

# Public Records Advisory Council

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## Appraisal Subcommittee Meeting report

### Project Scoping Report: Emergency Services

#### BACKGROUND

In 2014 PROV commenced a Disposal Remodelling Project to deliver new streamlined processes in relation to the disposal of records. In keeping with the new approach PROV wishes to take a broader approach to appraisal, one that examines functions across agencies. Instead of dealing with agencies on an individual basis we would like to cluster agencies by function and analyse the interdependencies in order to facilitate consistent and complementary recordkeeping and disposal arrangements.

An outcome of this has been a re-think of how, and to whom, RDA's apply. In essence there is a preference for developing sector-wide RDA's, rather than agency-specific ones, and which other agencies may join to implement over time.

A practical benefit is of course to pool resources and reduce costs for government.

In mid-2014 the Victoria State Emergency Service (VICSES) contacted PROV with a view to initiating the development of an agency-specific RDA, something it had, hitherto, operated without. Mindful that a number of other emergency service sector agency RDA's were nearing expiry, PROV subsequently spoke to the Emergency Service Sector Records & Information Manager's Group (ESSRIM) and outlined a proposal to form a working group to develop a sector-wide RDA. The Group agreed with the PROV proposal.

This approach is being trialled so that;

- The records of those agencies operating within the emergency management sector are disposed of in a consistent, coherent and, above all, lawful manner.
- Less of a burden is imposed on the resources of individual agencies in developing and updating applicable RDA's.
- The administrative burden placed on the Public Records Advisory Council (PRAC) in reviewing and endorsing RDA's is eased somewhat.

#### COMMENT

##### Administrative and Functional Context

This project seeks to develop a general Retention & Disposal Authority (RDA) for emergency service sector agencies. In the interests of keeping the project manageable it is proposed that the project focus primarily on the "first response" agencies with a view to extending the disposal coverage to other agencies over time.

The general RDA is envisaged therefore as a "baseline" RDA which may be expanded through a "joining in" process to cover records of other Victorian government agencies with comparable or complementary responsibilities.

As required by the *Emergency Management Act 2013*, the Emergency Management Victoria Manual identifies the control agencies and the key support agencies for response. The following table outlines agencies responsible for each broad emergency type. Please refer to Appendix One for agency abbreviations

Emergency type	Control Agencies	Key Support Agencies
Accident/Incident	Victoria Police, DH, CFA, MFB	EPA, Ambulance Victoria, WorkSafe, Transport Safety Victoria, VicRoads, municipal councils
Agricultural	DEPI (now DELWP)	
Environmental	DTPLI (relevant functions transferred to DELWP), DEPI (now DELWP), CFA, EPA	DEPI (now DELWP), EPA, Parks Victoria
Essential Services Disruption	Victoria Police, DSDBI (now DEDJTR), PTV, VicRoads, DEPI (now DELWP)	DEPI (now DELWP), Energy Safe Victoria, , DSDBI (Earth Resources Regulation Victoria), DTPLI (relevant functions transferred to DELWP) , municipal councils, water authorities, DHS
Fire and Explosion	CFA, MFB, Victoria Police, DEPI	
Human Disease/Illness	DH (now DHHS)	
Natural Event (flood, earthquake, heatwave, storm, tsunami)	Vic SES, Victoria Police	All
Rescue	CFA, MFESB, VICSES, Victoria Police	WorkSafe, DSDBI, Ambulance Victoria
Search	Victoria Police	

### Scope of Appraisal Project

It is intended that this “baseline” general RDA will cover the emergency services function for the primary control and response agencies - the Victoria State Emergency Service; Country Fire Authority; Metropolitan Fire Brigade; Ambulance Victoria (partially); the (new) DELWP (previously DEPI) including Parks Victoria; Victoria Police; and Emergency Management Victoria (State Control Centre). The Working Group comprises members from all these agencies plus a representative from the Department of Justice and Regulation.

We plan to analyse the functional responsibilities and recordkeeping intersects between these agencies and then structure the RDA so that it aligns with the Emergency Management Victoria Manual. The Manual, very helpfully, provides role statements for each organisation including Victorian public offices, Commonwealth Government agencies, and non-government organisations.

The Manual categorises each agency’s role in relation to,

- o Prevention/Mitigation/Risk Reduction Activities [Before]

- Response Activities [During]
- Relief Recovery Activities [After]

The Manual, therefore, provides a useful and practical way for the Working Group to understand, describe and appraise the functions, activities and records created by the emergency services sector in alignment with the sector’s own vocabulary and approach to their functional responsibilities.

Beyond our project’s primary agencies, some responsibility for emergency services in the Victorian jurisdiction is also held with local government (PROS 09/05 Local Government RDA), water and catchment authorities (PROS 12/06 Water Authorities RDA), Department of Health and Human Services (recovery and assistance function), Department of Employment, Jobs, Transport and Resources (recovery and assistance), Environment Protection Authority, VicRoads (PROS 10/05) and Department of Environment, Land, Water and Planning (PROS 05/05 – partial coverage).

As noted above, our intention is to draft a general disposal authority which can be extended to cover comparable activity by these agencies and other Victorian agencies (currently without disposal coverage) over time. Agencies will move over to the general RDA in a gradual adoption process on expiry of their specific RDA.

The current state of disposal coverage in the sector is as follows;

- PROS 01/02 Metropolitan Fire Brigade Board (expires 2016)
- PROS 10/08 Ambulance Victoria (expires 2020)
- PROS 10/11 Country Fire Authority (expires 2020)
- PROS 11/05 Bushfire Recovery and Reconstruction (expires 2021)
- PROS 13/02 Emergency Services Telecommunications Authority (expires 2023)
- PROS 10/14 Victoria Police
- SES no coverage
- Emergency Management Victoria (State Control Centre) PROS 13/06

It is proposed that PROS 10/11 Country Fire Authority is used as a starting point given that it is both the most recent RDA and it is considered to be the most likely to have general application across the sector. From that point the functions will be “rolled up” and described in the terms promoted across the sector in the EMV Manual. Known gaps will be included, e.g. management of the State Control Centre and critical infrastructure, and further research, consultation and testing undertaken to validate findings and recommendations.

The functions which are unique to emergency services agencies, e.g. policing and crime investigation functions of Victoria Police, are out of scope of this project.

**Potential Stakeholders Identified**

The potential stakeholders include the various organisations that have a role in emergency management according to the EMV Manual. A research organisation is also proposed.

<i>Stakeholder</i>	<i>Explanation</i>
Bushfires and Natural Hazards Co-operative Research Centre	Research, innovation and best practice. Research bushfires and other hazards including flood, storm, cyclone, earthquake and tsunamis.

	Research partners include many universities in Australia and New Zealand, the Bureau of Meteorology and Geoscience Australia.
Australian Red Cross	Non-government organisation, provides community information, community relief and support services
Water and Catchment Management Authorities	Partner in providing flood advice, flood plain management
Coroners Court Victoria	Investigation. Contributes to reduction of preventable deaths and fires
Emergency Services Telecommunications Authority	Legislative responsibility for handling Triple zero calls and managing operational communications
Energy Safe Victoria	Develops and administers Regulations and Codes, investigates incidents and advice to Government
Municipal Association of Victoria	Peak body for local government
Parks Victoria	Fire prevention and suppression on public land, responsible for Emergency Management Plans for parks, reserves, rivers and waterways (represented on Working Group via DELWP representative)
Victorian Managed Insurance Authority	Provides expert risk management support and advice to organisations, provides insurance to enable use of private resources for emergency response and administers insurance claims for the restoration of State Govt assets damaged or destroyed and liability claims against State agencies.

## RECOMMENDATIONS

The Appraisal Subcommittee provide guidance on:

- the intended scope and approach of this appraisal project,
- the potential archival value of the records associated with emergency services, and
- the stakeholder consultation process.

## APPENDIX ONE – Agency abbreviations and acronyms

### Outgoing Liberal/National 2014 Departments

DEPI	Department of Environment and Primary Industries
DTPLI	Department of Transport, Planning and Local Infrastructure
DSDBI	Department of State Development, Business and Innovation
DH	Department of Health

### Incoming Labor 2015 Departments

DELWP	Department of Environment, Land, Water and Planning
DEDJTR	Department of Economic Development, Jobs, Transport and Resources
DHHS	Department of Health and Human Services

### Other agency abbreviations

AV	Ambulance Victoria
CFA	Country Fire Authority
EPA	Environment Protection Authority
MFB	Metropolitan Fire Brigade
MFESB	Metropolitan Fire and Emergency Services Board
PTV	Public Transport Victoria
Vic SES	Victoria State Emergency Service