

**Retention and Disposal Authority for Records of the Emergency Management Function**

Authority number: PROS 15/06



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the Emergency Management Function**

Issued Date: 14/08/2015

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## Retention and Disposal Authority for Records of the Emergency Management Function

Authority number: PROS 15/06

## Retention and Disposal Authority for Records of the Emergency Management Function

<b>Retention and Disposal Authority No</b>	PROS 15/06
<b>Scope</b>	This RDA authorises the disposal of emergency management function records created and held by Emergency Management Victoria, the Department of Justice and Regulation, and the Department of Premier and Cabinet.
<b>Status</b>	Issued by Keeper
<b>Issue Date</b>	14/08/2015

# Retention and Disposal Authority for Records of the Emergency Management Function

Authority number: PROS 15/06

List of Functions and Activities covered

Reference	Function	Activity	Page
1	EMERGENCY MANAGEMENT		10

# Retention and Disposal Authority for Records of the Emergency Management Function

Authority number: PROS 15/06

## Introduction

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### Purpose of this Authority

The purpose of this Authority is to provide a mechanism for the disposal of public records in accordance with the *Public Records Act 1973*. The Authority:

- identifies records which are worth preserving permanently as part of Victoria's archival heritage
- prevents the premature destruction of records which need to be retained for a specified period to satisfy legal, financial and other requirements of public administration, and
- authorises the destruction of those records not required permanently.

### Context of this Authority

#### Public Record Office Victoria Standards

This Authority should be used in conjunction with the Standards issued by the Keeper of Public Records under Section 12 of the *Public Records Act 1973*. Copies of all relevant PROV standards, specifications and regulatory advice can be downloaded from [www.prov.vic.gov.au](http://www.prov.vic.gov.au). These documents set out the procedures that must be followed by Victorian public offices.

#### Disposal of records identified in the Authority

Disposal of public records identified in this Authority must be undertaken in accordance with the requirements of Public Record Office Standard PROS 10/13 *Disposal*.

It is a criminal offence to unlawfully destroy a public record under s 19(1) of the *Public Records Act 1973*.

The destruction of a public record is not unlawful if done in accordance with a Standard established under s 12 of the *Public Records Act 1973*.

This Standard (also known as an Authority) authorises the disposal of public records as described within its provisions. However, disposal is **not** authorised under this Standard if it is reasonably likely that the public record will be required in evidence in a current or future legal proceeding.

## Retention and Disposal Authority for Records of Records of the Emergency Management Function

### Authority number: PROS 15/06

For the purposes of this Retention and Disposal Authority, a 'legal proceeding' has the same meaning as the *Evidence (Miscellaneous Provisions) Act 1958*, and includes any civil, criminal or mixed proceeding and any inquiry in which evidence is or may be given before any court or person acting judicially, including a Royal Commission or Board of Inquiry under the *Inquiries Act 2014*.

If the public office identifies that public records must be retained under other applicable legislation for a period that exceeds the retention period specified under the Standards, then the longer retention period must apply.

### Normal Administrative Practice

The destruction of some public records is permitted without final authorisation under normal administrative practice (NAP). NAP covers the destruction of ephemeral material of a facilitative nature created, acquired or collected by public officers during the course of their duties.

The following material may be destroyed under NAP:

- working papers consisting of rough notes and calculations used solely to assist in the preparation of other records such as correspondence, reports and statistical tabulations
- drafts not intended for retention as part of the office's records, the content of which has been reproduced and incorporated in the public office's record keeping system
- extra copies of documents and published material preserved solely for reference.

# Retention and Disposal Authority for Records of Records of the Emergency Management Function

**Authority number: PROS 15/06**

## **Transfer of records to Public Record Office Victoria**

Contact Public Record Office Victoria for further information on procedures for transferring permanent records to archival custody.

## **Use of Other Authorities**

In applying the disposal sentences set out in this Authority, reference should be made to other current Authorities where applicable. Where there is a conflict between two Authorities (for instance this Authority and the General Retention and Disposal Authority for Records of Common Administrative Functions), consult the Public Record Office Victoria for advice.

## **Explanation of Authority Headings**

### **Class Number**

The class number or entry reference number provides citation and ease of reference.

### **Description**

The description of each record class is specified in this entry. A record class is a group of records that relate to the same activity, function or subject and require the same disposal action.

### **Status**

This entry provides the archival status of each class - either permanent or temporary.

### **Custody**

This entry specifies whether the records are to be retained by the public office or transferred to the Public Record Office Victoria. Permanent electronic records are to be transferred in VERS Encapsulated Object (VEO) format according to PROS 99/007 - Management of Electronic Records (Version 2). The storage of public records identified in this Authority must also be in accordance with the requirements of Public Record Office Standard PROS 11/01 *Storage*

# Retention and Disposal Authority for Records of Records of the Emergency Management Function

Authority number: PROS 15/06

## Concurrence of Public Office

This Authority has the concurrence of:

[Signed] Name: Paul Gale	[Signed] Name: Dr Tabitha Frith
Position: Manager, Grants, Assets and Business Services Emergency Management Victoria	Position: Assistant Director, Community Security and Emergency Management Branch Department of Premier and Cabinet
Date: 11/08/15	Date: 27/07/15

## Establishment of Standard

Pursuant to Section 12 of the *Public Records Act 1973*, I hereby establish these provisions as a Standard (also known as a Retention and Disposal Authority) applying to Department of Premier and Cabinet; Department of Justice and Regulation; Emergency Management Victoria. This standard as varied or amended from time to time, shall have effect from the date of issue unless revoked prior to that date.

[Signed]

**Justine Heazlewood**, Keeper of Public Records  
Date of Issue: 14/08/2015



# Retention and Disposal Authority for Records of the Emergency Management Function

Authority number: PROS 15/06

## INTRODUCTION

### Function Scope

#### Overview

This Retention and Disposal Authority (RDA) applies to public office(s) responsible for the central management of the emergency management function in Victoria. For the purposes of this RDA the emergency management function refers to the management of cross-agency operations to deal with large scale crises; developing policies and strategies for emergency prevention, response and recovery; and coordinating services and resources to provide a comprehensive and integrated emergency management framework.

Public offices covered by the provisions of this Authority are identified in its Scope.

This RDA is not intended to cover the records of emergency services responder agencies (i.e. the Metropolitan Fire and Emergency Services Board, the Country Fire Authority, the Victorian State Emergency Service Authority, Victoria Police and any other agency prescribed to be a responder agency).

Responder agencies must use either their own agency specific RDA (where applicable) or the RDA for Emergency Services Function (forthcoming - yet to be issued).

### Governing Legislation

#### Context

Emergency Management Act 1986

Emergency Management Act 2013

## Retention and Disposal Authority for Records of the Emergency Management Function

Authority number: PROS 15/06

No	Function/Activity	Description	Status	Disposal Action
1	<b>EMERGENCY MANAGEMENT</b>	<p>Managing cross-agency operations to deal with large scale crises. Developing policies and strategies for emergency prevention, response and recovery. Coordinating services and resources to provide a comprehensive and integrated emergency management framework.</p> <p>Includes the management of the State Control Centre to coordinate the Victorian Government response to emergencies and the training of staff who will work in the centre when it is activated.</p> <p>The core activities include:</p> <ul style="list-style-type: none"> <li>• management of the State Control Centre</li> <li>• central management of information concerning emergencies, events and incidents in order to effectively advise senior decision makers</li> <li>• management of training given to State Control Centre staff including surge capacity staff</li> <li>• management of information by the State Control Centre when activated</li> <li>• co-ordination of resource deployment in the event of an emergency</li> <li>• providing advice to the Minister</li> <li>• liaising with the Commonwealth Government on</li> </ul>		

## Retention and Disposal Authority for Records of the Emergency Management Function

Authority number: PROS 15/06

No	Function/Activity	Description	Status	Disposal Action
<i>EMERGENCY MANAGEMENT</i>				
		<p style="text-align: center;">emergency management</p> <ul style="list-style-type: none"> <li>• leading the co-ordination of investment planning and large-scale strategic projects on behalf of the responder agencies</li> </ul> <p><i>See Retention and Disposal Authority for Records of the Department of Premier and Cabinet for strategic policy relating to counter terrorism</i></p> <p><i>See Records of Common Administrative Functions</i> <b>1.COMMITTEES</b> for records of advice to committees</p> <p><i>See Records of Common Administrative Functions</i> <b>7.GOVERNMENT RELATIONS--7.4.Cabinet business management</b> for cabinet submissions and advice</p> <p><i>See Retention and Disposal Authority for Standards Development; Organisational Performance Services; and Inquiries</i> <b>1. DEVELOPMENT OF STANDARDS AND CODES</b> for development and review of operational standards and guidelines</p>		
1.1	<b>Permanent</b>	Records of continuing value documenting:	Permanent	Retain as State Archives, Transfer to

## Retention and Disposal Authority for Records of the Emergency Management Function

Authority number: PROS 15/06

No	Function/Activity	Description	Status	Disposal Action
<i>EMERGENCY MANAGEMENT</i>				
		<ul style="list-style-type: none"> <li>• development and review of formal state emergency management plans, strategic policies and implementation strategies. Includes final version, milestone drafts, supporting research, issue papers and major submissions from stakeholders</li> <li>• high level advice and briefings to and from the Minister</li> <li>• advice and briefings to and from Commonwealth forums (e.g Critical Infrastructure Advisory Council)</li> <li>• the Victorian Critical Infrastructure Register which records the name and location of all vital, major and significant critical infrastructure as recommended by the relevant Minister. It also records the relevant Minister and Department, the responsible entity designated in the relevant Order and Industry Accountable Office</li> <li>• Instruments appointing the State Response Controller</li> <li>• Master set of State Control Centre manuals and procedure manuals</li> <li>• Summary registration of records held by the State Control Centre.</li> </ul>		PROV

## Retention and Disposal Authority for Records of the Emergency Management Function

Authority number: PROS 15/06

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<i>EMERGENCY MANAGEMENT</i>				
		<ul style="list-style-type: none"> <li>• Notifications and records of response to events, incidents and situations that require a prolonged response involving multiple agencies and that lead or had the potential to lead to large scale loss of life or major disruptions to the State or large sections of the population. Includes copies of information received from other agencies concerning events, incidents and situations that are used to develop the advice.</li> <li>• State Control Centre staff member personal log books</li> </ul>		
1.2	<b>Temporary - D 7 years</b>	<p>Records documenting:</p> <ul style="list-style-type: none"> <li>• Notifications and response to events, incidents and situations relating to incidents and emergencies that <u>did not</u> require a prolonged response involving multiple bodies and that <u>did not</u> lead or <u>did not have</u> the potential to lead to large scale loss of life or major disruptions to the State or large sections of the population. Includes copies of information received from other agencies concerning</li> </ul>	Temporary	Destroy 7 years after last action.

## Retention and Disposal Authority for Records of the Emergency Management Function

Authority number: PROS 15/06

No	Function/Activity	Description	Status	Disposal Action
<i>EMERGENCY MANAGEMENT</i>				
		<p>events, incidents and situations that are used to develop the advice.</p> <ul style="list-style-type: none"> <li>• routine operational administrative tasks supporting the core function</li> </ul>		
1.3	<b>Temporary - DWAC</b>	<p>Records documenting:</p> <ul style="list-style-type: none"> <li>• Notifications held documenting events, incidents and situations relating to incidents and emergencies that <u>do not</u> lead to any further actions being taken such as the provision of advice to the Victorian Government e.g. forecast weather conditions which does not lead to any incident.</li> <li>• duplicate copies and minor drafts and revisions of procedure manuals</li> </ul>	Temporary	Destroy after administrative use concluded.