

Australian Capital Territory

Territory Records (Records Disposal Schedule – Emergency Services Records) Approval 2005 (No 1)

Notifiable instrument NI2005—154

made under the

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

I approve the Records Disposal Schedule – Emergency Services Records.

David Wardle
Director of Territory Records
3 May 2005



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INTRODUCTION

The *Records Disposal Schedule – Emergency Services Records* is the official authority for the disposal of records relating to Emergency Services 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 to be used in conjunction with the *Territory Administrative Records Disposal Schedule (TARDiS)*.

PURPOSE

The purpose of this Records Disposal Schedule is to provide for the authorised disposal of Emergency Services Records created or maintained by ACT Government agencies.

SCOPE

This Records Disposal Schedule applies to all ACT Government agencies as defined in the *Territory Records Act 2002*.

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.**

The *Records Disposal Schedule – Emergency Services Records* has a hierarchical structure that reflects its arrangement according to functions and activities, rather than by subject, and its close relationship to the Territory Version of Keyword AAA. The Records Disposal Schedule is designed to be applicable to all Emergency Services 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.

Territory Version of Keyword AAA

The Territory Version of Keyword AAA is the general administrative thesaurus produced by the Territory Records Office. The structure and terms used in this Records Disposal Schedule are closely related to those used in the Territory Version of Keyword AAA, which is based on functional analysis of business activity. This methodology (i.e. the analysis of business activity) produces a hierarchical model of an organisation's business activity. The hierarchical model also represents a classification scheme for the records that documents functions, activities and transactions.

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 Territory Version of Keyword AAA. 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 – Emergency Services Records covers all Emergency Services records.

- is intended to cover most Emergency Services records common to all ACT Government agencies;
- 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 this activity. Activities can relate to many functions with the scope notes covering all of these relationships (eg 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,
- microfiche,
- 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 rerecording) does 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;
- 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 transaction 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 which 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 which 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 which 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 by or to the agency as to an action or judgment. Includes the process of advising.

Agreements

The processes associated with the establishment, maintenance, review and negotiation of agreements.

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.

Use STRATEGIC MANAGEMENT - Committees for audit committees.

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 adhoc gatherings held to formulate, discuss, update or resolve issues and matters pertaining to managing the section, department, or agency as a whole. Includes 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 by or to the agency as to an action or judgment. Includes the process of advising.

Agreements

The processes associated with the establishment, maintenance, review and negotiation of agreements.

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.

Use STRATEGIC MANAGEMENT - Committees for audit committees.

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 adhoc gatherings held to formulate, discuss, update or resolve issues and matters pertaining to managing the section, department, or agency as a whole. Includes 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 Territory Administrative Records Disposal Schedule (TARDiS) TECHNOLOGY & TELECOMMUNICATIONS.

For accidents involving emergency vehicles, see Territory Administrative Records Disposal Schedule (TARDiS) 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.

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.

Use STRATEGIC MANAGEMENT - Committees for audit committees.

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 adhoc gatherings held to formulate, discuss, update or resolve issues and matters pertaining to managing the section, department, or agency as a whole. Includes 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 Territory Administrative Records Disposal Schedule (TARDiS) - STAFF DEVELOPMENT.

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 by or to the agency as to an action or judgment. Includes the process of advising.

Agreements

The processes associated with the establishment, maintenance, review and negotiation of agreements.

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.

Use STRATEGIC MANAGEMENT - Committees for audit committees.

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 adhoc gatherings held to formulate, discuss, update or resolve issues and matters pertaining to managing the section, department, or agency as a whole. Includes 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

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 by or to the agency as to an action or judgment. Includes the process of advising.

Entry No.	Description of Records	Disposal Action
1.1.1 	Records documenting the receipt and provision of technical or specialist advice regarding emergencies awareness.	Destroy 7 years after last action
1.1.2 	Records documenting the receipt and provision of routine advice about emergency awareness.	Destroy 2 years after last action


Agreements

The processes associated with the establishment, maintenance, review and negotiation of agreements.

Entry No.	Description of Records	Disposal Action
1.2.1 	Records relating to the establishment, maintenance and review of agreements and contracts.	Destroy 7 years after agreement expires or is terminated




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.

Entry No.	Description of Records	Disposal Action
1.3.1 	Records detailing arrangements made to support the Emergency Awareness function.	Destroy 2 years after last action

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
1.4.1 	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
1.4.2 	Other final audit reports relating to operational audits of the Emergency Awareness function.	Destroy 7 years after audit completed
1.4.3 	Working papers relating to operational audits of the Emergency Awareness function.	Destroy 2 years after audit completed


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.

Authorisation

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

Entry No.	Description of Records	Disposal Action
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1.5.1 	Records relating to applications for permits to burn off, hold fireworks display, etc. Includes tasks associated with authorisation such as inspections to check hazard reduction.	Destroy 7 years after last action
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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.

Use *STRATEGIC MANAGEMENT - Committees for audit committees*.

Entry No.	Description of Records	Disposal Action
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1.6.1 	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
1.6.2 	Records documenting external or inter-agency committees formed to consider emergency awareness issues. Includes: <ul style="list-style-type: none">• Documents establishing the committee• Appointment of members• Minutes• Supporting documents such as briefing and discussion papers.	Destroy 7 years after last action
1.6.3 	Working papers documenting the conduct and administration of all committees which consider matters relating to the Emergency Awareness function. Includes draft agenda and minutes.	Destroy when reference ceases

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.


Community Education

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

Entry No.	Description of Records	Disposal Action
1.7.1 	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
1.7.2 	Final versions of materials which support the community education programs, campaigns and events. Records could include programs, program outlines, lecture notes, hand-outs, films and videos, posters, photographs, slides, etc.	Destroy 7 years after last action
1.7.3 	Working papers documenting the development of materials used to support the community education programs, campaigns and events.	Destroy 2 years after last action
1.7.4 	Records documenting arrangements and schedules for the presentation of community education programs, campaigns and events. Records could include media contact details, venue bookings, hire of equipment, catering, copies of financial records, station visit details.	Destroy 2 years after program, campaign or event is concluded


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.

Entry No.	Description of Records	Disposal Action
1.8.1 	Records relating to the application and assessment of exemptions from compliance with fire bans, regulations, etc.	Destroy 7 years after last action

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.

Entry No.	Description of Records	Disposal Action
1.9.1 	Records documenting contract management relating to the Emergency Awareness function. Includes: minutes of meetings with main stakeholders performance and evaluation reports.	Destroy 7 years after completion of contract

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.

Enquiries

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

Entry No.	Description of Records	Disposal Action
1.10.1 [Barcode]	Records relating to enquiries for information about the Emergency Awareness function requiring a detailed response.	Destroy 7 years after last action
1.10.2 [Barcode]	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.

Entry No.	Description of Records	Disposal Action
1.11.1 [Barcode]	Records documenting the evaluation and review of individual programs, campaigns and events supporting the Emergency Awareness function.	Destroy 7 years after evaluation completed

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.

Entry No.	Description of Records	Disposal Action
1.12.1 [Barcode]	Records associated with the implementation of campaigns related to emergency awareness activities.	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.




Entry No.	Description of Records	Disposal Action
1.13.1 [Barcode]	Records documenting notices or orders issued for breaches of legislation, regulations. Includes rectification orders.	Destroy 7 years after last action

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.


Inspections

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

Entry No.	Description of Records	Disposal Action
1.14.1 	Records documenting notification or complaints from the public, staff, etc. and the subsequent follow up action, regarding potentially dangerous situations or suspected non-compliance with fire bans, regulations or Acts.	Destroy 7 years after last action
1.14.2 	Records relating to the ongoing inspections of fire hydrants and water supply. Records could include: <ul style="list-style-type: none">• Water pressure forms• Record of hydrant and water supply inspection• Hydrant record cards.	Destroy 7 years after inspection
1.14.3 	Fire Safety files documenting inspections of high-rise and commercial building. Records could include plans, inspection reports, building approvals.	Destroy after building is demolished


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.

Entry No.	Description of Records	Disposal Action
1.15.1 	Records relating to formal arrangements with other organisations to undertake joint activities in relation to the Emergency Awareness function.	Destroy 7 years after last action

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.

Entry No.	Description of Records	Disposal Action
1.16.1 	Record relating to maintaining regular contact with other organisations and persons with an interest in emergency awareness activities. Includes exchange of contact details and information (e.g. newsletters).	Destroy when reference ceases

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.

Meetings

The activities associated with adhoc gatherings held to formulate, discuss, update or resolve issues and matters pertaining to managing the section, department, or agency as a whole. Includes arrangements, agenda, taking of minutes etc. Excludes committee meetings.

Entry No.	Description of Records	Disposal Action
1.17.1 [Barcode]	Final versions of minutes, agenda and supporting documents tabled at external meetings relating to the Emergency Awareness function. Includes agendas, minutes, briefing papers, etc.	Destroy 7 years after last action
1.17.2 [Barcode]	Working papers documenting the conduct and administration of meetings associated with the Emergency Awareness 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.

Entry No.	Description of Records	Disposal Action
1.18.1 [Barcode]	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, as the basis from which the agency's operating procedures are determined.

Entry No.	Description of Records	Disposal Action
1.19.1 [Barcode]	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
1.19.2 [Barcode]	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 policy

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.

Procedures

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

Entry No.	Description of Records	Disposal Action
1.20.1 [Barcode]	Master copies of procedures, manuals, codes of practice or instructions in regards to Emergency Awareness.	Destroy 7 years after procedures are superseded
1.20.2 [Barcode]	Ancillary records supporting the development of emergency awareness procedures, etc. Includes working papers and drafts.	Destroy 2 years after last action

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.

Entry No.	Description of Records	Disposal Action
1.21.1 [Barcode]	Complaints received of a serious nature that may be subject to legal action. Includes responses to the complaints.	Destroy 7 years after last action
1.21.2 [Barcode]	Complaints received of a minor nature that are not subject to legal action. Includes responses to the complaints.	Destroy 2 years after last action
1.21.3 [Barcode]	Letters of recognition, notes of gratitude and thank you letters.	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), 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.

Entry No.	Description of Records	Disposal Action
1.22.1 [Barcode]	Final versions of reports, including reports submitted to external agencies, in relation to the Emergency Awareness function.	Destroy 7 years after completion of report
1.22.2 [Barcode]	Periodic or ad hoc internal reports documenting the status and/or administration of the Emergency Awareness function.	Destroy 2 years after completion of report
1.22.3 [Barcode]	Records relating to preparation of reports, including routine administrative matters.	Destroy when reference ceases

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.

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.

Entry No.	Description of Records	Disposal Action
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1.23.1 [Barcode]	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
1.23.2 [Barcode]	Records documenting specific projects managed by the organisation that are not regarded as significant and have only a minor impact on policy. Records could include profile, investigators' report, interviews, summary of findings, final report, etc.	Destroy 7 years after last action
1.23.3 [Barcode]	Working papers and administrative records of projects managed by the organisation that have minor impact on policy or legislation.	Destroy 2 years after last action

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
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1.24.1 [Barcode]	Records relating to reviewing Emergency Awareness processes, policy, procedures, standards and systems that result in major changes to those processes, etc.	Retain as Territory Archives
1.24.2 [Barcode]	Records relating to reviewing Emergency Awareness processes, policy, procedures, standards and systems that do not result in major changes to those processes, etc.	Destroy 7 years after review

Standards

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

Entry No.	Description of Records	Disposal Action
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1.25.1 [Barcode]	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
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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.

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>
1.26.1 	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
1.26.2 	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
1.26.3 	Records documenting post-offer negotiations and due diligence checks.	Destroy 7 years after tender process completed
1.26.4 	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
1.26.5 	Tender register.	Destroy 7 years after last entry
1.26.6 	Signed contracts under seal resulting from tenders and supporting records.	Destroy 12 years after completion of contract
1.26.7 	Signed simple contracts and agreements resulting from tenders and supporting records.	Destroy 7 years after completion of contract
1.26.8 	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 by or to the agency as to an action or judgment. Includes the process of advising.

Entry No.	Description of Records	Disposal Action
2.1.1 	Records documenting the receipt and provision of technical or specialist advice regarding emergencies.	Destroy 7 years after last action
2.1.2 	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.

Entry No.	Description of Records	Disposal Action
2.2.1 	Agreements outlining cooperative arrangements between the organisation and other organisations (for example 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
2.2.2 	Records documenting negotiations, establishment, maintenance and review of agreements.	Destroy 7 years after last action

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.

Entry No.	Description of Records	Disposal Action
2.3.1 	Records documenting arrangements for the provision of refreshments, equipment, etc. at incident sites.	Destroy 2 years after incident

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 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
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2.4.1 [Barcode]	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.
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Retain as Territory Archives

2.4.2 [Barcode]	Other final audit report relating to operational audits of the Emergency Management function.
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Destroy 7 years after audit completed

2.4.3 [Barcode]	Working papers relating to operational audits of the Emergency Management function.
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Destroy 2 years after audit completed

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.

Entry No.	Description of Records	Disposal Action
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2.5.1 [Barcode]	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 and survey data.
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Retain as Territory Archives

2.5.2 [Barcode]	Investigation records into other determined or undetermined emergencies. Records could include statements, reports, photographs, transcripts, video and voice recordings, diagrams and survey data.
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Destroy 7 years after last action

2.5.3 [Barcode]	Ambulance case sheets where the patient was 18 years or older at time of treatment. Includes South Care helicopter.
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Destroy 7 years after last action

2.5.4 [Barcode]	Ambulance case sheets where the patient was less than 18 years old. Includes South Care helicopter.
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Destroy after patient reaches 25 years of age





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.

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.

Use STRATEGIC MANAGEMENT - Committees for audit committees.

Entry No.	Description of Records	Disposal Action
2.6.1 	Records of the Bush Fire Council. Includes: <ul style="list-style-type: none"> • Appointment of members • Final versions of minutes • Reports • Recommendations • Supporting documents such as briefing papers and discussion papers. 	Retain as Territory Archives
2.6.2 	Records of external high level inter-government (both State/Territory and overseas) or inter-agency committees where the agency provides the Secretariat, is the Territory's main representative, or plays a significant role. Includes: <ul style="list-style-type: none"> • Documents establishing the committee, • Agendas, • Minutes, • Reports etc. 	Retain as Territory Archives
2.6.3 	Records of other external inter-government (both State/Territory and overseas) or inter-agency committees where the agency does not provide the Secretariat, is not the Territory's main representative, and plays only a minor role. Includes: <ul style="list-style-type: none"> • Documents establishing the committee, • Agendas, • Minutes, • Reports etc. 	Destroy 7 years after action completed
2.6.4 	Records of internal agency committees formed to consider matters relating to the Emergency Management function. Includes: <ul style="list-style-type: none"> • Documents establishing the committee, • Minutes, • Reports, • Recommendations, • Supporting documents such as briefing papers. 	Destroy 7 years after action completed




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.

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.

Use STRATEGIC MANAGEMENT – Committees for audit committees.

2.6.5 	Working papers documenting the conduct and administration of the Bush Fire Council. Includes agenda and notices of meetings.	Destroy 7 years after action completed
2.6.6 	Working papers documenting administrative arrangements made for the conduct of external inter-government and inter-agency committees.	Destroy 2 years after action completed
2.6.7 	Working papers documenting the administration of internal committees formed to consider matters relating to the Emergency Management function. Includes: <ul style="list-style-type: none">• Agenda,• Notices of meetings,• Draft minutes.	Destroy when reference ceases

Counselling (Emergency)

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





<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2.7.1 	Records relating to the provision of counselling services to members of the public affected by emergency situations where the person is aged 18 years or older.	Destroy 7 years after last action
2.7.2 	Records relating to the provision of counselling services to members of the public affected by emergency situations where the person is not aged 18 years or older.	Destroy after person reaches 25 years of age
2.7.3 	Administrative records relating to organising counsellors, and arranging appointments and transport for participants.	Destroy 2 years after last action

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.



Debriefing

The activity of conducting post-incident discussions.

Entry No.	Description of Records	Disposal Action
2.8.1 	Major incidents – All records concerning debriefings following major incidents initiated by, or requiring major involvement of the agency.	Retain as Territory Archives
2.8.2 	All records concerning other debriefings initiated by, or requiring major involvement of the organisation.	Destroy 7 years after last action
2.8.3 	All records concerning debriefings initiated by another service.	Destroy 2 years after last action
2.8.4 	Routine administrative records regarding debriefings.	Destroy 2 years after last action


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.

Entry No.	Description of Records	Disposal Action
2.9.1 	Records relating to significant disputes arising over response to incidents which create intense media interest or controversy or result in major changes to policy, procedures, etc. Records could include reports, decisions, resolutions and recommendations.	Retain as Territory Archives
2.9.2 	Records relating to other disputes arising over response to incidents, for example notification problems between emergency services when responding to an incident. Records could include reports, decisions, resolutions and recommendations.	Destroy 7 years after last action

Emergency Declarations

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

Entry No.	Description of Records	Disposal Action
2.10.1 	Records involved in the declaration and regulation of fire bans, emergency periods.	Destroy 10 years after last action










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.

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.

Entry No.	Description of Records	Disposal Action
2.11.1 	All operational records related to significant incidents. For example incidents that are run through the Emergency Coordination Centre (ECC) or Incident Management Room (IMR). Includes: <ul style="list-style-type: none">• Situation reports,• Damage reports,• Logs.	Retain as Territory Archives
2.11.2 	Master record of incident reports. Reports could be retained in an incident management system.	Retain as Territory Archives
2.11.3 	Statistical reports produced from data maintained in incident management system. Includes comprehensive statistics about incidents and responses. Includes details of types of incidents, property involved, injuries and fatalities.	Retain as Territory Archives
2.11.4 	Records relating to notifications of hazardous materials incidents to or from the Environment Protection Agency (EPA) or Environment ACT.	Destroy 7 years after notification
2.11.5 	Records relating to incidents not regarded as significant. Includes situation reports, damage reports and logs.	Destroy 7 years after last action
2.11.6 	Records relating to the sampling, analysis and identification of unidentified material involved in incidents.	Destroy 7 years after last action
2.11.7 	Incident reporting books containing individual's notes on an incident, including notes of telephone conversations.	Destroy 7 years after last entry.
2.11.8 	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
2.11.9 	Request for amendment/s to master record of incident retained in incident management system.	Destroy 2 years after last action

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.

Emergency Notifications

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

Entry No.	Description of Records	Disposal Action
2.12.1 [Barcode]	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
2.12.2 [Barcode]	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 by the general public, agency employees or another agency.

Entry No.	Description of Records	Disposal Action
2.13.1 [Barcode]	Records relating to enquiries for information about the Emergency Management function requiring a detailed response.	Destroy 7 years after last action
2.13.2 [Barcode]	Requests from insurance industry organisations (e.g. loss adjustors, insurance company) for information regarding incidents.	Destroy 7 years after enquiry
2.13.3 [Barcode]	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
2.14.1 [Barcode]	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




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.

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
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2.15.1 	Aerial photographs used to make assessments on hazard and risk assessment zoning.	Retain as Territory Archives
2.15.2 	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• Aerial photographs and zoning• 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
2.15.3 	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 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.

Entry No.	Description of Records	Disposal Action
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2.16.1 	Records relating to formal arrangements with other organisations to undertake joint activities in relation to Emergency Management.	Destroy 7 years after last action
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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.

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>
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2.17.1 	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
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Meetings

The activities associated with adhoc gatherings held to formulate, discuss, update or resolve issues and matters pertaining to managing the section, department, or agency as a whole. Includes arrangements, agenda, taking of minutes etc. Excludes committee meetings.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
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2.18.1 	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: <ul style="list-style-type: none">• Agendas• Minutes• Briefing papers etc.	Destroy 7 years after last action
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2.18.2 	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
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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.

Planning

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

Entry No.	Description of Records	Disposal Action
2.19.1 [Barcode]	Records relating to planning response activities. Records could include feasibility studies, strategic plans.	Destroy 7 years after last action
2.19.2 [Barcode]	Records documenting the planning and establishment of fire districts. Includes alterations to boundaries.	Destroy 7 years after event
2.19.3 [Barcode]	Plans outlining operational activities for one-off and ongoing major events.	Destroy 7 years after last action
2.19.4 [Barcode]	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, as the basis from which the agency's operating procedures are determined.

Entry No.	Description of Records	Disposal Action
2.20.1 [Barcode]	Final policy documents relating to the Emergency Management function.	Retain as Territory Archives
2.20.2 [Barcode]	Records relating to the establishment and development of policy in relation to Emergency Management activities. Includes: <ul style="list-style-type: none">• Policy proposals,• Research papers,• Results of consultations and supporting reports.	Destroy 7 years after last action
2.20.3 [Barcode]	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 promulgated

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.

Procedures

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

Entry No.	Description of Records	Disposal Action
2.21.1 [Barcode]	Master copies of procedures, manuals, codes of practice or instructions in regards to the Emergency Management function.	Retain as Territory Archives
2.21.2 [Barcode]	Ancillary records supporting the development of the organisation's procedures, etc. Includes working papers and drafts.	Destroy 2 years after last action
2.21.3 [Barcode]	Duplicate copies of procedures or instructions issued by external emergency agencies in regards to the Emergency Management function.	Destroy when reference ceases
2.21.4 [Barcode]	Personal details of emergency staff required for "on-call" response.	Destroy when employment ceases or no longer required
2.21.5 [Barcode]	The process of documenting the names of officers on duty on a particular occasion.	Destroy 7 years after last date on roster

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.

Entry No.	Description of Records	Disposal Action
2.22.1 [Barcode]	Complaints received of a serious nature that may be subject to legal action. Includes responses to the complaints.	Destroy 7 years after last action
2.22.2 [Barcode]	Complaints received of a minor nature that are not subject to legal action. Includes responses to the complaints.	Destroy 2 years after last action
2.22.3 [Barcode]	Letters of recognition, notes of gratitude and thank you letters.	Destroy 2 years after last action

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.

Registration

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

Entry No.	Description of Records	Disposal Action
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2.23.1 [Barcode]	Records relating to the accreditation or registration to operate specialised units such as rescue units, hazardous materials units, etc. Includes maintenance of registers of unit personnel.	Destroy 7 years after last action
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2.23.2 [Barcode]	Drugs register.	Destroy 7 years after last entry
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Regulation and Monitoring

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

Entry No.	Description of Records	Disposal Action
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2.24.1 [Barcode]	Records related to monitoring the utilisation and performance of emergency management activities.	Destroy 7 years after last action
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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.

Entry No.	Description of Records	Disposal Action
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2.25.1 [Barcode]	Master copies of post incident analyses – published and made available to external organisations.	Retain as Territory Archives
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2.25.2 [Barcode]	Copies of reports and statutory declarations prepared by the organisation and relating to emergency incidents.	Destroy 2 years after last action
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Resource Dispatch

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

Entry No.	Description of Records	Disposal Action
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2.26.1 [Barcode]	Records documenting the dispatch of resources to an incident and captured on systems such as Computer Aided Dispatch (CAD) or similar. Includes time of call, time call answered, time address found, time call ended, appliance times, what resources respond.	Destroy 7 years after last action
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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.

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
2.27.1 [Barcode]	Records relating to reviewing Emergency Management processes, policy, procedures, standards and systems that result in major changes to those processes, etc.	Retain as Territory Archives
2.27.2 [Barcode]	Reviewing notifications regarding proposed or finalised activities that will affect traffic and potentially affect response time to incidents. Includes road closures, re-naming and numbering of streets, speed bumps, etc.	Retain as Territory Archives
2.27.3 [Barcode]	Records relating to reviewing Emergency Management processes, policy, procedures, standards and systems that do not result in major changes to those processes, etc.	Destroy 7 years after review
2.27.4 [Barcode]	Ambulance case sheets that have been reviewed where there errors in procedures. Includes South Care helicopter.	Destroy 7 years after last action
2.27.5 [Barcode]	Ambulance case sheets that have been reviewed where there was improvement suggested but no errors were found. Includes South Care helicopter.	Destroy 6 months after last action
2.27.6 [Barcode]	Ambulance case sheets that have been reviewed where no action needs to be taken. Includes South Care helicopter.	Destroy when reference ceases

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 Territory Administrative Records Disposal Schedule (TARDiS) TECHNOLOGY & TELECOMMUNICATIONS.

For accidents involving emergency vehicles, see Territory Administrative Records Disposal Schedule (TARDiS) 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>
3.1.1 	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
3.1.2 	Records relating to the acquisition of other emergency equipment and vehicles through purchase, donations, etc.	Destroy 7 years after last action


Agreements

The processes associated with the establishment, maintenance, review and negotiation of agreements.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
3.2.1 	Records relating to the establishment, maintenance and review of agreements and contracts.	Destroy 7 years after last action

Allocation

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

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
3.3.1 	Records relating to the allocation and distribution of emergency equipment and uniforms. Includes allocation to Rural Fire Units and State Emergency Service.	Destroy 7 years after last action

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 Territory Administrative Records Disposal Schedule (TARDiS) TECHNOLOGY & TELECOMMUNICATIONS.

For accidents involving emergency vehicles, see Territory Administrative Records Disposal Schedule (TARDiS) FLEET MANAGEMENT – Accidents.




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.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
3.4.1 	Records relating to the use of emergency vehicles. Records could include running sheets and records documenting authorised drivers.	Destroy 2 years after last action


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.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
3.5.1 	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
3.5.2 	Other final audit reports relating to operational audits of the Materiel Support function.	Destroy 7 years after audit completed
3.5.3 	Working papers relating to operational audits of the Materiel Support function.	Destroy 2 years after audit completed

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>
3.6.1 	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

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 Territory Administrative Records Disposal Schedule (TARDiS) TECHNOLOGY & TELECOMMUNICATIONS.

For accidents involving emergency vehicles, see Territory Administrative Records Disposal Schedule (TARDiS) FLEET MANAGEMENT – Accidents.

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.

Use *STRATEGIC MANAGEMENT – Committees for audit committees.*

Entry No.	Description of Records	Disposal Action
3.7.1 	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 and discussion papers.	Retain as Territory Archives
3.7.2 	Records documenting external or inter-agency committees formed to consider materiel support issues. Includes: <ul style="list-style-type: none">• Documents establishing the committee• Appointment of members• Minutes• Supporting documents such as briefing and discussion papers.	Destroy 7 years after last action
3.7.3 	Working papers documenting the conduct and administration of all committees which consider matters relating to the Materiel Support function. Includes draft agenda and minutes.	Destroy when reference ceases

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 Territory Administrative Records Disposal Schedule (TARDiS) TECHNOLOGY & TELECOMMUNICATIONS.

For accidents involving emergency vehicles, see Territory Administrative Records Disposal Schedule (TARDiS) FLEET MANAGEMENT – Accidents.


Conservation

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

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
3.8.1 	Records relating to the examination, assessment and restoration or preservation of emergency equipment and vehicles considered to be unique, rare or of other historical significance. Includes the conservation of equipment and vehicles featured in exhibitions and museum collections.	Retain as Territory Archives
3.8.2 	Records relating to the examination, assessment and restoration or preservation of other emergency equipment or vehicles.	Destroy 2 years after disposal of equipment


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>
3.9.1 	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 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>
3.10.1 	Records relating to the disposal of emergency equipment and vehicles.	Destroy 7 years after disposal completed

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 Territory Administrative Records Disposal Schedule (TARDiS) TECHNOLOGY & TELECOMMUNICATIONS.

For accidents involving emergency vehicles, see Territory Administrative Records Disposal Schedule (TARDiS) FLEET MANAGEMENT – Accidents.

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>
3.11.1 ████████████████████	Master copies of specifications produced for the design of emergency equipment and vehicles regarded as technologically significant or innovative.	Retain as Territory Archives
3.11.2 ████████████████████	Master copies of specifications produced for the construction of emergency equipment and vehicles used by the organisation.	Retain as Territory Archives
3.11.3 ████████████████████	Master copies of designs of emergency personnel uniforms and accessories (e.g. helmets, insignia).	Retain as Territory Archives
3.11.4 ████████████████████	Master copies of specifications produced for the construction of emergency equipment and vehicles that did not proceed.	Destroy 2 years after last action
3.11.5 ████████████████████	Master copies of specifications produced for the design of other emergency equipment and vehicles.	Destroy after designs are superseded or withdrawn from use
3.11.6 ████████████████████	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
3.11.7 ████████████████████	Working papers relating to the design of uniforms or accessories. Records could include drafts, drawings, comments and surveys.	Destroy 2 years after last action

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 Territory Administrative Records Disposal Schedule (TARDiS) TECHNOLOGY & TELECOMMUNICATIONS.

For accidents involving emergency vehicles, see Territory Administrative Records Disposal Schedule (TARDiS) FLEET MANAGEMENT – Accidents.

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>
3.12.1 	Records relating to the evaluation of unique, rare or historically significant items of emergency equipment and vehicles. Includes: testing reports, trial evaluations, job sheets	Retain as Territory Archives
3.12.2 	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
3.12.3 	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

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 Territory Administrative Records Disposal Schedule (TARDiS) TECHNOLOGY & TELECOMMUNICATIONS.

For accidents involving emergency vehicles, see Territory Administrative Records Disposal Schedule (TARDiS) FLEET MANAGEMENT – Accidents.



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>
3.13.1 	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
3.13.2 	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>
3.14.1 	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
3.14.2 	Records relating to inspection and testing of emergency equipment to ensure equipment is in working order. Also includes identifying and reporting any defects or faults in equipment.	Destroy 7 years after inspection

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>
3.15.1 	Records relating to the installation of emergency equipment.	Destroy 2 years after installation completed

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 Territory Administrative Records Disposal Schedule (TARDiS) TECHNOLOGY & TELECOMMUNICATIONS.

For accidents involving emergency vehicles, see Territory Administrative Records Disposal Schedule (TARDiS) FLEET MANAGEMENT – Accidents.


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>
3.16.1 	Inventory control lists, databases and registers of emergency equipment and vehicles. Includes movement history.	Destroy when superseded


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.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
3.17.1 	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 from another agency. Includes the process of chartering.

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

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 Territory Administrative Records Disposal Schedule (TARDiS) TECHNOLOGY & TELECOMMUNICATIONS.

For accidents involving emergency vehicles, see Territory Administrative Records Disposal Schedule (TARDiS) FLEET MANAGEMENT – Accidents.

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>
3.19.1 	Records relating to the maintenance, service and repair of unique, vintage or historically significant emergency vehicles. Includes: <ul style="list-style-type: none">• Upgradings,• Modifications,• Enhancements,• Refurbishments and action taken to repair defects.	Retain as Territory Archives
3.19.2 	Records relating to the maintenance, service and repair of other emergency vehicles. Includes: <ul style="list-style-type: none">• Upgradings,• Modifications,• Enhancements,• Refurbishments and action taken to repair defects.	Destroy 2 years after disposal completed

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 Territory Administrative Records Disposal Schedule (TARDiS) TECHNOLOGY & TELECOMMUNICATIONS.

For accidents involving emergency vehicles, see Territory Administrative Records Disposal Schedule (TARDiS) FLEET MANAGEMENT – Accidents.

Meetings

The activities associated with adhoc gatherings held to formulate, discuss, update or resolve issues and matters pertaining to managing the section, department, or agency as a whole. Includes arrangements, agenda, taking of minutes etc. Excludes committee meetings.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
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3.20.1 [Barcode]	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
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3.20.2 [Barcode]	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
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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>
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3.21.1 [Barcode]	Records relating to planning of emergency equipment and vehicles activities, e.g. maintenance plans, project plans.	Destroy 7 years after last action
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3.21.2 [Barcode]	Ancillary records supporting the development of the organisation's plans. Includes working papers and drafts.	Destroy 2 years after last action
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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 Territory Administrative Records Disposal Schedule (TARDiS) TECHNOLOGY & TELECOMMUNICATIONS.

For accidents involving emergency vehicles, see Territory Administrative Records Disposal Schedule (TARDiS) FLEET MANAGEMENT – Accidents.



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.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
3.22.1 	Records relating to the establishment and development of policy in relation to Materiel Support function. Includes: <ul style="list-style-type: none">• Policy proposals,• Research papers,• Results of consultations,• Supporting reports and final documents.	Destroy 7 years after policy is superseded
3.22.2 	Ancillary records supporting the development of the organisation's policy. Includes working papers and drafts.	Destroy 2 years after promulgation of policy

Procedures

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

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
3.23.1 	Master copies of procedures, codes of practice or instructions in regards to the operation of emergency equipment and vehicles.	Destroy 7 years after procedures are superseded
3.23.2 	Ancillary records supporting the development of the organisation's procedures, etc. Includes working papers and drafts.	Destroy 2 years after procedures are promulgated

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 Territory Administrative Records Disposal Schedule (TARDiS) TECHNOLOGY & TELECOMMUNICATIONS.

For accidents involving emergency vehicles, see Territory Administrative Records Disposal Schedule (TARDiS) FLEET MANAGEMENT – Accidents.


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>
3.24.1 	Heritage and Conservation Register.	Retain as Territory Archives
3.24.2 	Notifications to Heritage Council regarding register items, including annual returns.	Retain as Territory Archives
3.24.3 	Records relating to the registration of emergency vehicles. Records could include roadworthy inspections and registration renewal papers.	Destroy 2 years after registration expires

Regulation and Monitoring

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

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
3.25.1 	Records related to monitoring the utilisation, performance and maintenance requirements of emergency equipment.	Destroy 7 years after last action

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 Territory Administrative Records Disposal Schedule (TARDiS) TECHNOLOGY & TELECOMMUNICATIONS.

For accidents involving emergency vehicles, see Territory Administrative Records Disposal Schedule (TARDiS) FLEET MANAGEMENT – Accidents.



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.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
3.26.1 	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
3.26.2 	Specially commissioned or initiated reports that contain limited or short term findings and recommendations.	Destroy 7 years after completion of report
3.26.3 	Final versions of reports, including reports submitted to external agencies, in relation to emergency equipment and vehicles.	Destroy 7 years after completion of report
3.26.4 	Periodic or ad hoc internal reports documenting the status and/or administration of emergency equipment and vehicles.	Destroy 2 years after completion of report
3.26.5 	Records relating to preparation of reports, including routine administrative matters.	Destroy when reference ceases

Standards

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

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
3.27.1 	Records relating to the development, by the organisation, of standards for emergency equipment and vehicles.	Retain as Territory Archives
3.27.2 	Records relating to the development, by other organisations, of standards for emergency equipment and vehicles.	Destroy when reference ceases

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 Territory Administrative Records Disposal Schedule (TARDiS) TECHNOLOGY & TELECOMMUNICATIONS.

For accidents involving emergency vehicles, see Territory Administrative Records Disposal Schedule (TARDiS) FLEET MANAGEMENT – Accidents.

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.

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

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 Territory Administrative Records Disposal Schedule (TARDiS) TECHNOLOGY & TELECOMMUNICATIONS.

For accidents involving emergency vehicles, see Territory Administrative Records Disposal Schedule (TARDiS) FLEET MANAGEMENT – Accidents.

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>
3.29.1 	Records documenting the development and issue of tender documentation. Includes: <ul style="list-style-type: none">• Statement of Requirements,• Request for Proposals,• Expression of Interest,• Request for Tender (RFT) and draft contract.	Destroy 7 years after tender process completed
3.29.2 	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
3.29.3 	Records documenting post-offer negotiations and due diligence checks.	Destroy 7 years after tender process completed
3.29.4 	Records of unsuccessful tenders or a tender process where there is no suitable bidder, or where the tender process has been discontinued. Includes: <ul style="list-style-type: none">• 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
3.29.5 	Tender register.	Destroy 7 years after last entry
3.29.6 	Signed contracts under seal resulting from tenders and supporting records.	Destroy 12 years after completion of contract
3.29.7 	Signed simple contracts and agreements resulting from tenders and supporting records.	Destroy 7 years after completion of contract
3.29.8 	Contract register.	Destroy 7 years after last entry


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 Territory Administrative Records Disposal Schedule (TARDiS) – STAFF DEVELOPMENT.


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
4.1.1 	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 by or to the agency as to an action or judgment. Includes the process of advising.

Entry No.	Description of Records	Disposal Action
4.2.1 	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

Agreements

The processes associated with the establishment, maintenance, review and negotiation of agreements.

Entry No.	Description of Records	Disposal Action
4.3.1 	Records relating to the establishment, maintenance and review of agreements and contracts.	Destroy 7 years after expiry, completion or termination
4.3.2 	Register of agreements.	Destroy 7 years after expiry, completion or termination of last agreement



OPERATIONAL TRAINING

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For records regarding the development of skills and abilities for personnel, that are not emergency based, see Territory Administrative Records Disposal Schedule (TARDiS) – STAFF DEVELOPMENT.


Appeals (Decisions)

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

Entry No.	Description of Records	Disposal Action
4.4.1 	Records relating to appeals made by the organisation against registration decisions.	Destroy 7 years after last action
4.4.2 	Records relating to appeals made by clients including copies of outcome reports. May include appeals relating to: <ul style="list-style-type: none">• Course exclusions• Results• Assessments• Harassment• Discrimination.	Destroy 7 years after the appeal outcome is finalised, or when the client has reached 25 years of age, whichever is the latter

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.

Entry No.	Description of Records	Disposal Action
4.5.1 	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




OPERATIONAL TRAINING

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For records regarding the development of skills and abilities for personnel, that are not emergency based, see Territory Administrative Records Disposal Schedule (TARDiS) – STAFF DEVELOPMENT.


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
4.6.1 	Final audit reports relating to audits of the operational training function that result in substantial change to procedures or policy.	Retain as Territory Archives
4.6.2 	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
4.6.3 	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.

Entry No.	Description of Records	Disposal Action
4.7.1 	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.

Entry No.	Description of Records	Disposal Action
4.8.1 	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 when reference ceases

OPERATIONAL TRAINING





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For records regarding the development of skills and abilities for personnel, that are not emergency based, see Territory Administrative Records Disposal Schedule (TARDiS) – STAFF DEVELOPMENT.

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.

Use STRATEGIC MANAGEMENT – Committees for audit committees.

Entry No.	Description of Records	Disposal Action
4.9.1 	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
4.9.2 	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
4.9.3 	Records relating to the establishment of committees including the appointment of members for committees not included above.	Destroy 2 years after last action
4.9.4 	Records relating to the conduct and administration of committees including notices of meetings and correspondence.	Destroy 2 years after last action




OPERATIONAL TRAINING

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For records regarding the development of skills and abilities for personnel, that are not emergency based, see Territory Administrative Records Disposal Schedule (TARDiS) – STAFF DEVELOPMENT.


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.

Entry No.	Description of Records	Disposal Action
4.10.1 	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
4.10.2 	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
4.10.3 	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

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.

Entry No.	Description of Records	Disposal Action
4.11.1 	Records relating to the arrangements for, and the management of, training and/or assessment services by external parties. Includes: <ul style="list-style-type: none">• Agreements• Memorandum of understanding,• Correspondence• Vocational placement agreements• Progress reports.	Destroy 7 years after expiry, completion or termination of agreements





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 Territory Administrative Records Disposal Schedule (TARDiS) – STAFF DEVELOPMENT.




Course Delivery

The means by which teaching is conducted.

Entry No.	Description of Records	Disposal Action
4.12.1 	Subject resources and material used in course delivery. Examples of records: Subject outlines, study guides, readings, self assessment exercises, reading lists, assignment lists, lecture notes.	Destroy 7 years after last action
4.12.2 	Examination papers – master set of questions.	Destroy 7 years after last action
4.12.3 	Working papers for course/subject preparation and/or delivery. Examples of records: Research notes and drafts of documents.	Destroy when reference ceases
4.12.4 	Attendance records.	Destroy 2 years after delivery of course

Course Development

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

Entry No.	Description of Records	Disposal Action
4.13.1 	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
4.13.2 	One representative sample, for each calendar year, of training programs and presentation materials.	Retain as Territory Archives
4.13.3 	Working papers and related correspondence documenting the development of the curriculum.	Destroy 2 years after last action


OPERATIONAL TRAINING

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For records regarding the development of skills and abilities for personnel, that are not emergency based, see Territory Administrative Records Disposal Schedule (TARDiS) – STAFF DEVELOPMENT.




Enquiries

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

Entry No.	Description of Records	Disposal Action
4.14.1 	Records relating to enquiries for routine information.	Destroy when reference ceases

Enrolment

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

Entry No.	Description of Records	Disposal Action
4.15.1 	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
4.15.2 	Records supporting the process of enrolment in training and/or assessment. These may include: enrolment forms daily roll books. <i>[See 4.15.1 where these are the only record of enrolment.]</i>	Destroy 2 years after evaluation
4.15.3 	Records relating to the determination of fees and charges for training and assessment. <i>[See Territory Administrative Records Disposal Schedule (TARDiS) for financial transactions relating to the payment or refund of fees.]</i>	Destroy 2 years after last action



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 Territory Administrative Records Disposal Schedule (TARDiS) – STAFF DEVELOPMENT.

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
4.16.1 	Record documenting the evaluation of courses, including assessment of courses by participants.	Destroy after next registration audit
4.16.2 	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






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 Territory Administrative Records Disposal Schedule (TARDiS) – STAFF DEVELOPMENT.

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.

Entry No.	Description of Records	Disposal Action
4.17.1 	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
4.17.2 	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 once master record of assessment is produced or updated and appeals period has passed
4.17.3 	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
4.17.4 	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 when reference ceases
4.17.5 	Records relating to requests for the issue or replacement of qualifications and statements of attainment.	Destroy when reference ceases


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 Territory Administrative Records Disposal Schedule (TARDiS) – STAFF DEVELOPMENT.



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.

Entry No.	Description of Records	Disposal Action
4.18.1 	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.

Entry No.	Description of Records	Disposal Action
4.19.1 	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
4.19.2 	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 when reference ceases


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 Territory Administrative Records Disposal Schedule (TARDiS) – STAFF DEVELOPMENT.




Meetings

The activities associated with adhoc gatherings held to formulate, discuss, update or resolve issues and matters pertaining to managing the section, department, or agency as a whole. Includes arrangements, agenda, taking of minutes etc. Excludes committee meetings.

Entry No.	Description of Records	Disposal Action
4.20.1 	Records of ad-hoc meetings. Includes: <ul style="list-style-type: none">• Master set of: agenda papers• Minutes• Briefing papers• Discussion papers• Administrative arrangements.	Destroy 2 years after last action

Planning

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

Entry No.	Description of Records	Disposal Action
4.21.1 	Records relating to planning operational training activities, e.g. training project schedules, project plans. Records could include feasibility studies, strategic plans.	Destroy 7 years after last action
4.21.2 	Records relating to the development, maintenance and review of business plans for the provision and management of training delivery and assessment. <i>See Course Delivery for training plans and session plans.</i>	Destroy 2 years after plan is superseded
4.21.3 	Routine organisational matters relating to the planning process.	Destroy 2 years after last action



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 Territory Administrative Records Disposal Schedule (TARDiS) – STAFF DEVELOPMENT.



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.

Entry No.	Description of Records	Disposal Action
4.22.1 	Records relating to the establishment and development of policy in relation to operational training. Includes: <ul style="list-style-type: none">• Policy proposals;• Research papers,• Results of consultations,• Supporting reports and final documents.	Destroy 7 years after policy is superseded
4.22.2 	Ancillary records supporting the development of the organisation's policy concerning operational training function. Includes: <ul style="list-style-type: none">• Working papers• Drafts.	Destroy 2 years after policy is promulgated

Procedures

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

Entry No.	Description of Records	Disposal Action
4.23.1 	Master copies of procedures or instructions in regards to operational training. Including the development and review of Quality Management System Procedures to ensure quality training and assessments.	Retain as Territory Archives
4.23.2 	Ancillary records supporting the development of the organisation's procedures, etc. Includes working papers and drafts.	Destroy 2 years after last action




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 Territory Administrative Records Disposal Schedule (TARDiS) – STAFF DEVELOPMENT.


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.

Entry No.	Description of Records	Disposal Action
4.24.1 	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
4.24.2 	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
4.24.3 	Training log books (or similar) of officers documenting their individual training, competencies achieved, skills maintenance, etc.	Offer to officer on retirement /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
4.25.1 	Records relating to reviews of training delivery and assessment including the collection and analysis of stakeholder and client feedback.	Destroy after next registration audit








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 Territory Administrative Records Disposal Schedule (TARDiS) – STAFF DEVELOPMENT.

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
4.26.1 	Records documenting the development and issue of tender documentation. Includes: <ul style="list-style-type: none">• Statement of Requirements,• Request for Proposals,• Expression of Interest,• Request for Tender (RFT)• Draft contract.	Destroy 7 years after tender process completed
4.26.2 	Evaluation of tenders received against selection criteria. Includes: <ul style="list-style-type: none">• Records documenting arrangements for carrying• Out the evaluation process,• Evaluation report,• Recommendations,• Final report and public notices.	Destroy 7 years after tender process completed
4.26.3 	Records documenting post-offer negotiations and due diligence checks.	Destroy 7 years after tender process completed
4.26.4 	Records of unsuccessful tenders or a tender process where there is no suitable bidder, or where the tender process has been discontinued. Includes: <ul style="list-style-type: none">• 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
4.26.5 	Tender register.	Destroy 7 years after last entry
4.26.6 	Signed contracts under seal resulting from tenders and supporting records.	Destroy 12 years after completion of contract
4.26.7 	Signed simple contracts and agreements resulting from tenders and supporting records.	Destroy 7 years after completion of contract

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 Territory Administrative Records Disposal Schedule (TARDiS) – STAFF DEVELOPMENT.


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>
4.26.8 	Contract register.	Destroy 7 years after last entry

Training Exercises

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

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
4.27.1 	Records documenting activities such as exercises and drills, which prepare staff to respond to emergencies. Includes: <ul style="list-style-type: none">• Inter-agency exercises,• Joint ventures.	Destroy 7 years after exercise completed

CLASSES FOR RETENTION AS TERRITORY ARCHIVES


Classes for retention 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.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.4.1 	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.

Use *STRATEGIC MANAGEMENT – Committees for audit committees*.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.6.1 	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>
1.7.1 	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

Classes for retention 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.

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.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
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1.19.1 [Barcode]	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
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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.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
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1.23.1 [Barcode]	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
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Reviewing

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

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
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1.24.1 [Barcode]	Records relating to reviewing Emergency Awareness processes, policy, procedures, standards and systems that result in major changes to those processes, etc.	Retain as Territory Archives
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Classes for retention 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 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
2.4.1 	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


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.

Entry No.	Description of Records	Disposal Action
2.5.1 	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 and survey data.	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.

Entry No.	Description of Records	Disposal Action
2.6.1 	Records of the Bush Fire Council. Includes: <ul style="list-style-type: none">• Appointment of members• Final versions of minutes• Reports• Recommendations• Supporting documents such as briefing papers and discussion papers.	Retain as Territory Archives


Classes for retention 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.


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.

2.6.2 	Records of external high level inter-government (both State/Territory and overseas) or inter-agency committees where the agency provides the Secretariat, is the Territory's main representative, or plays a significant role. Includes: <ul style="list-style-type: none">• Documents establishing the committee• Agendas• Minutes• Reports etc.	Retain as Territory Archives
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Debriefing

The activity of conducting post-incident discussions.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2.8.1 	Major incidents - All records concerning debriefings following major incidents initiated by, or requiring major involvement of the organisation.	Retain as Territory Archives

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.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2.9.1 	Records relating to significant disputes arising over response to incidents which create intense media interest or controversy or result in major changes to policy, procedures, etc. Records could include reports, decisions, resolutions and recommendation	Retain as Territory Archives

Classes for retention 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.

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.

Entry No.	Description of Records	Disposal Action
2.11.1 [Barcode]	All operational records related to significant incidents. For example incidents that are run through the Emergency Coordination Centre (ECC) or Incident Management Room (IMR). Includes situation reports, damage reports and logs.	Retain as Territory Archives
2.11.2 [Barcode]	Master record of incident reports. Reports could be retained in an incident management system.	Retain as Territory Archives
2.11.3 [Barcode]	Statistical reports produced from data maintained in incident management system. Includes comprehensive statistics about incidents and responses. Includes details of types of incidents, property involved, injuries and fatalities.	Retain as Territory Archives

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
2.15.1 [Barcode]	Aerial photographs used to make assessments on hazard and risk assessment zoning.	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, as the basis from which the agency's operating procedures are determined.

Entry No.	Description of Records	Disposal Action
2.20.1 [Barcode]	Final policy documents relating to the Emergency Management function.	Retain as Territory Archives

Classes for retention 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.

Procedures

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

Entry No.	Description of Records	Disposal Action
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2.21.1 [Barcode]	Master copies of procedures, manuals, codes of practice or instructions in regards to the Emergency Management function.	Retain as Territory Archives
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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.

Entry No.	Description of Records	Disposal Action
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2.25.1 [Barcode]	Master copies of post incident analyses - published and made available to external organisations.	Retain as Territory Archives
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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
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2.27.1 [Barcode]	Records relating to reviewing Emergency Management processes, policy, procedures, standards and systems that result in major changes to those processes, etc.	Retain as Territory Archives
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2.27.2 [Barcode]	Reviewing notifications regarding proposed or finalised activities that will affect traffic and potentially affect response time to incidents. Includes road closures, re-naming and numbering of streets, speed bumps, etc.	Retain as Territory Archives
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Classes for retention 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 Territory Administrative Records Disposal Schedule (TARDiS) TECHNOLOGY & TELECOMMUNICATIONS.

For accidents involving emergency vehicles, see Territory Administrative Records Disposal Schedule (TARDiS) 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>
3.1.1 	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 the agency 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>
3.5.1 	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

Classes for retention 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 Territory Administrative Records Disposal Schedule (TARDiS) TECHNOLOGY & TELECOMMUNICATIONS.

For accidents involving emergency vehicles, see Territory Administrative Records Disposal Schedule (TARDiS) FLEET MANAGEMENT - Accidents.

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.

Use STRATEGIC MANAGEMENT - Committees for audit committees.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
3.7.1 	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 and discussion papers.	Retain as Territory Archives

Conservation

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

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
3.8.1 	Records relating to the examination, assessment and restoration or preservation of emergency equipment and vehicles considered to be unique, rare or of other historical significance. Includes the conservation of equipment and vehicles featured in exhibitions and museum collections.	Retain as Territory Archives

Classes for retention 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 Territory Administrative Records Disposal Schedule (TARDiS) TECHNOLOGY & TELECOMMUNICATIONS.

For accidents involving emergency vehicles, see Territory Administrative Records Disposal Schedule (TARDiS) FLEET MANAGEMENT - Accidents.


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>
3.11.1 	Master copies of specifications produced for the design of emergency equipment and vehicles regarded as technologically significant or innovative.	Retain as Territory Archives
3.11.2 	Master copies of specifications produced for the construction of emergency equipment and vehicles used by the organisation.	Retain as Territory Archives
3.11.3 	Master copies of designs of emergency personnel uniforms and accessories (e.g. helmets, insignia).	Retain as Territory Archives

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>
3.12.1 	Records relating to the evaluation of unique, rare or historically significant items of emergency equipment and vehicles. Includes: <ul style="list-style-type: none">• Testing reports,• Trial evaluations and job sheets	Retain as Territory Archives

Classes for retention 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 Territory Administrative Records Disposal Schedule (TARDiS) TECHNOLOGY & TELECOMMUNICATIONS.

For accidents involving emergency vehicles, see Territory Administrative Records Disposal Schedule (TARDiS) FLEET MANAGEMENT - Accidents.



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>
3.19.1 	Records relating to the maintenance, service and repair of unique, vintage or historically significant emergency vehicles. Includes: <ul style="list-style-type: none">• Upgradings,• Modifications,• Enhancements,• Refurbishments and action taken to repair defects.	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>
3.24.1 	Heritage and Conservation Register.	Retain as Territory Archives
3.24.2 	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), 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.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
3.26.1 	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

Classes for retention 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 Territory Administrative Records Disposal Schedule (TARDiS) TECHNOLOGY & TELECOMMUNICATIONS.

For accidents involving emergency vehicles, see Territory Administrative Records Disposal Schedule (TARDiS) FLEET MANAGEMENT - Accidents.

Standards

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

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

Classes for retention as Territory Archives


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 Territory Administrative Records Disposal Schedule (TARDiS) - STAFF DEVELOPMENT.

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
4.6.1 	Final audit reports relating to audits of the operational training function that result in substantial change to procedures or policy.	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.

Use STRATEGIC MANAGEMENT - Committees for audit committees.

Entry No.	Description of Records	Disposal Action
4.9.1 	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

Classes for retention as Territory Archives



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 Territory Administrative Records Disposal Schedule (TARDiS) - STAFF DEVELOPMENT.


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>
4.13.1 	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
4.13.2 	One representative sample, for each calendar year, of training programs and presentation materials.	Retain as Territory Archives

Procedures

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

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
4.23.1 	Master copies of procedures or instructions in regards to operational training. Including the development and review of Quality Management System Procedures to ensure quality training and assessments.	Retain as Territory Archives