual, completed assessment records for any nationally recognised training that was delivered under the agency's RTO status.	<b>TEMPORARY</b> Destroy 30 years after action completed.
<b>3.6</b>	<b>Grievances and Appeals</b>	<i>The activities associated with the handling and resolution of grievances and appeals.</i>	



**Emergency Services Sector and predecessor agencies**

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
<b>3 TRAINING AND DEVELOPMENT</b>			
3.6.1	Grievances and Appeals	Master summary records of grievances and appeals. Includes: <ul style="list-style-type: none"> <li>• Date complaint received</li> <li>• Date of complaint</li> <li>• Name/ID no. of complainant</li> <li>• Brief Summary of complaint</li> <li>• Trainer Assessor responsible for the training and assessment delivered</li> <li>• Summary of actions taken</li> <li>• Date complaint resolved</li> <li>• Name of the person that managed the complaint.</li> </ul>	<b>TEMPORARY</b> Destroy 30 years after action completed.
3.6.2	Grievances and Appeals	Records relating to a grievance or appeal by an individual course participant.	<b>TEMPORARY</b> Destroy 8 years after action completed.
<b>3.7</b>	<b>Policy</b>	<i>The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making, as the basis from which the agency's operating procedures are determined.(KAAA)</i>	
3.7.1	Policy	Master policies that relate to the function of Training and Development.	<b>PERMANENT</b>
3.7.2	Policy	Supplementary records relating to the background and development of Training and Development operational policies. Includes working papers, interim and draft reports, surveys, and proposals not adopted.	<b>TEMPORARY</b> Destroy 2 years after action completed.
<b>3.8</b>	<b>Procedures</b>	<i>Standard methods of operating laid down by an organisation according to formulated policy. (KAAA)</i>	
3.8.1	Procedures	Master procedures that relate to the function of Training and Development.	<b>PERMANENT</b>



**Emergency Services Sector and predecessor agencies**

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
<b>3 TRAINING AND DEVELOPMENT</b>			
3.8.2	Procedures	Supplementary records relating to the background and development of Training and Development operational procedures.	<b>TEMPORARY</b> Destroy 2 years after action completed.





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