



Appraisal log

Fire and Emergency Services (Fire Services) Retention and Disposal Schedule -
QDAN718v.1

Queensland Fire and Emergency Services

Date: 25 March 2015

Function No	Title	Scope Note
1	COMMUNITY RELATIONS	<i>The function of establishing rapport with the community and raising and maintaining the public authority's broad public profile. Includes fundraising and the presentation of honours and awards.</i>

Activities

- 1.1 Fundraising
- 1.2 Honours and Awards

Ref. No	Record class description and retention period	Log entry for appraisal
1.1.1	<p>Fundraising event</p> <p>Records relating to developing and delivering fundraising activities for the Queensland Rural Fire Brigades.</p> <p>Retention period – Retain for 7 years after last action.</p>	<p>Background / business transaction:</p> <p>This class covers fundraising events held by or on behalf of a Qld Rural Fire Brigade. Money raised supports the services of a rural fire brigade.</p> <p>Currently there is a gap within the <i>General Retention and Disposal Schedule for Administrative Records version 7 (GRDSv7)</i> for records relating to fundraising events.</p> <p>Business requirements:</p> <p>These records provide evidence of the planning, management and success of a fundraising event. These records are used for reporting purposes, lessons learnt, and to assist in the planning and development of future campaigns.</p> <p>The records are linked to receipt of monies therefore the records are required for the same period of time the related financial records are retained, which is 7 years within the GRDSv7.</p> <p>Community expectation:</p> <p>Proof that activities associated with organising fundraising events are recorded appropriately.</p> <p>Comparison with other schedules:</p> <p>Queensland State Archives <i>General Retention and Disposal Schedule for Administrative Records (QDAN249 v.7)</i> for records relating to financial transactions involving gifts, benefits and other reportable items – reference</p>

Ref. No	Record class description and retention period	Log entry for appraisal
		number 4.14.1 – retain for 7 years after last action.
1.2.1	<p><i>Wearing of medals</i></p> <p>Records relating to the development and approval of protocols for wearing of medals by Queensland Fire and Emergency Services personnel and volunteers.</p> <p>Retention period - Retain permanently.</p>	<p>Background to business transaction: The protocols for wearing of medals are set out in the booklet - <i>Queensland Fire and Rescue Honours and Awards</i>. Awards may include, but are not limited to: bravery, meritorious service, Australian honours, distinguished service, and commendable action.</p> <p>Regulatory requirements: Wearing of medals is in accordance with <i>Queensland Fire and Rescue Honours and Awards</i> sections ARG-OBM3.3 and ARMC2.11.</p> <p>Business requirements: These records provide the background to the development of the protocols and have historical significance, such as changes in how and why medals are worn.</p> <p>Permanent retention criteria in accordance with Queensland State Archives Appraisal Statement: Characteristic 5 – Substantial contribution to community memory.</p> <p>Community expectation: Proof of significant interaction of individuals with government, which is necessary to protect their rights and entitlements. Availability of records for research purposes, particularly for genealogical research by future generations.</p> <p>Comparison with other schedules: State Records Authority of New South Wales <i>NSW Fire Brigade Retention and Disposal Authority (DA143)</i> for records documenting the protocol regarding the wearing of medals - reference F4.2.1 – required as State archives.</p>
1.2.2	<p><i>Award recipients</i></p> <p>Records relating to the recipients of awards and medals awarded to individuals or received by Queensland Fire and Emergency Services for recognition of service,</p>	<p>Background / business transaction: These records relate to awards and medals received or issued to individuals or an organisation by or to the Fire and Emergency Services. These awards are issued in accordance with the <i>Queensland Fire and Rescue Honours and Awards</i> and include awards such as bravery awards, the royal humane society awards and Australian awards such as Order of Australia.</p> <p>Regulatory requirements: Nil</p> <p>Business requirements:</p>

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	<p>achievements, assistance, courageous or meritorious action, in accordance with the <i>Queensland Fire and Rescue Honours and Awards</i> policy.</p> <p>Retention period - Retain permanently.</p>	<p>Proof of issue if a replacement medal is requested. Additionally, the Commissioners' Staff Officer indicates these records are of historical significance.</p> <p>Permanent retention criteria in accordance with Queensland State Archives Appraisal Statement: Characteristic 3 – Enduring rights and entitlements Characteristic 5 – Substantial contribution to community memory</p> <p>Community expectation: Provides evidence of the legal status of individuals, as well as their right to lay claim to entitlements. Records available for research purposes, particularly for genealogical research by future generations.</p> <p>Comparison with other schedules: State Records Authority of New South Wales <i>NSW Fire Brigade Retention and Disposal Authority</i> (DA143) for records documenting the receipt of honours and awards - reference F4.2.4 – required as State archives. Queensland State Archives <i>General Retention and Disposal Schedule for Administrative Records</i> (QDAN249v7) for records relating to an award, prize or reward sponsored by the public authority, including sponsorships administered by the public authority – reference number 1.1.1 – retain for 7 years after last action.</p>
1.2.3	<p>Awards – unsuccessful nominations</p> <p>Records relating to the nominations of recipients of awards and medals that were not successful.</p> <p>Retention period - Retain for 2 years after last action.</p>	<p>Background / business transaction: These records relate to awards and medals received or issued to individuals or an organisation by or to the Fire and Emergency Services. These awards include bravery awards, the royal humane society awards and Australian awards such as Order of Australia.</p> <p>This class relates to recipients that were unsuccessful in being</p> <p>Regulatory requirements: Nil</p> <p>Business requirements: Proof of issue if a replacement medal is requested. Additionally, the Commissioners' Staff Officer indicates these records are of historical significance.</p> <p>Permanent retention criteria in accordance with Queensland State Archives Appraisal Statement: Characteristic 3 – Enduring rights and entitlements Characteristic 5 – Substantial contribution to community memory</p> <p>Community expectation:</p>

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		<p>Provides evidence of the legal status of individuals, as well as their right to lay claim to entitlements. Records available for research purposes, particularly for genealogical research by future generations.</p> <p>Comparison with other schedules: State Records Authority of New South Wales <i>NSW Fire Brigade Retention and Disposal Authority (DA143)</i> for records documenting the receipt of honours and awards - reference F4.2.4 – required as State archives.</p> <p>Queensland State Archives <i>General Retention and Disposal Schedule for Administrative Records (QDAN249 v.7)</i> for records relating to an award, prize or reward sponsored by the public authority, including sponsorships administered by the public authority – reference number 1.1.1 – retain for 7 years after last action.</p>

Function No	Title	Scope Note
2	COMMUNITY SAFETY	<i>This function covers developing and implementing strategies and initiatives that are primarily aimed at increasing community safety. This includes planning, managing and participating in activities that will reduce or eliminate the impact of disasters on society and the environment. These disasters, which include natural, man made and technological, could cause significant community disruption.</i>

Activities

- 2.1 Advice
- 2.2 Community Safety Operations
- 2.3 Fire Safety Programs and Initiatives
- 2.4 Lighting Fires Restrictions and Authorisations
- 2.5 Volunteer and Personnel Management

Ref. No	Record class description and retention period	Log entry for appraisal
2.1.1	<p><i>Fire safety advice to the community</i></p> <p>Records relating to general house fire safety advice given to the community including general communication, station visits, displays and public relations activities.</p> <p>Retention period – retain for 7</p>	<p>Background/business process: This class covers general fire safety advice regarding class 1 structures (i.e. houses) given to the community by different methods. This can be through general communication, during station visits, displays at fetes and other events.</p> <p>Regulatory requirements: Nil</p> <p>Business requirements: These records are evidence of the advice provided to the public. Executive Manager, Community Safety and Research advised a 7 year retention period adequately meets their business requirement in the event of legal action or compensation claims for incorrect advice.</p> <p>Community expectation:</p>

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	years after last action.	<p>Evidence of fire safety advice and services being provided to the community.</p> <p>Comparison with other schedules: Public Records Office of Victoria <i>Victorian Country Fire Authority</i> (PROS10/11) for records documenting the development of community safety programs, including supporting materials – reference number 2.2.2 – destroy 7 years after program concludes.</p> <p>Public Records Office of Victoria <i>Victorian Metropolitan Fire and Emergency Services Board</i> (PROS 01/02) for records on preparedness planning and advice – reference number 9.7.3 – destroy 7 years after administrative use is concluded.</p> <p>State Records Authority of New South Wales <i>NSW Fire Brigades</i> (DA143) for records relating to advice regarding the operational management function – reference number F9.1.1 – retain a minimum of 6 years after last action.</p>
2.2.1	<p>Referral advisory agency - building approvals Records relating to the assessment and inspection of buildings by Queensland Fire and Emergency Services as an advice agency in accordance with the <i>Sustainable Planning Act 2009</i>.</p> <p>Retention period – retain for 3 years after the building is demolished.</p>	<p>Background/business process: Qld Fire and Emergency Services undertake extensive assessment of building plans for all new buildings and those requiring significant extension or renovation. The purpose of the assessment is to ensure proposed developments meet fire and safety requirements under appropriate legislation. This is applicable in urban and rural environments where compliance with the Building Code of Australia is required in designated bushfire prone areas.</p> <p>If a building is removed it would be reinspected as the way it is placed and the location of the new block of land will change the requirements.</p> <p>This class is dealing with buildings that come under the normal legislation sustainable planning act, building act, building codes etc (normal everyday buildings).</p> <p>Regulatory requirements: <i>Sustainable Planning Act 2009</i> <i>Sustainable Planning Regulation 2009</i> <i>Building Code of Australia</i> <i>Queensland Development Code Mandatory Part MP2.2 – Fire Safety in Residential Care Buildings</i> <i>Building Act 1975</i> <i>International Fire Engineering Guidelines, Australian Building Codes Board, 2005</i> <i>The SFPE Code Official's guide to Performance-Based Design Process, Society of Fire Protection Engineers,</i></p>

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		<p>2004</p> <p><i>Guidelines for Peer Review in the Fire Protection Design Process, Society of Fire Protection Engineers, 2009</i> <i>QFRS Guide to the Referral of Alternative Solutions, Queensland Fire and Rescue Service, 2010</i></p> <p>Business requirements: Provide evidence of assessments and inspections, decisions made by Qld Fire and Emergency Services, construction drawings and certificates of classification. These records are required for any legal action or compensation claims for fire safety incidents that occur in the building inspected by Qld Fire and Emergency Services. As a building can have a long life span before disposal, the retention of these records is justified for long term business continuity.</p> <p>The office of record for development applications is the Department of State Development, Infrastructure and Planning (DSDIP) and they hold these records permanently. They only hold the final documents and not have a copy of all the documents and reviews of documents that go into making the final copies.</p> <p>Community expectation: Availability of information on Qld Fire and Emergency Services building assessment and inspection activities to ensure community fire safety.</p> <p>Comparison with other schedules: Public Records Office of Victoria <i>Victorian Metropolitan Fire and Emergency Services Board (PROS 01/02)</i> for preparedness plans for buildings – reference number 9.7.2 – permanent.</p> <p>State Records Authority of New South Wales <i>NSW Fire Brigades (DA143)</i> for records relating to:</p> <ul style="list-style-type: none"> • fire prevention advice (for example fire suppression advice) for specific buildings – reference number F8.2.2 – retain until building is demolished then destroy. • receiving and reviewing building and subdivision plans – reference number F8.17.1 – retain until building is demolished then destroy. • fire safety files documenting inspections of high-rise and commercial building – reference number F8.13.2 – retain until building is demolished then destroy. <p>State Records of South Australia <i>South Australian Fire and Emergency Services Commission (2004/15)</i> for records relating to:</p> <ul style="list-style-type: none"> • premises case files for buildings built after 1986. Files include all information relating to particular buildings/premises including escape routes, fire danger structure, installed fire fighting equipment, tests, compliance notices etc – reference number 13.4.1 – destroy 25 years after the life of the premises has

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		<p>concluded.</p> <ul style="list-style-type: none"> reports created under building regulations and supporting documentation such as plans, drawings, correspondence, permits, certificates and audits – reference number 13.5.2 – destroy 25 years after the life of the premises has concluded.
2.2.2	<p>Referral advisory agency - major infrastructure development</p> <p>Records relating to advice provided by Queensland Fire and Emergency Services, as an advice agency under the <i>Sustainable Planning Act 2009</i>, about the design and development of major infrastructure to ensure acceptable fire safety standards are achieved at the time of the construction. For example road/rail tunnels and other similar projects that fall outside the usual building approvals process.</p> <p>Retention period – retain permanently.</p>	<p>Background/business process:</p> <p>This class covers large projects which are not covered by the normal building legislation (class 2.2.1). They may have parts or system which is similar however full compliance would not be possible under the normal building legislation. Major Infrastructure works closely with the Co-ordinator Generals Office.</p> <p>Queensland Fire and Emergency Services has a role as referral (advice) agency for fire safety matters related to alternative solutions that ensure acceptable fire safety standards are achieved in major infrastructure projects. A condition of Queensland Fire and Emergency Services providing input to the fire and life safety design proposals for this type of development is that the review is undertaken by an independent, qualified and experienced fire engineer who is acceptable to all stakeholders.</p> <p>As part of the building approvals process, any application for building work that involves a fire safety system and that proposes a performance-based alternative solution relating to fire safety must be referred to the Queensland Fire and Emergency Services for advice. The input of the Major Infrastructure Unit ensures that fire safety systems installed in the infrastructure are aligned with the fire services operational strategies and activities and provides the best protection for these critical community assets.</p> <p>Major Infrastructure includes road/rail tunnels and other similar projects that fall outside the usual building approvals process.</p> <p>Regulatory requirements:</p> <p><i>Sustainable Planning Act 2009</i> <i>Building Code of Australia – Class 2 to Class 9 Buildings – Volume 1</i>, Australian Building Codes Board <i>Queensland Development Code Mandatory Part MP2.2 – Fire Safety in Residential Care Buildings</i> <i>Building Act 1975</i> <i>International Fire Engineering Guidelines</i>, Australian Building Codes Board, 2005 <i>The SFPE Code Official’s guide to Performance-Based Design Process</i>, Society of Fire Protection Engineers, 2004 <i>Guidelines for Peer Review in the Fire Protection Design Process</i>, Society of Fire Protection Engineers, 2009 <i>QFRS Guide to the Referral of Alternative Solutions</i>, Queensland Fire and Rescue Service, 2010</p>

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		<p>Business requirements: These records provide evidence of the advice provided on fire safety to assist in the development of appropriate alternative solutions for major infrastructure projects. These records are required to support the decisions made by Queensland Fire and Emergency Services and also provides an historical account of the advice and solutions made. In this instance Queensland Fire and Emergency Services become the office of record for these types of records.</p> <p>The office of record for development applications is the Department of State Development, Infrastructure and Planning (DSDIP) and they hold these records permanently. They only hold the final documents and not have a copy of all the documents and reviews of documents that go into making the final copies. For example Legacy Way has been running in construction since 2010 and although the final design documents were signed back then. There have been numerous technical additions and changes over the years. These technical documents then become the commissioning / testing requirements and the platform / bench mark for the design of future similar projects.</p> <p>Permanent retention criteria in accordance with Queensland State Archives Appraisal Statement: Characteristic 2 – Primary functions and programs of government:</p> <p>Community expectation: Fire safety systems installed in the infrastructure are aligned with the fire services operational strategies and provides the best protection for critical community assets.</p> <p>Comparisons with other schedules: Public Records Office of Victoria <i>Victorian Metropolitan Fire and Emergency Services Board</i> (PROS 01/02) for records relating to building investigation reports and advice – reference number 11.5.2 – Permanent.</p> <p>Public Records Office of Victoria <i>Victorian Country Fire Authority</i> (PROS 10/11) for records documenting the issuing of building and occupancy permits and reports related to fire safety for public and private buildings and structures – reference number 1.5.1 – destroy when building or structure is demolished or removed.</p> <p>State Records Authority of New South Wales <i>NSW Fire Brigades</i> (DA143) for records relating to:</p> <ul style="list-style-type: none"> • fire prevention advice (for example fire suppression advice) for specific buildings – reference number F8.2.2 – retain until building is demolished then destroy. • receiving and reviewing building and subdivision plans – reference number F8.17.1 – retain until building is demolished then destroy.

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		<p>State Records of South Australia <i>South Australian Fire and Emergency Services Commission (2004/15)</i> for records relating to:</p> <ul style="list-style-type: none"> premises case files for buildings built after 1986. Files include all information relating to particular buildings/premises including escape routes, fire danger structure, installed fire fighting equipment, tests, compliance notices etc – reference number 13.4.1 – destroy 25 years after the life of the premises has concluded. reports created under building regulations and supporting documentation such as plans, drawings, correspondence, permits, certificates and audits – reference number 13.5.2 – destroy 25 years after the life of the premises has concluded.
2.2.3	<p>Fire assessment reports Records relating to reports following investigations undertaken by Queensland Fire and Emergency Services on the cause of fires; to prevent the recurrence of fires and support the development of community fire safety initiatives.</p> <p>Retention period – retain permanently.</p>	<p>Background/business process: This class covers the investigation (assessment and inspection) of all house fires within Queensland by Fire and Emergency Services. Information on how fires start is used to help prevent recurrence of fires by educating the community and helping to remove dangerous products from the market. Post incident analysis of fire scenes also helps to improve fire-fighter safety and improve building regulations.</p> <p>This class does not cover the actual fire investigation records following a specific incident. These records will be covered under the proposed emergency management retention and disposal schedule. This class covers the analysis by QFES on how and why house fires start. They investigate what could be the root problem why fires start and investigate ways to mitigate future house fires. This could be by campaigning against certain household products, education programs on fire awareness, importance of fire alarms etc.</p> <p>Regulatory requirements: Nil</p> <p>Business requirements: The recommended retention period supports these ongoing initiatives such as educating the community in fire safety and removing dangerous products from the market. These records are required by the agency to support the development of future programs and are referred back to assist and compare results from investigations of other house fires. They are used to identify historical trends, similarities and reoccurrences in the ignition of house fires.</p> <p>Permanent retention criteria in accordance with Queensland State Archives Appraisal Statement: Characteristic 2 – Primary functions and programs of government</p> <p>Community expectation:</p>

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		<p>Evidence of continued work to improve community safety in regards to investigating and removing potential hazards and dangerous products from the market.</p> <p>Comparison with other schedules: Public Records Office of Victoria <i>Victorian Metropolitan Fire and Emergency Services Board</i> (PROS 01/02) for records relating to investigations into the cause and circumstance of certain categories of fires – reference number 11.3.0 – retain permanently.</p> <p>State Records of South Australia <i>South Australian Fire and Emergency Services Commission</i> (2004/15) for records and reports relating to the investigation into the cause and circumstance of an incident – reference number 17.2.1 – retain permanently.</p>
2.2.4	<p>Building fire safety - compliance and prosecution Records relating to the enforcement of requirements under the <i>Fire and Rescue Services Act 1990</i>, <i>Building Fire Safety Regulation 2008</i> and the <i>Building Act 1975</i>, which ensure an appropriate level of fire safety is maintained for occupants of buildings and fire fighters who attend these buildings under emergency conditions.</p> <p>Retention period – retain for 3 years after the building is demolished.</p>	<p>Background/business process: The Qld Fire and Emergency Services are empowered to enforce compliance with the legislated fire safety standards. This ensures an appropriate level of fire safety is maintained for occupants of buildings and fire fighters who attend these buildings under emergency conditions. Buildings will be inspected by Building Approval Officers within Queensland Fire and Emergency Services for the following reasons: an application is received, someone makes a complaint, escalation of a maintenance inspection report or initiated by Qld Fire and Emergency Services.</p> <p>Qld Fire and Emergency Services works with occupiers of buildings to achieve compliance in set timeframes. Serious breaches of the fire safety standard are managed by: issuing infringement notices; prosecution in the Magistrates Court or a Supreme Court Injunction.</p> <p>Regulatory requirements: <i>Fire and Rescue Service Act 1990</i> - The occupier of a building must maintain at all times free from obstruction adequate means of escape in the event of fire threatening any part of the building. <i>Building Fire Safety Regulation 2008</i> <i>Building Act 1975</i></p> <p>Business requirements: Qld Fire and Emergency Services have the power under legislation to direct building owners or occupiers to follow a particular course of action. These records are required to prove what action is taken against owners or occupants who are not compliant with the legislation. The records are needed for the life of the building to provide a history of issues with a building that may be needed to support future cases or risks to the</p>

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		<p>community.</p> <p>Queensland Fire and Emergency Services are advised if a building is removed or demolished if the building has monitored alarms or if the building is on their inspection list.</p> <p>Community expectation: Availability of information about the action Qld Fire and Emergency Services has taken against building owners or occupiers of building who have/are breaching legislation.</p> <p>Comparisons with other schedules: Public Records Office of Victoria <i>Victorian Metropolitan Fire and Emergency Services Board</i> (PROS 01/02) for building investigation reports and advice undertaken in accordance with building regulations, including compliance activities – reference number 11.5.2 – permanent.</p> <p>State Records Authority of New South Wales <i>NSW Fire Brigades</i> (DA143) for records relating to fire prevention advice (for example fire suppression advice) for specific buildings – reference number F8.2.2 – retain until building is demolished then destroy.</p> <p>State Records of South Australia <i>South Australian Fire and Emergency Services Commission</i> (2004/15) for reports created under building regulations and supporting documentation such as plans, drawings, correspondence, permits, certificates and audits – reference number 13.5.2 – destroy 25 years after the life of the premises has concluded.</p>
2.2.5	<p>Building fire safety - assessments</p> <p>Records relating to safety assessments conducted by Queensland Fire and Emergency Services to ensure the safety of occupants of buildings.</p> <p>Assessments may include, but are not limited to:</p> <ul style="list-style-type: none"> • building inspections • fire and evacuation plan 	<p>Background/business process:</p> <p>Safety assessments are conducted by Safety Assessment Officers within Fire and Emergency Services. The Officers inspect buildings to ensure compliance against relevant legislation and safe buildings are provided for all users and occupants. There are four triggers for an investigation: an application is received, someone makes a complaint, escalation of a maintenance inspection report or initiated by Qld Fire and Emergency Services.</p> <p>This class covers the advice and assistance provided by Queensland Fire and Emergency Services to the occupier of a building.</p> <p>Class 2.2.4 refers to the compliance and prosecution.</p> <p>Regulatory requirements: <i>Fire and Rescue Service Act 1990</i></p>

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	<p>reviews</p> <ul style="list-style-type: none"> • budget accommodation building inspections • liquor licence inspections. <p>Retention period – retain for 3 years after the building is demolished.</p>	<p><i>Building Fire Safety Regulation 2008</i> <i>Building Act 1975</i> <i>Dangerous Goods Safety Management Act 2001</i></p> <p>Business requirements: The records provide a history and verification of inspections carried out and advice provided by Queensland Fire and Emergency Services in relation to fire safety within a single building. These records are required to prove compliance or non compliance with the relevant legislation and are kept for the life of the building.</p> <p>Queensland Fire and Emergency Services are advised if a building is removed or demolished if the building has monitored alarms or if the building is on their inspection list.</p> <p>Community expectation: Availability of information about inspections undertaken by Queensland Fire and Emergency Services to determine the compliance or non compliance of building owners or occupiers of building with legislation.</p> <p>Comparisons with other schedules: Public Records Office of Victoria <i>Victorian Metropolitan Fire and Emergency Services Board (PROS 01/02)</i> for:</p> <ul style="list-style-type: none"> • Building investigation reports and advice – reference number 11.5.2 – permanent. • Preparedness plans for buildings – reference number 9.7.2 – permanent. <p>State Records Authority of New South Wales <i>NSW Fire Brigades (DA143)</i> for fire safety files documenting inspections of high-rise and commercial buildings – reference number F8.13.2 – retain until building is demolished then destroy.</p> <p>State Records of South Australia <i>South Australian Fire and Emergency Services Commission (2004/15)</i> for records relating to premises case files for buildings built after 1986. Files include all information relating to particular buildings/premises including escape routes, fire danger structure, installed fire fighting equipment, tests, compliance notices etc – reference number 13.4.1 – destroy 25 years after the life of the premises has concluded.</p>
2.2.6	<p><i>Maintenance inspection reports – fire safety installations</i></p>	<p>Background/business process: These reports are generated by Queensland Fire and Emergency Services after a building is inspected. While inspecting the building fire fighters become familiar with its construction and the resources available to them in the event of a fire (e.g. the special fire services and the materials and processes in the building). New and</p>

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	<p>Maintenance inspection reports developed by Queensland Fire and Emergency Services of fire safety installations, in accordance with the Queensland Premises Inspection Schedule.</p> <p>Inspections will occur for any of the following reasons:</p> <ul style="list-style-type: none"> • building is included on the building inspection schedule • a complaint • initiated by fire service officer. <p>Retention period – retain for 3 years after the building is demolished.</p>	<p>renovated buildings are looked after by private certifiers not by Fire and Emergency Services. Fire officers will re-inspect the building, if everything is okay a letter of compliance is generated through their business system CSOS.</p> <p>Queensland Fire and Emergency Services are involved in the entire lifecycle of the building. The processes are outlined in the Queensland Building Inspection Schedule 2009/10; it is a guide to the recommended frequency of buildings in the station’s area (based on the risk of the building which includes the use, height and age). It provides a simple system to identify what building should be inspected. Inspectors may also identify buildings that are at risk and add them to the station building Inspection program (managed in OMS).</p> <p>Queensland Fire and Emergency Services become aware that a building is being removed or demolished if they monitor the building alarm system as it has to be disconnected, or when a new owner puts in a request to build on the vacant land.</p> <p>Regulatory requirements: <i>Queensland Building Inspection Schedule</i> <i>Fire and Rescue Service Act 1990</i> <i>Building Fire Safety Regulation 2008</i> <i>Building Act 1975</i></p> <p>Business requirements: A history of the reports is required as part of an investigation in the event of a fire or if any of the fire safety installations were deemed faulty or not enough etc. The records are used when liaising with the community, to assist building owners/occupiers to minimise their risk and liability by maximising community and Fire fighter health and safety, whilst improving building compliance with the Fire Service Legislation and reducing the risk to life and property.</p> <p>The long retention is justified and required by Fire and Emergency Services: the reason being that owners/occupiers may be given a leniency agreement which involves the owner/occupier committing to building works to rectify issues with the installed detection system. Leniency agreements can involve large sums of money and if the owner/occupier fails to complete the works as required in the agreement the QFES will start legal action to recoup monies owed. The timeframe of three years after the demolition of the building allows time for any legal action to take place.</p> <p>Queensland Fire and Emergency Services are advised when a building is removed or demolished if the building has monitored alarms or if the building is on their inspection list. The recommendation from</p>

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		<p>A/Executive Manager Fire Safety Command is temporary, retain for 3 years after building removed or demolished.</p> <p>Community expectation: That all building inspected are compliant with current legislative requirements and any issues that are found and reported to the owners and are fixed in a timely manner.</p> <p>Comparisons with other schedules: Public Records Office of Victoria <i>Victorian Country Fire Authority</i> (PROS 10/11) for records documenting the issuing of building and occupancy permits and reports related to fire safety for public and private buildings and structures – reference number 1.5.1 – destroy when building or structure is demolished or removed.</p> <p>State Records of South Australia <i>South Australian Fire and Emergency Services Commission</i> (2004/15) for reports created under building regulations and supporting documentation such as plans, drawings, correspondence, permits, certificates and audits. Reports relate to fire safety upgrades, sprinkler installations, enforcement provisions, hotel fire safety equipment, reports, compliance notices, maintenance of essential services and hospital accreditation – reference number 13.5.2 – destroy 25 years after the life of the premises has concluded.</p>
2.2.7	<p>Unwanted alarms Records relating to the management and reduction of unwanted alarms by Queensland Fire and Emergency Services. Includes pragmatic tests, priority problem buildings (PPB), leniency agreements and regional fire alarm management teams (RFAMT).</p> <p>Retention period – retain for 3 years after the building is removed or demolished.</p>	<p>Background/business process: An unwanted alarm is the activation of a fire alarm system where Queensland Fire and Emergency Services investigate and deem the situation would not result in danger to the premises and/or occupants from fire. Currently there is no charge for attendance at unwanted alarms when the cause is limited to malicious actions, extreme weather conditions or smoke from another location. However, a levy is charged for avoidable alarms. Queensland Fire and Emergency Services works in partnership with key stakeholders to reduce community complacency towards unwanted alarms.</p> <p>A building becomes a Priority Problem Building if it has more than 20 alarms annually. Queensland Fire and Emergency Services will provide the owner/occupier with recommendations on how to reduce unwanted alarms. Queensland Fire and Emergency Services look at management procedures, adjust fire detector alarm systems or make alterations to the building. Leniency Agreements are used after the recommendations are provided and the alterations are signed off on. They go into the Leniency Agreement to assist occupiers and absorb some of the costs. Regional Fire Alarm Management Teams are made up of Safety Assessment Officers and Building Approvals Officers. The Manager Community Safety Operations provides reports on alarm activations to their region to the Regional Fire Alarm Management Team. They proactively promote and manage the continual reduction in unwanted alarms and ensure all unwanted alarms reduction strategies are</p>

Ref. No	Record class description and retention period	Log entry for appraisal
		<p>followed.</p> <p>Regulatory requirements: s104DA of the <i>Fire and Rescue Service Act 1990</i> - The occupier of a building must maintain each monitored system for the building to ensure an unacceptable number of unwanted alarms are not signalled from the system. s292 of the <i>Sustainable Planning Act 2009</i> – advice agency’s response powers. s74 of the <i>Building Act 1975</i> – inspection and testing of special fire service installation. <i>Fire Alarm and Building Design Guidelines for the Reduction of Unwanted Alarms 2013</i> (Qld Fire and Emergency Services)</p> <p>Business requirements: Each year the Commissioner must calculate, and notify in the gazette, the average number of unwanted alarms for monitored systems. The focus is to identify and mitigate the ‘root cause’ of unwanted activations, which in turn will reduce the flow on effects of those actions, including complacency of building occupants. The department requires these records for the life of the building. A complete history of the issues within a building regarding unwanted alarms and the solutions implemented by the department is required. The records are required to determine trends, support the decisions of the department and also assist with possible prosecution cases. Queensland Fire and Emergency Services are advised if a building is removed or demolished if the building has monitored alarms or if the building is on their inspection list.</p> <p>Community expectation: The Queensland Fire and Emergency Services are committed to working in partnership with key stakeholders to reduce community complacency towards unwanted alarms. Reducing unwanted alarms and improving confidence in fire detection and alarm systems will ensure a safer community.</p> <p>Comparisons with other schedules: State Records Authority of New South Wales <i>NSW Fire Brigades</i> (DA143) for:</p> <ul style="list-style-type: none"> • master record of false alarms – reference number F3.10.8 – retain a minimum of 7 years after last action. • reports into call outs where it is a false alarm – reference number F3.16.5 – retain a minimum of 7 years after report concluded. <p>Public Records Office of Victoria <i>Victorian Metropolitan Fire and Emergency Services Board</i> (PROS 01/02)</p>

Ref. No	Record class description and retention period	Log entry for appraisal
		for: <ul style="list-style-type: none"> • false alarm records – reference number 6.2.0 – destroy 7 years after reference ceases. • fire/emergency incident reports for false alarms – reference number 9.3.3 – destroy 10 years after the report is concluded.
2.2.8	<p>Fire safety adviser network</p> <p>Records relating to the management of the fire safety advisers network by Queensland Fire and Emergency Services.</p> <p>Retention period – retain for 4 years after last action.</p>	<p>Background/business process:</p> <p>This class relates to the support network Queensland Fire and Emergency Services manage for accredited Fire Safety Advisors (FSA). Queensland Fire and Emergency Services issue FSA identification cards and provide members with ongoing support.</p> <p>There is a legislative requirement (<i>Building Fire Safety Regulation 2008</i>) for occupiers of high occupancy buildings to appoint and train a Fire Safety Adviser. A FSA is a person who holds a building fire safety qualification for an approved building fire safety course. The fire safety advisor program is offered by registered training organisations (RTO). Each month RTOs submit a report to Queensland Fire and Emergency Services of FSAs accredited within that month. Queensland Fire and Emergency Services issue each FSA with membership to the network. There are no legal requirements to join the FSA network.</p> <p>Regulatory requirements: Nil</p> <p>Business requirements:</p> <p>The records are required to provide a history of qualifications and membership to the fire safety network. The FSA qualifications are valid for 3 years. Queensland Fire and Emergency Services request the records are retained an additional year after the qualifications to cover this period, to answer queries etc.</p> <p>Community expectation:</p> <p>Fire safety measures are in place within high occupancy buildings.</p> <p>Comparisons with other schedules:</p> <p>Queensland State Archives <i>National and Heritage Trusts Retention and Disposal Schedule</i> (QDAN707v1) for records relating to the management of memberships of the Trust – reference number 1.2.3 – retain for 3 years after last action.</p>
2.2.9	<p>Street fire hydrant inspections</p> <p>Records relating to inspections</p>	<p>Background/business process:</p> <p>The frequency of street fire hydrant inspections depends on where they are situated. Hydrants within small towns are inspected yearly but in cities and larger towns it may take up to two years to inspect all hydrants.</p>

Ref. No	Record class description and retention period	Log entry for appraisal
	<p>undertaken by Queensland Fire and Emergency Services on street hydrants.</p> <p>Retention period – retain until hydrant is next inspected.</p>	<p>The quadrant planning tool is used to mark out the location of each hydrant and the area to be inspected. This ensures there is no duplication and no hydrants missed. If a fault is found a ground hydrant audit report is completed and sent to the city/shire to manage.</p> <p>Regulatory requirements: Nil</p> <p>Business requirements: Queensland Fire and Emergency Services keep a record of the inspection date. If an issue is identified with the hydrant during inspection the relevant council is notified and is responsible for resolving the problem not the agency. The reports have no further value to the agency once they have been sent to the city/shire.</p> <p>Community expectation: Evidence that street fire hydrants are regularly inspected and the responsible local government is notified of any issues with the hydrant.</p> <p>Comparisons with other schedules: State Records Authority of New South Wales <i>NSW Fire Brigades (DA143)</i> for records relating to the ongoing inspections of fire hydrants and water supply – reference number F8.13.3 – retain 5 years after inspection. Public Records Office of Victoria <i>Victorian Metropolitan Fire and Emergency Services Board (PROS 01/02)</i> for records relating to routine preparedness activities including hydrant inspections – reference number 9.7.4 – destroy 2 years after administrative use ceases. Queensland State Archives <i>Qld Local Government Sector Retention and Disposal Schedule (QDAN480v4)</i> for records relating to the maintenance of buildings, structures and plant, which includes hydrants:</p> <ul style="list-style-type: none"> • reference number 32.6.2 - retain for 7 years after last action for minor maintenance works. • reference number 32.6.1 - retain for 7 years after the transfer, disposal or demolition of the building or structure for major maintenance works.
2.2.10	<p>Key receipt (premise) book</p> <p>Records documenting the receipt and return of keys in Queensland Fire and Emergency Services possession for buildings monitored by Queensland Fire</p>	<p>Background/business process: Keys are held by Queensland Fire and Emergency Services when a building is connected via a Fire Communication Alarm (FCA). Keys are stored in the relevant fire station. All key movements are tracked to ensure they can be located at all times. Access to keys reduces response and investigation times when Queensland Fire and Emergency Services attend emergency incidents at these premises.</p> <p>Regulatory requirements: Nil</p>

Ref. No	Record class description and retention period	Log entry for appraisal
	<p>and Emergency Services.</p> <p>Retention period – retain for 3 years after key is returned to the manager or owner of the building or site.</p>	<p>Business requirements: Keys can only be returned by Queensland Fire and Emergency Services to building management when ensured they are no longer needed and proof of identification is available. A register of all keys is kept in the OMS business system. In the past there have been disputes as to whether or not the keys have been returned, these records prove that they were returned and to whom, and the need to retain the records for the 3 years after the key is returned.</p> <p>Community expectation: The records show that access to buildings is available to firefighters if needed in an emergency situation.</p> <p>Comparisons with other schedules: Public Records Office of Victoria <i>Victorian Metropolitan Fire and Emergency Services Board</i> (PROS 01/02) for records documenting the process of depositing, managing and returning site and building keys – reference number 9.9.0 – destroy 2 years after key is returned to the owner of the building or site. State Records Authority of New South Wales <i>NSW Fire Brigades</i> (DA143) for records concerned with maintaining information regarding building/site owners/managers and includes the process of depositing, managing and returning site and building keys and maintaining key registers – reference number F9.5.2 – retain 2 years after key is returned to the owner or manager of the building or site. State Records of South Australia <i>South Australian Fire and Emergency Services Commission</i> (2004/15) for records documenting the process of depositing, managing and returning site and building keys – reference number 6.1.1 – destroy 2 years after the key is returned to the owner of the building or site.</p>
2.3.1	<p>Community fire safety programs and initiatives</p> <p>Records relating to the development, approval, coordination and monitoring of fire safety programs and initiatives by Queensland Fire and Emergency Services.</p> <p>Programs may include, but are</p>	<p>Background/business process: Queensland Fire and Emergency Services research, develop and implement programs and initiatives that improve fire safety in Qld communities, which contributes to the protection of people, property and the environment from fire. Queensland Fire and Emergency Services identifies vulnerable communities, focusing on ‘at risk’ groups and establishing education and awareness programs.</p> <p>Regulatory requirements: Nil</p> <p>Business requirements: These records are needed to develop new programs and refer back to previous programs to respond to enquiries.</p>

Ref. No	Record class description and retention period	Log entry for appraisal
	<p>not limited to:</p> <ul style="list-style-type: none"> • fire safety planning and strategy • promotion of smoke alarms and other fire safety equipment • safehome • winter fire safety campaign • fire education - year one students • roads, attitude and action planning • senior's education • bushfire safety program and campaign • swiftwater safety campaign • fire safety for indigenous people • fire safety for culturally and linguistically diverse (CALD) people • community aid and post incident support (CAPS) program, including trauma teddy presentation. <p>Retention period – retain for 7 years after the program or</p>	<p>Community expectation: The records provide evidence of the programs developed to assist the community in fire safety and response in the event of a fire. The purpose of these programs is working with the community to build their capacity and confidence.</p> <p>Comparisons with other schedules: Public Records Office of Victoria <i>Victorian Country Fire Authority</i> (PROS 10/11) for records documenting the development of community safety programs, including supporting materials – reference number 2.2.2 – destroy 7 years after program concludes.</p>

Ref. No	Record class description and retention period	Log entry for appraisal
	initiative concludes.	
2.3.2	<p>Research – fire safety</p> <p>Records relating to research on fire safety to improve industry understanding and capability. Research is undertaken on fire incident data and personnel and performance indicators collected or commissioned by the Queensland Fire and Emergency Services for the purpose of developing relevant safety messages, responding to questions from parliament, other fire services, and Australasian Fire Authorities Council (AFAC).</p> <p>Retention period – retain for 20 years after last action.</p>	<p>Background/business process: Queensland Fire and Emergency Services undertake research with the Australian Research Council on behalf of the Australasian Fire and Emergency Services Authorities Council (AFAC) to improve industry understanding and capability in regards to fire safety. Research is undertaken as a result of the organisational commitment to ensure a safer Qld through quality data leading to better information decisions. Historical incidents and personnel data and performance management are some of the areas researched. The reports, resulting from the research, are used for performance and operational management purposes.</p> <p>Regulatory requirements: <i>Australian Code for the Responsible Conduct of Research</i> – section 2.1 – the minimum recommended period for retention of research data is 5 years from the date of publication.</p> <p>Business requirements: These records will ensure that the information is available to compare long term issues and changes. Data collected 20 years ago (1993) is accessed and used by Fire and Emergency Services.</p> <p>Community expectation: Provides evidence of Queensland Fire and Emergency Services work and commitment towards targeted research, the collection, sharing and analysis of information as well as quality data leading to informed decision making development of appropriate programs and initiatives.</p> <p>Comparisons with other schedules: Public Records Office of Victoria <i>Victorian Country Fire Authority</i> (PROS 10/11) for final reports or findings of research projects relating to fire and emergency prevention – reference number 1.8.2 – destroy 15 years after release of final report or findings. Public Records Office of Victoria <i>Victorian Metropolitan Fire and Emergency Services Board</i> (PROS 01/02) for routine research activities which assist in planning for emergency management prevention, preparedness and response in wider community – reference number 5.3.0 – destroy 10 years after administrative use is concluded.</p>
2.4.1	<p>Control and prevention of fires - authorisations</p>	<p>Background/business process: Under the <i>Fire and Rescue Service Act 1990</i> it is illegal to light a fire without a <i>permit to light fire</i> issued by a fire warden. A permit is a legal document and can only be issued by a Chief Fire Warden or a Fire Warden in</p>

Ref. No	Record class description and retention period	Log entry for appraisal
	<p>Records relating to authorisations made under the <i>Fire and Rescue Service Act 1990</i> for the control and prevention of fires, which include:</p> <ul style="list-style-type: none"> • prohibition by commissioner against lighting of fires • requisition by commissioner to reduce fire risk • applications for a permit to light a fire on any land. <p>Retention period – retain for 15 years after last action.</p>	<p>their area of responsibility. It authorises a person to light, maintain and use a fire only on the land described on the permit, during a set period of time and in accordance with the conditions on the permit, as identified by the Fire Warden.</p> <p>Under s63 of the <i>Fire and Rescue Service Act 1990</i> the Commissioner may gazette purposes and circumstances where a permit is not required.</p> <p>Regulatory requirements: <i>Fire and Rescue Service Act 1990:</i></p> <ul style="list-style-type: none"> • s64 - prohibition by commissioner against lighting of fires • s65 - granting of permits to light a fire on any land • s69 - requisition by commissioner to reduce fire risk <p>Business requirements: The refusing or prohibiting of lighting fires is taken very serious within the agency and community. These records provide evidence of the authorisations issued or declined by Queensland Fire and Emergency Services and are used to support court cases. Rural fire brigades can be asked if there was a local fire ban in place at the time of an incident for a court case. There have also been cases where a land owner does not clear land as requested (for the purpose to clear potential fire hazards), Queensland Fire and Emergency Services will clear the land and seek compensation. Some court cases have continued for many years.</p> <p>Community expectation: Evidence of the actions taken by Queensland Fire and Emergency Services in response to controlling and managing fires within a region.</p> <p>Comparisons with other schedules: State Records Authority of New South Wales <i>NSW Fire Brigades (DA143)</i> for records involved in the declaration and regulation of fire bans, emergency periods – reference number F8.8.1 – retain for 10 years after last action.</p> <p>State Records of South Australia <i>South Australian Fire and Emergency Services Commission (2004/15)</i> for records relating to:</p> <ul style="list-style-type: none"> • permits for charcoal burning – reference number 13.2.1 – permanent. • notices for the prevention of fires on private land – reference number 13.2.2 – destroy 10 years after action completed.

Ref. No	Record class description and retention period	Log entry for appraisal
2.4.2	<p>Fire bans and restrictions</p> <p>Records relating to restrictions placed on the use of fire within Queensland made under the <i>Fire and Rescue Service Act 1990</i>, which include imposing and cancelling a:</p> <ul style="list-style-type: none"> • state of fire emergency • local fire ban • fire danger period. <p>Retention period – retain for 15 years after the publication of the declaration.</p>	<ul style="list-style-type: none"> • fire ban regulations – reference number 13.2.3 – destroy 5 years after lifting of the fire ban. <p>Background/business process:</p> <p>The Commissioner may, with the approval of the Minister, declare that a state of fire emergency exists within Queensland. The declaration must be notified in the gazette. A person who fails to comply with a declaration may receive 2 years imprisonment. The declaration of a state of fire emergency imposes similar or increased restrictions and prohibitions on lighting fires to a local fire ban however carries significantly increased penalties.</p> <p>In Queensland, the use of fire can be restricted by imposing either a local fire ban or a state of fire emergency. When it is considered that predicted conditions and weather forecasts indicate that fires would be difficult to control and pose a danger to communities the Commissioner or delegate has the authority under the provisions of the <i>Fire and Rescue Act 1990</i> to impose a local fire ban. When fire weather conditions become extremely dangerous, the commissioner, with the approval of the Minister, can declare a state of fire emergency. Fire bans are advertised widely and remain in force until cancelled.</p> <p>When fire bans are in place either as a local fire ban or during a state of fire emergency:</p> <ul style="list-style-type: none"> • The lighting of fires in the declared fire ban areas are prohibited subject to any special conditions or exemptions • All open fires are prohibited • All permits to light fire issued in the designated area are cancelled. • Other special conditions (or exemptions) may be imposed. <p>A fire ban is implemented locally by the Chief Fire Warden, following consultation with local Fire Wardens and other stakeholders. All fire related permits are revoked during a fire ban. Local fire bans are normally imposed over an entire local government area and prohibit the lighting of all or only certain types of fires, depending on the severity of the emergency. A state-wide fire ban is rare and can only be instigated by the Commissioner. There have been no state-wide fire bans in recent years.</p> <p>A fire danger period, when invoked, restricts the use of fire to permit holders and differs to a fire ban.</p> <p>Regulatory requirements: Ss 87 and 86A of the <i>Fire and Rescue Service Act 1990</i>:</p> <p>Business requirements: The records are used to support the actions of Queensland Fire and Emergency Services and provide a</p>

Ref. No	Record class description and retention period	Log entry for appraisal
		<p>history of fire restrictions and bans. The records are also used for reporting purposes and for reference when imposing/ cancelling a restriction or ban.</p> <p>Notices of failure to comply with the declaration are issued by Fire and Emergency Services. The Commissioner use the certificates as evidence to prove that an offence against the act was committed, which are retained separately to the records relating contravening local fire ban.</p> <p>Community expectation: Evidence of the actions taken by Queensland Fire and Emergency Services in response to protect and prevent their community from fire.</p> <p>Comparisons with other schedules: State Records Authority of New South Wales <i>NSW Fire Brigades</i> (DA143) for records involved in the declaration and regulation of fire bans, emergency periods – reference number F8.8.1 – retain for 10 years after last action.</p> <p>Public Records Office of Victoria <i>Victorian Country Fire Authority</i> (PROS 10/11) for records documenting the declaration of fire danger periods and total fire bans – reference number 3.2.1 – destroy 10 years after last action.</p> <p>Public Records Office of Victoria <i>Victorian Metropolitan Fire and Emergency Services Board</i> (PROS 01/02) for records relating to fire ban regulation – reference number 9.8.0 – destroy 2 years after administrative use is concluded (including prosecutions and coronial inquests).</p> <p>Australian Capital Territory <i>Emergency Management Records Disposal Schedule</i> (NI2012-185) for records involved in the declaration and regulation of fire bans, emergency periods – reference number 089.283.001 – retain as territory archives.</p> <p>State Records of South Australia <i>South Australian Fire and Emergency Services Commission</i> (2004/15) for records relating to:</p> <ul style="list-style-type: none"> • permits for charcoal burning – reference number 13.2.1 – permanent. • notices for the prevention of fires on private land – reference number 13.2.2 – destroy 10 years after action completed. • fire ban regulations – reference number 13.2.3 – destroy 5 years after lifting of the fire ban.
2.4.3	<i>Fires in state forests and</i>	Background/business process:

Ref. No	Record class description and retention period	Log entry for appraisal
	<p>other protected areas</p> <p>Records relating to requests from the commissioner to light fires in state forests, timber reserves or forest entitlement areas to reduce hazardous fuel loads, undertake controlled burns, and manage wild fires.</p> <p>Retention period – Retain for 15 years after last action.</p>	<p>The commissioner cannot authorise the lighting of fires in a protected area or state forest, timber reserve or forest entitlement area without the approval of the relevant chief executive of the department that deals with matters arising under the <i>Nature Conservation Act 1992</i> and <i>Forestry Act 1959</i>.</p> <p>Regulatory requirements: s66 of the <i>Fire and Rescue Service Act 1990</i></p> <p>Business requirements: The Commissioner can only authorise fires in the area with the permission of the Chief Executive. This retention period is consistent with recommendation from Queensland Fire and Emergency Services Director of Rural Operations. These records are used to support the actions of Fire and Emergency Services.</p> <p>Community expectation: Evidence of the management of fires and fire control within protected areas and state forests.</p> <p>Comparisons with other schedules: State Records of South Australia <i>South Australian Fire and Emergency Services Commission (2004/15)</i> for records relating to notices for the prevention of fires on private land – reference number 13.2.2 – destroy 10 years after action completed. State Records Authority of New South Wales <i>NSW Fire Brigades (DA143)</i> for records involved in the declaration and regulation of fire bans, emergency periods – reference number F8.8.1 – retain for 10 years after last action.</p>
2.4.4	<p>Contravening local fire ban</p> <p>Records relating to the handling of matters relating to contraventions of local fire bans issued under section 86F of the <i>Fire and Rescue Act 1990</i>.</p> <p>Retention period – Retain for 15 years after last action.</p>	<p>Background/business process: While a local fire ban is in force, a person must not light a fire in the fire ban area if the lighting of the fire is prohibited under the ban.</p> <p>Regulatory requirements: s86F of the <i>Fire and Rescue Service Act 1990</i></p> <p>Business requirements: The Queensland Fire and Emergency Services Director of Rural Operations recommends that the records are kept 15 years. These records are referred to on a regular basis particularly for complaints between neighbours. For example, a person may allege their neighbour started a fire and burnt down their fence; Rural fire brigade will investigate and determine if there was a fire ban in place at the time of the incident.</p>

Ref. No	Record class description and retention period	Log entry for appraisal
		<p>Community expectation: Evidence of the handling of a person/s caught lighting fires while a fire ban is in place.</p> <p>Comparisons with other schedules: State Records Authority of New South Wales <i>NSW Fire Brigades</i> (DA143) for records documenting:</p> <ul style="list-style-type: none"> • notices or orders issued for breaches of legislation, regulations – reference number F8.12.1 – retain for 10 years after last action. • notification or complaints from the public, council, staff and the subsequent follow up action, regarding potentially dangerous situations or suspected non-compliance with fire bans, regulations – reference number F8.13.1 – retain for 10 years after last action.
2.5.1	<p>Volunteer brigade membership</p> <p>Records relating to volunteer brigade membership within the Queensland Fire and Emergency Services.</p> <p>Retention period – Retain for 80 years from date of birth or 7 years from date of separation, whichever is later.</p>	<p>Background/business process: The Rural Fire Service Queensland (RFSQ) is spread across 93% of Qld and has approximately 1500 rural fire brigades, made up of approximately 35,000 volunteers. The purpose of rural fire brigades is to operate in areas not covered by Fire and Emergency Service’s urban (town) service. Volunteers can undertake the following roles: fighting fires, fire prevention, community education, permits to light fire, deployments and assistance during disasters.</p> <p>Upon receiving an application to become a volunteer the Brigade will vote on the application at the time of the initial interest.</p> <p>Regulatory requirements: Nil</p> <p>Business requirements: The retention is aligned to personnel files as the volunteers undertake the same activities as a public servant while a volunteer for Fire and Emergency Services. Volunteers are classed as employees for the purpose of workers compensation and receive the same medals as the firefighters for service. Therefore these records need to align with the personnel history records.</p> <p>These records may also be required for historic reasons at a later date. Evidence of a start date is needed if a member has lost or wants to apply for an award or national medal. Without this information awards and medals cannot be awarded or replaced.</p> <p>Community expectation: Evidence of the work history of a volunteer whilst a member of a rural fire brigade, which includes medical related assessments.</p>

Ref. No	Record class description and retention period	Log entry for appraisal
		<p>Comparisons with other schedules: Queensland State Archives <i>General Retention and Disposal Schedule for Administrative Records</i> (QDAN249v7) for records relating to employee service history – reference number 15.4.2 – retain for 80 years from date of birth or 7 years from date of separation, whichever is later.</p> <p>Queensland State Archives <i>Maritime Safety Sector Retention and Disposal Schedule</i> (QDAN690v1) for records relating to personnel assigned to manage, respond to and/or investigate a marine disaster – reference number 3.4.6 – retain for 75 years after last action.</p> <p>State Records of South Australia <i>South Australian Fire and Emergency Services Commission</i> (2004/15) for master records relating to membership of personnel within an emergency services organisation – reference number 19.3.2 – forms part of personnel file.</p> <p>Previous schedules: <i>Qld Department of Emergency Services</i> (QDAN454) – approved 14/10/1999 – SES membership forms – reference number 3.1 - retain until administrative use ceases.</p> <p><i>Qld Department of Emergency Services</i> (QDAN454) – approved 14/10/1999 – SES membership database – reference number 3.2 - retain data in an accessible and readable format for 70 years from date of members' birth or 7 years from date of separation, whichever is later.</p>
2.5.2	<p>Personnel history cards Records documenting the history of Queensland Fire and Emergency Services officers and volunteers who attend fire and emergency situations, such as firefighters. Includes their usage of breathing apparatus and the types of exposure to hazardous materials at the time of an incident.</p>	<p>Background/business process: These records are separate to an employees work history as they document the history of the use of breathing apparatus and the exposure to hazardous material.</p> <p>Regulatory requirements: Under the <i>Work Health and Safety Act 2011</i> employers have a duty of care to ensure the reasonable health and safety of workers.</p> <p>Business requirements: The recommendation from the Manager, Safety Equipment is that these records are kept for the same period as personnel records. They contain a full history of each time breathing apparatus was used and the types of exposure to hazardous materials which may be required for legal purposes at a later date. These records align with the employee service history records class within GRDSv7 ref: 15.4.2 (see below).</p> <p>Community expectation: Records are available to a firefighter or their family if an investigation is required into the activities undertaken</p>

Ref. No	Record class description and retention period	Log entry for appraisal
	<p>Retention period – retain for 80 years from date of birth or 7 years from date of separation, whichever is later.</p>	<p>whilst on duty.</p> <p>Comparisons with other schedules: State Records of South Australia <i>South Australian Fire and Emergency Services Commission</i> (2004/15) for records documenting possible exposure of personnel to hazardous materials (e.g. chemicals or biological products) – reference number 16.3.1 – retain permanently. Queensland State Archives <i>General Retention and Disposal Schedule for Administrative Records</i> (QDAN249v7) for records relating to employee service history – reference number 15.4.2 – retain for 80 years from date of birth or 7 years from date of separation, whichever is later. Queensland State Archives <i>General Retention and Disposal Schedule for Administrative Records</i> (QDAN249v7) for records relating to service history for contractors, volunteers and work placements – reference number 15.4.3 – retain for 7 years after last action. Queensland State Archives <i>Qld Maritime Safety Sector</i> (QDAN690v1) for personnel assigned to manage, respond to and/or investigate a marine disaster – reference number 3.4.6 – retain for 75 years after last action.</p> <p>Other comments/factors for consideration: QSA recommends that these records are retained no longer than records relating to staff exposure to asbestos under reference number 15.4.2 of the GRDSv7 (80 years from date of birth or 7 years from date of separation, whichever is later) as the risk of action arising after that time is low based on the likelihood of the individual still being alive.</p>

Function No	Title	Scope Note
3	FIRE AND EMERGENCY COMMERCIAL SERVICES	The function of competing commercially or providing a service to an external organisation or persons on a fee for service basis. Services may be undertaken on consultancy or contract basis.

Activities

3.1 Specialist Services

Ref. No	Record class description and retention period	Log entry for appraisal
3.1.1	<p>Successful proposals/tenders Records relating to services undertaken by Queensland Fire and Emergency Services on a commercial fee for service basis.</p> <p>Retention period – Retain for 7 years after expiry or cancellation of contract.</p>	<p>Background/business process: Queensland Fire and Emergency Services undertakes work on a fee-for-service basis for an external party. They submit proposals, tenders, enter into contracts, and provide quotes. Services may include: advice (consultancy services), specialist training, inspections, mitigation burns, and emergency services.</p> <p>Regulatory requirements: Nil</p> <p>Business requirements: These records are required for audit and financial purposes and assist with development of future proposals.</p> <p>Community expectation: Provide evidence of the tender process undertaken by Fire and Emergency Services.</p> <p>Comparisons with other schedules: Queensland State Archives <i>Qld Local Government Sector</i> (QDAN480v4) for records relating to projects undertaken on a commercial basis – reference number 1.2.1 – retain for 7 years after project completed. Queensland State Archives <i>Qld Maritime Safety Sector</i> (QDAN690v1) for inspections undertaken on a fee for service basis – reference number 1.1.1 – retain for 7 years after expiry or cancellation of contract. State Records Authority of New South Wales <i>NSW Fire Brigades</i> (DA143) for records relating to formal arrangements with other organisations to undertake activities in relation to fire and emergency operations –</p>

Ref. No	Record class description and retention period	Log entry for appraisal
		reference number F3.11.1 – Retain a minimum of 6 years after last action, or 6 years after expiry of contract, whichever is longer.
3.1.2	<p>Unsuccessful proposals</p> <p>Records relating to unsuccessful proposals/tenders submitted by Queensland Fire and Emergency Services to undertake work on a commercial fee for service basis.</p> <p>Retention period – Retain until reference ceases.</p>	<p>Background/business process: Queensland Fire and Emergency Services undertakes work on a fee-for-service basis for an external party. They submit proposals, tenders, enter into contracts, and provide quotes.</p> <p>This class covers unsuccessful tenders and proposals.</p> <p>Regulatory requirements: Nil</p> <p>Business requirements: These records have little value once a proposal submitted by the Queensland Fire and Emergency Services is not accepted. They are also used to assist with development of future proposals as lessons learnt.</p> <p>Community expectation: Provide evidence of the tender process undertaken by Fire and Emergency Services.</p> <p>Comparisons with other schedules: Queensland State Archives <i>Qld Local Government Sector</i> (QDAN480v4) for records relating to unsuccessful proposals/tenders – reference number 1.3.1 – retain for 2 years after last action.</p> <p>Queensland State Archives <i>General Retention and Disposal Schedule for Administrative Records</i> (QDAN249v7) for records relating to unsuccessful applications submitted by the public authority for grant funding or subsidies – reference number 4.17.2 – retain for 2 years after last action.</p>
3.1.3	<p>Competitive neutrality</p> <p>Records relating to complaints regarding competitive neutrality including complaints resolved internally by Fire and Emergency Services and complaints referred to the Queensland Competition Authority immediately or on appeal.</p>	<p>Background/business process: Queensland Fire and Emergency Services deal with complaints made by the public using feedback forms sent to the deputy Commissioners office, who then distributes them to the relevant areas. If people are not happy with the response they can appeal to the Queensland Competition Authority.</p> <p>Competitive neutrality means that government businesses should not enjoy any net competitive advantage over their competitors simply as a result of their public sector ownership.</p> <p>Regulatory requirements: Nil</p> <p>Business requirements: Line Managers deal with complaints which may need to be escalated depending on the seriousness of the</p>

Ref. No	Record class description and retention period	Log entry for appraisal
	<p>Retention period – Retain for 7 years after last action.</p>	<p>complaint. These records provide evidence of the decisions made regarding a complaint received about Fire and Emergency Services.</p> <p>Community expectation: That complaints and appeals are dealt with and satisfactory outcomes are realised</p> <p>Comparisons with other schedules: Queensland State Archives <i>Qld Local Government Sector</i> (QDAN480v4) for records relating to complaints regarding competitive neutrality – reference number 1.4.1 – retain for 7 years after last action.</p>

Function No	Title	Scope Note
4	FIRE AND EMERGENCY TRAINING	The function of providing training to fire personnel, volunteers and training on a commercial basis by Queensland Fire and Emergency Services. Also includes assistance provided to Australian and international organisations to improve their standards of fire safety and emergency management.

Activities

4.1 Accreditation

4.2 Course Assessment and Training

Ref. No	Record class description and retention period	Log entry for appraisal
4.1.1	<p>Registered training organisation accreditation</p> <p>Records relating to the registration and compliance of Queensland Fire and Emergency Services as a registered training organisation (RTO).</p> <p>Retention period – Retain for 30 years after registration ceases.</p>	<p>Background/business process:</p> <p>Queensland Fire and Emergency Services is a registered training organisation. Training is delivered by fully professional fire officers with nationally accredited training qualifications. Comprehensive fire safety training for workplaces in businesses and industry is offered. Training is also provided to personnel and volunteers for fire safety and emergency situations and professional development purposes. It pertains to all RTO registration and accreditation documentation in addition to consultation and endorsement of all educational programs.</p> <p>Under S16 of the <i>new National Vocational Education and Training Regulator Act 2011 (C/W)</i> a body that is part of a State or Territory may apply to the National VET Regulator (NVR) for registration, including renewal of registration, of the body as an NVR registered training organisation. After registering an applicant as an NVR registered training organisation, the National VET Regulator must give the applicant a certificate of registration. The Act stipulates a number of Conditions including compliance with the Standards for NVR Registered Training Organisations (which will replace AQTF).</p> <p>Regulatory requirements:</p> <p><i>National Vocational Education and Training Regulator Act 2011</i> <i>Standards for NVR Registered Training Organisations 2012</i></p>

Ref. No	Record class description and retention period	Log entry for appraisal
		<p>Business requirements: SNR 3 of the new NVR Standards states these standards apply to NVR registered training organisations. Under both the NVR Standards and AQTF, RTO's must retain records of attainment for 30 years and retention of registration records for the same period of time ensures validation of the qualification as being awarded by a registered training organisation.</p> <p>These records provide evidence of compliance as a registered training organisation. Additionally, the records are required to address enquiries and/or complaints while Queensland Fire and Emergency Services was a registered training organisation. Upon cancellation, access and management of student records will be transferred to the responsibility of Australian Skills Quality Authority and Queensland Department of Education, Training and Employment. These records also provide information on why skill sets and qualifications offered by the Qld Fire and Emergency Services RTO meet organisational requirements and how it enhances the operational capability of the agency.</p> <p>Community expectation: That the QFES RTO is compliant with the national standards and has systems in place to manage records relating to RTO accreditation, registration, research and consultation for curriculum development and approvals. It provides transparency of how decisions were made at Senior Management level, on how programs are endorsed and funded to provide services to the community.</p> <p>Comparisons with other schedules: Public Records Office of Victoria <i>Victorian Country Fire Authority</i> (PROS 10/11) for records documenting the accreditation and compliance as an approved RTO – reference number 8.6.1 – destroy 7 years after accreditation has concluded or expired.</p> <p>State Records Authority of New South Wales <i>NSW Fire Brigades</i> (DA143) for accreditation, licensing or registration of the organisation to conduct vocational courses – reference number F10.7.1 – retain 3 years after accreditation or registration expires or is superseded.</p> <p>Queensland State Archives <i>Agricultural Education Retention and Disposal Schedule</i> (QDAN704v1) for records relating to vocational education accreditation – reference number 10.1.1 – retain for 30 years after registration ceases.</p> <p>Queensland State Archives <i>Qld Corrective Services</i> (QDAN638v2) for records relating to accreditation as a RTO – reference number 6.3.1 – retain for 35 years after ceasing to be an RTO.</p> <p>Queensland State Archives <i>Qld Maritime Safety Sector</i> (QDAN690v1) for records relating to applications for</p>

Ref. No	Record class description and retention period	Log entry for appraisal
		<p>certificates of authority allowing registered training organisation to provide marine training and assessment services – reference number 8.1.1 – retain for 10 years after expiry or cancellation of certificate of authority.</p> <p>State Records of South Australia <i>South Australian Fire and Emergency Services Commission (2004/15)</i> for records relating to the accreditation of the registered training organisation and of the programs and courses developed – reference number 3.7.1 – destroy 30 years after last action.</p> <p>Other comments/factors for consideration: If registration of an RTO expires or is cancelled student records are transferred to Qld Department of Education, Training and Employment, the accreditation records do not need to be retained for the same period of time.</p> <p>The RTO must have a student records management system that has the capacity to provide the registering body with AVETMISS compliant data. The RTO must identify how it will provide returns of its client records of attainment of units of competence and qualifications to its registering body on a regular basis, as determined by the registering body.</p>
4.2.1	<p>Records of attainment and competency</p> <p>Records of results of courses held by Queensland Fire and Emergency Services for accredited and non-accredited training courses for operational firefighters, fire officers, fire communications officers, volunteers and staff from other agencies.</p> <p>Retention period – Retain for 80 years from date of birth or 7 years from date of separation, whichever is later.</p>	<p>Background/business process: Qld Fire and Emergency Services RTO train all operational fire-fighters, fire officers, fire communications officers, volunteers and other agencies, and must maintain records of training results in accordance with the below regulatory requirements.</p> <p>Training ensures that fire fighters maintain a high level of preparedness in order to promote, foster and enhance the adoption of safe, effective and efficient work practices to fight fire, undertake rescues and complete other tasks required of them. Training has a significant role in underpinning the safety culture that is fundamental to Queensland Fire and Emergency Services operations.</p> <p>Regulatory requirements: <i>National Vocational Education and Training Regulator Act 2011</i> <i>Standards for NVR Registered Training Organisations 2012 – 12.3</i> The applicant must retain client records of attainment of units of competency and qualifications for a period of 30 years</p> <p>Business requirements: The Queensland Fire and Emergency Services RTO are required under legislation to keep records of results for a period of 30 years. However, due to the high risk and hazardous nature in which the public authority operates these records need to align with the personnel file in accordance with GRDS 15.4.2 v7 and the</p>

Ref. No	Record class description and retention period	Log entry for appraisal
		<p>volunteer and personnel records as per this schedule 2.5.1 and 2.5.2.</p> <p>Both the Queensland Fire and Emergency Services and individual fire fighters have a joint responsibility to maintain training competencies. The Queensland Fire and Emergency Services has a responsibility to ensure relevant training is made available. An individual has a responsibility to ensure he/she undertakes training offered.</p> <p>These records provide information on staff professional development, some of which are linked to pay progression or special allowances under HR policies e.g. Aerial appliance, Technical Rescue etc.</p> <p>Community expectation: Accountability and integrity of training within Qld Fire and Emergency Services must demonstrate how high level decisions which affect the emergency management response in the community have been developed over time through a set curriculum.</p> <p>Comparisons with other schedules: Public Records Office of Victoria <i>Victorian Country Fire Authority</i> (PROS 10/11) for records documenting the declaration of fire danger periods and total fire bans – reference number 8.2.3 – destroy 30 years after results have been released.</p> <p>State Records of South Australia <i>South Australian Fire and Emergency Services Commission</i> (2004/15) for:</p> <ul style="list-style-type: none"> • master set of student’s assessments and results – reference number 3.8.1 – permanent. • records of competencies achieved and credentials issued – reference number 3.8.2 – forms part of the Personnel or Training File, dispose in accordance with those instructions. <p>State Records Authority of New South Wales <i>NSW Fire Brigades</i> (DA143) for master set of student assessments of NSWFB personnel – reference number F10.2.1 – retain 30 years after assessment.</p> <p>Queensland State Archives <i>General Retention and Disposal Schedule for Administrative Records</i> (QDAN297v7) for records relating to the appointment and consolidated employment history of employees – reference number – 15.4.2 – retain for 80 years from date of birth or 7 years from date of separation, whichever is later.</p> <p>Other comments/factors for consideration: Records of results are recorded on PD 015 Training notification forms and through the DCS Learning Management System (DCS LMS) for internal staff and volunteers, and fee-for-service client results are recorded in CorSkill – it does not include completed learner assessment instruments.</p>

Ref. No	Record class description and retention period	Log entry for appraisal
4.2.2	<p>Records of attainment and competency - commercial clients</p> <p>Records of results of courses held by Queensland Fire and Emergency Services for accredited training courses through the VET Quality Framework for accredited and non-accredited training courses for fee paying clients.</p> <p>Retention period – Retain for 30 years after last action</p>	<p>Background/business process: Qld Fire and Emergency Services offer comprehensive fire safety training for workplaces in businesses and industry. They provide nationally accredited, specialist training programs for organisations, preparing premises and personnel for unexpected emergencies, and providing them with the skills and knowledge to manage emergency situations efficiently.</p> <p>Training and Emergency Management Unit (TEM) use a different Learning Management System (LMS) system for recording results of training to commercial clients. TEM deliver training to commercial clients and due to varying contractual and commercial in-confidence requirements the records retention only need to meet Australian Skills Quality Authority requirements.</p> <p>Regulatory requirements: <i>National Vocational Education and Training Regulator Act 2011</i> <i>Standards for NVR Registered Training Organisations 2012 – 12.3</i> The applicant must retain client records of attainment of units of competency and qualifications for a period of 30 years</p> <p>Business requirements: TEM (CorSkill) Learning Management System record of results will be retained as per the ASQA requirement of 30 years.</p> <p>Community expectation: Judgement of competency must be open and transparent as the training offered by QFES RTO affects the service delivery provided to the community. Transparency of decisions made by QFES RTO Assessors must be audited and kept for a longer time frame. The fee-for-service model should adopt the minimum requirements as per the ASQA legislation.</p> <p>Comparisons with other schedules: Public Records Office of Victoria <i>Victorian Country Fire Authority (PROS 10/11)</i> for records documenting participants results for accredited courses – reference number 8.2.3 – destroy 30 years after results have been released.</p> <p>State Records Authority of New South Wales <i>NSW Fire Brigades (DA143)</i> for master set of assessments of external clients – reference number F10.2.3 – retain 30 years after assessment.</p> <p>State Records of South Australia <i>South Australian Fire and Emergency Services Commission (2004/15)</i> for records documenting programs and courses conducted for industry clients, the course students and their</p>

Ref. No	Record class description and retention period	Log entry for appraisal
		assessments. Includes attendance and assessment records – reference number 3.8.3 – destroy 10 years after course.
4.2.3	<p>Assessment instruments and evidence records</p> <p>Records of student assessment evidence (theory papers, observations checklists, workbooks, projects and assignments etc) used to determine competency for a nationally recognised unit of competency or non-recognised courses.</p> <p>Includes tools, procedures, assessors marking guides, criteria, observations and checklists (master copies only).</p> <p>Retention period – Retain for 7 years after results are entered into the Learning Management System.</p>	<p>Background/business process: Qld Fire and Emergency Services RTO deliver training in high risk and hazardous environments. The RTO legislation does not provide adequate coverage for assessment periods, thus the RTO will enact a local policy change in order for the RTO to conduct internal audit processes and/or provide information to the regulatory body during re-registration audits.</p> <p>Regulatory requirements: <i>Australian Skills Quality Authority General Direction – Retention requirements for completed student assessment items – made under 28(1) of the National Vocational Education and Training Regulator Act 2011</i></p> <ul style="list-style-type: none"> • An RTO is required to securely retain, and be able to produce in full at audit if requested to do so, all completed student assessment items for each student for a period of six months from the date on which the judgement of competent for the student was made. • Note: other recordkeeping requirements may apply and RTOs should refer to specific regulatory requirements relating to that delivery area to ensure compliance. <p>Business requirements: Qld Fire and Emergency Services RTO conducts training in accordance with operational requirements/skill sets and not to attain qualifications – the retention periods set out under ASQA does not suit the training model of Qld Fire and Emergency Services. The additional retention period will not cause more red tape for training staff and can be managed under current arrangements with the Records Management Unit.</p> <p>Community expectation: Judgement of competency must be open and transparent as the training offered by QFES RTO affects the service delivery provided to the community. Transparency of decisions made by QFES RTO Assessors must be audited and kept for a longer time frame.</p> <p>Comparisons with other schedules: <i>Public Records Office of Victoria Victorian Country Fire Authority (PROS 10/11)</i> for records documenting the development of the approved methods of assessment for:</p> <ul style="list-style-type: none"> • accredited training courses. Includes the development of examination papers – reference number 8.2.1 – destroy 30 years after curriculum unit replaced, revoked or discontinued. • non-accredited training courses – reference number 8.2.2 – destroy 7 years after curriculum unit replaced,

Ref. No	Record class description and retention period	Log entry for appraisal
		<p>revoked or discontinued.</p> <p>State Records of South Australia <i>South Australian Fire and Emergency Services Commission</i> (2004/15) for master set of student's assessments and results – reference number 3.8.1 – permanent.</p> <p>State Records Authority of New South Wales <i>NSW Fire Brigades</i> (DA143) for evidence of competency based assessments of NSWFB personnel. Details are entered onto system maintaining master record of student assessment and copy placed on personal file – reference number F10.2.2 – retain in office until master record of assessment is produced or updated.</p>
4.2.4	<p>Core skills training courses</p> <p>Records relating to the skills drill, knowledge maintenance, assessment and appraisal of all officers and firefighters to ensure they meet the basic minimum core skills training requirements.</p> <p>Retention period – Retain for 5 years after last action</p>	<p>Background/business process: The Core Skills Training Program (CSTP) is aimed at providing greater consistency within the skills training area while providing a much-needed planning tool for skills training conducted at stations. It forms part of the permanent, auxiliary and fire communication “station” activities.</p> <p>Regulatory requirements: Nil</p> <p>Business requirements: The CSTP is targeted at operational staff – Auxiliary, Permanent and Senior Officers. It provides the minimum basis for the maintenance of skills and is conducted on-shift and recorded through the Operations Management System and/or Learning Management System (LMS). CSTP runs through a three (3) year block and records are required to be kept either hard copy or electronic in the relevant system.</p> <p>Community expectation: The maintenance and record of core skills training is essential to ensure firefighters and officers remain current with industry practices.</p> <p>Comparisons with other schedules: State Records Authority of New South Wales <i>NSW Fire Brigades</i> (DA143) for records documenting activities such as exercises and drills, which prepare staff to respond to emergencies. Includes inter-agency exercise, joint ventures – reference number F10.11.1 – retain a minimum of 7 years after exercise completed.</p>
4.2.5	<p>Working papers</p> <p>Records containing teaching staff working papers for</p>	<p>Background/business process: These records will assist training staff in managing course enrolments and progression.</p> <p>Regulatory requirements: <i>Standards for NVR Registered Training Organisations 2012</i> - in relation to course administration requirements</p>

Ref. No	Record class description and retention period	Log entry for appraisal
	<p>course/subject preparation and delivery.</p> <p>Retention period – Retain for 6 months after last action.</p>	<p>e.g. checking of prerequisite requirements, course nomination forms, training venue checklists (risk), learner information on RTO policy etc.</p> <p>Business requirements: Forms part of standard RTO requirements and course administration processes.</p> <p>Community expectation: Qld Fire and Emergency Services RTO is managing training in accordance with standard RTO requirements and have controls in place to ensure legislative requirements are maintained</p> <p>Comparisons with other schedules: State Records Authority of New South Wales <i>NSW Fire Brigades</i> (DA143) for working papers and related correspondence documenting the development of the curriculum – reference number F10.9.3 – retain a minimum of 2 years after last action.</p>
4.2.6	<p>Resources and materials</p> <p>Resources and materials used in course and subject delivery (includes study guides, readings, self-assessment exercises, audio visual teaching aids, assignments and lecture notes).</p> <p>Retention period – Retain for 10 years after course/program last offered.</p>	<p>Background/business process: The resources and materials are one of the first documents requested by the Departmental Legal Unit in work cover claims. These records provide information on what training Qld Fire and Emergency Services RTO covered.</p> <p>Regulatory requirements: <i>Standards for NVR Registered Training Organisations 2012</i></p> <p>Business requirements: Historical record of training and assessment materials used for audit, investigation and right to information purposes. Qld Fire and Emergency Services RTO should retain records in the event of an external audit by the regulator, Commission of Inquiry, and Right to Information requests.</p> <p>Community expectation: The Qld Fire and Emergency Services RTO has systems and processes in place to manage training and assessment materials which justifies the training that was conducted against training package and industry/organisational requirements. In addition, it provides records during audit and investigations.</p> <p>Comparisons with other schedules: Public Records Office of Victoria <i>Victorian Country Fire Authority</i> (PROS 10/11) for records documenting the development of training resources including program guides, lecture notes, hand-outs and audio and visual</p>

Ref. No	Record class description and retention period	Log entry for appraisal
		<p>recordings – reference number 8.1.3 – destroy 7 years after administrative use has concluded.</p> <p>State Records Authority of New South Wales <i>NSW Fire Brigades</i> (DA143) for records relating to development of classroom and on-the-job training resources, including training manuals and addresses – reference number F10.8.3 – retain a minimum of 2 years after reference ceases.</p>

Function no	Title	Scope Note
5	FIRE AND EMERGENCY VEHICLES AND EQUIPMENT	The function of acquisition, development, maintenance, repair, disposal and commissioning of specialised fire and emergency vehicles, specialised emergency equipment, uniforms and protective clothing used for emergency response situations and operations.

Activities

5.1 Acquisition, Maintenance, Usage and Disposal

5.2 Design and Modification

Ref. No	Record class description and retention period	Log entry for appraisal
5.1.1	<p><i>Specialised fire and emergency vehicles and equipment - acquisition, maintenance and disposal</i></p> <p>Records relating to the acquisition, maintenance and disposal of specialised fire and emergency vehicles and equipment.</p> <p>Retention period – Retain for 7 years after disposal of vehicle or item.</p>	<p>Background/business process: Fire and Emergency Services require specialised equipment and vehicles to undertake its core services (fighting fires, fire prevention, deployment and assistance during disasters). These items need to adhere to certain Australian Safety Standards. To improve service delivery to the community, Fire and Emergency Services has a rolling appliance replacement program to maintain a nominal service life for each appliance type.</p> <p>Regulatory requirements: Australian Safety Standards</p> <p>Business requirements: Maintenance records are retained separately to the acquisition and disposal records and provide a full history of all work done and any parts replaced.</p> <p>Comparisons with other schedules: State Records Authority of New South Wales <i>NSW Fire Brigades</i> (DA143) for records relating to the maintenance, service and repair of other fire and emergency vehicles – reference number F2.13.2 – retain until vehicle is disposed of then either destroy, or transfer to new owner. Public Records Office of Victoria <i>Victorian Country Fire Authority</i> (PROS 10/11) for records documenting</p>

Ref. No	Record class description and retention period	Log entry for appraisal
		<p>repairs and ongoing maintenance of specialised fire and emergency vehicles – reference number 7.6.1 – destroy 7 years after sale or disposal of the vehicle.</p> <p>Queensland State Archives <i>Maritime Sector Retention and Disposal Schedule</i> (QDAN690v1) for records relating to the acquisition, management, maintenance and disposal of ships used by maritime safety sector public authorities. Includes outboard motors and boat trailers. Includes registration records and maintenance books – reference number 2.1.1 – retain for 7 years after disposal of asset.</p> <p>Other comments/factors for consideration: Records relating to the development, issue and evaluation of tenders are covered under the General Retention and Disposal Schedule for Administrative Records.</p>
5.1.2	<p><i>Fire and emergency protective clothing and uniforms – acquisition and disposal</i></p> <p>Records relating to the acquisition, testing, disposal, repair and ongoing maintenance of specialised protective clothing and uniforms.</p> <p>Includes records from the Program of Research process adopted by the State Operations Branch under the whole of government SOA 796-10.</p> <p><i>Retention period</i> – Retain for 15 years after disposal of clothing.</p>	<p>Background/business process: All clothing and equipment are Australian Standard certified. With improvements in technology, modern day firefighting equipment and protective clothing enables Queensland firefighters to move further into burning structures and stay in them for longer. This allows firefighters to carry out their tasks with greater efficiency, effectiveness and safety.</p> <p>Regulatory requirements: Australian Safety Standards</p> <p>Business requirements: These records are used to ensure that all equipment and protective clothing is working properly and providing protection as required. These records are required for 15 years after disposal to ensure that after the retirement of the members there will be documentation available that may be assessed by United Fire Fighters Union of Australia (UFUQ) State for information gathering and / or compensation. The recommendation is also supported by the Queensland Fire and Emergency Services Health and Welfare Officer and Occupational Health and Safety Officer.</p> <p>Community expectation: That firefighters are able to protect the community in appropriate clothing and remain protected.</p> <p>Comparisons with other schedules: <i>Victorian Country Fire Authority</i> (PROS 10/11) for records documenting repairs, ongoing maintenance and replacement of specialised protective clothing and uniforms – reference number 6.4.1 – destroy 7 years after sale or disposal of the clothing.</p>

Ref. No	Record class description and retention period	Log entry for appraisal
5.1.3	<p><i>Fire and emergency protective clothing and uniforms – maintenance and usage</i></p> <p>Records documenting the use of protective clothing and uniforms.</p> <p>Includes turnout ensembles.</p> <p><i>Retention period</i> – Retain for 50 years after the sale or disposal of the clothing.</p>	<p>Background/business process:</p> <p>When someone orders personal protective clothing (PPO), which could either be turnout ensemble (over trousers and coat) or bushfire coat or overalls, the details of the garment is recorded against the wearer’s details. Each time a garment is laundered, repaired or deemed unserviceable the details are recorded.</p> <p>Gear is not always individually identified to each person, although some are. This will change over time. The record is about what items they were wearing and whether these were applicable controls for the incident.</p> <p>Regulatory requirements: Nil</p> <p>Business requirements:</p> <p>These records provide a history of the garment and may be required if a fire-fighter is injured or becomes ill (e.g. diagnosed with cancer) the possible onset of the illness could be identified by an incident the fire fighter was attending. If an incident occurs this will trigger other records to be kept, such as WorkCover, ESCAD, Fire reports etc. These records are linked to personnel records and medical records.</p> <p>Evidence for cancer claims have required the records for both Breathing Apparatus (BA) and Personal Protective Clothing (PPE) to be investigated for the duration of a persons’ career. The introduction of <i>Presumptive Legislation</i> may also see a spike in particular cancer related claims and therefore the need for accessing accurate records is important.</p> <p>When investigating particular claims there is a requirement for Breathing Apparatus and Personal Protective Clothing records which generally require the full history of a person’s employment which may be up to 45 years. This figure may increase with the increase in the retirement age and may need to be reviewed over time. PPE (turnout gear) is now micro chipped and therefore more accurate records can be kept than was previously available. Also improved practices ensure firefighters and equipment are decontaminated appropriately after incidents.</p> <p>The ultimate arbiter of occupational exposures is the weighing-up of our records, by a specialist, against evidence-based information about exposures and onset of certain cancers.</p> <p>Community expectation:</p> <p>Records are available to a firefighter or their family if an investigation is required into the activities undertaken whilst on duty.</p> <p>Comparisons with other schedules:</p> <p>Public Records Office of Victoria <i>Victorian Country Fire Authority</i> (PROS 10/11) for records documenting the</p>

Ref. No	Record class description and retention period	Log entry for appraisal
		use of specialised protective clothing and uniforms – reference number 6.5.1 – destroy 7 years after sale or disposal of the clothing.
5.1.4	<p>Special operations protective clothing and equipment - service records</p> <p>Records documenting the complete service history of special operations protective clothing and equipment.</p> <p>Includes reports of damage, testing, repairs and maintenance.</p> <p>Includes breathing apparatus and chemical encapsulating suits.</p> <p>Retention period – Retain for 80 years from last action.</p>	<p>Background/business process: Equipment and clothing include, but does not limit: breathing apparatus and chemical and encapsulating suits. This class covers specialised equipment and differs from 5.1.3. Each time an item is laundered, repaired or deemed unserviceable, the details are recorded.</p> <p>Regulatory requirements: Nil</p> <p>Business requirements: These records provide evidence of specialised equipment and clothing used by a fire fighter during service. These records are aligned to the work history records for both volunteers and members employed under the <i>Public Service Act 2008</i>. These records may be required to support a health related claim by the member, which may not be apparent until many years after the wear and use of the equipment.</p> <p>These records are kept to ensure there is full history of servicing and any damage if they are required for medical or legal purposes by a fire fighter.</p> <p>Also see business requirements under 5.1.3.</p> <p>Community expectation: Records are available to a firefighter or their family if an investigation is required into the activities undertaken whilst on duty.</p> <p>Comparisons with other schedules: Public Records Office of Victoria <i>Victorian Country Fire Authority</i> (PROS 10/11) for records documenting repairs and ongoing maintenance of specialised fire and emergency equipment – reference number 5.5.1 – destroy 7 years after sale or disposal of the equipment.</p> <p>State Records Authority of New South Wales <i>NSW Fire Brigades</i> (DA143) for records relating to inspection and testing of fire and emergency equipment to ensure equipment is in working order. Also includes identifying and reporting any defects or faults in equipment – reference number F1.8.1 – retain 7 years after inspection.</p>
5.1.5	Breathing apparatus log book	<p>Background/business process: The log book is the control record and complete record of the use and wearer of breathing apparatus.</p>

Ref. No	Record class description and retention period	Log entry for appraisal
	<p>Records documenting the use of breathing apparatus by Queensland Fire and Emergency Services personnel at incidents, training and fit testing.</p> <p>Retention period – retain for 100 years after last action.</p>	<p>Regulatory requirements: It is a requirement under <i>AS/NZS 1715:2009 Par 2.9 Record Keeping</i> to record the wearing of breathing apparatus during training and fit testing. This forms part of the mandatory Respiratory Protection Program that Queensland Fire and Emergency Services must implement.</p> <p>Business requirements: Due to the hazardous occupation these records are required for 100 years to ensure that there are records available if a fire fighter develops health issues that could be linked back to their services within the Fire and Emergency Services, such as cancer or lung problems. The records align to record class 14.4.3 from GRDSv7 (QDAN249v7) for hazardous substances and dangerous goods.</p> <p>If there is an accident independent tests are conducted and records must be provided for the investigation and also legal purposes.</p> <p>Even though records are also recorded on the personnel history cards (see 2.2.12) the log book is the control record and complete record of the use and wearer of the breathing apparatus.</p> <p>Also see business requirements under 5.1.3.</p> <p>Community expectation: Records are available to a firefighter or their family if an investigation is required into the activities undertaken whilst on duty.</p> <p>Comparisons with other schedules: State Records Authority of New South Wales <i>NSW Fire Brigades</i> (DA143) for records documenting details of specific training received by members of the organisation and community fire unit, which includes hazardous material – reference number F10.16.2 – Retain for 30 years after training is completed.</p> <p>Queensland State Archives <i>Qld Local Government Sector</i> (QDAN480v3) for records relating to health surveillance and/or monitoring of individual employees engaged in hazardous occupations or exposed to hazardous substances or dangerous goods – reference number 22.4.2 – retain for 30 years after last action.</p> <p>Queensland State Archives <i>General Retention and Disposal Schedule for Administrative Records</i> (QDAN249v7) for records relating to hazardous substances and dangerous goods in the work place including their use, presence, handling, monitoring and storage, which includes exposure of individual employees to hazardous substances – reference number 14.4.3 – retain for 100 years after last action.</p>

Ref. No	Record class description and retention period	Log entry for appraisal
5.2.1	<p><i>Design and modification of fire emergency vehicles, equipment, protective clothing and uniforms - original design</i></p> <p>Records relating to the design and modification of specialised fire and emergency vehicles, equipment, protective clothing and uniforms, where the design is an original and not a copy of an Australian or international standard design.</p> <p><i>Retention period</i> – Retain permanently.</p>	<p>Background/business process:</p> <p>The national standards (and international standards) used are about the materials used in the protective clothing passing specific tests. Compliance certification occurs once Queensland Fire and Emergency Services has worked with a selected company on the specific garment in minor changes to design and construction from an already existing base that the company has in place. Once changes are made the garment must past the tests in the respective standards and certification is then provided, and a certification label is placed on the garment.</p> <p>The class just relates to the category of information found within the respective standard, such as a class of glove or boot. This forms part of the certification process and that record. SAI Global is the body that usually provides the certification once tests from registered laboratories have been collated and provided by the supplier.</p> <p>All protective clothing is to a national or international standard and the certification process is the main record here. The history on how Queensland Fire and Emergency Services came up with the final design is located within the State Operations Branch files. Changes to uniforms may also occur regularly (such as annually) for continuous improvement. Also includes uniforms not to a national standard.</p> <p>Regulatory requirements: Australian and Internal Standards</p> <p>Business requirements: These records may include designs unique to Queensland therefore provide a historical representation of the equipment and clothes used and worn by our fire and emergency workers. The records also provide evidence of the decisions made to design and produce protective clothing and equipment used by Queensland fire fighters. Overtime these designs could be challenged or could set the design for future equipment.</p> <p>Permanent retention criteria in accordance with Queensland State Archives Appraisal Statement: Characteristic 4 – Significant impact on individuals Characteristic 5 – Substantial contribution to community memory</p> <p>Community expectation: These records may include designs unique to Queensland therefore provide a historical representation of the equipment and clothes used and worn by our fire and emergency workers. The records also provide evidence of the decisions made to design and produce protective clothing and equipment used by Queensland fire</p>

Ref. No	Record class description and retention period	Log entry for appraisal
		<p>fighters.</p> <p>Comparisons with other schedules: State Records Authority of New South Wales <i>NSW Fire Brigades</i> (DA143) for master copies of specifications produced for the design of fire and emergency equipment – reference number F1.5.1 – retain as State archives.</p> <p>Public Records Office of Victoria <i>Victorian Country Fire Authority</i> (PROS 10/11) for records documenting the design and modification of specialised fire and emergency equipment and protective clothing and uniforms – reference numbers 5.2.1 and 6.2.1 – permanent.</p> <p>State Records of South Australia <i>South Australian Fire and Emergency Services Commission</i> (2004/15) for records relating to the design and/or modification of fire and emergency equipment, vehicles and protective clothing – reference number 20.4.4 – permanent.</p>
5.2.2	<p><i>Design and modification of fire and emergency vehicles, equipment, protective clothing and uniforms – copy of design</i></p> <p>Records relating to the design and modification of specialised fire and emergency vehicles and items where the design is a copy of an Australian or international standard design.</p> <p><i>Retention period</i> – Retain for 7 years after disposal of vehicle, item or clothing.</p>	<p>Background/business process: This class covers records relating to designs and modifications of specialised fire and emergency vehicles and items that are exact copies of an Australian or international standard design.</p> <p>Regulatory requirements: Nil</p> <p>Business requirements: These records provide evidence of the designs and modifications of specialised fire and emergency vehicles and items used/worn by a Queensland firefighter.</p> <p>Community expectation: The records provide evidence of the decisions made to design and produce protective clothing and equipment used by Queensland fire fighters.</p> <p>Comparisons with other schedules: Public Records Office of Victoria <i>Victorian Country Fire Authority</i> (PROS 10/11) for records documenting the design and modification of specialised fire and emergency equipment and protective clothing and uniforms – reference numbers 5.2.2 and 6.2.2 – destroy 7 years after superseded.</p> <p>Public Records Office of Victoria <i>Victorian Country Fire Authority</i> (PROS 10/11) for records documenting the design of protective clothing and uniforms that did not proceed to construction or manufacture – reference numbers 6.2.3 – destroy 7 years after clothing type or design was halted or not adopted.</p>

Ref. No	Record class description and retention period	Log entry for appraisal
5.2.3	<p>Research and development - designs</p> <p>Final reports or findings of research relating to protective clothing and uniforms, which lead to significant change in approved protective clothing, suppliers, training, procedures, policy or legislation.</p> <p>Retention period – Retain permanently.</p>	<p>Background/business process: Queensland Fire and Emergency Services undertake research and development around the design of fire and emergency equipment. New and better designs to meet demand and sophistication required to ensure the best safety is achieved for fire fighters, environment and community.</p> <p>Regulatory requirements: Nil</p> <p>Business requirements: Changes to uniforms occur when a fabric that insulates better from heat or cold is found.</p> <p>Permanent retention criteria in accordance with Queensland State Archives Appraisal Statement: Characteristic 4 – Significant impact on individuals Characteristic 5 – Substantial contribution to community memory</p> <p>Community expectation: Research is undertaken on new materials and methods used to identify the latest techniques and safety equipment for firefighters.</p> <p>Comparisons with other schedules: Public Records Office of Victoria <i>Victorian Country Fire Authority</i> (PROS 10/11) for final reports or findings of research relating to protective clothing – reference numbers 6.3.1 – permanent.</p>
5.2.4	<p>Research and development - designs not used</p> <p>Final reports or findings of research relating to protective clothing and uniforms which has limited or no impact on approved protective clothing, suppliers, training, procedures, policy or legislation.</p> <p>Retention period – Retain for</p>	<p>Background/business process: Queensland Fire and Emergency Services undertake research and development around the design of fire and emergency equipment. New and better designs to meet demand and sophistication required to ensure the best safety is achieved for fire fighters, environment and community.</p> <p>Regulatory requirements: Nil</p> <p>Business requirements: These records are used to provide evidence of the research undertaken. The records are used to support future research and provide a history of the changes in designs and techniques.</p> <p>Comparisons with other schedules: Public Records Office of Victoria <i>Victorian Country Fire Authority</i> (PROS 10/11) for final reports or findings of research relating to protective clothing – reference numbers 6.3.2 – destroy 15 years after release of final</p>

Ref. No	Record class description and retention period	Log entry for appraisal
	15 years after last action.	report or findings.

Function No	Title	Scope Note
6	FIRE LEVY MANAGEMENT	The function of administering the fire levy scheme, which includes the constitution of levy districts and prescribing fire levy contributions.

Activities

6.1 Fire Levy Scheme

Ref. No	Record class description and retention period	Log entry for appraisal
6.1.1	<p>Constitution and levy districts Records related to the creation, amendment, amalgamation or removal of levy districts, in accordance with the <i>Fire and Rescue Service Regulation 2011</i>.</p> <p>Retention period – Retain for 7 years after last action.</p>	<p>Background/business process: The Emergency Management, Fire and Rescue Levy (previously Urban Levy Scheme) was introduced in 1985 to partially fund the Fire and Emergency Services. The scheme is administered under the <i>Fire and Rescue Service Act 1990</i> which applies a levy on properties within a district and places a legal obligation on local governments to collect the levy.</p> <p>Boundaries are based on travel time from Queensland Fire and Emergency Services station, which dictates whether the service is provided by urban or rural teams. It also highlights the area and class of service which determines the annual contribution to the levy.</p> <p>The Commissioner may:</p> <ul style="list-style-type: none"> • Establish new levy districts – provides a new service. • Amend a current levy district (e.g. expand boundaries) - this will happen if a new sub division is created; the boundaries are moved to incorporate the new houses in the levy district. • Remove a levy district – this will happen if a district is downgraded from urban to a rural service. <p>Regulatory requirements: <i>Fire and Rescue Service Act 1990</i> <i>Fire and Rescue Service Regulation 2001</i></p> <p>Business requirements: Business cases records are used to make changes to existing levy district boundaries or create new ones. All</p>

Ref. No	Record class description and retention period	Log entry for appraisal
		<p>boundaries are approved by the Commissioner. These records are not required for audit purposes but evidence of the decisions made regarding the levy districts.</p> <p>Levy district maps are kept electronically as PDF's generated by the Geographic Information System (GIS).</p> <p>Community expectation: Provides evidence of the management of the levies and the development of the districts.</p> <p>Comparisons with other schedules: Australian Capital Territory <i>Emergency Management Records Disposal Schedule</i> (NI2012-185) for records documenting the planning and establishment of fire districts. Includes alterations to boundaries – reference number 089.079.002 – destroy 7 years after event.</p> <p>State Records Authority of New South Wales <i>NSW Fire Brigades</i> (DA143) for records relating to local government contribution files including contact details, correspondence in regards to collection of contribution, calculations of contribution, penalties in relation to returns and failure to make contribution payment – reference number F6.1.2 – retain a minimum of 10 years after last action.</p> <p>Public Records Office of Victoria <i>Victorian Metropolitan Fire and Emergency Services Board</i> (PROS 01/02) for records on levy assessment and collection relating to case files on the contributions towards annual expenditure made by municipal councils and insurance companies as prescribed in the legislation – reference number 6.1.2 – destroy 7 years after last action.</p>
6.1.2	<p><i>Fire levy contributions and local government audits</i></p> <p>Records related to the management of fire levy contributions and audits including:</p> <ul style="list-style-type: none"> • returns by component of local governments • refunds to Council or ratepayers due to a misapplication, clerical or system error in applying the 	<p>Background/business process: The <i>Fire and Rescue Service Act 1990</i> determines in conjunction with the <i>Local Government Act 2009</i> how levies are administered. Together they provide powers such as interest on levies, rates recovery, sale of land for arrears of rates, powers of entry for the purposes of categorisation etc.</p> <p>Regulatory requirements: <i>Fire and Rescue Service Act 1990</i> <i>Fire and Rescue Service Regulation 2001</i> <i>Local Government Act 2009</i></p> <p>Business requirements: These records are used to assist in determining budget requirements and for future service delivery planning. These records are linked to receipt of monies therefore the records are required for the same period of time the related financial records are retained, which is 7 years within the <i>General Retention and Disposal</i></p>

Ref. No	Record class description and retention period	Log entry for appraisal
	<p>fire levy scheme</p> <ul style="list-style-type: none"> complete accounts of Local Government audits either as physical audit or an internal control self-assessment. <p>Retention period – Retain for 7 years after end of financial year.</p>	<p><i>Schedule for Administrative Records</i> (QDAN249v7).</p> <p>Community expectation: Provides evidence of the administration of the levy.</p> <p>Comparisons with other schedules: Public Records Office of Victoria <i>Victorian Metropolitan Fire and Emergency Services Board</i> (PROS 01/02) for records on levy assessment and collection relating to case files on the contributions towards annual expenditure made by municipal councils and insurance companies as prescribed in the legislation – reference number 6.1.2 – destroy 7 years after last action.</p> <p>Queensland State Archives <i>Local Government Sector Retention and Disposal Schedule</i> (QDAN480v4) for records relating to money raised by the imposition of a charge or tax on a service, including fire service, tourism, green, city beautification and other levies - reference number 25.3.1 – retain for 5 years from end of last financial year.</p> <p>Queensland State Archives <i>General Retention and Disposal Schedule for Administrative Records</i> (QDAN249v7) for records relating to the payment or receipt of money – reference number 4.1.2 – retain for 7 years after the financial year to which the records relate.</p>
6.1.3	<p>Fire levy appeal</p> <p>Records relating to appeals from the public against their Emergency Management, Fire and Rescue levy classification by a local government, in accordance with the <i>Fire and Rescue Service Act 1990</i>.</p> <p>Retention period – Retain for 1 year after last action.</p>	<p>Background/business process: An owner of a property to whom a levy notice is given may appeal to the Queensland Fire and Emergency Services against a local government’s determination.</p> <p>Regulatory requirements: s113 of the <i>Fire and Rescue Service Act 1990</i> – an owner of property to whom a levy notice is given may appeal to the commissioner on any of the following grounds and on no other grounds: (a) that the property is not prescribed property; (b) that an amount shown in the notice is incorrect because of a typographical, mathematical or similar error, including a typographical or similar error incorrectly categorising the property; (c) that, for determining the contributions payable under section 108— (i) the local government has incorrectly categorised the property, other than because of an error mentioned in paragraph (b); or (ii) the prescribed property should in the circumstances be taken to be within a category other than the category on which the local government based its determination.</p>

Ref. No	Record class description and retention period	Log entry for appraisal
		<p>Business requirements: Appeals must be made within 30 days after the levy notice is given. These records provide evidence of the decisions made by Queensland Fire and Emergency Services to either allow or reject an appeal. Under the above Act an appeal may not be considered if a previous appeal was lodged. Summary data retained on an applicant appealing a fire levy is covered under 6.1.4.</p> <p>Community expectation: Provide evidence of the appeal outcome and decision making process.</p> <p>Comparisons with other schedules: Queensland State Archives <i>Local Government Sector Retention and Disposal Schedule</i> (QDAN480v4) for development applications for a material change of use that are refused by the local government – reference number 7.6.2 – retain for 2 years after last action.</p> <p>Queensland State Archives <i>Maritime Safety Sector Retention and Disposal Schedule</i> (QDAN690v1) for records relating to appeals against the refusal or cancellation of a buoy mooring authority – reference number 4.8.1 – retain for 10 years after conclusion of appeal process.</p>
6.1.4	<p>Fire levy appeal – summary details Details recorded about an applicant appealing a fire levy.</p> <p>Retention period – Retain for 7 year after last action.</p>	<p>Background/business process: Summary data is retained about an applicant appealing a fire levy notice. In accordance with s113(5) an appeal may not be considered if a previous appeal has been received for the same property.</p> <p>Regulatory requirements: s113 (5) of the <i>Fire and Rescue Service Act 1990</i> – the commissioner need not consider an appeal against a levy notice for the property if:</p> <ul style="list-style-type: none"> (a) an appeal against a previous levy notice for the same property has been lodged under this section on a ground mentioned in subsection (1)(a) or (c); and (b) the appeal was rejected; and (c) since the appeal against the previous levy notice was lodged, there has not been a material change of use under the <i>Sustainable Planning Act 2009</i> for the property. <p>S10 (2) of the <i>Limitations of Actions Act 1974</i></p> <p>Business requirements: A history of summary details about previous appeal applicants is required to support the decision of the</p>

Ref. No	Record class description and retention period	Log entry for appraisal
		<p>commissioner when considering an appeal.</p> <p>Community expectation: Provide evidence of the appeal outcome and decision making process.</p> <p>Comparisons with other schedules: Queensland State Archives <i>Maritime Safety Sector Retention and Disposal Schedule</i> (QDAN690v1) for records relating to appeals against the refusal or cancellation of a buoy mooring authority – reference number 4.8.1 – retain for 10 years after conclusion of appeal process.</p>

Function No	Title	Scope Note
7	LEGACY RECORDS	<p>This section covers certain legacy records created by the following agencies:</p> <ul style="list-style-type: none"> • Brisbane Metropolitan Fire Brigade • Brisbane Volunteer Fire Brigade • City Volunteer Fire Brigade • Regional fire brigades • Queensland Fire Service • Rural Fire Brigades • Metropolitan Fire Brigade • Rural Fires Council • Fire Boards • Rural Fire Boards • Queensland Fire and Rescue Authority

Ref. No	Record class description and retention period	Log entry for appraisal
7.1.5	<p><i>Fire fascination programs</i></p> <p>Records relating to preventative strategies to deal with fire play that are developed and facilitated by specially trained fire fighters.</p> <p>Includes fight fire fascination, an education and development program that proactively focuses on the problems associated with young people</p>	<p>Background/business process:</p> <p>The fire fascination program was disbanded in 2013. Fire fascination covered programs developed and facilitated by Queensland Fire and Emergency Services to mitigate the very real issues of people setting and playing with fire, particularly young people and children.</p> <p>The fight fire fascination program was designed to tackle fire play and fire setting by children. While many children may have some interest in fires, playing with matches and subsequent fire setting is an unacceptable behaviour which, if identified early, is addressed by specially trained fire fighters working with young people and their families. The program is designed to educate children about fire danger. Fire fighters visit children and their families at home during the program to promote awareness of fire safety and use a series of goals, objectives and rewards to stop fire fascination at an early age.</p> <p>Regulatory requirements: Nil</p>

Ref. No	Record class description and retention period	Log entry for appraisal
	<p>and children that have an unhealthy interest in fire.</p> <p>Retention period – retain 7 years after the child turns 18 years of age.</p>	<p>Business requirements: These records are required to demonstrate the agencies prevention strategies towards fire fascination and promotion of fire safety. The records are treated as case records as they record the interaction and strategies specifically developed between a child, the community, and fire officer to prevent a repeat incident or potential incident occurring. The case records are not required once the child becomes an adult as the case would have closed.</p> <p>Information recorded in the community safety operations system (CSOS) provides statistics for other agencies, such as Police and Community Services. Analysis of these statistics also identifies the need for future education programs.</p> <p>Community expectation: The program brings the community and the agency together to try and combat the fascination children have with fire. The development of a program may be triggered by an incident and these records provide evidence of the strategies and successes, or not, of the program to mitigate and promote fire safety. It is important for the community to see improvement and commitment by the government to deal with fire fascination.</p> <p>Comparisons with other schedules: Public Records Office of Victoria <i>Victorian Metropolitan Fire and Emergency Services Board</i> (PROS 01/02) for:</p> <ul style="list-style-type: none"> • summary records from Juvenile Fire Awareness and Intervention Program – reference number 3.4.1 – permanent. • case files from Juvenile Fire Awareness and Intervention Program – reference number 3.4.2 – destroy 25 years after case is concluded. <p>Public Records Office of Victoria <i>Victorian Country Fire Authority</i> (PROS 10/11) for records documenting final and approved community safety programs, campaigns and incidents – reference number 2.2.1 – retain as state archives.</p> <p>State Records of South Australia <i>South Australian Fire and Emergency Services Commission</i> (2004/15) for:</p> <ul style="list-style-type: none"> • summaries of files relating to programs concerned with child fire behaviour – reference number 1.1.1 – permanent. • case files relating to programs concerned with child fire behaviour – reference number 1.1.2 – destroy 7 years after the child would be expected to attain the age of majority.