

DRAFT - Functional Retention and Disposal Authority Fire Fighting Organisation

Authority number: DRAFT

Dates of coverage: Open

| No | Function/Activity | Description | Disposal Action |
|---|------------------------------|--|---|
| 1.0.0 | COMMERCIAL ACTIVITIES | The provision of services to individuals or other organisations on a commercial basis. Includes undertaking activities on a consultancy basis. | |
| 1.1.0 | Projects | The activities associated with carrying out works on a fee for service basis. | |
| 1.1.1 | | Records relating to the management of individual projects to deliver services or products to clients on a commercial basis fee for service. Records include: <ul style="list-style-type: none"> • tender submissions and quotations • client contracts and agreements • feasibility studies and project proposals • correspondence with and reports provided to clients • project management files. | Retain minimum of 10 years after action completed, then destroy |
| Justification/Remarks: Consolidation of FA10 entries 1.4.2, 1.4.3 and 1.4.4. Retention period supports organisation's accountability regarding management of the project in compliance with agreed terms and conditions and is consistent with current authorised decisions. | | | |
| 1.1.2 | | Records relating to proposals, quotes and tender submissions to undertake work or provide services on a commercial basis that are not successful. Records include project proposals, quotations or tender submissions, associated correspondence, etc. | Retain minimum of 2 years after action completed, then destroy |
| Justification/Remarks: Equivalent to FA10 entry 1.5.2. Potential use of records for further administrative or reference purposes is likely to be short term and retention period is consistent with current authorised decision. | | | |
| 1.2.0 | Reporting | The processes associated with initiating or providing a formal response to a situation or request or with providing formal statements or findings of the results of an examination or investigation. | |
| 1.2.1 | | Records relating to reporting on the conduct of commercial activities or provision of commercial services. Records include final versions and significant drafts of | Retain minimum of 10 years after |

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| <i>LAWS AND ENFORCEMENT</i> | | | |
| | | reports, background research, etc. | action completed, then destroy |
| <p>Justification/Remarks: Equivalent to FA10 entry 1.6.1. Retention period reduced from 20 to 10 years after action completed as potential use of records for operational reference or accountability is unlikely after a 10 year period. Reports to the executive on the performance of operations in meeting corporate goals, objectives and performance indicators will be retained as State archives under the <i>General retention and disposal authority: administrative records</i> (STRATEGIC MANAGMENT - Reporting, entry 19.17.2) and reports to the Board on commercial operations and activities will be retained as State archives as part of the Board papers under the <i>General retention and disposal authority: administrative records</i> (GOVERNANCE - Meetings, entry 9.10.1).</p> | | | |
| 2.0.0 | LAWS AND ENFORCEMENT | The monitoring and enforcement of compliance with regulatory requirements. Includes the carrying out of inspections and investigations, and issuing of infringements, notices and orders. | |
| 2.1.0 | Notifications, Orders and Infringements | Activities associated with issuing of infringements, orders or notices for breaches (or potential breaches) of rules, regulations and laws. See LAWS AND ENFORCEMENT - Prosecutions for records relating to the prosecution of any offences | |
| 2.1.1 | | Records relating to the issue of notices, orders or penalties for offences or breaches of rules, regulations and laws. Includes records of investigations into a breach or potential breach of compliance and any resulting or associated enforcement activity e.g. the issue of infringements and penalty notices, orders for rectification or remediation action, etc. | Retain minimum of 7 years after action completed, then destroy |
| <p>Justification/Remarks: New entry. Records not previously covered by FA10. Enforcement powers of the organisation commenced with introduction of the <i>Fire Safety and Control Act 2007</i>. Retention period consistent with decisions applying to similar records maintained by other organisations responsible for the enforcement of laws and regulations (Roads and Traffic Safety, FA97, entries 3.1.1 - 3.1.3, Food Safety, FA103, entry 5.3.1 and Environmental Safety and Protection, FA61, entries 2.2.1 - 2.2.3) and supports organisational accountability with respect to the conduct of these processes and reference for legal purposes should a matter proceed to prosecution.</p> | | | |
| 2.2.0 | Licensing | The activities associated with grant of permits or licenses to conduct or carry out | |

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LAWS AND ENFORCEMENT - Licensing

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| | | <p>activities.</p> <p>See LAWS AND ENFORCEMENT - Notifications, Orders and Infringements for records relating to the investigation of breaches or non compliance with regulatory requirements and associated enforcement activities</p> <p>See LAWS AND ENFORCEMENT - Prosecution for records relating to the prosecution of any offences</p> | |
| 2.2.1 | | Records relating to receipt and processing of applications for licences to conduct clearing and building activities. Includes records of applications and supporting documentation, records of any assessments or investigations, advice or correspondence concerning the refusal or issue of the licence and associated registers or summary records documenting the details of issued licences. | Retain minimum of 5 years after refusal, expiry or termination of licence, then destroy |

Justification/Remarks: Equivalent to FA10 entries 19.4.2 and 19.4.5. Period for which licences can be issued may vary and records may be required as evidence of appropriate decision making with respect to the grant of a licence. Each application has to be assessed on its own merits, but reasons for past approvals or refusals are of potential reference use, e.g. for precedents, consistent application of requirements, etc. Five year retention period is consistent with current approved decisions however trigger for calculation of retention period changed from 'after action completed' to 'after refusal, expiry or termination of licence' to clarify trigger event for calculation of retention period.