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State Records  
of South Australia



# General Disposal Schedule No. 33

*for*

Across-Government Emergency Management

Disposal Schedule

Effective from 1 January 2014 to 30 June 2024

Version 1

Approved by SRC

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# Approval for the commencement of this Schedule

*State Records Act 1997*

Government of South Australia

## General Disposal Schedule No. 33, Version 1


*for*

### Across-Government Emergency Management

Effective from 1 January 2014 to 30 June 2024

Approved By

  
 Chair, State Records Council  
 Gary Thompson

  
 Director [Manager], State Records

**Approved Date 12 November 2013**



## Preface

Under the Australian Constitution<sup>1</sup> it is a State responsibility to ensure adequate arrangements are made to protect its community from the effects of disasters. In that context, "disasters" are considered to be catastrophic events requiring extraordinary measures to protect life and property<sup>2</sup>. The Australian Government has a role to assist where a State or Territory is unable to meet a need or seeks assistance, but the primary role lies with the respective States/Territories.

### *Historical Background of State Disaster and Emergency Management in South Australia*

The South Australian State Disaster Bill was introduced in parliament on 20 November 1980 by the then Liberal Government<sup>3</sup> in the wake of the first Ash Wednesday disaster. The origins of the Bill had arisen from the State Disaster Committee formed in 1975.

The intent of the 1980 Bill was to ensure that state disasters were appropriately managed. At the time the Hon. David Tonkin, as Premier, advised "The purposes of this resultant Bill is to make provision for the protection of life and property in the event of a disaster providing for a State Disaster Organisation clothed temporarily in adequate powers. Experience in dealing with disasters elsewhere highlights the necessity for legal backing for those who have to shoulder the burden at a time of emergency. Not only do responsibilities need to be clearly defined but the extent of powers temporarily vested in the combatants also needs to be set"<sup>4</sup>.

Interstate disaster legislation had already been established in Queensland and Tasmania in the form of the Queensland *State Counter Disaster Organisation Act 1975* and the Tasmanian *Emergency Services Act 1976*<sup>5</sup>.

The State Disaster Bill included the setting up of a state disaster committee (as a continuation of that formed in 1975), which would be responsible for reviewing the state disaster plan from time to time and that, in country areas, it was planned that police regional commanders would act as coordinators in their areas, which would be synonymous with police regions.

The Bill, and resulting *State Disaster Act 1980*, provided for the setting up of a state disaster organisation responsible for preventing, preparing for and responding to natural disasters.

The State disaster organisation was collectively made up of the following bodies –  
Emergency Management Council, State Disaster Committee, State Disaster Recovery

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<sup>1</sup> In accordance with section 51.

<sup>2</sup> Hansard, Legislative Council, 20 October 1994, p.516

<sup>3</sup> Hansard, House of Assembly, 29 June 2004, p.2585.

<sup>4</sup> Ibid.

<sup>5</sup> *Safeguarding Australians with Nationally Uniform Disaster Legislation*. Presentation by Dr Tony Nocera, Emergency Physician, FACEM. N.d.



Committee, Disaster Mitigation Sub-Committee, State Coordinator/State Emergency Operations Centre and State Controllers<sup>6</sup>.

The State Disaster Act was reviewed and amended in 1985 following the 1983 Ash Wednesday disaster. That review had the main effect of introducing measures relating to post-disaster or recovery operations<sup>7</sup>.

In 1992, the State Disaster Committee commenced a review of the Act to ensure it remained appropriate to the community's needs. The review took into account experiences from recent disasters in other states, eg the Newcastle earthquake, the floods in New South Wales and Queensland and the Sydney bushfires. It also considered developments in disaster management arrangements in other states, eg Victoria<sup>8</sup>.

In October 1994 the State Disaster (Major Emergencies and Recovery) Amendment Bill was introduced. The Amendment Bill proposed to do three main things— (1) allow the State Disaster Plan to be implemented for major emergency incidents which do not reach the level of disaster as defined in the Act; (2) to improve measures for the recovery from disasters by individuals, families and communities and to include the formation of a Sub Committee of the State Disaster Committee to prepare and maintain recovery plans; (3) to make administrative changes related to the membership of the State Disaster Committee and the provisions for workers' compensation. In addition, the Bill provided for, as a contingency measure only, the option of using the State Disaster Plan and State Disaster Organisation for civil defence measures should they ever be necessary.

Although no disasters had occurred in South Australia since 1983, eg from bush fires or earthquakes, there had been a number of major emergency incidents which had identified the need for the State Disaster Act to provide for the State Disaster Plan in certain situations to be implemented for major emergencies. The State Disaster Committee believed there was a requirement for a middle tier response capability, ie to fill the gap between day to day emergencies which were dealt with by the emergency services and full-scale disasters which were managed by the State Disaster Organisation. The need for this broader level coordination of an emergency incident was supported by incidents such as the 1986 Mt Remarkable bushfire, the 1992 flash floods in the Adelaide Hills, the 1992 Spencer Gulf oil spillage and the 1992 Gawler River floods. These incidents showed that the coordination procedures provided by disaster plans were effective for managing the overall response to such incidents. The Amendment Bill and resulting Act therefore took account of both disasters and major emergencies<sup>9</sup>.

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<sup>6</sup> Hansard, House of Assembly, 29 June 2004, op cit.

<sup>7</sup> Hansard, Legislative Council, 20 October 1994, op cit

<sup>8</sup> ibid

<sup>9</sup> ibid



In 1997, the Government considered the report of a review of South Australian emergency management arrangements which was conducted by Mr Barry Gear (‘the Gear Report’). Many of the changes to the emergency management procedures recommended in the Gear Report were implemented by way of administrative action. To support those actions it was considered appropriate to make minor legislative amendments to the State Disaster Act in order to change the membership and functions of the State Disaster Committee.<sup>10</sup> In addition, the Gear Report emphasised that committees and individuals needed to clearly understand their functions and responsibilities before, during and after disasters and emergencies. The Act was therefore amended to furnish the State Disaster Committee with the responsibility of preparing and publishing guidelines to assist persons, bodies and subcommittees understand, perform and fulfil their functions and responsibilities under the Act and State Disaster Plan.<sup>11</sup>

In October 2002 the Government commissioned a further review of every aspect of the State’s disaster legislation and associated disaster management arrangements to look at issues including:

- the role of government agencies in all aspects of emergency management and protective security;
- the governance arrangements for emergency management;
- recommendations to ensure South Australia is best positioned to manage a full range of potential emergencies<sup>12</sup>.

The 2002 review was in response to recent events such as the terrorist attacks in New York on September 11, the attacks in Bali, the bombings in Jakarta and on the transport system in Madrid and the murder of Dr Margaret Tobin, which highlighted the fact that these types of events had no geographic or state loyalty and did not recognise state or international boundaries. In addition, major floods and bushfires interstate at the time had also demonstrated the significant human and financial costs of such events<sup>13</sup>.

The 2002 review identified a number of inadequacies in the existing arrangements including:

- lack of coverage of critical infrastructure
- an emphasis on the ‘top end’ disasters only<sup>14</sup>
- insufficient clarity of governance arrangements between the Emergency Management Council, the Emergency Management Council Standing Committee and the State Disaster Committee
- a lack of focus towards issues surrounding terrorism and protective security

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<sup>10</sup> Hansard, House of Assembly, 15 March 2001, p.1118.

<sup>11</sup> *ibid*

<sup>12</sup> Hansard, House of Assembly, 26 May 2004, p.2240.

<sup>13</sup> *ibid*

<sup>14</sup> Hansard, Legislative Council, 21 July 2004, p.2094



- a need to increase the involvement by local government and the owners and operators of key infrastructure services such as electricity, gas and oil
- a lack of accountability on government chief executives for emergency management and protective security planning.

As a result of the 2002 review the Government introduced the Emergency Management Bill to replace the State Disaster Act<sup>15</sup>.

The *Emergency Management Bill 2004* aimed to facilitate the required shift in culture from ‘disaster management’ towards an ‘all hazards’ framework and ensure appropriate strategies and systems are in place to enable a seamless emergency management transition from minor emergencies through to a disaster.

The 2004 Bill replaced the Emergency Management Council Standing Committee and the State Disaster Committee with the State Emergency Management Committee (SEMC) which reported directly to the Emergency Management Council.

The 2004 Bill also introduced the State Emergency Management Plan (SEMP), to be developed and continually improved by the SEMC and to replace the State Disaster Plan.

The 2004 Bill also introduced ‘Hazard Leaders’, identified to develop State level hazard plans in areas that pose risks to the community of South Australia and may have a major impact on the emergency management needs of the State. Specific hazards include such issues as bushfires, flood, failure of an essential service, animal or plant disease, transportation and storage of hazardous or dangerous goods, human disease including pandemic or epidemic, transport infrastructure failure, information technology failure or natural disasters such as earthquake.<sup>16</sup>

To further enhance the Government’s commitment to emergency management and protective security, Emergency Management Zones were also introduced across the State. Zone Emergency Management Committees would enhance the close working relationship that already existed between the Local Government, Police and Emergency Services and the community.<sup>17</sup>

The Commissioner of Police continued as the State Coordinator, with the ability to exercise a wide range of powers once an emergency is declared at Identified Major Incident or greater.<sup>18</sup>

The Emergency Management Bill also emphasised the capability to recover from emergency incidents, not only in terms of personal issues, but also economically and environmentally.<sup>19</sup>

The *Emergency Management Act 2004* was assented to on 29 July 2004 and commenced on 25 November 2004.

The Emergency Management Act was amended in 2006 to broaden the use of the emergency relief fund in two specific ways. First, to broaden the events which are covered in order to include the drought situation the State was currently experiencing; and, secondly, to broaden

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<sup>15</sup> Hansard, House of Assembly, 26 May 2004, op cit.

<sup>16</sup> ibid

<sup>17</sup> ibid

<sup>18</sup> ibid

<sup>19</sup> ibid





the range comprising those who can be assisted to include communities and organisations, as well as individuals. This outcome arose from the Eyre Peninsula bushfires.

The Emergency Management Act was further amended in 2009 as a result of the introduction of the *Statutes Amendment (Public Health Incidents and Emergencies) Act 2009* to take better account of public health incidents and emergencies such as pandemics and epidemics.<sup>20</sup>

### ***Current Emergency Management in South Australia***

In accordance with the *Emergency Management Act 2004* the South Australian Government:

- has primary operational responsibility to respond to an emergency or disaster in this jurisdiction
- maintains policies, legislation and plans
- determines prevention strategies and operational responses to threats and may seek assistance from, or provide assistance to, other jurisdictions.

The State Emergency Management Plan (SEMP) is prepared under s9(1)(b) of the Emergency Management Act to manage all emergencies in South Australia. The SEMP relies on strong cooperative, coordinated and consultative relationships among State Government agencies and Local Government.

State Government agencies and Local Government are also required to maintain effective relationships with other service and equipment owners and operators to ensure that an efficient and coordinated response can be made to any incident or disaster.

The SEMP does not assume a particular incident or event and is based on the All Hazards principles endorsed by the Emergency Management Council and Emergency Management Australia. The SEMP is intended for use by senior members of State and Local Government, including commanders, controllers and other senior coordinating officials.

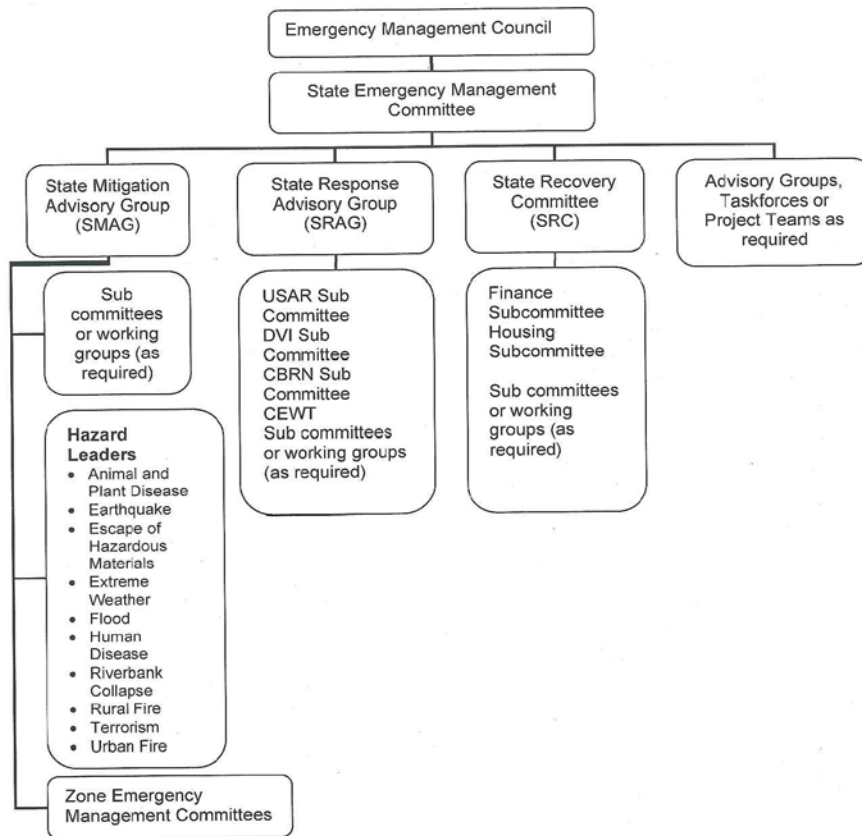
Multiple agencies across the State contribute to the performance of Emergency Management as a government responsibility.

An Emergency Management Committee structure is established in South Australia, as follows:<sup>21</sup>

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<sup>20</sup> *Statutes Amendment (Public Health Incidents and Emergencies) Act 2009*, Part 3—Amendment of Emergency Management Act 2004

<sup>21</sup> *State Emergency Management Plan*. Version 2.9. 13 December 2012. pp.8-9.



General Disposal Schedule (GDS) 33 aims to cater for all agencies with a role that includes emergency management, whether large or small, metropolitan or country, as performed in accordance with the Emergency Management Act and the SEMP.

While some agencies will contribute to all of the functions addressed by the Schedule, others may be responsible for performing only some of these.

GDS 33 has been developed using a functional analysis approach. Such an approach governed the way information was gathered as part of the appraisal process. In addition, the Schedule is structured around a minimum set of functions that reflect the performance of Emergency Management across South Australia. Functions are then broken down into more specific activities and processes. The types of records created as a consequence and as evidence of such functions, activities and processes are also incorporated.

GDS 33 is designed to be independent from organisational structures.

It is anticipated that GDS 33 captures the language and terminology familiar to and used by agencies involved in emergency management and aims to be consistent with both the Emergency Management Act and the State Emergency Management Plan.

In adopting a functional approach it is expected that GDS 33 will have longer-term applicability, usability and relevance to agencies involved in emergency management.

Further advice as to the application of GDS 33, including direction regarding ‘responsible records agencies’ can be found in Annex K to the SEMP.



## Acknowledgments

This General Disposal Schedule was developed by State Records in collaboration with a Working Group established to provide agency input into the GDS development. Members of the Working Group included:

- Russell Dippy, Emergency Management Coordinator, South Australia Police
- Linda Haskins, Project Officer, Emergency Management, SAFECOM and
- Justin Wearne, Project Officer, Security and Emergency Coordination, EMC/SEMC Secretariat, Department of the Premier and Cabinet
- Clare Speechley, Policy Manager, Security and Emergency Management Coordination, Department of the Premier and Cabinet.

Feedback was also sought more broadly from all agency stakeholders, via the SEMP assurance process which saw the document distributed to all advisory groups.

Comments and input received is acknowledged with much appreciation.

## Introduction

### Scope

#### *In Scope*

GDS 33 is intended to be a comprehensive schedule that applies to operational records commonly created or received by government agencies with a role that includes emergency management in South Australia, as performed in accordance with the *Emergency Management Act 2004*. GDS 33, therefore, applies to operational records relating to emergencies, major emergencies, identified major incidents and disasters as acted upon in accordance with the Act.

GDS 33 aims to complement the SEMP and should be used by the relevant agencies in conjunction with that plan.

#### *Out of Scope*

For emergency management records created or received prior to 2004, disposal coverage is to be provided by the relevant agencies' records disposal schedules.

For operational records relating to emergencies and incidents dealt with by emergency services outside of the Emergency Management Act, eg in accordance with the *Fire and Emergency Services Act 2005*, as part of animal-agricultural business, etc disposal coverage is to be provided by the relevant agencies' records disposal schedules.

For records of the Emergency Management Council, disposal coverage is to be provided by the Department of the Premier and Cabinet's RDS, on the basis that the EMC is a Cabinet Committee.



For records that are of a general administrative or financial nature, one should refer to *General Disposal Schedule No. 15 for State Government Agencies*. Cross-references to *GDS 15* (as amended), where appropriate, are set out in this Schedule.

## Objectives

The aims of GDS 33 are to:

- accurately reflect the functions, activities and associated records of government agencies with a role that includes emergency management in South Australia
- identify records which are worthy of permanent preservation as part of the State's documentary heritage
- prevent the premature destruction of records which need to be retained for a specified period to satisfy legal, financial and other requirements and
- authorise the destruction of those records not required permanently.

## Implementation

GDS 33 is issued under the *State Records Act 1997*.

The State Records Act was proclaimed in October 1997 to provide for the preservation and management of official records. GDS 33 is issued as a determination under section 23 of the Act.

Section 23 of the State Records Act states that no official records may be disposed of without a determination made by the Director [Manager], State Records and approved by the State Records Council. GDS 33 provides government agencies with a role that includes emergency management with the means of disposing of their operational records in an orderly, consistent and accountable manner.

GDS 33 was approved by the State Records Council on [date] and is effective from 1 January 2014 to 30 June 2024.

GDS 33 has been issued in electronic form via the State Records website ([www.archives.sa.gov.au](http://www.archives.sa.gov.au)) to allow ease of use and greater accessibility.

Any modification of the Schedule by end users is not permitted. Changes can only be made with the approval of State Records and the State Records Council.

The term 'Responsible Records Agency' has been used throughout the body of the schedule. Agencies with a role that includes emergency management need to refer to Annex K of the SEMP to determine in what instances they implement the disposal actions as 'Responsible Records Agency'. In addition, a definition of 'Responsible Records Agency' is included in the Definitions section of this GDS (see pages 21-23).



## Updates/Amendments

GDS 33 is effective from 1 January 2014 to 30 June 2024 unless reviewed earlier as instructed by the State Emergency Management Committee, State Records or the State Records Council. Amendments approved by the State Records Council may be issued during this period.

## Previous Disposal Schedules Revoked

- Department of the Premier and Cabinet RDS 2006/16 Version 1 (approved by the State Records Council on 10 April 2007) – items 1.7.1, 1.24.5-1.24.10 in relation to records created or received since 2004

## Complementary Disposal Schedules

- South Australia Police (SAPOL) RDS 2009/09 Version 2 (approved by the State Records Council on 9 March 2011)

## Resentencing of Records

Agencies with a role that includes emergency management may have previously sentenced some records using *General Disposal Schedule 15 for State Government Agencies*. Agencies need to revisit this sentencing in light of GDS 33.

## Consultation

In developing GDS 33 consultation occurred with:

- GDS 33 Working Group – State Records, SAPOL, SAFECOM and DPC
- Emergency Management agencies – SEMC and all Advisory Groups established under the Emergency Management Act<sup>22</sup>
- Mr Rob Linn as the Historian/External Stakeholder.

## Adequate Records Management

Outcome 3 of *Adequate Records Management: Meeting the Standard* (State Records, as amended) requires records to be disposed of systematically in accordance with the State Records Act. For government agencies with a role that includes emergency management an important aspect of compliance with the Standard is the application of both GDS 33 and GDS 15 as a routine part of their records management programs. Retention periods in both GDS 15 and GDS 33 may be applied to records on creation and registration for later review; alternatively records may be sentenced when they become non-current.

## Legislation Affecting Recordkeeping Requirements

Legislation that specifically affects the recordkeeping requirements of government agencies with a role that includes emergency management in South Australia include:

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<sup>22</sup> See Annexure A of the SEMP for list of relevant agencies.



- *State Disaster Act 1980 (repealed)*
- *Emergency Management Act 2004*

## Indigenous Considerations

The determinations within GDS 33 are consistent with Recommendation 21 of the *National Inquiry into the Separation of Aboriginal and Torres Strait Islander Children from their Families*.

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

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

In this instance, this GDS does not have relevance to Native Title.

## Record Formats

GDS 33 applies to records in any format. This includes paper, microform (film or fiche), audiovisual, graphic, photographic and electronic media.

## Custody and Transfer of Records

### Permanent Records

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

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

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

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

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



## Temporary Records

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

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

## Access Rights and Responsibilities

Agencies need to ensure that records, irrespective of format, will remain accessible for the duration of the designated retention period. By "accessible" it is meant that the information contained within a record remains readable for the life of the record. In addition, "accessible" also refers to the retrievability and availability of a record. Whether stored on or off-site, a record needs to be able to be retrieved and made available as soon as practicable (and, in any case, within 30 days).

### Access to Records in the Custody of an Agency

For records in the custody of government agencies with a role that includes emergency management, conditions stipulated in the *Freedom of Information Act 1991* and the *Information Privacy Principles Instruction* need to be adhered to.

### Access to Records in the Custody of State Records

Public access to records in the custody of State Records is governed by section 26 of the State Records Act, which stipulates:

"The agency responsible for an official record in the custody of State Records may, in consultation with the Manager [Director], State Records – (a) determine that access to the record (other than by the agency) is not subject to any restrictions...; or (b) determine conditions excluding or restricting access to the record".

For further details on public access to records in the custody of State Records, agencies can refer to the *Public Access Determinations Guideline* (State Records, as amended) available from the State Records website ([www.archives.sa.gov.au](http://www.archives.sa.gov.au)). This guideline explains the rights and responsibilities of agencies in defining access determinations.

Agency access to records in the custody of State Records is governed by section 25 of the State Records Act. Agencies are entitled to resume possession of an official record, for which they are responsible, that has been in existence for more than 15 years if such a record is necessary for the proper performance of the functions of that agency. In some instances, in



the interest of records preservation, an agency's access to official records may be subject to conditions negotiated with the Director [Manager], State Records.

## Retention Periods and Reactivation

Retention periods for temporary records shown in GDS 33 are minimum retention periods for which records must be retained before they are destroyed.

Retention periods are triggered by disposal actions listed in the Schedule.

If a record is reactivated after a retention period has commenced the time is recalculated from the date of the subsequent last action.

The reactivation of a record is triggered by such events as:

- record retrieved to meet a Freedom of Information (FOI) request
- record retrieved to meet a subpoena
- record accessed for research
- record identified as being of significant risk management status
- record identified as being required for possible legal proceedings.

There is no requirement to destroy temporary records if agencies have a need to retain them longer than the designated minimum retention period. However, in the interests of efficient and economic records management, agencies should take all steps to reduce the storage costs of time-expired records.

Where a record contains information that falls into two or more disposal classes in either GDS 15 or GDS 33, it must be sentenced in accordance with the disposal class with the longest retention period. However, where a record contains information covered by a disposal class within *both GDS 15 and GDS 33*, it must be sentenced in accordance with the disposal *class in GDS 33*.

## Destruction of Records

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

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





When official records, in an agency's custody or housed in secondary storage, are due to be destroyed in accordance with the provisions of this or other disposal determinations, State Records is required to be notified via an *Intention to Destroy Records Report*. This form is available on the State Records' website ([www.archives.sa.gov.au](http://www.archives.sa.gov.au)).

The requirement to notify State Records prior to the destruction of official records **applies to both** a 'Responsible Records Agency' and 'Other Agencies' as indicated in the schedule body of this GDS.

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

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

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

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

### **Normal Administrative Practice**

The destruction of some official record that are of a transitory nature only may be permitted under normal administrative practice (NAP). NAP covers the destruction of ephemeral material of a facilitative nature created, acquired or collected by staff during the course of their duties.

For further information regarding the application of NAP, agencies should refer to the *Introduction to GDS 15*, available from the State Records website ([www.archives.sa.gov.au](http://www.archives.sa.gov.au)).

### **Legal Deposit**

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

In South Australia, one copy of publications produced for external use should be deposited with the State Library and the Parliamentary Library (section 35, *Libraries Act 1982*). Publications include books, newspapers, magazines, journals, pamphlets, maps, plans, charts, printed music, records, cassettes, films, video or audio tapes, computer software CD-ROMS, compact discs and other items made available to the public.



## Records and Litigation

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

### Pre-1901 Records

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

In this instance, GDS 33 does not apply to any pre-1901 records.

### Training

Training in general records management areas is available from State Records. For further information about workshops and courses, agencies should contact State Records or visit its website ([www.archives.sa.gov.au](http://www.archives.sa.gov.au)).

### Contacts/Help Desk

For advice on implementing GDS 33, as well as advice on records appraisal, disposal, destruction, transfer and storage, contact Records Management Services, State Records.

For changes or updates to GDS 33, please also contact Records Management Services, State Records.

#### State Records

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## Layout

The Schedule, featured in table portrait format, is arranged as described below:

### Function

GDS 33 is divided into four functions as follows:

- Governance
- State Coordination
- Local Coordination
- Relief Funding.

In this instance, strict alphabetical order has not been followed for the function keywords. Rather, the first three functions are in hierarchy order of emergency management governance arrangements, ie they reflect a ‘top down’ approach.

Each function is shown at the start of each division.

For each function a scope note has been included which provides a definition of the particular function. The scope note also identifies any exclusions or exceptions that the user needs to be aware of. In addition, cross-references to *GDS 15* (as amended) for related but non-operational records are given.

### Item Number

The numbering in the Schedule is multi-level:

- functions have single numbers
- activities have two level numbers and
- disposal classes have three level numbers.

For example:

1.	<b>GOVERNANCE</b>	<b>The function of strategically managing emergency management arrangements across the State.</b> <b>Includes the appointment and operation of the Emergency Management Council, the State Emergency Management Committee...</b>	
1.1	<b>Advice</b>	<i>The activities associated with offering opinions by or to the organisation as to an action or judgement. Includes the process of advising. (KWAAA)</i>	
1.1.1		Advice and recommendations to the <u>Emergency Management Council</u> by the <u>State Emergency Management Committee</u> on matters that relate to the preparedness of the State against identified hazards or protective security matters.	<i>Responsible Records Agency</i> <b>PERMANENT</b>  <i>Other Agencies</i> <b>TEMPORARY</b> Destroy 10 years after action completed



## Activity

The activity relating to the particular function is shown in **12 point bold Arial, e.g. xyz.**

## Description

Descriptions are at two levels, ranging from activities to specific disposal classes.

Definitions are provided for the activities in the Schedule and are featured in *12 point italic Arial.*

Descriptions of each disposal class are then provided under the activity header and description in 12 point Arial.

## Disposal Action

Disposal actions relate to the disposal classes arranged under the activity descriptions. Status of the class is either PERMANENT or TEMPORARY with a disposal trigger and retention period given for all temporary records. It is to be noted that the retention period for temporary records is the minimum period.

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## List of Acronyms

- ANZCTC – Australian New Zealand Counter-Terrorism Committee
- ANZEMC – Australian New Zealand Emergency Management Committee
- CCC – Australian Government Crisis Coordination Centre
- CEWT – Central Exercise Writing Team
- EMA – Emergency Management Australia
- EMC – Emergency Management Council
- GDS – General Disposal Schedule
- KWAAA – Keyword AAA: A Thesaurus of General Terms
- NDRRA – Natural Disaster Relief and Recovery Arrangements
- NEMC – National Emergency Management Committee
- NSDR – National Strategy for Disaster Resilience
- RDS – Operational Records Disposal Schedule
- SCC – State Crisis Centre
- SEC – State Emergency Centre
- SEMC – State Emergency Management Committee
- SEMP – State Emergency Management Plan
- SEMTC – State Emergency Management Training Committee
- SERF – State Emergency Relief Fund
- SES – State Emergency Services
- SMAG – State Mitigation Advisory Group
- SRAG – State Response Advisory Group
- SRC – State Recovery Committee
- VERIS – Volunteer Emergency Recovery Information System
- ZEMC – Zone Emergency Management Committee
- ZEC – Zone Emergency Centre

## List of Definitions

- **Community Development Worker** - Community development programs support an affected community in working towards achievable and sustainable outcomes, which the community has identified as priorities. Depending on the event, the appointment of one or more Community Development Workers may be beneficial to facilitate a range of activities which will enhance the recovery of both individuals and the broader community. If it is determined that a Community Development Worker is to be appointed, the State Recovery Office coordinates this process. The appointment is made as soon as possible to ensure that effective partnerships and working relationships are built with the community
- **Control Agency** – The agency that shall exercise control over the emergency response for specific emergency incidents as per the Emergency Management Act



- **Coordinating Agency** – SAPOL is the coordinating agency in accordance with the Emergency Management Act. The coordinating agency, in relation to an emergency has the functions of consulting with the relevant control agency and taking action to facilitate the exercise by the control agency of functions or powers in relation to the emergency; determining whether other agencies should be notified of the emergency or called to the scene of the emergency or otherwise asked to take action in relation to an emergency; advise the State Coordinator, in accordance with any requirements of the State Coordinator, in relation to an emergency; exercising any other functions assigned under the Act or the State Emergency Management Plan
- **Critical Infrastructure** – Infrastructure which, if destroyed, degraded or rendered unavailable for an extended period, will impact on social or economic well-being or affect national security or defence
- **Declared Incident** – an incident declared under the provisions of sections 22 to 24 of the Emergency Management Act
- **Emergency Management** – A range of measures to manage risks to communities and the environment. It involves the development and maintenance of arrangements to prevent or mitigate, prepare for, respond to and recover from emergencies and disasters in both peace and war
- **Emergency Management Council** – A committee of Cabinet chaired by the Premier and comprising the Attorney-General, Minister for Agriculture, Food & Fisheries and Regional Development, Minister for Transport and Infrastructure, the Treasurer, Minister for Health and Ageing, Minister for Police/Minister for Emergency Services, Minister for Sustainability, Environment and Conservation, Minister for Mineral Resources and Energy, Minister for State/Local Government Relation, Minister for Communities and Social Inclusion
- **Emergency Management Zones** – Areas of the State, defined in the SEMP under which emergency management planning occurs. The zones' align with uniform government boundaries
- **Functional Services** – A group of agencies that perform functional roles that support response and recovery activities during an emergency
- **Hazard** – A potential or existing condition that may cause harm to people or damage to property or the environment
- **Hazard Leader** – The agency which, because of its legislative responsibility or specialised knowledge, expertise and resources undertakes a leadership role for planning emergency management activities pertaining to the prevention of, preparedness for, response to and recovery from a specific hazard. The role is to lead a multi-agency approach to planning for the identified hazard
- **Local Recovery Coordinator** - Depending on the scale of an event, the Assistant State Coordinator - Recovery or Chair of the State Recovery Centre may appoint a Local Recovery Coordinator. A Local Recovery Coordinator operates as near as practicable to an affected area to lead the following activities: establish local recovery structures including recovery coordination and a local recovery committee; ensure that regular reports are provided to the Assistant State Coordinator – Recovery and/ or Chair of the State Recovery Centre; ensure that effective communication processes with the public are in place



- **Natural Disaster Relief and Recovery Arrangements** - Financial assistance from the Commonwealth (in circumstances described in the *NDRRA Determinations 2011*) to provide emergency assistance to; individuals to alleviate personal hardship and distress; relief assistance to small business and primary producer; community recovery programs and essential public asset restoration
- **Preparedness** – Action designed to minimise loss of life and damage and to organise and facilitate timely and effective response and recovery actions. Preparedness is concerned with understanding the threat; forecasting and warning; educating and training officials and the public; and establishing organisations for the management of disaster situations including preparation of operational plans, training relief groups, stockpiling supplies, and earmarking necessary funds
- **Prevention** – In relation to an emergency includes the identification of hazards, the assessment of threats to life and property, and the taking of measures to reduce or eliminate potential loss to life or property and protect economic development. Measures taken to eliminate or reduce the incidence or severity of emergencies
- **Recovery** – Measures taking during and/or after an emergency to assist the re-establishment of the normal pattern of life of individuals, families and communities affected by the emergency and includes the restoration of essential facilities and services; the restoration of other facilities and services necessary for the normal functioning of a community; the provision of materials and personal needs; the provisions of means of emotional support
- **Relief** – The provision of immediate shelter, life support and human needs of persons affected by, or responding to, an emergency. It includes the establishment, management and provision of services to emergency relief or recovery centres
- **Response** – Activities that combat the adverse effects of the event, provide emergency assistance for casualties, and help reduce further injury or damage and facilitate effective recovery operations for and in the local community
- **Responsible Records Agency** – The South Australian Government agency that provides the role of either Chair and/or Executive Officer to a committee or function, or the South Australian Government agency that prepares or maintains a plan or document pursuant to the Emergency Management Act. Where a committee or function is chaired by an Australian Government organisation or private entity the nominated South Australian Government agency represented on that Committee or function is the ‘Responsible Records Agency’. See Annex K of the SEMP for a list of ‘Responsible Records Agencies’
- **State Advisory Groups** – Pursuant to section 11 of the Emergency Management Act, the SEMC has established Advisory Groups to advise the SEMC in relation to disaster mitigation, response and recovery activities. The Advisory Groups may establish working groups, as required
- **State Coordinator** – The Commissioner of Police or person acting as the Commissioner of Police, as determined by the Emergency Management Act
- **State Control Centre** – The nominated location from which each Functional Service shall control its operations
- **State Crisis Centre** – Activated by the State Government when an incident occurs or a significant threat arises. The role of the State Crisis Centre is to provide State level



policy advice and guidance to the State Government. The Centre also contributes to the coordination of government agencies and liaises with the Australian Government and other State/Territory jurisdictions. The Centre is the central liaison point for the Premier and Executive Government and provides a focal point for dealing with the media on State Government policy matters

- **State Emergency Centre** – The location where the Functional Services under the Emergency Management Act come together to coordinate response and recovery activities
- **State Emergency Management Committee** – A strategic planning committee that reports to the Emergency Management Council on matters that relate to the preparedness of the State against identified hazards or protective security matters. The SEMC is chaired by the Chief Executive, Department of the Premier and Cabinet and the committee members include the Chief Officers of the Emergency Services, the Commissioner of Police, Chief Executive Officers of State Government agencies with Emergency Management responsibilities and a Local Government representative. The functions and powers of the SEMC are established by section 9(1) of the Emergency Management Act
- **State Emergency Relief Fund** – Established pursuant to Section 37 of the *Emergency Management Act 2004*. Any money received by the Minister for Communities and Social Inclusion in response to a public appeal for the relief of persons who suffer injury, loss or damage, or to assist communities adversely affected as a result of a declared emergency or proclaimed situation is paid into the Fund
- **State Emergency Relief Fund Committee** - established by the Minister to administer the State Emergency Relief Fund. The Committee ensures appropriate and fair disbursement of publicly donated money subject to the directions of the Governor
- **State Recovery Office** – A unit within the Department for Communities and Social Inclusion that works across government and non-government sectors to increase the State's disaster recovery capacity and understanding. It provides support to the State Recovery Committee and also supports Zone (local) Emergency Management Committees. During a disaster, the State Recovery Office coordinates state level recovery functions; provides a management and administrative service to the State Recovery Committee; and supports local recovery efforts
- **State Recovery Centre** - The State Recovery Centre may be activated at the request of the Assistant State Coordinator – Recovery (if appointed), the Chair of the State Recovery Centre or the Director of the State Recovery Office to coordinate recovery operations following an emergency event. The State Recovery Centre facilitates liaison with other agencies through the Functional Services. The Centre also provides assistance and support to local recovery operations. Activation and operation of the State Recovery Centre occurs as per the State Recovery Operations Manual, held by the State Recovery Office
- **Zone Emergency Centre** – A location provided within an Emergency Management Zone to carry out coordination functions. Refer to the SEMP for further information
- **Zone Recovery Planner** – An executive member of the Zone Emergency Management Committee, responsible for advice and support to that committee on Recovery related issues





## List of Functions and Activities in GDS 33

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Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
<b>1 GOVERNANCE</b>			
1	<b>GOVERNANCE</b>	<p>The function of strategically managing emergency management arrangements across the State.</p> <p>Includes the appointment and operation of the State Emergency Management Committee, State Advisory Groups, Hazard Leaders, sub-committees (standing), working groups (limited duration), task forces and project groups.</p> <p>Also includes the over-arching responsibility for the preparation and review of the State Emergency Management Plan.</p> <p>Also includes liaison with emergency management organisations at a national or international level and the provision of advice to Cabinet and the Minister responsible for the Emergency Management Act (as amended).</p> <p><b>NOTE:</b> For the appointment and operation of Zone Emergency Management Committees see item 2 LOCAL COORDINATION.</p> <p><b>NOTE:</b> For the appointment and operation of the State Emergency Training Committee see item 3 STATE COORDINATION.</p> <p><b>NOTE:</b> For the appointment and operation of the State Emergency Relief Fund Committee see item 4 RELIEF FUNDING.</p>	
1.1	<b>Advice</b>	<i>The activities associated with offering opinions by or to the organisation as to an action or judgement. Includes the process of advising. (KWAAA)</i>	
1.1.1	Advice	<p>Advice and recommendations to the <u>Emergency Management Council</u> by the <u>State Emergency Management Committee</u> on matters that relate to the preparedness of the State against identified hazards or protective security matters.</p>	<p><i>Responsible Records Agency</i> <b>PERMANENT</b></p> <p><i>Other Agencies</i> <b>TEMPORARY</b> Destroy 10 years after action completed</p>



Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
<b>1 GOVERNANCE</b>			
1.1.2	Advice	Advice and recommendations to the <u>Minister</u> responsible for the Emergency Management Act (as amended) by the <u>State Emergency Management Committee</u> . Advice relates to the operation of the Emergency Management Act and management of State Emergencies.	<i>Responsible Records Agency</i> <b>PERMANENT</b>  <i>Other Agencies</i> <b>TEMPORARY</b> Destroy 10 years after action completed
1.1.3	Advice	Advice and recommendations to the <u>State Emergency Management Committee</u> by <u>taskforces or project teams</u> established by the SEMC on particular issues that are outside of the role of Hazard Leaders or require a specialist activity to be undertaken. This may, for example, be in relation to the outcomes of major inquiries conducted post an emergency incident.	<i>Responsible Records Agency</i> <b>PERMANENT</b>  <i>Other Agencies</i> <b>TEMPORARY</b> Destroy 10 years after action completed
1.1.4	Advice	Advice and recommendations to the <u>State Emergency Management Committee</u> from the <u>State Advisory Groups</u> .	<i>Responsible Records Agency</i> <b>PERMANENT</b>  <i>Other Agencies</i> <b>TEMPORARY</b> Destroy 10 years after action completed
1.1.5	Advice	Advice and recommendations to the <u>Mitigation Advisory Group</u> from <u>Hazard Leaders</u> .	<i>Responsible Records Agency</i> <b>PERMANENT</b>  <i>Other Agencies</i> <b>TEMPORARY</b> Destroy 10 years after action completed



Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
<b>1 GOVERNANCE</b>			
1.1.6	Advice	Advice and recommendations to <u>State Advisory Groups or Hazard Leaders</u> from <u>sub-committees and working groups</u> .	<i>Responsible Records Agency</i> <b>PERMANENT</b>  <i>Other Agencies</i> <b>TEMPORARY</b> Destroy 10 years after action completed
1.1.7	Advice	Records relating to advice provided to groups or individuals other than those referred to in items 1.1.1-1.1.6 above. Includes advice provided on routine matters or requests for advice referred to another agency for response.	<b>TEMPORARY</b> Destroy 10 years after action completed
1.2	<b>Committees (Emergency Management)</b>	<p><i>The activities associated with the management of State Committees, State Advisory Groups, sub-committees, task forces, workgroups and project teams established to perform emergency management in accordance with the State Emergency Management Plan. Includes establishment, appointment of members, proceedings, meeting minutes, reports, agendas, etc.</i></p> <p><b>See item 2.2 STATE COORDINATION</b> – Appointment for the nomination, appointment and renewal of Assistant State Coordinators, State Controllers and Deputies or Committees established to perform State Coordination.</p> <p><b>See item 3.1 LOCAL COORDINATION</b> – Appointment for the nomination, appointment and renewal of Zone Recovery Planners, Local Recovery Coordinators and Community Development Workers.</p> <p><b>See also item 1.3 GOVERNANCE</b> – Coordination.</p> <p><b>NOTE:</b> Records of the Emergency Management Council are excluded from this GDS. Refer to the Department of the Premier and Cabinet’s RDS.</p>	



Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
<b>1 GOVERNANCE</b>			
1.2.1	Committees (Emergency Management)	Records relating to the nomination and appointment of members of <u>State Committees</u> , eg the SEMC.	<i>Responsible Records Agency</i> <b>PERMANENT</b>  <i>Other Agencies</i> <b>TEMPORARY</b> Destroy 10 years after expiry of membership
1.2.2	Committees (Emergency Management)	Records relating to the nomination and appointment of members of <u>taskforces</u> and <u>project teams</u> established by the State Emergency Management Committee on particular issues that are outside of the role of Hazard Leaders or require a specialist activity to be undertaken.	<i>Responsible Records Agency</i> <b>PERMANENT</b>  <i>Other Agencies</i> <b>TEMPORARY</b> Destroy 10 years after expiry of membership
1.2.3	Committees (Emergency Management)	Records relating to the nomination and appointment of <u>South Australian members of National Committees</u> , eg ANZEMC, ANZCTC.	<i>Responsible Records Agency</i> <b>PERMANENT</b>  <i>Other Agencies</i> <b>TEMPORARY</b> Destroy 10 years after expiry of membership
1.2.4	Committees (Emergency Management)	Records relating to the nomination and appointment of members of <u>State Advisory Groups and other committees reporting directly to the SEMC</u> , eg State Emergency Management Training Committee.	<i>Responsible Records Agency</i> <b>PERMANENT</b>  <i>Other Agencies</i> <b>TEMPORARY</b> Destroy 10 years after expiry of membership



Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
<b>1 GOVERNANCE</b>			
1.2.5	Committees (Emergency Management)	Records relating to the appointment of <u>Hazard Leaders</u> by the State Emergency Management Committee.	<i>Responsible Records Agency</i> <b>PERMANENT</b>  <i>Other Agencies</i> <b>TEMPORARY</b> Destroy 10 years after expiry of membership
1.2.6	Committees (Emergency Management)	Records relating to the establishment of <u>sub-committees</u> and <u>working groups</u> by State Advisory Groups or Hazard Leaders.	<i>Responsible Records Agency</i> <b>PERMANENT</b>  <i>Other Agencies</i> <b>TEMPORARY</b> Destroy 10 years after expiry of membership
1.2.7	Committees (Emergency Management)	Meeting papers, agendas, meeting minutes, reports, policies etc <u>issued by the Executive Officer or Chair</u> of any Emergency Management Act committee, task force or project team. Includes SEMC, Advisory Groups, Hazard Leaders, or other governance groups as established.	<i>Responsible Records Agency</i> <b>PERMANENT</b>  <i>Other Agencies</i> <b>TEMPORARY</b> Destroy 10 years after action completed
1.2.8	Committees (Emergency Management)	Meeting papers, reports etc <u>provided to the Executive Officer or Chair</u> of any Emergency Management Act committee, task force or project team. Includes, EMC, SEMC, Advisory Groups, Hazard Leaders, or other governance group as established.	<i>Responsible Records Agency</i> <b>PERMANENT</b>  <i>Other Agencies</i> <b>TEMPORARY</b> Destroy 10 years after action completed



Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
<b>1 GOVERNANCE</b>			
1.2.9	Committees (Emergency Management)	<u>Internal briefings</u> prepared by an agency in response to any Emergency Management committee, task force or project team attendance or activity.	<i>Responsible Records Agency</i> <b>PERMANENT</b>
<b>1.3</b>	<b>Delegation</b>	<i>The activity of delegating functions and powers in accordance with the Emergency Management Act (as amended).</i>	
1.3.1	Delegation	Records relating to delegations to <u>members, advisory groups</u> , etc by the <u>State Emergency Management Committee</u> in accordance with the Emergency Management Act (as amended).	<i>Responsible Records Agency</i> <b>PERMANENT</b>  <i>Other Agencies</i> <b>TEMPORARY</b> Destroy 10 years after action completed
<b>1.4</b>	<b>Evaluation and Assessments</b>	<i>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 the process involving the identification of risks and the implementation of appropriate systems and practices relating to emergencies and potential emergencies. Also includes ongoing monitoring.</i>	
1.4.1	Evaluation and Assessments	Records relating to the monitoring and evaluation of response and recovery operations received by the <u>State Emergency Management Committee</u> . Includes debriefs, reports, etc.	<i>Responsible Records Agency</i> <b>PERMANENT</b>  <i>Other Agencies</i> <b>TEMPORARY</b> Destroy 10 years after action completed





Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
<b>1 GOVERNANCE</b>			
1.4.2	Evaluation and Assessments	Records relating to risks assessments of emergencies and potential emergencies. Includes all outcomes of the State Emergency Risk Assessment Process.	<i>Responsible Records Agency</i> <b>PERMANENT</b>  <i>Other Agencies</i> <b>TEMPORARY</b> Destroy 10 years after action completed
<b>1.5</b>	<b>Investigations and Inquiries</b>	<i>The activities associated with either internal or external investigations and Inquiries into incidents associated with emergency management response and recovery operations.</i>	
1.5.1	Investigations and Inquiries	Records relating to investigations conducted into response and recovery operations, eg Coronial inquiries, criminal or other investigations, etc.	<i>Responsible Records Agency</i> <b>PERMANENT</b>  <i>Other Agencies</i> <b>TEMPORARY</b> Destroy 10 years after action completed
<b>1.6</b>	<b>Liaison (Emergency Management)</b>	<i>The activities associated with maintaining formal contact between agencies responsible for emergency management in South Australia or with professional associations, professionals in related fields, private sector organisations, community groups and organisations of other governments, whether state/territory, national or international regarding emergency management.</i>	
1.6.1	Liaison (Emergency Management)	Records relating to the provision of information to other agencies under the State Emergency Management Plan.	<i>Responsible Records Agency</i> <b>PERMANENT</b>  <i>Other Agencies</i> <b>TEMPORARY</b> Destroy 10 years after action completed



Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
<b>1 GOVERNANCE</b>			
1.6.2	Liaison (Emergency Management)	Records relating to liaison with <u>National Committees</u> and their sub-committees, eg the ANZEMC, ANZCTC. Includes committees that may or may not have South Australian members/representatives.	<i>Responsible Records Agency</i> <b>PERMANENT</b>  <i>Other Agencies</i> <b>TEMPORARY</b> Destroy 10 years after action completed
<b>1.7</b>	<b>Planning</b>	<i>The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs. (KWAAA)</i>	
1.7.1	Planning	<u>Master copy</u> of each approved revision of the <u>State Emergency Management Plan</u> .  <b>NOTE:</b> For other copies, dispose of in accordance with Normal Administrative Practice.	<i>Responsible Records Agency</i> <b>PERMANENT</b>
1.7.2	Planning	Records relating to the <u>preparation and review</u> of the <u>State Emergency Management Plan</u> (formerly the State Disaster Plan).	<i>Responsible Records Agency</i> <b>PERMANENT</b>  <i>Other Agencies</i> <b>TEMPORARY</b> Destroy 10 years after action completed
1.7.3	Planning	<u>Master copy</u> of each approved revision of <u>Hazard Plans, Support Plans, Functional Service Plans and Zone Plans</u> .  <b>NOTE:</b> For other copies, dispose of in accordance with Normal Administrative Practice.	<i>Responsible Records Agency</i> <b>PERMANENT</b>



Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
<b>1 GOVERNANCE</b>			
1.7.4	Planning	Records relating to the <u>preparation and review of Hazard Plans, Support Plans, Functional Service Plans and Zone Plans.</u>	<i>Responsible Records Agency</i> <b>PERMANENT</b>  <i>Other Agencies</i> <b>TEMPORARY</b> Destroy 10 years after action completed
<b>1.8</b>	<b>Policy and Procedures</b>	<i>The activities associated with developing and establishing decisions, directions and precedents that act as a reference for future decision making in the form of policies, strategies, guidelines, operation manuals and procedures.</i>	
1.8.1	Policy and Procedures	<u>Master copy</u> of each approved revision of state-wide emergency management <u>policies and strategies</u> . Includes strategies and policies developed at a national level and agreed to by the State, eg NSDR. <b>NOTE:</b> For other copies, dispose of in accordance with Normal Administrative Practice.	<i>Responsible Records Agency</i> <b>PERMANENT</b>
1.8.2	Policy and Procedures	Records relating to the <u>preparation and review</u> of state-wide emergency management <u>policies and strategies</u> .	<i>Responsible Records Agency</i> <b>PERMANENT</b>  <i>Other Agencies</i> <b>TEMPORARY</b> Destroy 10 years after action completed
1.8.3	Policy and Procedures	<u>Master copy</u> of each approved revision of state-wide emergency management <u>procedures and guidelines</u> , eg operations manuals of the State Crisis Centre, SEC, etc. <b>NOTE:</b> For other copies, dispose of in accordance with Normal Administrative Practice.	<i>Responsible Records Agency</i> <b>PERMANENT</b>



Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
<b>1 GOVERNANCE</b>			
1.8.4	Policy and Procedures	Records relating to the <u>preparation and review</u> of state-wide emergency management <u>procedures and guidelines</u> .	<i>Responsible Records Agency</i> <b>PERMANENT</b>  <i>Other Agencies</i> <b>TEMPORARY</b> Destroy 10 years after action completed
<b>1.9</b>	<b>Reporting</b>	<i>The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements or findings of the results of their examination or investigation. Includes agenda, briefings, discussion papers, proposals, reports, reviews and returns. (KWAAA)</i>	
1.9.1	Reporting	<u>Master copy</u> of the <u>annual report</u> produced by the State Emergency Management Committee in accordance with the Emergency Management Act (as amended).	<i>Responsible Records Agency</i> <b>PERMANENT</b>
1.9.2	Reporting	<u>Gazette notices</u> regarding modification of the Controlled Substances Act by the Minister responsible for the Emergency Management Act.	<i>Responsible Records Agency</i> <b>PERMANENT</b>



Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
<b>2 STATE COORDINATION</b>			
2	<b>STATE COORDINATION</b>	<p>The function of coordinating the implementation of the State Emergency Management Plan by the State Coordinator and the Coordinating Agency.</p> <p>Also includes the response and recovery operations of the State Emergency Centre, Hazard Leaders and the State Recovery Office.</p> <p>Also involves the coordination and provision of emergency management training and the conduct of emergency management exercises across the State.</p> <p>Also includes the State Crisis Centre as activated by the State Government when an incident occurs or a significant threat arises.</p>	
2.1	<b>Advice</b>	<i>The activities associated with offering opinions by or to the organisation as to an action or judgement. Includes the process of advising. (KWAAA)</i>	
2.1.1	Advice	State level policy advice and recommendations from the <u>State Crisis Centre</u> to the South Australian Government.	<p><i>Responsible Records Agency</i> <b>PERMANENT</b></p> <p><i>Other Agencies</i> <b>TEMPORARY</b> Destroy 10 years after action completed</p>
2.1.2	Advice	Advice and recommendations provided to the <u>SEMC</u> by the <u>State Coordinator</u> or the <u>Coordinating Agency</u> in the event of a major incident, major emergency or disaster.	<p><i>Responsible Records Agency</i> <b>PERMANENT</b></p> <p><i>Other Agencies</i> <b>TEMPORARY</b> Destroy 10 years after action completed</p>



Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
<b>2 STATE COORDINATION</b>			
2.1.3	Advice	Advice and recommendations to the <u>State Coordinator</u> by the <u>Coordinating Agency</u> .	<i>Responsible Records Agency</i> <b>PERMANENT</b>  <i>Other Agencies</i> <b>TEMPORARY</b> Destroy 10 years after action completed
2.1.4	Advice	Advice and recommendations to the <u>State Coordinator</u> by the <u>State Emergency Centre</u> or <u>SEC Coordinator</u> , eg SEC briefing papers, maps, etc.	<i>Responsible Records Agency</i> <b>PERMANENT</b>  <i>Other Agencies</i> <b>TEMPORARY</b> Destroy 10 years after action completed
2.1.5	Advice	Advice and recommendations to <u>Advisory Group Chairs</u> by the <u>SEMTC</u> on the adequacy of emergency management training in South Australia.	<i>Responsible Records Agency</i> <b>PERMANENT</b>  <i>Other Agencies</i> <b>TEMPORARY</b> Destroy 10 years after action completed
2.1.6	Advice	Records relating to advice provided to groups or individuals other than those referred to in items 2.1.1-2.1.5 above. Includes advice provided on routine matters or requests for advice referred to another agency for response.	<b>TEMPORARY</b> Destroy 10 years after action completed



Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
<b>2 STATE COORDINATION</b>			
2.2	<b>Appointment</b>	<p><i>The activity of nominating, appointing and renewing positions or Committees established to perform either State Coordination or Local Coordination duties.</i></p> <p><b>See</b> item 1.2 GOVERNANCE – Committees (Emergency Management) for the nomination, appointment and renewal of members of State Committees, State Advisory Groups, sub-committees, task forces, workgroups and project teams.</p> <p><b>See</b> item 3.1 LOCAL COORDINATION – Appointment for the nomination, appointment and renewal of Zone Recovery Planners, Local Recovery Coordinators and Community Development Workers.</p>	
2.2.1	Appointment	Records relating to the nomination and appointment of <u>Assistant State Coordinators</u> by the State Coordinator. An Assistant State Coordinator may be appointed in relation to specific parts of the State, specific types of hazard or specific events.	<p><i>Responsible Records Agency</i> <b>PERMANENT</b></p> <p><i>Other Agencies</i> <b>TEMPORARY</b> Destroy 10 years after expiry of membership</p>
2.2.2	Appointment	Records relating to the nomination and appointment of the <u>Assistant State Coordinator – Recovery</u> .	<p><i>Responsible Records Agency</i> <b>PERMANENT</b></p> <p><i>Other Agencies</i> <b>TEMPORARY</b> Destroy 10 years after expiry of membership</p>



Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
<b>2 STATE COORDINATION</b>			
2.3	<b>Coordination</b>	<p><i>The activity of coordinating emergency management arrangements, whether strategically at the national level, across the State or with certain agencies at a regional or local level. Includes the implementation and monitoring of response and recovery operations.</i></p> <p><b>See item 1.5 GOVERNANCE – Investigations and Inquiries for records used to respond to either internal or external investigations and Inquiries into incidents associated with emergency management response and recovery operations.</b></p>	
2.3.1	Coordination	Records of the <u>State Coordinator</u> or <u>Coordinating Agency</u> relating to the management and coordination of response and recovery operations involving major incidents, major emergencies or disasters in accordance with the SEMP. Includes seeking the assistance of the Australian Government, including the Defence Force.	<p><i>Responsible Records Agency</i> <b>PERMANENT</b></p> <p><i>Other Agencies</i> <b>TEMPORARY</b> Destroy 10 years after action completed</p>
2.3.2	Coordination	Records of the <u>State Emergency Centre</u> relating to incident response. Includes briefing papers, situation reports, maps, logs, notes, etc.	<p><i>Responsible Records Agency</i> <b>PERMANENT</b></p> <p><i>Other Agencies</i> <b>TEMPORARY</b> Destroy 10 years after action completed</p>
2.3.3	Coordination	Records relating to the coordination of agencies under the State Emergency Management Plan by the <u>State Crisis Centre</u> in the event of an incident or significant threat. Includes meeting minutes, situation reports, briefings, etc.	<p><i>Responsible Records Agency</i> <b>PERMANENT</b></p> <p><i>Other Agencies</i> <b>TEMPORARY</b> Destroy 10 years after action completed</p>





Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
<b>2 STATE COORDINATION</b>			
2.3.4	Coordination	Records relating to the coordination of disaster recovery arrangements by the <u>State Recovery Office</u> . Includes Recovery Action plans, Committee meeting minutes and support requests.	<i>Responsible Records Agency</i> <b>PERMANENT</b>  <i>Other Agencies</i> <b>TEMPORARY</b> Destroy 10 years after action completed
<b>2.4</b>	<b>Delegation</b>	<i>The activity of delegating functions and powers in accordance with the Emergency Management Act (as amended).</i>	
2.4.1	Delegation	Records relating to delegation by the <u>State Coordinator</u> to the <u>Assistant State Coordinator</u> or <u>authorised officers</u> as per the provisions of the Emergency Management Act (as amended).	<i>Responsible Records Agency</i> <b>PERMANENT</b>  <i>Other Agencies</i> <b>TEMPORARY</b> Destroy 10 years after action completed
<b>2.5</b>	<b>Liaison (Emergency Management)</b>	<i>The activities associated with maintaining formal contact between agencies responsible for emergency management in South Australia or with professional associations, professionals in related fields, private sector organisations, community groups and organisations of other governments, whether state/territory, national or international regarding emergency management.</i>	
2.5.1	Liaison (Emergency Management)	Records relating to liaison with the Australian Government and other state/territory jurisdictions by the <u>State Crisis Centre</u> .	<i>Responsible Records Agency</i> <b>PERMANENT</b>  <i>Other Agencies</i> <b>TEMPORARY</b> Destroy 10 years after action completed



Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
<b>2 STATE COORDINATION</b>			
2.5.2	Liaison (Emergency Management)	Records relating to <u>media liaison</u> by the <u>State Crisis Centre</u> on behalf of the South Australian Government with regards to State Government policy matters relevant to emergency management.	<i>Responsible Records Agency</i> <b>PERMANENT</b>  <i>Other Agencies</i> <b>TEMPORARY</b> Destroy 10 years after action completed
2.5.3	Liaison (Emergency Management)	Records relating to liaison with agencies through the <u>Functional Services</u> by the <u>State Emergency Centre/Coordinator</u> .	<i>Responsible Records Agency</i> <b>PERMANENT</b>  <i>Other Agencies</i> <b>TEMPORARY</b> Destroy 10 years after action completed
2.6	<b>Planning</b>	<i>The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs (KWAAA)</i> <b>NOTE:</b> For local level plans see 2.4 LOCAL COORDINATION – Planning.	
2.6.1	Planning	<u>Master copy</u> of each approved revision of the <u>State Emergency Management Training Plan</u> .  <b>NOTE:</b> For other copies, dispose of in accordance with Normal Administrative Practice.	<i>Responsible Records Agency</i> <b>PERMANENT</b>



Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
<b>2 STATE COORDINATION</b>			
2.6.2	Planning	Records relating to the <u>preparation and review</u> of the <u>State Emergency Management Training Plan</u> .	<i>Responsible Records Agency</i> <b>PERMANENT</b>  <i>Other Agencies</i> <b>TEMPORARY</b> Destroy 10 years after action completed
2.7	<b>Policy and Procedures</b>	<i>The activities associated with developing and establishing decisions, directions and precedents that act as a reference for future decision making in the form of policies, strategies, guidelines, operation manuals and procedures.</i>	
2.7.1	Policy and Procedures	<u>Master copy</u> of each approved revision of <u>policies and strategies</u> developed by the State Coordinator, the Coordinating Agency, the State Emergency Centre, the State Emergency Management Training Officer or Hazard Leaders.  <b>NOTE:</b> For other copies, dispose of in accordance with Normal Administrative Practice.	<i>Responsible Records Agency</i> <b>PERMANENT</b>
2.7.2	Policy and Procedures	Records relating to the <u>preparation and review</u> of <u>policies and strategies</u> developed by the State Coordinator, the Coordinating Agency, the State Emergency Centre, the State Emergency Management Training Officer or Hazard Leaders.	<i>Responsible Records Agency</i> <b>PERMANENT</b>  <i>Other Agencies</i> <b>TEMPORARY</b> Destroy 10 years after action completed
2.7.3	Policy and Procedures	<u>Master copy</u> of each approved revision of operational <u>procedures, guidelines and manuals</u> , eg the Declaration Guidelines, SEC Operations Manual, etc.  <b>NOTE:</b> For other copies, dispose of in accordance with Normal Administrative Practice.	<i>Responsible Records Agency</i> <b>PERMANENT</b>



Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
<b>2 STATE COORDINATION</b>			
2.7.4	Policy and Procedures	Records relating to the <u>preparation</u> and <u>review</u> of operational <u>procedures</u> , <u>guidelines</u> and <u>manuals</u> .	<i>Responsible Records Agency</i> <b>PERMANENT</b>  <i>Other Agencies</i> <b>TEMPORARY</b> Destroy 10 years after action completed
2.8	<b>Reporting</b>	<i>The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements or findings of the results of their examination or investigation. Includes agenda, briefings, discussion papers, proposals, reports, reviews and returns. (KWAAA)</i>	
2.8.1	Reporting	Declarations of identified major incidents or major emergencies by the <u>State Coordinator</u> .	<i>Responsible Records Agency</i> <b>PERMANENT</b>  <i>Other Agencies</i> <b>TEMPORARY</b> Destroy 10 years after action completed
2.8.2	Reporting	Declarations of disasters submitted by the <u>Minister</u> responsible for the Emergency Management Act to <u>the Governor</u> .	<i>Responsible Records Agency</i> <b>PERMANENT</b>  <i>Other Agencies</i> <b>TEMPORARY</b> Destroy 10 years after action completed



Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
<b>2 STATE COORDINATION</b>			
2.9	<b>Training (Emergency Management)</b>	<p><i>The activity of effectively planning for and addressing emergency management training and higher level exercising requirements of organisations identified in the State Emergency Management Plan. Includes the operations of the State Emergency Management Training Committee and the State Emergency Management Training Officer.</i></p> <p><b>NOTE:</b> For records of agencies that conduct their own training USE either GDS 15: 15 STAFF DEVELOPMENT or agency-specific RDS.</p>	
2.9.1	Training (Emergency Management)	<p>Records of the <u>State Emergency Management Training Committee</u>. Includes briefings, reports, agenda, meeting minutes, etc.</p>	<p><i>Responsible Records Agency</i> <b>PERMANENT</b></p> <p><i>Other Agencies</i> <b>TEMPORARY</b> Destroy 10 years after action completed</p>
2.9.2	Training Emergency Management	<p><u>Master set of course curriculum</u> guideline/material for courses delivered by the <u>State Emergency Management Training Committee</u>.</p>	<b>PERMANENT</b>
2.9.3	Training Emergency Management	<p><u>Supplementary records</u> documenting the development of courses and programs delivered by the <u>State Emergency Management Training Committee</u>, eg working notes, background research, outcomes of consultation with stakeholders, etc.</p>	<b>TEMPORARY</b> Destroy 10 years after action completed



Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
<b>2 STATE COORDINATION</b>			
2.9.4	Training (Emergency Management)	<p>Records relating to the <u>provision of training and courses to individuals</u> relating to emergency management delivered by the <u>State Emergency Management Training Committee</u>, eg student results register, student assessments, etc.</p> <p><b>Note:</b> This disposal class excludes official records of agencies that provide training internally as part of their core operational business, eg SES. Such records need to be sentenced in accordance with the agency's RDS.</p>	<p><i>Responsible Records Agency</i> <b>TEMPORARY</b> Destroy 30 years after action completed</p> <p><i>Other Agencies</i> <b>TEMPORARY</b> Destroy 10 years after action completed</p>
2.9.5	Training (Emergency Management)	<p>Records relating to <u>emergency management exercises</u> prepared and managed by the <u>Central Exercise Writing Team</u>. Includes debrief reports from exercises conducted, master exercise register, etc.</p>	<p><i>Responsible Records Agency</i> <b>PERMANENT</b></p> <p><i>Other Agencies</i> <b>TEMPORARY</b> Destroy 10 years after action completed</p>



Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
<b>3 LOCAL COORDINATION</b>			
3	<b>LOCAL COORDINATION</b>	<p>The function of coordinating emergency management arrangements and resources at the local level.</p> <p>Includes the activities of Control Agencies, Zone Emergency Centres, Zone Emergency Management Committees, Functional Services, the Local Recovery Coordinator and the State Recovery Centre.</p>	
3.1	<b>Appointment</b>	<p><i>The activity of nominating, appointing and renewing positions or Committees established to perform State Coordination, Local Coordination or Relief Funding duties.</i></p> <p><b>See item 1.2 GOVERNANCE – Committees (Emergency Management) for the nomination, appointment and renewal of members of State Committees, State Advisory Groups, sub-committees, task forces, workgroups and project teams.</b></p> <p><b>See item 2.2 STATE COORDINATION – Appointment for the nomination, appointment and renewal of Assistant State Coordinators or Committees established to perform State Coordination.</b></p>	
3.1.1	Appointment	Records relating to the nomination and appointment of <u>Zone Recovery Planners</u> by the Chair of the State Recovery Committee.	<p><i>Responsible Records Agency</i> <b>PERMANENT</b></p> <p><i>Other Agencies</i> <b>TEMPORARY</b> Destroy 10 years after expiry of membership</p>



Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
<b>3 LOCAL COORDINATION</b>			
3.1.2	Appointment	Records relating to the nomination and appointment of <u>Local Recovery Coordinators</u> .	<i>Responsible Records Agency</i> <b>PERMANENT</b>  <i>Other Agencies</i> <b>TEMPORARY</b> Destroy 10 years after expiry of membership
3.1.3	Appointment	Records relating to the nomination and appointment of <u>Community Development Workers</u> .	<i>Responsible Records Agency</i> <b>PERMANENT</b>  <i>Other Agencies</i> <b>TEMPORARY</b> Destroy 10 years after expiry of membership
3.2	<b>Coordination</b>	<p><i>The activity of coordinating emergency management arrangements, whether strategically at the national level, across the State or with certain agencies at a regional or local level. Includes the implementation and monitoring of response and recovery operations.</i></p> <p><b>See item 1.5 GOVERNANCE – Investigations and Inquiries for records used to respond to either internal or external investigations and Inquiries into incidents associated with emergency management response and recovery operations.</b></p>	
3.2.1	Coordination	Records of the <u>State Recovery Centre</u> . Includes damage assessments, committee meeting minutes, Centre briefing documentation, public information messages, summary reports, requests for and responses to public requests for support and interagency correspondence.	<i>Responsible Records Agency</i> <b>PERMANENT</b>  <i>Other Agencies</i> <b>TEMPORARY</b> Destroy 10 years after action completed





Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
<b>3 LOCAL COORDINATION</b>			
3.2.2	Coordination	Records relating to the coordination and support of response and recovery operations at the <u>local level by Zone Emergency Centres</u> . Includes minutes of meetings.	<i>Responsible Records Agency</i> <b>PERMANENT</b>  <i>Other Agencies</i> <b>TEMPORARY</b> Destroy 10 years after action completed
3.2.3	Coordination	Records relating to the coordination of resources or services within a <u>country emergency management zone</u> . Includes meeting minutes, briefings, reports, etc.	<i>Responsible Records Agency</i> <b>PERMANENT</b>  <i>Other Agencies</i> <b>TEMPORARY</b> Destroy 10 years after action completed
3.2.4	Coordination	Records relating to the <u>evacuation of members of the public or communities</u> in the event of major incidents, major emergencies or disasters. Includes meeting minutes, briefings, reports, etc.	<i>Responsible Records Agency</i> <b>PERMANENT</b>  <i>Other Agencies</i> <b>TEMPORARY</b> Destroy 10 years after action completed
3.2.5	Coordination	Records relating to the <u>use of spontaneous volunteers</u> during response and recovery operations.	<i>Responsible Records Agency</i> <b>PERMANENT</b>  <i>Other Agencies</i> <b>TEMPORARY</b> Destroy 10 years after action completed



Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
<b>3 LOCAL COORDINATION</b>			
3.2.6	Coordination	Volunteer Emergency Recovery Information System (VERIS) or successor. Includes system data regarding the registration of both volunteers and people seeking assistance.	<i>Responsible Records Agency</i> <b>PERMANENT</b> Actively manage and migrate to ensure ongoing accessibility for evidentiary and/or historical purposes
3.2.7	Coordination	Records relating to the development and implementation of <u>community development programs</u> that enhance the recovery of both individuals and the broader community. Includes Committee meeting minutes, community development plans, etc.	<i>Responsible Records Agency</i> <b>PERMANENT</b>  <i>Other Agencies</i> <b>TEMPORARY</b> Destroy 10 years after action completed
3.2.8	Coordination	<u>Financial records</u> associated with the implementation of <u>community development programs</u> .	<b>TEMPORARY</b> Destroy 10 years after action completed
3.2.9	Coordination	Records relating to the implementation of response and recovery operations performed at <u>State Control Centres</u> by <u>Functional Services</u> . Includes logs, reports, briefing papers, journals, etc.	<i>Responsible Records Agency</i> <b>PERMANENT</b>  <i>Other Agencies</i> <b>TEMPORARY</b> Destroy 10 years after action completed



Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
<b>3 LOCAL COORDINATION</b>			
3.2.10	Coordination	Records relating to recovery coordination conducted by <u>Local Recovery Coordinators</u> and <u>Local Recovery Committees</u> . Includes logs, reports, briefing papers, journals, Committee and Community meeting minutes, recovery plans, public requests for support and related responses, interagency correspondence.	<i>Responsible Records Agency</i> <b>PERMANENT</b>  <i>Other Agencies</i> <b>TEMPORARY</b> Destroy 10 years after action completed
3.2.11	Coordination	<u>Financial records</u> associated with recovery coordination conducted by <u>Local Recovery Coordinators</u> and <u>Local Recovery Committees</u> .	<b>TEMPORARY</b> Destroy 10 years after action completed
3.2.12	Coordination	Records relating to the coordination and implementation of <u>commemorations and memorial events</u> following recovery activities. Includes consultation with the local disaster-affected community. Includes Committee and Public meeting minutes.	<i>Responsible Records Agency</i> <b>PERMANENT</b>  <i>Other Agencies</i> <b>TEMPORARY</b> Destroy 10 years after action completed
3.2.13	Coordination	<u>Financial records</u> associated with the coordination and implementation of <u>commemorations and memorial events</u> following recovery activities. Includes contractual arrangements.	<b>TEMPORARY</b> Destroy 10 years after action completed
3.3	<b>Liaison (Emergency Management)</b>	<i>The activities associated with maintaining formal contact between agencies responsible for emergency management in South Australia or with professional associations, professionals in related fields, private sector organisations, community groups and organisations of other governments, whether state/territory, national or international regarding emergency management.</i>	



Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
<b>3 LOCAL COORDINATION</b>			
3.3.1	Liaison (Emergency Management)	Records relating to liaison and information sharing between agencies at the <u>local level</u> . Includes Zone Emergency Management Committee and Zone Emergency Centre agendas, papers, reports, meeting minutes, etc.	<i>Responsible Records Agency</i> <b>PERMANENT</b>  <i>Other Agencies</i> <b>TEMPORARY</b> Destroy 10 years after action completed
3.3.2	Liaison (Emergency Management)	Records relating to the development and dissemination of <u>public information messages to the community</u> by means of websites, the Recovery Call Centre, newsletters and fact sheets, community meetings, special needs groups, VIP visits, etc.	<i>Responsible Records Agency</i> <b>PERMANENT</b> If in electronic form actively manage and migrate to ensure ongoing accessibility for evidentiary and/or historical purposes  <i>Other Agencies</i> <b>TEMPORARY</b> Destroy 10 years after action completed
3.4	<b>Planning</b>	<i>The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs. (KWAAA)</i> <b>NOTE:</b> For Hazard Plans see item 3.6 STATE COORDINATION – Planning.	



Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
<b>3 LOCAL COORDINATION</b>			
3.4.1	Planning	Records relating to <u>community impact planning and assessment</u> . Includes assessment outcomes and summaries, reports to State and national bodies, etc.	<i>Responsible Records Agency</i> <b>PERMANENT</b>  <i>Other Agencies</i> <b>TEMPORARY</b> Destroy 10 years after action completed
3.4.2	Planning	<u>Master copy</u> of each approved revision of the <u>zone level (ie entire region) plans</u> , eg Zone Emergency Management Plans (eg Barossa Zone Emergency Management Plan). <b>NOTE:</b> For other copies, dispose of in accordance with Normal Administrative Practice.	<i>Responsible Records Agency</i> <b>PERMANENT</b>
3.4.3	Planning	Records relating to the <u>preparation and review of zone level (ie entire region) plans</u> .	<i>Responsible Records Agency</i> <b>PERMANENT</b>  <i>Other Agencies</i> <b>TEMPORARY</b> Destroy 10 years after action completed
3.4.4	Planning	<u>Master copy</u> of each approved revision of <u>local level plans</u> . <b>NOTE:</b> For other copies, dispose of in accordance with Normal Administrative Practice.	<i>Responsible Records Agency</i> <b>PERMANENT</b>



Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
<b>3 LOCAL COORDINATION</b>			
3.4.5	Planning	Records relating to the <u>preparation and review of local level plans</u> .	<i>Responsible Records Agency</i> <b>PERMANENT</b>  <i>Other Agencies</i> <b>TEMPORARY</b> Destroy 10 years after action completed
3.4.6	Planning	<u>Master copy</u> of each approved revision of the <u>Incident Action Plan</u> for declared incidents developed and implemented by each Control Agency.  <b>NOTE:</b> For non-declared incidents agencies should refer to their own agency-specific RDS. <b>NOTE:</b> For other copies, dispose of in accordance with Normal Administrative Practice.	<i>Responsible Records Agency</i> <b>PERMANENT</b>
3.4.7	Planning	Records relating to the <u>preparation and review of the Incident Action Plan</u> .	<i>Responsible Records Agency</i> <b>PERMANENT</b>  <i>Other Agencies</i> <b>TEMPORARY</b> Destroy 10 years after action completed
3.5	<b>Policy and Procedures</b>	<i>The activities associated with developing and establishing decisions, directions and precedents that act as a reference for future decision making in the form of policies, strategies, guidelines, operation manuals and procedures.</i>	



Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
<b>3 LOCAL COORDINATION</b>			
3.5.1	Policy and Procedures	<p><u>Master copy</u> of each approved revision of <u>policies and strategies</u> developed by Control Agencies, Zone Emergency Centres, Zone Emergency Management Coordinators, Functional Services, the Local Recovery Coordinator or the State Recovery Centre.</p> <p><b>NOTE:</b> For other copies, dispose of in accordance with Normal Administrative Practice.</p>	<p><i>Responsible Records Agency</i> <b>PERMANENT</b></p>
3.5.2	Policy and Procedures	<p>Records relating to the <u>preparation and review</u> of <u>policies and strategies</u> developed by Control Agencies, Zone Emergency Centres, Zone Emergency Management Coordinators, Functional Services, the Local Recovery Coordinator or the State Recovery Centre.</p>	<p><i>Responsible Records Agency</i> <b>PERMANENT</b></p> <p><i>Other Agencies</i> <b>TEMPORARY</b> Destroy 10 years after action completed</p>
3.5.3	Policy and Procedures	<p><u>Master copy</u> of each approved revision of operational <u>procedures, guidelines and manuals</u>, eg Zone Emergency Centres Operations Manual.</p> <p><b>NOTE:</b> For other copies, dispose of in accordance with Normal Administrative Practice.</p>	<p><i>Responsible Records Agency</i> <b>PERMANENT</b></p>
3.5.4	Policy and Procedures	<p>Records relating to the <u>preparation and review</u> of operational <u>procedures, guidelines and manuals</u>.</p>	<p><i>Responsible Records Agency</i> <b>PERMANENT</b></p> <p><i>Other Agencies</i> <b>TEMPORARY</b> Destroy 10 years after action completed</p>



Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
<b>3 LOCAL COORDINATION</b>			
3.6	<b>Reporting</b>	<i>The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements or findings of the results of their examination or investigation. Includes agenda, briefings, discussion papers, proposals, reports, reviews and returns. (KWAAA)</i>	
3.6.1	Reporting	Records of debriefing following a response or recovery operation. Includes debriefs of each agency involved and the Local Recovery Committee.	<i>Responsible Records Agency</i> <b>PERMANENT</b>  <i>Other Agencies</i> <b>TEMPORARY</b> Destroy 10 years after action completed





Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
<b>4 RELIEF FUNDING</b>			
4	<b>RELIEF FUNDING</b>	<p>The function of managing the State Emergency Relief Fund (SERF) as established by the Emergency Management Act (as amended).</p> <p>Includes the appointment and operation of the State Emergency Relief Fund Committee.</p> <p>Includes the administration of public donations received in response to incidents, emergencies or disasters.</p> <p>Also includes reimbursement by the Commonwealth Government for claims made by State Government agencies under Natural Disaster Relief and Recovery Arrangements.</p>	
4.1	<b>Agency Reimbursements</b>	<p><i>The activity of state government agencies applying for and receiving reimbursement from the Commonwealth Government for claims made under Natural Disaster Relief and Recovery Arrangements.</i></p> <p><b>Note:</b> <i>This activity excludes official records relating to the receipt of funding by Treasury on behalf of State Government agencies. Such records need to be sentenced in accordance with the Department of Treasury and Finance RDS.</i></p>	
4.1.1	Agency Reimbursements	Applications for reimbursement made by state government agencies under the <u>Natural Disaster Relief and Recovery Arrangements</u> .	<p><i>Responsible Records Agency</i> <b>PERMANENT</b></p> <p><i>Other Agencies</i> <b>TEMPORARY</b> Destroy 10 years after action completed</p>



Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
<b>4 RELIEF FUNDING</b>			
4.2	<b>Appointment</b>	<p><i>The activity of nominating, appointing and renewing positions or Committees established to perform State Coordination, Local Coordination or Relief Funding duties.</i></p> <p><b>See item 1.2 GOVERNANCE – Committees (Emergency Management) for the nomination, appointment and renewal of members of State Committees, State Advisory Groups, sub-committees, task forces, workgroups and project teams.</b></p> <p><b>See item 2.2 STATE COORDINATION – Appointment for the nomination, appointment and renewal of Assistant State Coordinators or Committees established to perform State Coordination.</b></p> <p><b>See item 3.1 LOCAL COORDINATION – Appointment for the nomination, appointment and renewal of Zone Recovery Planners, Local Recovery Coordinators and Community Development Workers.</b></p>	
4.2.1	Appointment	Records relating to the nomination and appointment of members of the <u>State Emergency Relief Fund Committee</u> .	<p><i>Responsible Records Agency</i> <b>PERMANENT</b></p> <p><i>Other Agencies</i> <b>TEMPORARY</b> Destroy 10 years after expiry of membership</p>
4.3	<b>Fund Administration</b>	<i>The activity of administering the State Emergency Relief Fund in accordance with the Emergency Management Act (as amended).</i>	



Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
<b>4 RELIEF FUNDING</b>			
4.3.1	Fund Administration	Records relating to the <u>administration of the State Emergency Relief Fund</u> . Includes operational procedures, guidelines, minutes of meetings, etc.	<i>Responsible Records Agency</i> <b>PERMANENT</b>  <i>Other Agencies</i> <b>TEMPORARY</b> Destroy 10 years after action completed
4.3.2	Fund Administration	Records relating to the <u>disbursement of payments from the Fund to individual recipients or organisations</u> for the purpose of relief. Includes Cabinet and ministerial documents, memorandums, registers of grant payments, recipient identification and grant disbursement documents, Governor's directions, etc.	<i>Responsible Records Agency</i> <b>PERMANENT</b>  <i>Other Agencies</i> <b>TEMPORARY</b> Destroy 10 years after action completed
4.3.3	Fund Administration	Records relating to the <u>refund of payments</u> where overcompensation has occurred. Includes briefings, letters, reports, etc.	<i>Responsible Records Agency</i> <b>PERMANENT</b>  <i>Other Agencies</i> <b>TEMPORARY</b> Destroy 10 years after action completed
4.4	<b>Grant Disbursal</b>	<i>The activities associated with the application for and disbursal of grants to the public that are not payments issued from the State Emergency Relief Fund.</i>	



Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
<b>4 RELIEF FUNDING</b>			
4.4.1	Grant Disbursal	Records relating to the <u>disbursal of grant funding to individual recipients or organisations</u> by state government agencies , eg non-Commonwealth <i>ex-gratia</i> payments, relief payments, etc.	<i>Responsible Records Agency</i> <b>PERMANENT</b>  <i>Other Agencies</i> <b>TEMPORARY</b> Destroy 10 years after action completed
4.5	<b>Public Donations</b>	<i>The activity of receiving donations by the public in response to incidents, emergencies and disasters. Also includes the disbursal of those donations to those in need for the purposes of relief.</i>	
4.5.1	Public Donations	Records relating to the administration of <u>public donations</u> received for the purposes of relief for victims of incidents, emergencies or disasters. Includes reconciliation statements, reports, etc.	<i>Responsible Records Agency</i> <b>PERMANENT</b>  <i>Other Agencies</i> <b>TEMPORARY</b> Destroy 10 years after action completed
4.5.2	Public Donations	Records relating to the <u>disbursement of donations to individual recipients or organisations</u> for the purpose of relief. Includes Cabinet and ministerial documents, memorandums, letters, registers of grant payments, recipient identification and grant disbursement documents, Governor’s directions, Event reports to Minister, etc.	<i>Responsible Records Agency</i> <b>PERMANENT</b>  <i>Other Agencies</i> <b>TEMPORARY</b> Destroy 10 years after action completed



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