

Australian Capital Territory

Territory Records (Records Disposal Schedule – Emergency Services Records) Approval 2011 (No 1)

Notifiable instrument NI2011—91

made under the

Territory Records Act 2002, s 19 (Approval of schedules for the disposal of records)

1. Name of Instrument

This instrument is the Territory Records (Records Disposal Schedule – Emergency Services Records) Approval 2011 (No 1)

2. Approval

I approve the Records Disposal Schedule – Emergency Services Records.

3. Commencement

This instrument commences on the day after notification.

4. Revocation

I revoke Notifiable Instrument NI2005-154 notified 5 May 2005.

David Wardle
Director of Territory Records
28 February 2011



Records Disposal Schedule

Emergency Services Records

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users but does not form part of the Notifiable Instrument. 75*

INTRODUCTION

The *Records Disposal Schedule - Environmental Management Records* is the official authority for the disposal of records relating to Environmental Management Records.

It is one of a series of Records Disposal Schedules authorised by the Director of Territory Records in accordance with the provisions of the *Territory Records Act 2002*. It is used in conjunction with the *Territory Administrative Records Disposal Schedules (TARDiS)*.

PURPOSE

The purpose of this Records Disposal Schedule is to provide for the authorised disposal of Environmental Management records created or maintained by ACT Government Agencies.

SCOPE

This Records Disposal Schedule applies to records created or maintained by ACT Government Agencies. It applies to records in any format, including electronic records.

AUTHORITY

The Director of Territory Records, in consultation with stakeholders and the Territory Records Advisory Council, has approved this Records Disposal Schedule for use. The schedule does not take effect until it has been incorporated into an agency's Records Management Program that has been signed off by the Principal Officer of the agency.

Even so, officers using this Records Disposal Schedule should apply it with caution. They should be aware that the authorisations for disposal are given in terms of the *Territory Records Act 2002* only. Officers must not dispose of records in contravention of this Records Disposal Schedule or other requirements.

This Records Disposal Schedule will remain in force until a new schedule supersedes it or the Director of Territory Records withdraws it from use.

STRUCTURE AND RELATIONSHIP TO THE TERRITORY VERSION OF KEYWORD AAA

A Records Disposal Schedule generally specifies retention periods. That is, how long records are to be retained by the agency before being destroyed or retained as Territory Archives.

Retention periods set down in this schedule are minimum periods only and an agency may keep records for a longer period if considered necessary for business requirements. Reasons for longer retention could include legal requirements, administrative need or agency directives. **An agency must not dispose of any**

records where it is aware of possible legal action for which the records may be required as evidence or if there is a current records disposal freeze in effect.

The *Records Disposal Schedule - Environmental Management Records* has a hierarchical structure that reflects its arrangements according to functions and activities, rather than by subject, and this also reflects a close relationship to the Territory Version of Keyword AAA. The Records Disposal Schedule is designed to be applicable to all Environmental Management records regardless of titling conventions used, so that records, which have not been titled using the terminology represented by this Records Disposal Schedule, may still be sentenced with relative ease.

Whole-of-Government Thesaurus

The Whole-of-Government Thesaurus is a controlled vocabulary of terms designed for use in the classifying, titling and indexing of records on creation.

The Whole-of-Government Thesaurus has been developed on the basis of the Territory Version of Keyword AAA (TVKAAA) (2010), a thesaurus incorporating 16 common Functions. All other Functions within the Whole-of-Government Thesaurus are considered Functions performed by the ACT Government and have been included following consultation with agencies and after consideration by the Territory Records Office (TRO) via a formal approval process.

The Whole-of-Government Thesaurus is mandated by the TRO for use by all ACT Government agencies as part of their classifying and titling of paper and electronic records. See also *Records Advice No.28 Functional directories on shared drives*.

The disposal actions listed in this Records Disposal Schedule were determined through the process of appraisal in accordance with *Territory Records Office Standard for Records Management No.2 - Appraisal*. Appraisal is based upon the same type of analysis of business activity employed in the classification scheme used in the Whole-of-Government Thesaurus. Essentially, appraisal involves attaching record retention periods and disposal decisions (and even records creation requirements and rules) to the same classification scheme.

GUIDELINES FOR USE

Coverage of authority

The Records Disposal Schedule - Environmental Management Records:

- covers all Environmental Management records;
- is intended to be used in conjunction with TARDiS;
- specifies the minimum period records should be kept (retention periods)
- specifies whether, upon the expiry of the retention periods, the records may be destroyed or are required as Territory Archives; and
- is applicable to records created and maintained in any format, including electronic or formats such as microfiche.

Layout of the schedule

This Records Disposal Schedule begins with an introduction incorporating definitions and the business classification scheme. Then each of the functions and activity disposal sets or 'disposal classes' relating to the functions are described. These are followed by a composite list of classes designated 'Retain as Territory Archives'. The functions and activity disposal sets show the following details:

Function.

This is the broad level business function and is displayed in bold capital letters at the top of each page. It is the highest level in the business classification scheme. It is followed by the scope note, which provides definitions of the function and a collective view of the business activities that make that function unique.

Activity.

Activities are the processes or operations that make up the business function. They are set in bold and italics below the function statement. This is the second level of the business classification scheme. The scope of the activity encompasses all of the transactions that take place in relation to the activity. Activities can relate to many functions with the scope notes covering all of these relationships (e.g., the activity 'Policy' is linked to all of the functions). However, each function and activity set represents a unique unit.

Entry No.

This is the disposal class number allocated based on the function and activity set and the class number of the record. The barcode is the same as the Entry No. and may be used in an automated recordkeeping system.

Description of Records.

This is the description of the records documenting the business function, activity and transactions. The descriptions can relate to one record such as a register or a group of records documenting a particular set of transactions.

Disposal Action.

This is the minimum period a record must be kept for and is the trigger event from which the disposal date can be calculated.

FORMAT OF RECORD

This Records Disposal Schedule is applicable to any record that performs the function prescribed, irrespective of format. Records may include:

- cards;
- registers;
- files;
- microfilm;
- COM (computer output microfiche);
- electronic records, including various electronic media, and
- any other formats.

Electronic records

Refers to records created, communicated and maintained by means of electronic equipment. Information could be maintained/stored in a number of ways - on the database (the main database, or a special archives database); on magnetic media; on optical disks; or on separate hardcopy (paper, COM).

Electronic records must be readily accessible for the length of the specified retention period. Routine treatment (such as wiping, updating, alterations or re-recording) does not constitute disposal.

DESTRUCTION OF RECORDS

When the approved disposal date for the destruction of records has been reached, appropriate arrangements for their destruction should be made. It is the responsibility of each agency to ensure that its records are destroyed in a secure and appropriate manner as indicated in the agency Records Management Program.

UPDATING THE RECORDS DISPOSAL SCHEDULE

Records Disposal Schedules are reviewed and updated from time to time. For suggested amendments or alterations to this schedule please contact the Director of Territory Records.

ASSISTANCE IN USING THE RECORDS DISPOSAL SCHEDULE

Agencies requiring any assistance in the interpretation or implementation of any Records Disposal Schedule are encouraged to contact the Director of Territory Records.

RELATED LEGISLATION

The following legislation is related to the record classes covered by this Records Disposal Schedule:

Emergencies Act 2004

Evidence Act 1971

Freedom of Information Act 1989

Health Records (Privacy and Access) Act 1997

Occupational Health and Safety Act 1989

Privacy Act 1998 (Commonwealth)

Public Sector Management Act 1994

Territory Records Act 2002

DEFINITIONS

Agency

The Executive, an ACT Court, the Legislative Assembly Secretariat, an administrative unit, a Board of Inquiry, a Judicial or Royal Commission, any other prescribed authority, or an entity declared under the regulations of the *Territory Records Act 2002* to be an agency.

Appraisal

The process of evaluating business activities to:

- determine which records need to be captured;
- determine how long the records need to be kept to meet business needs; and
- meet the requirements of organisational accountability and community expectations.

Business Classification Scheme

A hierarchical scheme for identifying and defining the functions, activities and transactions an agency performs in the conduct of its business, and the relationships between them.

Principal Officer

The Chief Executive of an administrative unit, or its equivalent in other types of agencies.

Records

Information created, received, and maintained as evidence and information by an organisation or person, in pursuance of legal obligations or in the transition of business. This recorded information must be maintained or managed by the agency to provide evidence of their business activities. Records can be in written, electronic or any other form.

Records of an Agency

Records, in writing, electronic or any other form, under the control of an agency or to which it is entitled to control, kept as a record of its activities, whether it was created or received by the agency.

Records Disposal Schedule

A document approved by the Director of Territory Records, which sets out the types of records an agency must make and how long they must be kept.

Records Management Program

A document that complies with Section 16 of the *Territory Records Act 2002* by setting out the means by which an agency will manage its records, and is approved by the agency's Principal Officer.

Recordkeeping Systems

Information systems that capture, maintain and provide access to records over time. While the term is often associated with computer software, Recordkeeping Systems also encompass policies, procedures, practices and resources that are applied within an agency to ensure that full and accurate records of business activity are made and kept.

Scope Note

An explanation of terms used in describing the records and the context in which they were made and used.

Sentencing

The process of applying appraisal decisions to individual records by determining the part of a Records Disposal Schedule that applies to the record and assigning a retention period consistent with that part.

Territory Archives

Records preserved for the benefit of present and future generations.

BUSINESS CLASSIFICATION SCHEME

EMERGENCY AWARENESS

The function of raising the awareness of the community about emergencies and authorisation and inspections of activities, premises and equipment. Includes community education programs, schools visits, public displays at the Canberra Show etc.

Advice

The activities associated with offering opinions as to an action or judgement. Includes the process of advising.

Agreements

The processes associated with the establishment, maintenance, review and negotiation of agreements. Includes records associated with preparing agreements/contracts and settling those agreements/contracts. Includes contracts, memoranda of understanding (MOU), deeds, leases, licences and mortgages.

Arrangements

The activities involved in arranging for a journey or trip. Includes preparing travel itineraries, authorisations, entitlements etc Also includes arrangements made for the delivery of equipment or goods and the usage made of facilities, vehicles, equipment and space.

Audit

The activities associated with officially checking financial, quality assurance and operational records to ensure they have been kept and maintained in accordance with agreed or legislated standards and correctly record the events, processes and business of the agency in a specified period. Includes compliance audits, financial audits, operational audits, recordkeeping audits, skills audits, system audits and quality assurance audits.

Authorisation

The process of delegating power to authorise an action and the seeking and granting permission to undertake a requested action.

Committees

The activities associated with the managing of committees and task forces. Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes of meetings, reports, agenda etc.

Community Education

The activities associated with all aspects of public education and community awareness

programs. Includes the development, planning and delivery of programs.

Compliance

The activities associated with complying with mandatory or optional accountability, fiscal, legal, regulatory or quality standards or requirements to which the agency is subject. Includes compliance with legislation and with national and international standards, such as the ISO 9000 series.

Contracting out

The activities involved in managing the performance of work or the provision of goods and services by an external contractor, vendor or consultant, or by using external bureau services. Includes outsourcing.

Enquiries

The activities associated with handling requests for information about the agency and its services by the general public, agency employees or another agency.

Evaluation

The process of determining the suitability of potential or existing programs, items of equipment, systems or services in relation to meeting the needs of the given situation. Includes systems analysis and ongoing monitoring.

Implementation

The activities associated with carrying out or putting into action, plans, policies, procedures or instructions, all of which could be internally or externally driven. Includes manual or automated databases, applications or systems, but excludes installation of equipment. Also includes monitoring to ensure the implementation goes according to schedule and that standards are met and includes first aid treatment.

Infringements

The activities associated with handling breaches of rules. Includes driving or traffic infringements and infringements of the agency's intellectual property.

Inspections

The process of official examinations of facilities, equipment and items, to ensure compliance with agreed standards and objectives.

Joint Ventures

The activities involved in managing joint operations between departments, either within the agency or with other agencies, or with the government, where there is a contract,

joint contribution of funds and/or time. Also includes private sector ventures with public sector organisations, and co-research or collaboration between inter-departmental units, departments or agencies.

Liaison

The activities associated with maintaining regular general contact between the agency and professional associations, professionals in related fields, other private sector organisations and community groups. Includes sharing informal advice and discussions, membership of professional associations and collaborating on projects that are not joint ventures.

Meetings

The activities associated with regular or ad hoc gatherings held to formulate, discuss, update or resolve issues and matters pertaining to the function. Includes staff meetings, arrangements, agenda, taking of minutes, etc. Excludes committee meetings.

Planning

The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.

Policy

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.

Procedures

Standard methods of operating laid down by an organisation according to formulated policy.

Public Reaction

The process of handling public reaction to an organisation's policies or services. Includes anonymous letters, letters of complaint and letters of congratulations or appreciation received from the public.

Reporting

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 the examination or investigation. Includes agenda, briefing, business, discussion papers, proposals, reports, reviews and returns.

Research

The activities involved in investigating or enquiring into a subject or area of interest in order to discover facts, principles etc. Used to support development of projects, standards, guidelines etc and the business activities of the agency in general. Includes following up enquiries relating to organisational programs, projects, working papers, literature searches etc.

Reviewing

The activities involved in re-evaluating or re-examining products, processes, procedures, standards and systems. Includes recommendations and advice resulting from these activities.

Standards

The process of implementing industry or organisational benchmarks for services and processes to enhance the quality and efficiency of the agency.

Tendering

The activities involved in receiving and assessing tenders, of making offers and finalising contract arrangements for the supply, sale or purchase of goods and services.

EMERGENCY MANAGEMENT

The function of managing emergency services including Fire Brigade, Ambulance Service, State Emergency Service (SES) and Rural Fire Service (RFS). Includes provision of refreshments and resources at incident, provision of counselling to victims of emergencies, reviewing performance at incidents and incident reporting. Includes the notification of an incident, and mobilising and demobilising resources, particularly as it relates to replenishment, refurbishment, and repair of equipment.

Advice

The activities associated with offering opinions as to an action or judgement. Includes the process of advising.

Agreements

The processes associated with the establishment, maintenance, review and negotiation of agreements. Includes records associated with preparing agreements/contracts and settling those agreements/contracts. Includes contracts, memoranda of understanding (MOU), deeds, leases, licences and mortgages.

Arrangements

The activities involved in arranging for a journey or trip. Includes preparing travel itineraries, authorisations, entitlements etc Also includes arrangements made for the delivery of equipment or goods and the usage made of facilities, vehicles, equipment and space.

Audit

The activities associated with officially checking financial, quality assurance and operational records to ensure they have been kept and maintained in accordance with agreed or legislated standards and correctly record the events, processes and business of the agency in a specified period. Includes compliance audits, financial audits, operational audits, recordkeeping audits, skills audits, system audits and quality assurance audits.

Cases

This activity descriptor should be used where there is a need to keep a number of activities together on one file, for legislative or operational reasons. Case files relate to particular incidents, persons, organisations or clients.

Committees

The activities associated with the managing of committees and task forces. Includes the committee's establishment, appointment of members, terms of reference, proceedings,

minutes of meetings, reports, agenda etc.

Counselling (Emergency)

The activities associated with giving advice or guidance to members of the public affected by emergencies.

Debriefing

The activity of conducting post-incident discussions.

Disputes (Emergency Response)

The activity of settling disputes between organisations in connection with the deployment of resources and the assignment of roles and responsibilities for dealing with emergencies.

Emergency Declarations

The activities associated with making declarations for prohibited burning times and emergency periods.

Emergency Incidents

The activities associated with managing, evaluating and reporting on incidents, emergencies attended by operational and volunteer staff.

The incident number issued by Computer Aided Dispatch (CAD) should be used as the unique identifier for the incident.

Emergency Notifications

The activity of notifying emergency services or other agencies of an emergency incident.

Enquiries

The activities associated with handling requests for information about the agency and its services by the general public, agency employees or another agency.

Evaluation

The process of determining the suitability of potential or existing programs, items of equipment, systems or services in relation to meeting the needs of the given situation. Includes systems analysis and ongoing monitoring.

Information Resources

The activities associated with collecting and managing relevant current information which could be used to assist in rapid response to emergencies and during operations. Includes weather forecasts, traffic management, hazardous material stores, hydrant locations, etc.

Joint Ventures

The activities involved in managing joint operations between departments, either within the agency or with other agencies, or with the government, where there is a contract, joint contribution of funds and/or time. Also includes private sector ventures with public sector organisations, and co-research or collaboration between inter-departmental units, departments or agencies.

Liaison

The activities associated with maintaining regular general contact between the agency and professional associations, professionals in related fields, other private sector organisations and community groups. Includes sharing informal advice and discussions, membership of professional associations and collaborating on projects that are not joint ventures.

Meetings

The activities associated with regular or ad hoc gatherings held to formulate, discuss, update or resolve issues and matters pertaining to the function. Includes staff meetings, arrangements, agenda, taking of minutes, etc. Excludes committee meetings.

Planning

The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.

Policy

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.

Procedures

Standard methods of operating laid down by an organisation according to formulated policy.

Public Reaction

The process of handling public reaction to an organisation's policies or services. Includes anonymous letters, letters of complaint and letters of congratulations or appreciation received from the public.

Registration

The activities to record, catalogue, inventory or list. The establishment and maintenance of registers containing information required by legislation.

Regulation and Monitoring

Activities that check, observe, or record the operation of equipment, infrastructure, services or systems.

Reporting

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 the examination or investigation. Includes agenda, briefing, business, discussion papers, proposals, reports, reviews and returns.

Resource Dispatch

The activities associated with mobilising and dispatching resources to an incident.

Reviewing

The activities involved in re-evaluating or re-examining products, processes, procedures, standards and systems. Includes recommendations and advice resulting from these activities.

MATERIEL SUPPORT

The function of acquiring, supplying, maintaining, repairing and disposing of emergency vehicles and equipment required for emergency situations. Includes any specially built vehicles such as appliances, buses, mobile control units and foam carriers used in the management of fires, hazardous incidents, emergencies or rescues and purpose built or designed vehicles used to transport and treat patients. Items of equipment include breathing apparatus, non-motorised trailers, pumps, protective clothing, etc.

[For the installation and maintenance of communication facilities on emergency vehicles e.g. Firelink and Curtin on Wheels (COW), see TECHNOLOGY & TELECOMMUNICATIONS.

For accidents involving emergency vehicles, see FLEET MANAGEMENT - Accidents.]

Acquisition

The process of gaining ownership or use of property and other items or the provision of services required in the conduct of business through purchase or requisitions.

Agreements

The processes associated with the establishment, maintenance, review and negotiation of agreements. Includes records associated with preparing agreements/contracts and settling those agreements/contracts. Includes contracts, memoranda of understanding (MOU), deeds, leases, licences and mortgages.

Allocation

The process of assigning of money, items, or equipment to employees or organisational units. Includes volunteers.

Arrangements

The activities involved in arranging for a journey or trip. Includes preparing travel itineraries, authorisations, entitlements etc Also includes arrangements made for the delivery of equipment or goods and the usage made of facilities, vehicles, equipment and space.

Audit

The activities associated with officially checking financial, quality assurance and operational records to ensure they have been kept and maintained in accordance with agreed or legislated standards and correctly record the events, processes and business of the agency in a specified period. Includes compliance audits, financial audits, operational audits, recordkeeping audits, skills audits, system audits and quality assurance audits.

Authorisation

The process of delegating power to authorise an action and the seeking and granting permission to undertake a requested action.

Committees

The activities associated with the managing of committees and task forces. Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes of meetings, reports, agenda etc.

Conservation

The activities involved in the preservation, protection, maintenance, restoration and enhancement of properties, including buildings and land, and information resources and artefacts.

Contracting out

The activities involved in managing the performance of work or the provision of goods and services by an external contractor, vendor or consultant, or by using external bureau services. Includes outsourcing.

Disposal

The process of disposing of property no longer required by the agency, by sale, transfer, termination of lease, auction, donation or destruction. Includes destruction or transfer, and the program of activities to facilitate the orderly transfer of semi-active and inactive records from current office space into storage.

Equipment Design

The activity of planning the style, layout, etc. of an item. Includes plans and drawings produced to show the look and function before the item is created.

Evaluation

The process of determining the suitability of potential or existing programs, items of equipment, systems or services in relation to meeting the needs of the given situation. Includes systems analysis and ongoing monitoring.

Infringements

The activities associated with handling breaches of rules. Includes driving or traffic infringements and infringements of the agency's intellectual property.

Inspections

The process of official examinations of facilities, equipment and items, to ensure compliance with agreed standards and objectives.

Installation

Activities involved in placing equipment in position and connecting and adjusting it for use.

Inventory

The activities associated with listing and preparing lists of items and assets in the possession of the agency.

Joint Ventures

The activities involved in managing joint operations between departments, either within the agency or with other agencies, or with the government, where there is a contract, joint contribution of funds and/or time. Also includes private sector ventures with public sector organisations, and co-research or collaboration between inter-departmental units, departments or agencies.

Leasing

The activities involved in leasing items, equipment, accommodation, premises or real estate from another agency. Includes the process of chartering.

Maintenance

The activities associated with the upkeep, repair, servicing, modification and preservation of internal/external conditions of premises, equipment, vehicles etc.

Meetings

The activities associated with regular or ad hoc gatherings held to formulate, discuss, update or resolve issues and matters pertaining to the function. Includes staff meetings, arrangements, agenda, taking of minutes, etc. Excludes committee meetings.

Planning

The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.

Policy

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.

Procedures

Standard methods of operating laid down by an organisation according to formulated policy.

Registration

The activities to record, catalogue, inventory or list. The establishment and maintenance of registers containing information required by legislation.

Regulation and Monitoring

Activities that check, observe, or record the operation of equipment, infrastructure, services or systems.

Reporting

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 the examination or investigation. Includes agenda, briefing, business, discussion papers, proposals, reports, reviews and returns.

Standards

The process of implementing industry or organisational benchmarks for services and processes to enhance the quality and efficiency of the agency.

Stocktake

The activities associated with the examination, counting and valuing of goods in the agency with the view to reassessing the need for replacing those goods and to identify missing items and determine the condition of the existing items.

Tendering

The activities involved in receiving and assessing tenders, of making offers and finalising contract arrangements for the supply, sale or purchase of goods and services.

OPERATIONAL TRAINING

The function of planning, providing, managing and evaluating training in emergency situations. Includes training in the use of specialised emergency equipment, communications and appliances and the provision of training to external organisations or individuals on a commercial basis. Also includes ongoing training, exercises and drills conducted.

[For records regarding the development of skills and abilities for personnel, that are not emergency based, see PERSONNEL.]

Acquisition

The process of gaining ownership or use of property and other items or the provision of services required in the conduct of business through purchase or requisitions.

Advice

The activities associated with offering opinions as to an action or judgement. Includes the process of advising.

Agreements

The processes associated with the establishment, maintenance, review and negotiation of agreements. Includes records associated with preparing agreements/contracts and settling those agreements/contracts. Includes contracts, memoranda of understanding (MOU), deeds, leases, licences and mortgages.

Appeals (Decisions)

The activities involved in the process of appeals against decisions by application to a higher authority.

Arrangements

The activities involved in arranging for a journey or trip. Includes preparing travel itineraries, authorisations, entitlements etc Also includes arrangements made for the delivery of equipment or goods and the usage made of facilities, vehicles, equipment and space.

Audit

The activities associated with officially checking financial, quality assurance and operational records to ensure they have been kept and maintained in accordance with agreed or legislated standards and correctly record the events, processes and business of the agency in a specified period. Includes compliance audits, financial audits, operational audits, recordkeeping audits, skills audits, system audits and quality assurance audits.

Ceremonies

The activities associated with arranging and managing a formal act performed for a special occasion.

Client Management

The activities associated with managing the organisation's clients. Includes contact lists, client details, distribution of information regarding services, etc.

Committees

The activities associated with the managing of committees and task forces. Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes of meetings, reports, agenda etc.

Compliance

The activities associated with complying with mandatory or optional accountability, fiscal, legal, regulatory or quality standards or requirements to which the agency is subject. Includes compliance with legislation and with national and international standards, such as the ISO 9000 series.

Contracting out

The activities involved in managing the performance of work or the provision of goods and services by an external contractor, vendor or consultant, or by using external bureau services. Includes outsourcing.

Course Delivery

The means by which teaching is conducted.

Course Development

The process of developing curricula for courses. This includes the initiation or discussion of proposals.

Enquiries

The activities associated with handling requests for information about the agency and its services by the general public, agency employees or another agency.

Enrolment

The process of registering/enrolling in a course or subject.

Evaluation

The process of determining the suitability of potential or existing programs, items of equipment, systems or services in relation to meeting the needs of the given situation. Includes systems analysis and ongoing monitoring.

Examination and Assessment

The process of testing knowledge and understanding of students by examination and other techniques, such as ongoing assessment. Includes arrangements for subject and university entrance examinations.

Joint Ventures

The activities involved in managing joint operations between departments, either within the agency or with other agencies, or with the government, where there is a contract, joint contribution of funds and/or time. Also includes private sector ventures with public sector organisations, and co-research or collaboration between inter-departmental units, departments or agencies.

Liaison

The activities associated with maintaining regular general contact between the agency and professional associations, professionals in related fields, other private sector organisations and community groups. Includes sharing informal advice and discussions, membership of professional associations and collaborating on projects that are not joint ventures.

Meetings

The activities associated with regular or ad hoc gatherings held to formulate, discuss, update or resolve issues and matters pertaining to the function. Includes staff meetings, arrangements, agenda, taking of minutes, etc. Excludes committee meetings.

Planning

The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.

Policy

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.

Procedures

Standard methods of operating laid down by an organisation according to formulated policy.

Reporting

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 the examination or investigation. Includes agenda, briefing, business, discussion papers, proposals, reports, reviews and returns.

Reviewing

The activities involved in re-evaluating or re-examining products, processes, procedures, standards and systems. Includes recommendations and advice resulting from these activities.

Tendering

The activities involved in receiving and assessing tenders, of making offers and finalising contract arrangements for the supply, sale or purchase of goods and services.

Training Exercises

The activities involved in planning, organising, carrying out, evaluating and reporting on training exercises.

RECORDS DISPOSAL SCHEDULE

Contracting out

The activities involved in managing the performance of work or the provision of goods and services by an external contractor, vendor or consultant, or by using external bureau services. Includes outsourcing.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
088.025.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting contract management relating to the Emergency Awareness function. Includes: <ul style="list-style-type: none">• minutes of meetings with main stakeholders• performance and evaluation reports.	Destroy 7 years after completion of contract

Enquiries

The activities associated with handling requests for information about the agency and its services, programs and activities.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
088.040.001 ■■■■■■■■■■■■■■■■■■■■	Records relating to enquiries for information about the Emergency Awareness function requiring a detailed response.	Destroy 7 years after last action
088.040.002 ■■■■■■■■■■■■■■■■■■■■	Records relating to enquiries about the Emergency Awareness function requiring a routine response or general information.	Destroy 2 years after last action

Evaluation

The process of determining the suitability of potential or existing programs, items of equipment, systems or services in relation to meeting the needs of the given situation. Includes systems analysis and ongoing monitoring.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
088.042.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting the evaluation and review of individual programs, campaigns and events supporting the Emergency Awareness function.	Destroy 7 years after evaluation completed

Planning

The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
088.079.001 ■■■■■■■■■■■■■■■■■■■■	Records relating to planning of emergency awareness activities. Includes the process of formulating ways in which objectives can be achieved and determinations of services, needs and solutions to those needs.	Destroy 7 years after last action

Policy

The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
088.080.001 ■■■■■■■■■■■■■■■■■■■■	Records relating to the establishment and development of policy in relation to emergency awareness activities. Includes policy proposals, research papers, results of consultations, supporting reports and final documents.	Retain as Territory Archives
088.080.002 ■■■■■■■■■■■■■■■■■■■■	Ancillary records supporting the development of the organisation's policy concerning the emergency awareness function. Includes working papers and drafts.	Destroy 2 years after promulgation of new policy

Procedures

Standard methods of operating laid down by the agency according to formulated policy.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
088.082.001 ■■■■■■■■■■■■■■■■■■■■	Master copies of procedures, manuals, codes of practice or instructions in regards to Emergency Awareness.	Destroy 7 years after procedures are superseded
088.082.002 ■■■■■■■■■■■■■■■■■■■■	Ancillary records supporting the development of emergency awareness procedures, etc. Includes working papers and drafts.	Destroy 2 years after last action

Standards

The process of implementing industry or agency specific benchmarks for services and processes to enhance quality and efficiency of an organisation.

[For the adherence and monitoring of industry standards, use *INDUSTRY DEVELOPMENT - Compliance.*]

Entry No.	Description of Records	Disposal Action
088.100.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting the organisation's participation in the development of standards. For example the Australian Fire Authorities Council standards.	Destroy 7 years after last action

Tendering

The activities involved in receiving and assessing tenders, of making offers and finalising contract arrangements for the supply, sale or purchase of goods and services.

Entry No.	Description of Records	Disposal Action
088.104.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting the development and issue of tender documentation. Includes Statement of Requirements, Request for Proposals, Expression of Interest, Request for Tender (RFT) and draft contract.	Destroy 7 years after tender process completed
088.104.002 ■■■■■■■■■■■■■■■■■■■■	Evaluation of tenders received against selection criteria. Includes records documenting arrangements for carrying out the evaluation process, evaluation report, recommendations, final report and public notices.	Destroy 7 years after tender process completed
088.104.003 ■■■■■■■■■■■■■■■■■■■■	Records documenting post-offer negotiations and due diligence checks.	Destroy 7 years after tender process completed
088.104.004 ■■■■■■■■■■■■■■■■■■■■	Records of unsuccessful tenders or a tender process where there is no suitable bidder, or where the tender process has been discontinued. Includes submissions, notification of outcome and reports on debriefing sessions.	Destroy 2 years after tender process completed or decision made not to continue with the tender
088.104.005 ■■■■■■■■■■■■■■■■■■■■	Tender register.	Destroy 7 years after last entry

Tendering (Continued)

The activities involved in receiving and assessing tenders, of making offers and finalising contract arrangements for the supply, sale or purchase of goods and services.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
088.104.006 ▄▄▄▄▄▄▄▄▄▄▄▄▄▄▄▄	Signed contracts under seal resulting from tenders and supporting records.	Destroy 12 years after completion of contract
088.104.007 ▄▄▄▄▄▄▄▄▄▄▄▄▄▄▄▄	Signed simple contracts and agreements resulting from tenders and supporting records.	Destroy 7 years after completion of contract
088.104.008 ▄▄▄▄▄▄▄▄▄▄▄▄▄▄▄▄	Contract register.	Destroy 7 years after last entry

EMERGENCY MANAGEMENT

The function of managing emergency services including Fire Brigade, Ambulance Service, State Emergency Service (SES) and Rural Fire Service (RFS). Includes provision of refreshments and resources at incident, provision of counselling to victims of emergencies, reviewing performance at incidents and incident reporting. Includes the notification of an incident, and mobilising and demobilising resources, particularly as it relates to replenishment, refurbishment, and repair of equipment.

Advice

The activities associated with offering opinions as to an action or judgement. Includes the process of advising.

[For the provision of advice to the Minister or Chief Minister, use GOVERNMENT RELATIONS - Advice.

For legal advice, use LEGAL SERVICES - Advice.

For the development of submissions in relation to advice, use INDUSTRY DEVELOPMENT - Submissions.]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
089.005.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting the receipt and provision of technical or specialist advice regarding emergencies.	Destroy 7 years after last action
089.005.002 ■■■■■■■■■■■■■■■■■■■■	Records documenting the receipt and provision of routine advice during an emergency.	Destroy 2 years after last action

Agreements

The processes associated with the establishment, maintenance, review and negotiation of agreements. Includes records associated with preparing agreements/contracts and settling those agreements/contracts. Includes contracts, memoranda of understanding (MOU), deeds, leases, licences and mortgages.

[For agreements with other governments, including international governments, use GOVERNMENT RELATIONS - Agreements.]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
089.006.001 ■■■■■■■■■■■■■■■■■■■■	Agreements outlining cooperative arrangements between the organisation and other organisations (e.g. Mutual Aid Agreements and Memorandum of Understanding) outlining the arrangements between services or level of service each will provide in regards to Emergency Management.	Destroy 7 years after agreement expires or is terminated

Emergency Incidents (Continued)

The activities associated with managing, evaluating and reporting on incidents, emergencies attended by operational and volunteer staff.

The incident number issued by Computer Aided Dispatch (CAD) should be used as the unique identifier for the incident.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
089.284.006 ■■■■■■■■■■■■■■■■■■■■	Records relating to the sampling, analysis and identification of unidentified material involved in incidents.	Destroy 7 years after last action
089.284.007 ■■■■■■■■■■■■■■■■■■■■	Incident reporting books containing individual's notes on an incident, including notes of telephone conversations.	Destroy 7 years after last entry
089.284.008 ■■■■■■■■■■■■■■■■■■■■	Master record of false alarms. Records could be retained in an incident management system, such as Australian Incident Reporting System (AIRS) or similar.	Destroy 7 years after last action
089.284.009 ■■■■■■■■■■■■■■■■■■■■	Request for amendment/s to master record of incident retained in incident management system.	Destroy 2 years after last action

Emergency Notifications

The activity of notifying emergency services or other agencies of an emergency incident.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
089.285.001 ■■■■■■■■■■■■■■■■■■■■	All recordings made. Includes recordings of emergency calls and radio transmissions. Recordings can be in various formats, (e.g. digital tapes, voice/audio tapes.)	Destroy 7 years after all action is completed
089.285.002 ■■■■■■■■■■■■■■■■■■■■	Requests for copies or transcripts of emergency calls.	Destroy 2 years after request

Enquiries

The activities associated with handling requests for information about the agency and its services, programs and activities.

Entry No.	Description of Records	Disposal Action
089.040.001 ■■■■■■■■■■■■■■■■■■■■	Records relating to enquiries for information about the Emergency Management function requiring a detailed response.	Destroy 7 years after last action
089.040.002 ■■■■■■■■■■■■■■■■■■■■	Requests from insurance industry organisations (e.g. loss adjustors, insurance company) for information regarding incidents.	Destroy 7 years after enquiry
089.040.003 ■■■■■■■■■■■■■■■■■■■■	Records relating to enquiries about the Emergency Management function requiring a routine response or general information.	Destroy 2 years after last action

Evaluation

The process of determining the suitability of potential or existing programs, items of equipment, systems or services in relation to meeting the needs of the given situation. Includes systems analysis and ongoing monitoring.

Entry No.	Description of Records	Disposal Action
089.042.001 ■■■■■■■■■■■■■■■■■■■■	Records relating to the evaluation of programs, systems or services in relation to meeting the needs of the Emergency Management function.	Destroy 7 years after evaluation

Information Resources

The activities associated with collecting and managing relevant current information which could be used to assist in rapid response to emergencies and during operations. Includes weather forecasts, traffic management, hazardous material stores, hydrant locations, etc.

Entry No.	Description of Records	Disposal Action
089.315.001 ■■■■■■■■■■■■■■■■■■■■	Aerial photographs used to make assessments on hazard and risk assessment zoning.	Retain as Territory Archives

Information Resources (Continued)

The activities associated with collecting and managing relevant current information which could be used to assist in rapid response to emergencies and during operations. Includes weather forecasts, traffic management, hazardous material stores, hydrant locations, etc.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
089.315.002 ■■■■■■■■■■■■■■■■■■■■	The management of tactical information collected and used by the organisation to enable quick response to emergency situations, assist in planning operations, alert the organisation to potential problems, identify water supplies, etc. Records could include: <ul style="list-style-type: none">• traffic management plans• water main and hydrant locations• copies of disaster plans for other organisations or properties• copies of fire plans for other organisations or properties• technical information about hazardous materials• hazardous chemicals database (such as HAZCHEM), etc.	Destroy 2 years after information superseded
089.315.003 ■■■■■■■■■■■■■■■■■■■■	Records concerned with maintaining information regarding building/site owners/managers and includes the process of depositing, managing and returning site and building keys and maintaining key registers.	Destroy 2 years after last action

Joint ventures

The activities involved in managing joint operations between the agency and other agencies, or with the government, where there is a contract, joint contribution of funds and/or time. Includes private sector ventures with public sector organisations, and co-research or collaboration between inter-departmental units, departments or agencies.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
089.062.001 ■■■■■■■■■■■■■■■■■■■■	Records relating to formal arrangements with other organisations to undertake joint activities in relation to Emergency	Destroy 7 years after last action

Management.

Liaison

The activities associated with maintaining regular general contact between the agency and professional associations, professionals in related fields, other private sector organisations and community groups. Includes sharing informal advice and discussions, membership of professional associations and collaborating on projects that are not joint ventures.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
089.067.001 ■■■■■■■■■■■■■■■■■■■■	Records relating to communications with other organisations and persons regarding Emergency Management. Includes exchange of contact details and information.	Destroy 2 years after last action

Meetings

The activities associated with regular or ad hoc gatherings held to formulate, discuss, update or resolve issues and matters pertaining to the function. Includes staff meetings, arrangements, agenda, taking of minutes, etc. Excludes committee meetings.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
089.072.001 ■■■■■■■■■■■■■■■■■■■■	Final versions of minutes, agenda and supporting documents tabled at meetings such as those undertaken with other government agencies relating to the Emergency Management function. Includes agendas, minutes, briefing papers and discussion papers.	Destroy 7 years after last action
089.072.002 ■■■■■■■■■■■■■■■■■■■■	Working papers documenting the conduct and administration of meetings associated with the Emergency Management function. Includes: <ul style="list-style-type: none"> • draft agenda • notice of meeting • draft minutes. 	Destroy 2 years after meeting

Planning

The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
089.079.001 ■■■■■■■■■■■■■■■■■■■■	Records relating to planning response activities. Records could include feasibility studies, strategic plans.	Destroy 7 years after last action
089.079.002 ■■■■■■■■■■■■■■■■■■■■	Records documenting the planning and establishment of fire districts. Includes alterations to boundaries.	Destroy 7 years after event
089.079.003 ■■■■■■■■■■■■■■■■■■■■	Plans outlining operational activities for one-off and ongoing major events.	Destroy 7 years after last action
089.079.004 ■■■■■■■■■■■■■■■■■■■■	Routine organisational matters relating to the planning process.	Destroy 2 years after last action

Policy

The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
089.080.001 ■■■■■■■■■■■■■■■■■■■■	Final policy documents relating to the Emergency Management function.	Retain as Territory Archives
089.080.002 ■■■■■■■■■■■■■■■■■■■■	Records relating to the establishment and development of policy in relation to Emergency Management activities. Includes policy proposals, research papers, results of consultations and supporting reports.	Destroy 7 years after last action
089.080.003 ■■■■■■■■■■■■■■■■■■■■	Ancillary records supporting the development of the organisation's policy concerning the Emergency Management function. Includes working papers and drafts.	Destroy 2 years after policy is promulgated

Authorisation

The process of delegating power to authorise an action and the seeking and granting permission to undertake a requested action.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
090.014.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting authorisation by the organisation for the use of emergency equipment and vehicles for activities outside routine emergency operations, for example attending shows and school fetes.	Destroy 2 years after authorisation expires

Committees

The activities associated with the managing of committees and task forces. Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes of meetings, reports, agenda etc.

[For audit committees, use STRATEGIC MANAGEMENT - Committees.

For the establishment of advisory councils or governing boards with decision making responsibility for agency policy and/or planning, use STRATEGIC MANAGEMENT - Committees.]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
090.020.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting high-level corporate committees with overall responsibility for making major decisions in the area of material support. Includes: <ul style="list-style-type: none">• documents establishing the committee• final versions of minutes• reports• recommendations• supporting documents such as briefing papers and discussion papers.	Retain as Territory Archives

Contracting out

The activities involved in managing the performance of work or the provision of goods and services by an external contractor, vendor or consultant, or by using external bureau services. Includes outsourcing.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
090.025.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting contract management relating to the Materiel Support function. Includes: <ul style="list-style-type: none">• minutes of meetings with main stakeholders• performance and evaluation reports.	Destroy 7 years after completion or other termination of contract

Disposal

The process of disposing of property no longer required by the agency, by sale, transfer, termination of lease, auction, donation or destruction. Includes destruction or transfer, and the program of activities to facilitate the orderly transfer of semi-active and inactive records from current office space into storage.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
090.034.001 ■■■■■■■■■■■■■■■■■■■■	Records relating to the disposal of emergency equipment and vehicles.	Destroy 7 years after disposal

Equipment Design

The activity of planning the style, layout, etc. of an item. Includes plans and drawings produced to show the look and function before the item is created.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
090.288.001 ■■■■■■■■■■■■■■■■■■■■	Master copies of specifications produced for the design of emergency equipment and vehicles regarded as technologically significant or innovative.	Retain as Territory Archives
090.288.002 ■■■■■■■■■■■■■■■■■■■■	Master copies of specifications produced for the construction of emergency equipment and vehicles used by the organisation.	Retain as Territory Archives
090.288.003 ■■■■■■■■■■■■■■■■■■■■	Master copies of designs of emergency personnel uniforms and accessories (e.g. helmets, insignia).	Retain as Territory Archives

Equipment Design (Continued)

The activity of planning the style, layout, etc. of an item. Includes plans and drawings produced to show the look and function before the item is created.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
090.288.004 ■■■■■■■■■■■■■■■■■■■■	Master copies of specifications produced for the construction of emergency equipment and vehicles that did not proceed.	Destroy 2 years after last action
090.288.005 ■■■■■■■■■■■■■■■■■■■■	Master copies of specifications produced for the design of other emergency equipment and vehicles.	Destroy after designs are superseded or withdrawn from use
090.288.006 ■■■■■■■■■■■■■■■■■■■■	Working papers relating to the management of projects for the design and emergency equipment and vehicles. Records could include contractor's briefing, engineering change proposals and notes, contract variations.	Destroy 7 years after completion of project
090.288.007 ■■■■■■■■■■■■■■■■■■■■	Working papers relating to the design of uniforms or accessories. Records could include drafts, drawings, comments and surveys.	Destroy 2 years after last action

Evaluation

The process of determining the suitability of potential or existing programs, items of equipment, systems or services in relation to meeting the needs of the given situation. Includes systems analysis and ongoing monitoring.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
090.042.001 ■■■■■■■■■■■■■■■■■■■■	Records relating to the evaluation of unique, rare or historically significant items of emergency equipment and vehicles. Includes testing reports, trial evaluations, job sheets, etc.	Retain as Territory Archives
090.042.002 ■■■■■■■■■■■■■■■■■■■■	Records relating to the appraisal of identification methods for use on equipment and vehicles e.g. colour schemes, markings.	Destroy 7 years after last action

Evaluation (Continued)

The process of determining the suitability of potential or existing programs, items of equipment, systems or services in relation to meeting the needs of the given situation. Includes systems analysis and ongoing monitoring.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
090.042.003 ■■■■■■■■■■■■■■■■■■■■	Records of investigations/surveys undertaken to determine the organisation's requirements for emergency equipment and vehicles. Including evaluation of other emergency equipment and vehicles acquired by the organisation, to establish their suitability.	Destroy 2 years after last action

Infringements

The activities associated with handling breaches of rules. Includes driving or traffic infringements and infringements of the agency's intellectual property.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
090.055.001 ■■■■■■■■■■■■■■■■■■■■	Records relating to breaches of rules for operating emergency vehicles when attending an incident. Records could include traffic infringements, parking fines, correspondence with relevant authorities.	Destroy 7 years after last action
090.055.002 ■■■■■■■■■■■■■■■■■■■■	Records relating to breaches of rules for operating emergency vehicles at other times. Records could include traffic infringements, parking fines.	Destroy after settlement of infringement

Inspections

The process of official examinations of facilities, equipment and items, to ensure compliance with agreed standards and objectives.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
090.057.001 ■■■■■■■■■■■■■■■■■■■■	Records relating to inspections of emergency equipment and vehicles to ensure it is in working order. Also includes identifying and reporting any defects or faults in vehicles.	Destroy after equipment or vehicle is disposed of or no longer used or transfer to new owner
090.057.002 ■■■■■■■■■■■■■■■■■■■■	Records relating to inspection and testing of emergency equipment to ensure equipment is in working order. Also includes identifying and reporting any defects or	Destroy 7 years after inspection

faults in equipment.

Installation

Activities involved in placing equipment in position and connecting and adjusting it for use.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
090.058.001 ■■■■■■■■■■■■■■■■■■■■	Records relating to the installation of emergency equipment.	Destroy 2 years after installation completed

Inventory

The activities associated with listing and preparing lists of items and assets in the possession of the agency.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
090.061.001 ■■■■■■■■■■■■■■■■■■■■	Inventory control lists, databases and registers of emergency equipment and vehicles. Includes movement history.	Destroy 6 months after superseded

Joint ventures

The activities involved in managing joint operations between the agency and other agencies, or with the government, where there is a contract, joint contribution of funds and/or time. Includes private sector ventures with public sector organisations, and co-research or collaboration between inter-departmental units, departments or agencies.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
090.062.001 ■■■■■■■■■■■■■■■■■■■■	Records relating to formal arrangements with other organisations to undertake joint activities in relation to Materiel Support.	Destroy 7 years after last action

Leasing

The activities involved in leasing items, equipment, accommodation, premises or real estate. Includes the process of chartering.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
090.063.001 ■■■■■■■■■■■■■■■■■■■■	All records relating to the leasing of emergency equipment and vehicles. Records could include contracts, agreements, conditions and routine	Destroy 7 years after expiry of lease

correspondence.

Maintenance

The activities associated with the upkeep, repair, servicing, modification and preservation of internal/external conditions of premises, equipment, vehicles etc.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
090.069.001 ■■■■■■■■■■■■■■■■■■■■	Records relating to the maintenance, service and repair of unique, vintage or historically significant emergency vehicles. Includes upgradings, modifications, enhancements, alterations, refurbishments and action taken to repair defects.	Retain as Territory Archives
090.069.002 ■■■■■■■■■■■■■■■■■■■■	Records relating to the maintenance, service and repair of other emergency vehicles. Includes upgradings, modifications, enhancements, alterations, refurbishments and action taken to repair defects.	Destroy 2 years after disposal

Meetings

The activities associated with regular or ad hoc gatherings held to formulate, discuss, update or resolve issues and matters pertaining to the function. Includes staff meetings, arrangements, agenda, taking of minutes, etc. Excludes committee meetings.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
090.072.001 ■■■■■■■■■■■■■■■■■■■■	Final versions of minutes, agenda and supporting documents tabled at meetings associated with operational matters related to the Materiel Support function.	Destroy 2 years after last action
090.072.002 ■■■■■■■■■■■■■■■■■■■■	Working papers documenting the conduct and administration of meetings associated with the Materiel Support function. Includes: <ul style="list-style-type: none"> • draft agenda • notice of meeting • draft minutes. 	Destroy 2 years after last action

Reporting

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, regulation, or legislation, e.g. Annual Report). Includes statistics and returns.

Note: Reports resulting from a routine activity, e.g. inspection reports, form part of that activity, i.e. reports resulting from an inspection are part of the inspection and not the activity of Reporting. Reports of these types should be classified as part of the greater activity generating the report.

[For the Annual Report drafting process, use PUBLICATIONS - Drafting.

For submissions of annual reports to the Portfolio Minister, use GOVERNMENT RELATIONS - Compliance.]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
090.088.001 ■■■■■■■■■■■■■■■■■■■■	Specially commissioned or initiated reports that contain detailed findings and recommendations on the status or feasibility of emergency equipment and vehicles.	Retain as Territory Archives
090.088.002 ■■■■■■■■■■■■■■■■■■■■	Specially commissioned or initiated reports that contain limited or short term findings and recommendations.	Destroy 7 years after completion of report
090.088.002 ■■■■■■■■■■■■■■■■■■■■	Final versions of reports, including reports submitted to external agencies, in relation to emergency equipment and vehicles.	Destroy 7 years after completion of report
090.088.003 ■■■■■■■■■■■■■■■■■■■■	Periodic or ad hoc internal reports documenting the status and/or administration of emergency equipment and vehicles.	Destroy 2 years after completion of report
090.088.004 ■■■■■■■■■■■■■■■■■■■■	Records relating to preparation of reports, including routine administrative matters.	Destroy 6 months after last action

Standards

The process of implementing industry or agency specific benchmarks for services and processes to enhance quality and efficiency of an organisation.

[For the adherence and monitoring of industry standards, use INDUSTRY DEVELOPMENT - Compliance.]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
090.100.001 ■■■■■■■■■■■■■■■■■■■■	Records relating to the development, by the organisation, of standards for emergency equipment and vehicles.	Retain as Territory Archives
090.100.002 ■■■■■■■■■■■■■■■■■■■■	Records relating to the development, by other organisations, of standards for emergency equipment and vehicles.	Destroy 6 months after last action

Stocktake

The activities associated with the examination, counting and valuing of goods with the view to reassessing the need for replacing those goods and to identify missing items and determine the condition of the existing items.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
090.101.001 ■■■■■■■■■■■■■■■■■■■■	Records relating to stocktaking including examination, counting and valuation of emergency equipment and vehicles.	Destroy 2 years after stocktake

Tendering

The activities involved in receiving and assessing tenders, of making offers and finalising contract arrangements for the supply, sale or purchase of goods and services.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
090.104.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting the development and issue of tender documentation. Includes Statement of Requirements, Request for Proposals, Expression of Interest, Request for Tender (RFT) and draft contract.	Destroy 7 years after tender process completed
090.104.002 ■■■■■■■■■■■■■■■■■■■■	Evaluation of tenders received against selection criteria. Includes records documenting arrangements for carrying out the evaluation process, evaluation report, recommendations, final report and public notices.	Destroy 7 years after tender process completed

OPERATIONAL TRAINING

The function of planning, providing, managing and evaluating training in emergency situations. Includes training in the use of specialised emergency equipment, communications and appliances and the provision of training to external organisations or individuals on a commercial basis. Also includes ongoing training, exercises and drills conducted.

[For records regarding the development of skills and abilities for personnel, that are not emergency based, see PERSONNEL.]

Acquisition

The process of gaining ownership or use of property and other items or the provision of services required in the conduct of business through purchase or requisitions.

Entry No.	Description of Records	Disposal Action
091.003.001 ■■■■■■■■■■■■■■■■■■■■	Records relating to the acquisition and/or licensed use of learning and assessment materials. These may include: <ul style="list-style-type: none">• training packages• learning support materials• assessment guides• student logs• teaching plans• implementation plans• student and teacher resources.	Destroy 7 years after date of purchase or expiry of the licence

Advice

The activities associated with offering opinions as to an action or judgement. Includes the process of advising.

[For the provision of advice to the Minister or Chief Minister, use GOVERNMENT RELATIONS - Advice.

For legal advice, use LEGAL SERVICES - Advice.

For the development of submissions in relation to advice, use INDUSTRY DEVELOPMENT - Submissions.]

Entry No.	Description of Records	Disposal Action
091.005.001 ■■■■■■■■■■■■■■■■■■■■	Records relating to the provision or receipt of general advice relating to training and assessment. Includes the provision of advice to prospective clients relating to: <ul style="list-style-type: none">• enrolment and orientation procedures;• course information;• fees and charges records.	Destroy 2 years after last action

Arrangements

The activities involved in arranging for a journey or trip or for the delivery of equipment or goods and the usage made of facilities, vehicles, equipment and space. Includes preparing travel itineraries, authorisations, entitlements, etc.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
091.011.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting training course arrangements. Records could include venue booking, hire of equipment, catering, lodgement and processing of applications, confirmation notices, parking, etc.	Destroy 2 years after course conducted

Audit

The activities associated with officially checking financial, quality assurance and operational records to ensure they have been kept and maintained in accordance with agreed or legislated standards and correctly record the events, processes and business of an agency, company or other organisation in a specified period. Includes compliance audits, financial audits, operational audits, recordkeeping audits, skills audits, system audits and quality assurance audits.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
091.013.001 ■■■■■■■■■■■■■■■■■■■■	Final audit reports relating to audits of the operational training function that result in substantial change to procedures or policy.	Retain as Territory Archives
091.013.002 ■■■■■■■■■■■■■■■■■■■■	Final audit report relating to audits of the operational training function that do not result in substantial change to procedures or policy.	Destroy 7 years after audit completed
091.013.003 ■■■■■■■■■■■■■■■■■■■■	Working papers relating to audits of the operational training function.	Destroy 2 years after audit completed

Ceremonies

The activities associated with arranging and managing a formal act performed for a special occasion.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
091.018.001 ■■■■■■■■■■■■■■■■■■■■	Records relating to the conduct of ceremonies for the presentation of qualifications and statements of attainment.	Destroy 2 years after last action

Client Management

The activities associated with managing the organisation's clients. Includes contact lists, client details, distribution of information regarding services, etc.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
091.234.001 ■■■■■■■■■■■■■■■■■■■■	Records relating to the management of clients training needs. Records could include course applications, course reminders, confirmation letters, contact details, lists of attendees, payment details, etc.	Destroy 6 months after last action

Committees

The activities associated with the managing of committees and task forces. Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes of meetings, reports, agenda etc.

[For audit committees, use STRATEGIC MANAGEMENT - Committees.

For the establishment of advisory councils or governing boards with decision making responsibility for agency policy and/or planning, use STRATEGIC MANAGEMENT - Committees.]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
091.020.001 ■■■■■■■■■■■■■■■■■■■■	Records of internal committees and external committees where the agency has the administrative or secretariat role including VET management group, industry advisory committees, assessment committees etc. These may include: <ul style="list-style-type: none">• final versions of minutes;• agenda;• briefing and discussion papers.	Retain as Territory Archives
091.020.002 ■■■■■■■■■■■■■■■■■■■■	Records of external committees where the organisation does not have the administrative or secretariat role. Includes: <ul style="list-style-type: none">• final versions of minutes• agenda papers• reports• submissions.	Destroy 2 years after action completed or following next registration audit whichever is the latter

Committees (Continued)

The activities associated with the managing of committees and task forces. Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes of meetings, reports, agenda etc.

[For audit committees, use STRATEGIC MANAGEMENT - Committees.

For the establishment of advisory councils or governing boards with decision making responsibility for agency policy and/or planning, use STRATEGIC MANAGEMENT - Committees.]

Entry No.	Description of Records	Disposal Action
091.020.003 ■■■■■■■■■■■■■■■■■■■■	Records relating to the establishment of committees including the appointment of members for committees not included above.	Destroy 2 years after last action
091.020.004 ■■■■■■■■■■■■■■■■■■■■	Records relating to the conduct and administration of committees including notices of meetings and correspondence.	Destroy 2 years after last action

Compliance

The activities associated with complying with mandatory or optional accountability, fiscal, legal, regulatory or quality standards or requirements. Includes compliance with legislation and with national and international standards, such as the ISO 9000 series.

Entry No.	Description of Records	Disposal Action
091.021.001 ■■■■■■■■■■■■■■■■■■■■	Records relating to major breaches of compliance with registration requirements resulting in suspension or cancellation of registration.	Destroy 7 years after suspension or cancellation of registration
091.021.002 ■■■■■■■■■■■■■■■■■■■■	Records relating to registration under the Australian Quality Training Framework (AQTF) standards for Registered Training Organisations (RTOs). These records may include: <ul style="list-style-type: none">• self assessments;• applications for registration;• certificate of registration.	Destroy 2 years after accreditation or registration expires or is superseded
091.021.003 ■■■■■■■■■■■■■■■■■■■■	Records relating to minor breaches of compliance with registration requirements that do not result in suspension or cancellation of registration.	Destroy 2 years after last action

Course Development

The process of developing curricula for courses. This includes the initiation or discussion of proposals.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
091.230.001 ■■■■■■■■■■■■■■■■■■■■	Master records relating to development of courses and programs of study. Records could include master set of programs, lecture notes, training manuals, hand-outs, films and videos, photographs, slides, scripts, brochures.	Retain as Territory Archives
091.230.002 ■■■■■■■■■■■■■■■■■■■■	One representative sample, for each calendar year, of training programs and presentation materials.	Retain as Territory Archives
091.230.003 ■■■■■■■■■■■■■■■■■■■■	Working papers and related correspondence documenting the development of the curriculum.	Destroy 2 years after last action

Enquiries

The activities associated with handling requests for information about the agency and its services, programs and activities.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
091.040.001 ■■■■■■■■■■■■■■■■■■■■	Records relating to enquiries for routine information.	Destroy 6 months after last action

Enrolment

The process of registering/enrolling all students in a course or subject. Includes the enrolment of international and exchange students.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
091.182.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting enrolment in training and/or assessments. These may include: <ul style="list-style-type: none">• enrolment details;• personal details;• certified attendance lists;• enrolment forms (where no other record of enrolment exists).	Destroy 30 years after assessment enrolment completed
091.182.002 ■■■■■■■■■■■■■■■■■■■■	Records supporting the process of enrolment in training and/or assessment. These may include: <ul style="list-style-type: none">• enrolment forms;• daily roll books. <p><i>[See 4.27.1 where these are the only record of enrolment.]</i></p>	Destroy 2 years after evaluation
091.182.003 ■■■■■■■■■■■■■■■■■■■■	Records relating to the determination of fees and charges for training and assessment. <i>[See FINANCIAL MANAGEMENT for financial transactions relating to the payment or refund of fees.]</i>	Destroy 2 years after last action

Evaluation

The process of determining the suitability of potential or existing programs, items of equipment, systems or services in relation to meeting the needs of the given situation. Includes systems analysis and ongoing monitoring.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
091.042.001 ■■■■■■■■■■■■■■■■■■■■	Record documenting the evaluation of courses, including assessment of courses by participants in Registered Training Organisation (RTO) modules.	Destroy after next registration audit
091.042.002 ■■■■■■■■■■■■■■■■■■■■	Record documenting the evaluation of courses, including assessment of courses by participants that are not Registered Training Organisation (RTO) modules.	Destroy 2 years after last action

Examination and Assessment

The process of testing knowledge and understanding of students by examination and other techniques, such as ongoing assessment. Includes arrangements for subject and university entrance examinations.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
091.186.001 ■	Records of assessment results of individuals. These may include: <ul style="list-style-type: none"> • result details contained in database/register; • lists of results (where no other record of results exists); • copies of qualifications (where no other record of results exists). 	Destroy 30 years after assessment
091.186.002 ■	Records documenting the assessment of individuals not included above. These may include: <ul style="list-style-type: none"> • assessment tools; • assessment checklists; • assessment reports; • evidence submitted by clients; • assessment reviews; • client assessment records (books); • photographs. 	Destroy after master record of assessment is produced or updated and appeals period has passed
091.186.003 ■	Records documenting validation of the assessment process conducted in conjunction with other Registered Training Organisations (RTOs). Includes samples of assessment instruments and assessment evidence used in the validation process.	Destroy 2 years after registration audit is completed
091.186.004 ■	Records relating to administrative arrangements for assessment which may include: <ul style="list-style-type: none"> • venue bookings; • equipment bookings; • timetabling; • notices of assessment. 	Destroy 6 months after last action
091.186.005 ■	Records relating to requests for the issue or replacement of qualifications and statements of attainment.	Destroy 6 months after last action

Joint ventures

The activities involved in managing joint operations between the agency and other agencies, or with the government, where there is a contract, joint contribution of funds and/or time. Includes private sector ventures with public sector organisations, and co-research or collaboration between inter-departmental units, departments or agencies.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
091.062.001 ■■■■■■■■■■■■■■■■■■■■	Records relating to the management of joint ventures or partnerships, including the establishment, maintenance and review of joint venture agreements and contracts.	Destroy 7 years after termination of arrangement

Liaison

The activities associated with maintaining regular general contact between the agency and professional associations, professionals in related fields, other private sector organisations and community groups. Includes sharing informal advice and discussions, membership of professional associations and collaborating on projects that are not joint ventures.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
091.067.001 ■■■■■■■■■■■■■■■■■■■■	Records relating to contact with national bodies, professional associations, industry bodies, private sector organisations, government agencies and community groups regarding training deliver and/or assessment. Includes membership of industry and professional associations.	Destroy after next registration audit
091.067.002 ■■■■■■■■■■■■■■■■■■■■	Records relating to maintaining regular contact with other organisations and persons with an interest in operational training activities. Includes exchange of contact details and information (e.g. newsletters).	Destroy 6 months after last action

Reporting

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, regulation, or legislation, e.g. Annual Report). Includes statistics and returns.

Note: Reports resulting from a routine activity, e.g. inspection reports, form part of that activity, i.e. reports resulting from an inspection are part of the inspection and not the activity of Reporting. Reports of these types should be classified as part of the greater activity generating the report.

[For the Annual Report drafting process, use PUBLICATIONS - Drafting.

For submissions of annual reports to the Portfolio Minister, use GOVERNMENT RELATIONS - Compliance.]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
091.088.001 ████████████████████	All records, including training databases, documenting details of specific training received by members of the organisation and volunteers. Training includes rescue operations, urban search and rescue, hazardous materials.	Destroy 30 years after training is completed
091.088.002 ████████████████████	Records relating to the provision of reports to comply with internal (Quality Management System) and external reporting requirements. These may include: <ul style="list-style-type: none">• Letters of Completion;• Management Review Reports;• Customer Feedback.	Destroy 2 years after action completed or next registration audit whichever is the latter
091.088.003 ████████████████████	Training log books (or similar) of officers documenting their individual training, competencies achieved, skills maintenance, etc.	Destroy after offer to officer on retirement or leaving, if not wanted destroy after 2 years

Reviewing

The activities involved in re-evaluating or re-examining products, processes, procedures, standards and systems. Includes recommendations and advice resulting from these activities.

Entry No.	Description of Records	Disposal Action
091.093.001 ■■■■■■■■■■■■■■■■■■■■	Records relating to reviews of training delivery and assessment including the collection and analysis of stakeholder and client feedback.	Destroy after next registration audit

Tendering

The activities involved in receiving and assessing tenders, of making offers and finalising contract arrangements for the supply, sale or purchase of goods and services.

Entry No.	Description of Records	Disposal Action
091.104.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting the development and issue of tender documentation. Includes Statement of Requirements, Request for Proposals, Expression of Interest, Request for Tender (RFT) and draft contract.	Destroy 7 years after tender process completed
091.104.002 ■■■■■■■■■■■■■■■■■■■■	Evaluation of tenders received against selection criteria. Includes records documenting arrangements for carrying out the evaluation process, evaluation report, recommendations, final report and public notices.	Destroy 7 years after tender process completed
091.104.003 ■■■■■■■■■■■■■■■■■■■■	Records documenting post-offer negotiations and due diligence checks.	Destroy 7 years after tender process completed
091.104.004 ■■■■■■■■■■■■■■■■■■■■	Records of unsuccessful tenders or a tender process where there is no suitable bidder, or where the tender process has been discontinued. Includes submissions, notification of outcome and reports on debriefing sessions.	Destroy 2 years after tender process completed or decision made not to continue with the tender
091.104.005 ■■■■■■■■■■■■■■■■■■■■	Tender register.	Destroy 7 years after last entry

RETAIN AS TERRITORY ARCHIVES

EMERGENCY AWARENESS

The function of raising the awareness of the community about emergencies and authorisation and inspections of activities, premises and equipment. Includes community education programs, schools visits, public displays at the Canberra Show etc.

Audit

The activities associated with officially checking financial, quality assurance and operational records to ensure they have been kept and maintained in accordance with agreed or legislated standards and correctly record the events, processes and business of the agency in a specified period. Includes compliance audits, financial audits, operational audits, recordkeeping audits, skills audits, system audits and quality assurance audits.

Entry No.	Description of Records	Disposal Action
088.013.001 ■■■■■■■■■■■■■■■■■■■■	Final audit reports relating to operational audits of the Emergency Awareness function that result in substantial changes to policy or have a significant impact on operations.	Retain as Territory Archives

Committees

The activities associated with the managing of committees and task forces. Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes of meetings, reports, agenda etc.

[For audit committees, use STRATEGIC MANAGEMENT - Committees.]

For the establishment of advisory councils or governing boards with decision making responsibility for agency policy and/or planning, use STRATEGIC MANAGEMENT - Committees.]

Entry No.	Description of Records	Disposal Action
088.020.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting high-level corporate committees with overall responsibility for making major decisions in the area of emergency awareness. Includes: <ul style="list-style-type: none">• Documents establishing the committee• Final versions of minutes• Reports• Recommendations• Supporting documents such as briefing and discussion papers.	Retain as Territory Archives

Community Education

The activities associated with all aspects of public education and community awareness programs. Includes the development, planning and delivery of programs.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
088.127.001 ■■■■■■■■■■■■■■■■■■■■	Representative sample of material supporting the community education programs, campaigns and events, and considered to be exceptional in terms of display or exhibition value.	Retain as Territory Archives

Policy

The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
088.080.001 ■■■■■■■■■■■■■■■■■■■■	Records relating to the establishment and development of policy in relation to emergency awareness activities. Includes policy proposals, research papers, results of consultations, supporting reports and final documents.	Retain as Territory Archives

Research

The activities involved in investigating or enquiring into a subject or area of interest in order to discover facts, principles, etc. Used to support development of projects, standards, guidelines, etc. and business activities in general. Includes following up enquiries relating to programs, projects, working papers, literature searches, etc.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
088.091.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting research that results in major changes to community safety programs, training or the design of the built environment. Records could include surveys, interviews, observations, etc.	Retain as Territory Archives

EMERGENCY MANAGEMENT

The function of managing emergency services including Fire Brigade, Ambulance Service, State Emergency Service (SES) and Rural Fire Service (RFS). Includes provision of refreshments and resources at incident, provision of counselling to victims of emergencies, reviewing performance at incidents and incident reporting. Includes the notification of an incident, and mobilising and demobilising resources, particularly as it relates to replenishment, refurbishment, and repair of equipment.

Audit

The activities associated with officially checking financial, quality assurance and operational records to ensure they have been kept and maintained in accordance with agreed or legislated standards and correctly record the events, processes and business of an agency, company or other organisation in a specified period. Includes compliance audits, financial audits, operational audits, recordkeeping audits, skills audits, system audits and quality assurance audits.

Entry No.	Description of Records	Disposal Action
089.013.001 ■■■■■■■■■■■■■■■■■■■■	Final audit report relating to operational audits of the Emergency Management function that result in substantial changes to policy or have a significant impact on operations.	Retain as Territory Archives

Case Management

The activity of managing an incident, person, organisation or client on a case basis. Case management incorporates the process of assessment, planning, facilitation and advocacy for options and services to meet an individual's, organisation's or client's needs or outcomes. Includes processing applications; authorisations and approvals; the establishment of a client; developing, implementing and monitoring case plans; the ongoing delivery and provision of services; finalisation of services and reviews of service delivery.

Entry No.	Description of Records	Disposal Action
089.194.001 ■■■■■■■■■■■■■■■■■■■■	Investigation records into major emergencies where there has been a fatality, major loss to property or serious injury. Records could include statements, reports, photographs, transcripts, video and voice recordings, diagrams, survey data.	Retain as Territory Archives

MATERIEL SUPPORT

The function of acquiring, supplying, maintaining, repairing and disposing of emergency vehicles and equipment required for emergency situations. Includes any specially built vehicles such as appliances, buses, mobile control units and foam carriers used in the management of fires, hazardous incidents, emergencies or rescues and purpose built or designed vehicles used to transport and treat patients. Items of equipment include breathing apparatus, non-motorised trailers, pumps, protective clothing, etc.

[For the installation and maintenance of communication facilities on emergency vehicles e.g. Firelink and Curtin on Wheels (COW), see TECHNOLOGY & TELECOMMUNICATIONS.

For accidents involving emergency vehicles, see FLEET MANAGEMENT - Accidents.]

Acquisition

The process of gaining ownership or use of property and other items or the provision of services required in the conduct of business through purchase or requisitions.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
090.003.001 ■■■■■■■■■■■■■■■■■■■■	Records relating to the acquisition of emergency vehicles and equipment considered to be unique, rare or of other historical significance. Includes the acquisition of equipment and vehicles featured in exhibitions and museum collections, and specially developed equipment or vehicles.	Retain as Territory Archives

Audit

The activities associated with officially checking financial, quality assurance and operational records to ensure they have been kept and maintained in accordance with agreed or legislated standards and correctly record the events, processes and business of an agency, company or other organisation in a specified period. Includes compliance audits, financial audits, operational audits, recordkeeping audits, skills audits, system audits and quality assurance audits.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
090.013.001 ■■■■■■■■■■■■■■■■■■■■	Final audit reports relating to operational audits of the Materiel Support function that result in substantial changes to policy or have a significant impact on operations.	Retain as Territory Archives

Registration

The activities to record, catalogue, inventory or list. The establishment and maintenance of registers containing information required by legislation.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
090.155.001 ■■■■■■■■■■■■■■■■■■■■	Heritage and Conservation Register.	Retain as Territory Archives
090.155.002 ■■■■■■■■■■■■■■■■■■■■	Notifications to Heritage Council regarding register items, including annual returns.	Retain as Territory Archives

Reporting

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, regulation, or legislation, e.g. Annual Report). Includes statistics and returns.

Note: Reports resulting from a routine activity, e.g. inspection reports, form part of that activity, i.e. reports resulting from an inspection are part of the inspection and not the activity of Reporting. Reports of these types should be classified as part of the greater activity generating the report.

[For the Annual Report drafting process, use PUBLICATIONS - Drafting.

For submissions of annual reports to the Portfolio Minister, use GOVERNMENT RELATIONS - Compliance.]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
090.088.001 ■■■■■■■■■■■■■■■■■■■■	Specially commissioned or initiated reports that contain detailed findings and recommendations on the status or feasibility of emergency equipment and vehicles.	Retain as Territory Archives

Standards

The process of implementing industry or agency specific benchmarks for services and processes to enhance quality and efficiency of an organisation.

[For the adherence and monitoring of industry standards, use INDUSTRY DEVELOPMENT - Compliance.]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
090.100.001 ■■■■■■■■■■■■■■■■■■■■	Records relating to the development, by the organisation, of standards for emergency equipment and vehicles.	Retain as Territory Archives

SCHEDULE OF AMENDMENTS – this information is provided for the assistance of users but does not form part of the Notifiable Instrument.

Changes to NI2005-154

Dated

5 May 2005

New Features (Insertions)

FUNCTION	Activity	Entry no.	Description
EMERGENCY MANAGEMENT	Emergency Declarations	089.283.001	The list of classes for RTA records was missing the class for Emergency Declarations. The class was inserted into the RTA list.

Enhancements (Changes)

FUNCTION	Activity	Entry no.	Description
OPERATIONAL TRAINING – Scope Note	N/A	N/A	<i>omit</i> (TARDiS) - STAFF DEVELOPMENT <i>substitute</i> - PERSONNEL
OPERATIONAL TRAINING	Enrolment	091.182.003 class description	<i>Omit</i> Territory Administrative Records Disposal Schedule (TARDiS) <i>substitute</i> FINANCIAL MANAGEMENT
		All	Class numbers.updated to latest format.
	Advice	Scope Note	Updated
	Agreements	Scope Note	Updated
	Committees	Scope Note	Updated
	Compliance	Scope Note	Updated
	Meetings	Scope Note	Updated
	Reporting	Scope Note	Updated
	Standards	Scope Note	Updated

Corrections (Deletions)

FUNCTION	Activity	Entry no.	Description