Appraisal Report for Fire and Emergency New Zealand

File/Document ID	
Agency	Fire and Emergency New Zealand
Contact Name and Details	Consultant: Agency contact:

Contents

Purpose

The disposal of Fire and Emergency New Zealand (Fire and Emergency) information and records must be authorised by the Chief Archivist as per the requirements of the Public Records Act 2005.

The purpose of this appraisal report is to outline the context in which information and records are created and managed at Fire and Emergency, and to document the disposal recommendations and appraisal evaluation of information and records not covered by the General Disposal Authorities (GDAs), for approval by the Chief Archivist.

The accompanying disposal schedule identifies the:

- different classes of Fire and Emergency-specific information and records that are created and received by the agency
- recommended time period for keeping information and records prior to their destruction or transfer to Archives New Zealand.

About the disposal schedule

Schedule overview

The disposal schedule accompanying this report applies to information and records pertaining to the functions of Fire and Emergency. It consists of 14 classes of information and records:

1. Emergency management
2. Asset management
3. Providing built environment advice
4. Community education and marketing
5. Managing safety and wellbeing
6. Development and learning
7. Human Resources management
8. Dispute Resolution Scheme management
9. Independent Complaints Service management
10. Levy management
11. Research and evaluation services
12. Strategic relationship management
13. Governance and strategic management
14. Organisation management

Scope of the disposal schedule

This disposal schedule applies to all information and records in any format, within all systems created and used by Fire and Emergency. The disposal schedule covers all of the following:

- Digital documents and records
- Information in line of business systems and databases
- Legacy hard-copy records.

Where appropriate, Fire and Emergency will use the following Archives New Zealand General Disposal Authorities (GDAs) for information and records covered by those disposal authorities:

- GDA6 Common corporate service public records
- GDA 7 Facilitative, transitory, and/or short-term value records

About the agency

History of Fire and Emergency[1]

New Zealand's first volunteer fire services were founded in the 1850s. Since then, firefighting in New Zealand has evolved in line with international standards into the mix of paid full-time, paid on-call and volunteer responders who make up Fire and Emergency New Zealand today.

For most of their history, New Zealand's fire services were funded and managed locally. There was little central coordination, resulting in significant variation between local fire services.

Fire safety legislation

The Ballantynes Fire of 1947, in which 41 people lost their lives, was a watershed moment in the history of fire services in New Zealand. It led to the passing of the first fire safety legislation.

A further reform in 1975 amalgamated local authority Fire Boards into a national New Zealand Fire Service. However, Rural Fire Authorities were retained as separate organisations, coordinated by the National Rural Fire Authority.

For over 40 years, there were no further significant changes to fire service legislation. This was despite significant changes in New Zealand's firefighting environment.

Reviews of fire services

Two reviews of the fire services were undertaken between 2012 and 2015. These considered mandate, rural and urban governance and support structures, legislation modernisation, funding, and coordination with other emergency services.

Through extensive consultation with stakeholders, these reviews resulted in wide agreement on the type of fire services needed in New Zealand, and how best those services should be supported and funded. They paved the way for reform.

These reviews also drew on lessons from other fire services internationally on how best to approach the reforms. To be successful, the changes should be co-designed with the sector, incorporate the perspective of communities, and grow an organisation that reflects the communities it serves.

Creation of Fire and Emergency New Zealand

Following these two reviews, Cabinet agreed to unify urban and rural fire services, to use a new funding model, to repeal two Acts, and to create a new law for fire services in New Zealand. Fire and Emergency New Zealand was established on 1 July 2017. The agency brought together in a single, unified organisation people from the New Zealand Fire Service, the Fire Service Commission, the National Rural Fire Authority, 12 rural fire districts and 26 territorial authority rural fire authorities.

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[1] From Fire and Emergency website https://www.fireandemergency.nz/about-us/what-we-do/our-story/

Functions

Fire and Emergency is a Crown Entity with a mandate to provide a wide range of services for communities.

Main functions

Fire and Emergency's main functions are:

- promoting fire safety (including guidance on the safe use of fire as a land management tool) and firefighting
- delivering fire prevention, response, and suppression services
- stabilising and rendering safe incidents involving hazardous substances
- protecting the safety of persons and property endangered by incidents involving hazardous substances
- rescuing trapped people as a result of transport accidents or other incidents
- undertaking urban search and rescue.

Other functions

Fire and Emergency may carry out other functions if it has capability and capacity, and provided this does not affect the organisation's ability to carry out its main functions. Additional functions are:

- responding to:
  - o medical emergencies
  - o maritime incidents
  - o weather events, natural hazard events and disasters
  - o incidents where substances present a risk to people, property, or the environment
  - o any other situation where they can assist
- promoting safe handling, labelling, signage, storage, and transportation of hazardous substances
- performing other rescues
- providing assistance at transport incidents.

Incidents attended

In 2022 Fire and Emergency attended over 85,000 incidents, including:

- 18,000 fires
- almost 14,000 medical emergencies
- over 9,000 motor vehicle accidents.

Structure

Leadership

The Executive Leadership Team is accountable to the Fire and Emergency New Zealand Board, through the Chief Executive, for the leadership and management of the organisation. The Board of Fire and Emergency is appointed by the Minister of Internal Affairs. Terms of appointment are usually for three years and members are eligible for reappointment.

The Chief Executive works with the Board and managers to provide strategic direction to the agency, and reports to Ministers and the public on the agency's work. Seven Deputy Chief Executives report to the Chief Executive.

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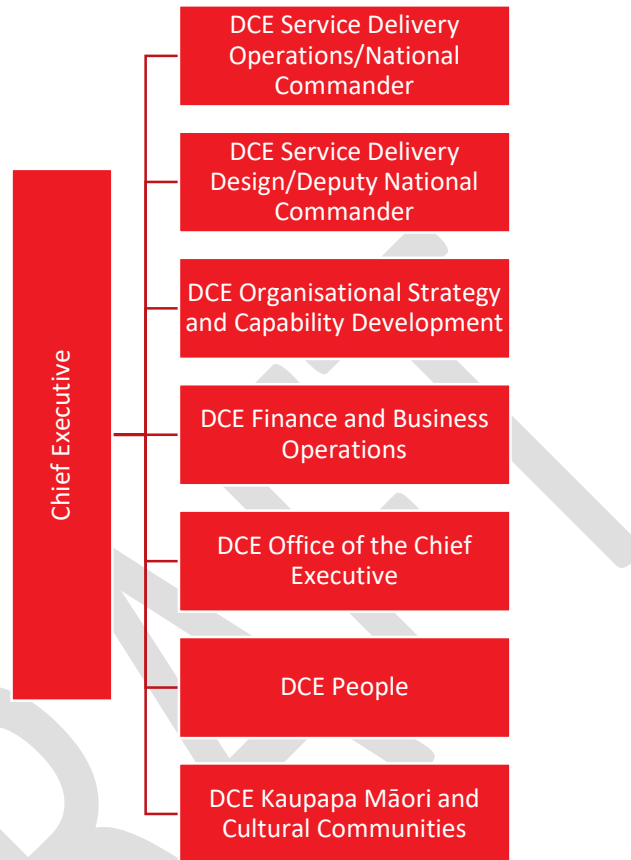
Workforce

Fire and Emergency has a workforce of over 14,500 people[2]. This is made up of:

- 1,766 career firefighters
- 8,701 volunteer firefighters
- 1,847 volunteer brigade support
- 1,152 volunteer operational support
- 1,098 management and support

The career firefighters are based at 43 career and 36 composite (joint career and volunteer) stations in larger population centres. The volunteers operate mostly out of rural and smaller urban centre stations. There are 637 fire stations across New Zealand. Management and support staff are based at National Headquarters in Wellington, regional and district offices around the country and at the National Communication and training centres.

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[2] https://www.fireandemergency.nz/assets/Documents/Files/Briefing-to-Incoming-Minister-January-2023.pdf

Information and record-keeping environment

Records Management Team

Fire and Emergency has a small Records Management team of a Team Leader and two Advisors. The Records Management team provides records management services and subject matter expertise across the organisation, covering all information formats and systems where information and records are held.

Information governance

Fire and Emergency does not currently have an information governance committee in place, but a Public Records Act 2005 audit completed in 2022 made a priority recommendation that a governance group be established, and this is due to be addressed before the end of 2023.

Format of records

The majority of Fire and Emergency's information and records are born-digital. However, a small number of records continue to be physical to enable the organisation to engage with and provide services to our volunteer firefighter cohort, who may be geographically and digitally isolated.

Storing digital records

At present, Fire and Emergency's primary digital records repository is three shared network drives, with multiple parts of the business increasingly using MS Teams and SharePoint for their information and records storage. Fire and Emergency is in the early stages of planning to formally move off the shared network drives to SharePoint. Fire and Emergency envisages that the shared drives would be retained as historic read-only repositories until resources and technical capabilities are in place to apply disposal actions.

Like all large public-sector agencies, Fire and Emergency uses multiple line of business systems that hold significant volumes of information and records. Below is a core list of the digital line of business systems and repositories used.

System Name	Use
Shared Drives (P, N, S)	Official repository for Fire and Emergency's unstructured digital information and records (documents, photos, video files, etc.). Includes the: • N drive (used by geographically dispersed teams) • P drive (used by National Headquarter-based staff and corporate functions) • S drive (used by Regional and District teams).
Teams and SharePoint	Widely used across the organisation for collaboration, messaging, and document storage. Likely to replace the shared drives by 2025 as Fire and Emergency's main repository for electronic documents and records.

System Name	Use
Station Management System (SMS)	SMS provides a single integrated application that manages tasks and information required by Operational Crews and Business Units throughout Fire and Emergency. Has reporting functions including: • Building Reports • Evac Reports • Fire Alarm Reports • Roster Reports • Incident Reports • Site Reports • OSM Reports • Task Reports • Volunteer Reports. SMS is also integrated into several other internal Fire and Emergency systems to enable data sharing.
ICAD	The Intergraph Computer-Aided Dispatch (ICAD) system holds records of Fire and Emergency incidents attended.
Contract Eagle	Used by the Procurement function. Stores contract documents in a secure centralised repository along with supporting information such as pricing and performance reports.
JD Edwards FMIS and AMIS	JD Edwards is used for financial transaction processing and asset management. It holds records relating to both of those business activities.
Approval Plus	Used for processing all invoices for payment. It includes document storage for invoices and payment-related records.
Learning Station (TMS) Learning Management System (LMS)	Training Management System and Learning Management System contains: • a catalogue of digital training courses available to Fire and Emergency personnel • learner records and information about courses taken • results and qualifications achieved • learners' personal information.
PSe and HRIS	Payroll and Human Resources Information Systems. Hold significant volumes of personal information and human resources-related records and data relating to the functions of managing payroll and employees.

System Name	Use
	Note: both systems are due to be replaced in 2024, with a project currently underway to ensure appropriate information migration of active records, and retention of inactive records.
ArcGIS	A cloud-based Geographical Information System platform used by Fire and Emergency to process geographical location data – for example: • maintaining national geographical database sets • delivering mapping content to SMART Map.
Smart Tools	A suite of tools including: • SMART Map (now known as Te Kāpehu), which holds national spatial location-based data and is integrated with SMS • SMART Change – an application recording changes in common place names • TRENZ Dashboard – contains records of fire incidents from the past 365 days) • SMART Status • SMART Atlas • Cognos Analytics.
MPAD	For managing business processes and related documents such as: • AERIK (accident or event reporting), • Evacuation Schemes • Fire Investigations • Operational Readiness.
National Fire Permit System	Used to administer fire permitting and manage fire permits across New Zealand.
Āwhina DWMP	Digital Workflow Management Platform to manage and track workflows. Primarily stores information and records relating to workflows in Azure BLOB storage. Examples of workflows being developed for Āwhina DWMP include Volunteer Expense Claims, Evacuation Schemes, and Levy Management.
Safe@Work	Safety, Health, and Wellbeing system for: • recording details of work-related injury, illness, hazardous substance exposure, near miss or psychological harm events • records relating to investigations or follow-up of those events.
TotalCare	Third-party provided repository/database that holds details of maintenance, cleaning events and lifespan of firefighter/operational staff protective uniform.

Hard copy records

Fire and Emergency has approximately 12,200 boxes of inactive hard copy records currently stored with a secure off-site storage provider. These are geographically spread across the provider's facilities in New Zealand, with records lodged to their closest facility location.

There is also an unquantified volume of current physical records stored on Fire and Emergency premises around New Zealand, e.g., in Regional and District Offices. These are mostly personnel files and building files (evacuation schemes) for buildings in those geographic areas.

The Records Management team has a significant work programme ahead to properly identify and manage the physical records Fire and Emergency holds, including digitisation where beneficial to the business.
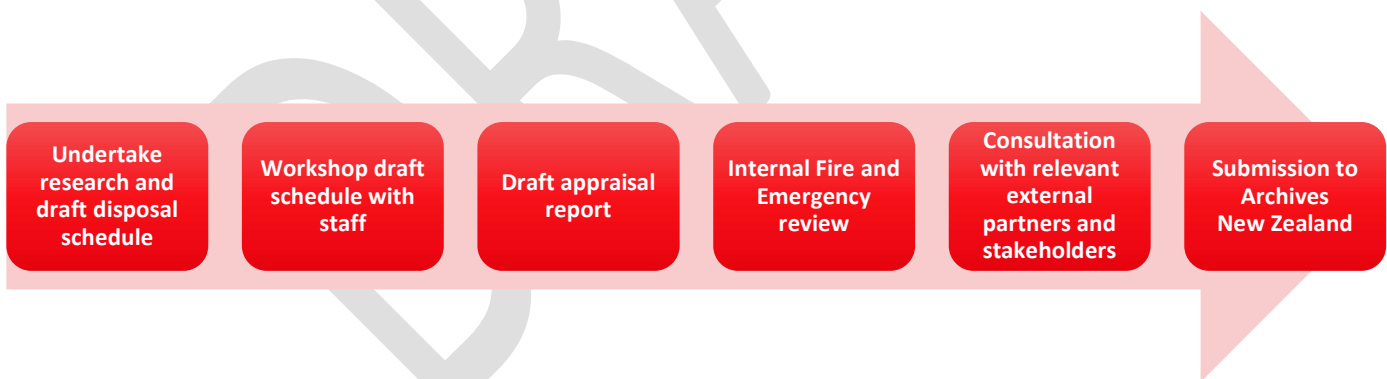
Disposal

The Records Management team is also planning a project to implement disposal across non-current physical records once this new disposal schedule is approved. They will be investigating how to implement it across digital repositories and systems where the system functionality enables disposal.

Methodology

Development activities

To develop the disposal schedule and appraisal report, the following activities were undertaken.

Undertake research and draft disposal schedule	Workshop draft schedule with staff	Draft appraisal report	Internal Fire and Emergency review	Consultation with relevant external partners and stakeholders	Submission to Archives New Zealand

Preceding disposal authorities of relevance

As a relatively new agency, Fire and Emergency have not previously had a specific disposal authority covering all of the information and records they create and maintain. However, the disposal authority of the now expired New Zealand Fire Service Commission (DA 544), which expired in 2022, did provide a starting point for the development of this new Fire and Emergency disposal schedule.

Appraisal criteria

The following selection principles have been used in assessing the value of the information and records covered by this disposal schedule. These principles are from the Archives New Zealand

[Public sector archival selection statement August 2019](#), which was developed to provide the rationale for selecting public records as archives.

Principle 1 – New Zealand public sector authority, functions, and activities
Description
Information and records that provide evidence of the authority and performance of the New Zealand public sector (including all public offices and local authorities as well as public/private partnerships and outsourced providers).

This includes information and records that illustrate and provide clarity on the functions of governing New Zealand, such as the development and implementation of public policies and programmes in response to national as well as international issues.

Particularly where the information and records:

- set a legal precedent and/or impact the development and/or implementation of legislation
- generate public interest, debate and/or controversy due to the costs involved, risks taken and/or impact created
- affect the obligations, responsibilities and/or liabilities of a public organisation
- document the development and implementation of innovative, unique, or precedent-setting practices, techniques, or methods.

Principle 2 – Treaty of Waitangi/Te Tiriti o Waitangi
Description

Information and records that provide evidence of recognition and respect for, or fulfilment of the Treaty of Waitangi/Te Tiriti o Waitangi (the Treaty) principles and the Crown's obligations, or in the absence of this, evidence of failure to fulfil these principles and/or obligations. Particularly where the information and records:

- provide evidence of negotiations and settlements between the Crown and iwi Māori in relation to the Treaty principles
- detail how the principles of the Treaty are being acknowledged and embedded
- document strategies to identify opportunities for partnerships with tangata whenua.

Principle 3 – Individual and community knowledge, identity, and memory
Description

Information and records that contribute to the knowledge and understanding of New Zealand, its history, geography, society, culture, and achievements, and to all New Zealanders' sense of their local, regional, and national identity and legal status, their Māori iwi/hapū and whānau, ethnic or other communities. Particularly where the information and records:

- involve land and/or resources considered to have community, cultural, Māori, environmental or heritage significance
- enable connections across generations or communities, providing links between the past and the present

- contribute to an understanding of New Zealand's history and the health, well-being, and development of its society.

Internal review

Following the development of a draft disposal schedule and accompanying appraisal report, a process of internal review was undertaken to ensure that the identified classes, recommended disposal actions and time periods were appropriate and suitable from Fire and Emergency's perspective.

The draft documentation was then provided to the Legal team for review before external stakeholder consultation was approved by two Fire and Emergency Deputy Chief Executives.

Appendix 1 lists all the roles at Fire and Emergency consulted during the development of the disposal schedule or who reviewed the draft.

External consultation

To be updated with significant comments received once external consultation is completed

Format of the schedule

The disposal schedule spreadsheet accompanying this appraisal report contains the following fields.

Field name	Description
Class ID	The reference number of the disposal class
Class/subclass title	The title of the broad class and subclasses of information and records
Description and examples	A description and/or examples of the information and records covered
Trigger	The point when the minimum retention period begins
Minimum retention period	The minimum period of time for which the information and records must be kept after the trigger point before final disposal
Disposal action	The final disposal action on the information and records: • Transfer to Archives New Zealand • Destroy.

Use of the GDAs

Fire and Emergency intends, for the most part, to use the GDAs for information and records covered by those authorities. However, several classes in GDA6 do not provide appropriate disposal coverage to the degree to which they are needed, or do not express the activities covered by the GDA classes in a way that makes sense within the Fire and Emergency environment. There are several specific parts of the Fire and Emergency schedule which should be used instead of GDA6, as documented in the table below.

Class	Use of GDA6
Class 2 – Asset management	Some of GDA6 Class 5 applies. However, the Fire and Emergency-specific Asset management class (Class 2) contains some specific lines relating to disposal of information and records about equipment and property. Due to the specialist nature of the operational Fire and Emergency equipment and the specific property considerations for Fire and Emergency property, lines for these activities have been added to the Fire and Emergency-specific disposal schedule. The GDA6 property and equipment lines should only be applied to information and records relating to 'standard' corporate equipment and office spaces.
Class 5 – Managing safety and wellbeing	Some of GDA6 Class 3 applies. However, the Fire and Emergency-specific Safety and wellbeing class (Class 5) contains information relating to safety and wellbeing for the Fire and Emergency operational workforce, as GDA6 does not provide appropriate

Class	Use of GDA6
	coverage. Specific safety and wellbeing information and records not adequately covered by GDA6 are: • granting financial compensation for death, injury or disease incurred in the course of employment activities • health screening and monitoring, which covers the management and monitoring of the health screening programme that evaluates the health of Fire and Emergency personnel • injury and illness management and injury prevention. Specific lines covering such activities have therefore been created in Class 5.
Class 6 – Development and learning	GDA6 Class 3 applies and will be used to provide disposal decisions for common corporate records pertaining to learning, training and education. Specifically, GDA6 will be used to provide disposal decisions for non-operational staff training activities. However, any information and records related to firefighter or other operational staff development and learning about firefighting operations will be covered by specific lines in Class 6 of the Fire and Emergency-specific disposal schedule.
Class 7 – Human Resources management	Some of GDA6 Class 3 applies. However, that class has a specific exclusion for firefighters. Therefore, Class 7 contains specific lines relating to medical information and personnel records for career or volunteer firefighters. Class 7 also contains lines for career retention, honours, and awards, etc. that are specific to Fire and Emergency. Personnel records for non-operational roles are covered by GDA6.
Class 13 – Governance and strategic management	Some of GDA6 Classes 1 and 6 apply and will be used to provide disposal decisions for common corporate records pertaining to governance and strategic management. However where GDA6 does not adequately or sensibly cover the records of governance and strategic management, specific lines covering such activities have been created in Class 13.
Class 14 – Organisation management	Some of GDA6 classes 2, 7, 8 apply and will be used However where GDA6 does not adequately or sensibly cover the records of organisation management (for example, privacy impact assessments, ICT operations) specific lines covering such activities have been created in Class 12. In addition, specific lines (14.11 and 14.12) have been created to cover contract and provider management across Fire and Emergency. GDA6/4.2.2 and 4.2.3 are not expressed in a way that is appropriate for Fire and Emergency, as contracts may involve

Class	Use of GDA6
	large quantities of money, but be of a routine nature, meaning the disposal actions in the GDAs are not appropriate.

GDA 7 will be used across all classes of Fire and Emergency information and records as appropriate.

Description and evaluation of classes

The sections below outline each class and provide details of information and records covered by that class, an evaluation, and a recommended disposal action. There are 14 classes of information and records in Fire and Emergency's disposal schedule. These cover core functions that are not already covered by Archives New Zealand's GDAs. They are:

1. Emergency management
2. Asset management
3. Providing built environment advice
4. Community education and marketing
5. Managing safety and wellbeing
6. Development and learning
7. Human Resources management
8. Dispute Resolution Scheme management
9. Independent Complaints Service management
10. Levy management
11. Research and evaluation services
12. Strategic relationship management
13. Governance and strategic management
14. Organisation management

Class 1 – Emergency Management

Description

This class covers information and records documenting activities associated with the core Fire and Emergency function of emergency management. It covers everything from planning and readiness to event response and the records created when Fire and Emergency responds to any event or incident. It also covers records of the National Communication Centres operated in conjunction with New Zealand Police, as well as records of the activities of issuing fire permits and weather monitoring. Its subclasses are:

1.1 – Large-scale event emergency planning

1.2 – Catastrophic event readiness planning

1.3 – Operational risk planning

1.4 – Operational readiness framework

1.5 – Operational readiness audits

1.6 – Operational audit summary reports

1.7 – Standards and codes of practice development

1.8 – Management of emergency readiness and response contracts

1.9 – Communication centres oversight

1.10 – Policy and standards

1.11 – CAD incident records

1.12 – Voice recordings

1.13 – Major event response

1.14 – Response deployments

1.15 – Event response administration

1.16 – Incident response

1.17 – Investigations carried out by a specialist investigator

1.18 – Investigations carried out by a specialist investigator involving multiple fatalities/serious injuries or that are considered to be of national significance

1.19 – Post-incident analysis

1.20 – Operational reviews

1.21 – Supporting documents for post-incident analysis or operational reviews

1.22 – Issuing fire permits

1.23 – Fire weather monitoring

Eight of these subclasses relate to the core planning and readiness activities of Fire and Emergency. This means activities undertaken to ensure that the agency is able to respond to emergency events as needed by undertaking planning for different types of events and ensuring they are ready to respond.

1.1 – Large-scale event emergency planning covers information and records that document the readiness planning undertaken to support emergency response to planned large-scale events. Fire and Emergency may be in a supporting role or working closely with other agencies (such as New Zealand Police) for such events. For records about the response to a specific event if there is an emergency, please see Subclasses 1.13, 1.14, and 1.15. Example large-scale events are:

• Rugby World Cup
• America's Cup
• Commonwealth Heads of Government Meeting (CHOGM)
• APEC
• Cricket World Cup
• FIFA Women's World Cup

Example information and records are:

• agency coordination records
• action plans
• tactical plans

- maps
- water supply information.

1.2 – Catastrophic event readiness planning covers information and records that document the readiness planning undertaken to support emergency response to an unexpected catastrophic event. A catastrophic event is one that is likely caused by a natural disaster and that may affect multiple locations and communities. Fire and Emergency may be acting in support of another agency leading the response, such as the National Emergency Management Agency. For records about the response to a specific event if there is an emergency, please see Subclasses 1.13, 1.14, and 1.15. Example catastrophic events are:

- major earthquakes
- cyclones
- severe floods
- volcanic eruption
- tsunami.

Example information and records are:

- agency coordination records
- National response plan
- District plans
- Mount Ruapehu volcanic response plan
- District tsunami plan

1.3 – Operational risk planning covers information and records documenting the readiness planning undertaken to minimise the risks of attendance by Fire and Emergency at particular types of sites and situations that pose special risks. For example:

- prisons
- oil refineries
- airports
- seaports
- warehouses.

Example information and records are:

- site reports
- tactical plans
- airport emergency plans
- port emergency response plans
- fuel installation tactical plans
- places of restraint tactical plans
- major hazard facilities tactical plans.

For records about the response to a specific event at a specific site if there is an emergency, see Subclasses 1.13, 1.14, and 1.15.

1.4 – Operational readiness framework covers information and records documenting the high-level planning and strategic development of the framework to ensure operational readiness in regard to operational policies, instructions, procedures, resources, facilities and personnel and any actions required to maintain operational efficiency at all times. Example information and records are:

- operational policy
- operational manuals
- operational methodology, systems, and processes
- operational instructions and procedures
- service delivery guidelines.

1.5 – Operational readiness audits covers information and records documenting operational readiness audits of stations. Example information and records are:

- annual station audit records
- three-yearly self-assessment audit records
- corrective action plans.

1.6 – Operational audit summary reports covers information and records summarising operational audit results. Example information and records are:

- outcome reports
- statistical reports.

1.7 – Standards and codes of practice development covers information and records of contributions to the development of national and international standards and codes of practice relating to emergency response, for example:

- AS/NZS 4824:2021 Protective clothing for firefighters
- SNZ PAS 4509:2008 New Zealand Fire Service firefighting water supplies
- ISO 23616: 2022 Cleaning, inspection, and repair of firefighters' personal protective equipment (PPE)
- ISO 11999-1:2015 1–5, 2016 6, 9 – PPE for firefighters
- ISO 18639 – 4:2018 PPE ensembles for firefighters undertaking specific rescue activities —Part 4: Gloves.

Example information and records are:

- approved standards
- submissions and feedback/commentary of drafts
- major drafts of standards/codes of practice.

1.8 – Management of emergency readiness and response contracts covers information and records documenting the contracts with private companies for the provision of aviation services, heavy plant and equipment hire to support emergency response. This subclass is separate from other routine contract and provider management subclasses in Class 14 because it relates to the provision of a core function of Fire and Emergency.

For example for providing:

- services to helicopters or fixed-wing water bombers to support wildfire response
- heavy equipment to support urban search and rescue work
- heavy equipment to assist with clearing during wildfires.

Example information and records are:

- contracts
- contract management records.

Four subclasses relate to information and records about the National Communication Centres. The National Communication Centres are operated jointly between Fire and Emergency and New Zealand Police. When a person dials 111, their call is answered by the Spark Emergency Service Operator in either Wellington or Christchurch and then transferred to the required emergency service. Communication Centres operate in Auckland Wellington, and Christchurch. The 111 service has been operating nationally since 1988. In December 2022, the Communication Centres received 8,166 emergency calls and 13,933 non-emergency calls. Fire and Emergency staff answered a phone call every 2.02 minutes and crews responded to an incident every 5.50 minutes. All calls to the 111-service are recorded. Details are entered into the Computer Aided Dispatch (CAD) system. If Fire and Emergency physically responds to a call, the details from CAD are copied into the Fire and Emergency Station Management System (SMS) as an incident (see Subclasses 1.16, 1.17 and 1.18). Additional alerts and notifications relating to emergencies (e.g. caller location information, alarm notification information) are captured by the Ministry of Business Innovation and Employment as part of a service they provide to the National Communication Centres. The MBIE-generated records will be covered by their own disposal schedule.

It desirable that New Zealand Police and Fire and Emergency have consistent disposal time periods and actions for the information and records they create relating to National Communication Centres. New Zealand Police are due to update their disposal schedule within the next two years. As part of the development of this disposal schedule, discussions were held with information management staff at New Zealand Police with the goal of consistency between the agencies about the disposal of these records.

1.9 – Communication centres oversight covers information and records that support the effective management of the Communication Centres. Example information and records are:

• contracts and memoranda of understanding (MOUs) with New Zealand Police
• relationship management records
• records of joint improvement projects with New Zealand Police
• reporting and statistics.

1.10 – Policy and standards covers information and records of the routine operational aspects of the Communication Centres. Example information and records are:

• operational policy
• operational standards.

1.11 – CAD incident records covers information and records of the incident raised in the Computer-Aided Dispatch (CAD) system for each emergency call. All CAD incident records are kept live in the CAD system for 30 days and then archived by New Zealand Police for three years. If Fire and Emergency physically responds to an emergency call, the CAD incident entry is copied into the incident management system as the beginning of a Fire and Emergency incident record covered by Subclasses 1.16, 1.17 and 1.18. If no physical response to an emergency call is made (e.g. trial evacuations, fumigations, water outages) then it is not copied to the incident management system and the record stays only within CAD until it is transferred the CAD archive. Example information and records are:

• incident entries in CAD.

1.12 – Voice recordings covers recordings of 111 phone calls received by the Communication Centres. Recordings are routinely made for all emergency calls received. Example information and records are:

• recordings of each call.

Three subclasses cover the information and records created relating to event response by Fire and Emergency. There are also six separate classes relating to incident response and investigation. An 'event' refers to something that occurs, such as an extreme weather event like Cyclone Gabriel or an earthquake. An event may involve multiple incidents because of or as part of one event. An event usually involves multiple agencies and/or interagency cooperation.

An 'incident' is a specific occurrence that Fire and Emergency has to respond to (for example, a house has flooded, and a family needs to be rescued). Each incident is assigned an incident number within SMS.

Examples:

- Cyclone Gabriel was an event in which thousands of incidents occurred and were therefore registered as separate incidents that were responded to.
- Abbey Caves emergency was an incident that was part of a flooding event that Fire and Emergency sent a team to.
- The Tasman fires were a major fire event as several large fires were involved; eachinvolved;alt with as incidents inside that larger event.

1.13 – Major event response covers information and records documenting the Fire and Emergency strategy and planning undertaken during response to major events that occur in New Zealand and internationally. Example major events are:

- Japanese earthquake and tsunami 2011
- Alberta (Canada) Wildfires 2023
- Edgecumbe floods (2017)
- Pigeon Valley fire (2019)
- Australia bush fires 2019/2020
- Napier Port ship fire (2020)
- Tangoio wildfire (2020)
- Waiharara wildfire (2021)
- Cyclone Gabrielle and Auckland floods 2023

Example information and records are:

- situation reports (sitreps)
- incident reports
- records documenting the management of the National, Regional or Local Coordination Centre activated in response to the major event
- deployment plans
- high-level logistics, including the dispatch of aircraft through National Air Desk or Urban Search and Rescue (USAR)
- media strategy and media releases
- update reports
- discussion papers
- lessons learnt and continuous improvement documentation
- post-deployment debrief and review.

1.14 – Response deployments covers information and records documenting the actual deployment of Fire and Emergency personnel in response to major national or international events. Example information and records are:

- official requests for assistance

- pre-deployment correspondence between Fire and Emergency and the country/people making the official request
- correspondence/thank you letters from politicians, senior officials
- finance information
- letters of engagement, signed code of conduct letters
- information relating to deployed persons
- briefing information, manifests
- plans such as safety plans, critical or significant incident plans, medical plans, fatigue management plans, contingency plans, public information plans and incident action plans
- risk assessments and associated health, safety, and security information
- logistical information such as equipment issue records, supplied equipment details, costs, etc.
- welfare information including near miss, accident information, insurance claims for medical events
- intelligence such as situation reports produced by the National Coordination Centre (NCC), in-country situation reports, reports from liaisons, photos
- newsletters to families and the wider business.

1.15 – Event response administration covers information and records of an administrative nature documenting event response and deployment actions. Example information and records are:

- low-level logistics records
- routine correspondence
- travel arrangements
- drafts of documentation covered by other event response subclasses.

1.16 – Incident response covers information and records detailing call-outs attended for both fires and emergencies. The incident record begins with the copying of information from the CAD system (from the National Communication Centres – see Subclass 1.11). Incident response includes incident investigations carried out by officers on the trucks which attended the incident as well as false alarms. Also includes the dispatch of aircraft through National Air Desk or Urban Search and Rescue (USAR) in response to incidents.

Example information and records are:

- incident records that capture data such as incident date, time and address of incident, names of officers attending, response time, details of the property and fire if appropriate, including cause, injuries and damage, details of how the fire or incident, if present, was extinguished and whether any assistance was required to contain the incident.

1.17 – Investigations carried out by a specialist investigator covers information and records documenting post-incident response investigations undertaken by a specialist investigator, whether fire investigations, or some other form of emergency response. A copy of the incident response record (Subclass 1.16) forms the beginning on the investigation record. This includes incidents:

- involving a single fatality
- that have no significant impact or change to organisational structure
- that have no significant impact or change to policies and procedures and/or legislation.

Example information and records are:

- investigation reports
- audio files

- photos/video
- corrective action plans
- personal notes and photographs.

1.18 – Investigations carried out by a specialist investigator involving multiple fatalities/serious injuries or that are considered to be of national significance covers information and records documenting post-emergency response investigations undertaken by a specialist investigator, whether fire investigations or some other form of emergency response that are for incidents involving multiple fatalities/or serious injuries or that are considered to be of national significance. Also includes those investigations that result in significant impact or change to organisational structure or significant impact or change to policies and procedures and/or legislation. For example:

- Ballantynes fire, Christchurch 1948
- Sprott House fire, Wellington 1969
- ICI fire, Mt Wellington 1984
- Port Hills fires 2017
- Tasman fires 2019
- Waiharara wildfire 2021

Example information and records are:

- investigation reports
- audio files
- photos/video
- corrective action plans
- personal notes and photographs.

Note: A copy of the incident response record (Subclass 1.16) forms the beginning of the investigation record.

1.19 – Post-incident analysis covers information and records documenting analysis carried out on incident reports to identify any issues or challenges in relation to:

- building design
- construction and management issues
- challenges faced by firefighters.

Example information and records are:

- post incident analysis reports

1.20 – Operational reviews covers information and records documenting operational reviews. Operational reviews are undertaken for significant incidents and/or where there is a Fire and Emergency fatality, for example:

- Imperial Chemicals Industries Fire 1984
- Icepak Coolstores Tamahere explosion and fire 2008
- Pike River Mine explosion 2010.

Example information and records are:

- operational review reports

1.21 – Supporting documents for post-incident analysis or operational reviews covers information and records of a supporting nature that inform post-incident analysis reports or operational reviews. Example information and records are:

- copies of incident reports
- copies of incident controller updates
- audio files
- corrective action plans
- personal notes
- photographs.

There is one subclass relating to the regulatory activity of issuing fire permits.

1.22 – Issuing fire permits covers information and records documenting the issuing of fire permits. The activity of issuing fire permits transferred from local authorities to Fire and Emergency in 2017 as part of its establishment. Example information and records are:

- applications
- inspection reports
- permits
- notifications of controlled burns.

One subclass relates to fire weather monitoring, which supports planning, awareness, and response to rural and wildfires in particular.

1.23 – Fire weather monitoring covers information and records relating to the fire weather monitoring activities. Example information and records are:

- daily data on fire danger levels
- fire behaviour indexes
- fuel moisture and weather indices.

Evaluation

Information and records that document readiness planning for emergency response (Subclasses 1.1, 1.2, 1.3, 1.4, and 1.6) provide valuable evidence of how Fire and Emergency carries out one of its core functions. They demonstrate the planning and readiness undertaken to ensure that Fire and Emergency are going to be able to respond to emergencies, whether natural disaster, large, planned events or routine events. These records provide insight to planning processes, planned responses and the level of planning necessary by Fire and Emergency at a national and local level to ensure they are in a state of readiness for all possible emergencies. They are therefore recommended for retention as public archives under Principles 1 and 3 of the Public sector archival selection statement.

Information and records that document how Fire and Emergency has contributed to the development of national and international standards (Subclass 1.7) provide evidence of how the agency has both led and contributed to the body of standards and knowledge about their specialist area. They also reflect how standards that they must comply with have been developed. They are therefore recommended for retention as public archives under Principle 1 of the Public sector archival selection statement.

Information and records that document how Fire and Emergency works with New Zealand Police to oversee the National Communication Centres (Subclass 1.9) provide evidence of how the communication centres are operated and the relationship between the two agencies that provide the 111-emergency call and dispatch service. This service is fundamental to the provision of

emergency services in New Zealand and is relied upon by all communities. They are therefore recommended for retention as public archives under Principle 1 of the Public sector archival selection statement.

Information and records that document how Fire and Emergency responds/has responded to certain types of incidents (Subclass 1.13, 1.18) provide evidence of the execution of a core function of Fire and Emergency. Different levels of emergency response may be executed, and they inform ongoing operations, lessons learnt, investigations undertaken and community knowledge. However, given the quantity of information and its diminishing use over time, it is not feasible to retain all event and incident response records permanently. For this reason, the event response, incident response and investigations have been streamed into major and more routine responses. The records of response to major events (Subclass 1.13), and investigations carried out by specialist investigators involving multiple fatalities/serious injuries (Subclass 1.18) provide evidence of the Fire and Emergency responses that have a degree of national significance and long-lasting interest for emergency service historians, affected families and communities, and fire and emergency response specialists. They are therefore recommended for retention as public archives under Principles 1 and 3 of the Public sector archival selection statement.

Information and records that are created following event or incident responses (Subclasses 1.19 and 1.20) provide information crucial to understanding the outcomes of events. These records provide evidence of changes made that will have a direct impact on how Fire and Emergency responds to incidents and events, whether in relation to building design, building construction and management issues, firefighter standard operating processes, standards followed, etc. They are therefore recommended for retention as public archives under Principle 1 of the Public sector archival selection statement.

Emergency readiness and response contracts (Subclass 1.8) provide Fire and Emergency with access to specialist services provided by private companies that are utilised in specific situations. Provision of such services means that Fire and Emergency does not need to maintain specialist fleet and equipment (such as fixed-wing water bombers or forest-clearing equipment) for specific kinds of fires. Although these records are important during their contract period, ultimately, they only provide evidence of a contract for service, and as such are of a routine nature. They are therefore recommended for destruction.

The policy and standards information and records for the National Communication Centres (Subclass 1.10) are at an operational level. Such records are therefore recommended for destruction as the oversight records (Subclass 1.9) will provide sufficient information of more strategic and archival value detailing how the National Communication Centres were operated.

Information and records documenting response deployments (Subclass 1.14), incident response (Subclass 1.16), and investigations carried out by a specialist investigator (Subclass 1.17) have medium-term value to Fire and Emergency and other interested parties as they are used to provide lessons learnt and inform changes in response protocols and incident statistics. However, because of their operational nature they do not have archival value and are recommended for destruction.

Information and records of a detailed nature that are better summarised, or reflected elsewhere (Subclasses 1.5, 1.11, 1.12, and 1.21) are recommended for destruction.

Fire permit records (Subclass 1.22) are of a routine operational nature only. Fire and Emergency use these records to inform research and statistical reporting relating to execution of the regulatory function they reflect. In addition, they may form part of the evidence for prosecutions and investigations relating to fires. Such investigations may not be opened immediately and when opened may require access to several years of issued permits. If a fire permit record does become part of an investigation or prosecution, a copy of the permit will form part of that record and

therefore be retained in line with the relevant subclasses. However, because of their routine operational nature, these records re ultimately recommended for destruction.

Information and records relating to fire weather monitoring (Subclass 1.23) are of a routine operational nature only. Fire and Emergency does require ongoing access to these records prior to destruction as they are used to inform forecasting, research and statistical modelling and reporting relating to wildfire readiness and planning. They are therefore recommended for destruction when business use ceases.

Event response administration records (Subclass 1.15) have routine administrative value only. They are therefore recommended for destruction.

Disposal recommendations

Retention as public archives

Information and records recommended for retention as public archives:

Subclass	Title
1.1	Large-scale event emergency planning
1.2	Catastrophic event readiness planning
1.3	Operational risk planning
1.4	Operational readiness framework
1.6	Operational audit summary reports
1.7	Standards and codes of practice development
1.9	Communication centre oversight
1.13	Major event response
1.18	Investigations carried out by a specialist investigator involving multiple fatalities/serious injuries or that are considered to be of national significance
1.19	Post-incident analysis
1.20	Operational reviews

Destruction

Information and records recommended for destruction:

Subclass	Title
1.5	Operational readiness audits
1.8	Management of emergency readiness and response contracts
1.10	Policy and standards

Subclass	Title
1.11	CAD incident records
1.12	Voice recordings
1.14	Response deployments
1.15	Event response administration
1.16	Incident response
1.17	Investigations carried out by a specialist investigator
1.21	Supporting documents for post-incident analysis or operational reviews
1.22	Issuing fire permits
1.23	Fire weather monitoring

Class 2 - Asset Management

Description

This class covers information and records documenting activities associated with planning about and managing the assets (land, buildings, fire appliances and equipment) used by Fire and Emergency to fulfil its functions. It covers records relating to the management of the Fire and Emergency fleet as well as the management of specialist equipment and buildings that are not covered by Archives New Zealand GDA6, which covers common corporate activities. Its subclasses are:

2.1 – Strategic asset and network plans

2.2 – Fleet planning, research, and evaluation

2.3 – Fleet acquisition

2.4 – Fleet maintenance

2.5 – Fleet maintenance – routine administration

2.6 – Fleet disposal

2.7 – Fleet procedures

2.8 – Equipment and uniform research and evaluation

2.9 – Equipment defects or unsatisfactory performance

2.10 – Equipment use and disposal

2.11 – Chemicals management

2.12 – Equipment procedures

2.13 – Property planning

2.14 – Property maintenance plans

2.15 – Property acquisition and disposal

2.16 – Property disposal where property was used to store hazardous chemicals

Fire and Emergency is a capital-intensive organisation. The value of the assets currently under management is about $1.7 billion, of which $1.34 billion comprises land, buildings, fire appliances and equipment. Fire and Emergency maintains one of the largest fleets of commercial vehicles in the country, with more than 1,280 fire trucks and specialist response vehicles. One subclass relates to the strategic planning for those assets.

2.1 - Strategic asset and network plans covers information and records of the activities associated with strategic national planning to ensure the long-term fleet, operational equipment and property resources of Fire and Emergency match community expectations and risk assessments. Example information and records are:

- strategic plans e.g. Strategic asset management plan (SAMP) 2019–2028
- supporting documentation that informs the strategic plans.

Six subclasses cover information and records relating to the Fire and Emergency fleet, which contains many vehicles of a specialist nature. Records cover the activities relating to fleet planning, research, and evaluation of fleet vehicles and then their purchase, management, and maintenance.

2.2 – Fleet planning, research, and evaluation covers information and records of the strategic plans, detailing the fleet requirements and allocation. It covers both red and white fleet. Red fleet is operational vehicles such as aerial appliances, hazard command vehicles, pump trucks, and specialist response. White fleet is all other Fire and Emergency vehicles, such as utes and pool cars. Information and records include the records documenting research and evaluation activities and projects to evaluate needs to ensure best fit for purpose. Example information and records are:

- final reports, significant drafts, and evaluations for all appliances such as trucks and Hazmat Command Vehicles
- project briefs
- documentation that provided input to the final reports
- specifications of vehicles
- evaluation records
- health and safety records relating to fleet vehicles.

2.3 – Fleet acquisition covers information and records supporting the supply and leasing of fleet vehicles. These records are created as part of the process when Fire and Emergency acquires new specialist vehicles and ensures they are fit for purpose and roll-out. It excludes records of the actual procurement activity (such as requests for proposal and responses) are covered by GDA6/4.2.4. Example information and records are:

- vehicle testing records
- information about vehicle modifications, e.g. stowage plans
- appliance supplier roll-out documentation.

2.4 – Fleet maintenance covers information and records documenting maintenance, usage and repairing of fleet vehicles. It excludes records relating to managing maintenance contracts and the relationship with maintenance providers, which are covered by Subclasses 14.11 and 14.12. It also excludes routine vehicle records, such as records of road user charges and fuel cards, which are covered by GDA6. Example information and records are:

- fleet reporting

- warranty claims
- records of refurbishment
- appliance fault books
- vehicle maintenance records.

2.5 – Fleet maintenance – routine administration covers information and records documenting the routine administrative aspects of the maintenance of fleet vehicles. Example information and records are:

- logistical emails with providers
- low-level maintenance requests and correspondence.

Subclass 2.6 – Fleet disposal covers information and records documenting the disposal of fleet vehicles. Example information and records are:

- vehicle sale information
- vehicle transfer notices.

2.7 – Fleet procedures covers information and records documenting the operating instructions for each vehicle or appliance (such as the Hazmat Command Vehicle). Example information and records are:

- operating instruction manuals
- maintenance manuals.

Five subclasses relate to records of operational equipment, uniform, and chemical management.

2.8 – Equipment and uniform research and evaluation covers information and records documenting research and evaluation to ensure equipment is best fit for purpose. It excludes records of the actual procurement activity (such as requests for proposal and responses), which are covered by GDA6/4.2.4. Example information and records are:

- market analysis, market sounding, business, and marketing intelligence
- procurement plans
- final reports, significant drafts and evaluations/trials for all operational equipment, protective clothing, and uniforms
- meeting minutes and notes from consultation groups.

2.9 – Equipment defects or unsatisfactory performance covers information and records relating to the response to defective or unsatisfactory equipment. Example information and records are:

- Reports on Defective or Unsatisfactory Equipment (RODUE)
- investigation reports
- remediation reports.

2.10 – Equipment use and disposal covers information and records documenting the use and disposal of equipment. Example information and records are:

- testing records
- maintenance records
- equipment disposal details.

2.11 – Chemicals management covers information and records that document the management of chemicals used by Fire and Emergency. Example information and records are:

- chemical Safety Data Sheets (SDS)
- records of chemical disposal
- project to replace and redistribute chemical types.

2.12 – Equipment procedures covers information and records documenting how to operate each piece of equipment. Example information and records are:

- operating instruction manuals
- maintenance, test, certification standards, advisory notices
- maintenance manuals
- internally produced operating procedures, e.g. recommissioning functional checklists
- National Equipment Management Policy Statements (NEMPS).

GDA6 will be utilised for many of the day-to-day property records. However there are four subclasses of records that cover the activities and requirements relating to Fire and Emergency property.

2.13 – Property planning covers information and records documenting the strategic and long-term plans detailing property requirements and upgrades to the Fire and Emergency property portfolio. Example information and records are:

- portfolio programme of work
- strategic planning documentation
- plans about how to respond to issues over the entire portfolio, such as asbestos removal
- resource consents received
- location compliance certificates relating to chemicals, fuels, etc.

2.14 – Property maintenance plans covers information and records documenting the maintenance plans for specific stations/property. It excludes records of actual property maintenance, which are covered by GDA6. Example information and records are:

- asbestos removal plans
- seismic upgrade plans
- non-reticulated water supply plans
- refurbishment plans.

2.15 – Property acquisition and disposal covers information and records of property acquisition and disposal created to support the purchase of specific pieces of land for Fire and Emergency New Zealand, and the subsequent disposal of land not required. It excludes information and records relating to the disposal of property that has been used to store hazardous chemicals – see Subclass 2.16. It also excludes records relating to the final building specifications, final site, and floor plans, which are covered by GDA6/5.1.4. Example information and records are:

- correspondence between landowner and Fire and Emergency New Zealand/property acquisition company
- correspondence between Fire and Emergency New Zealand/property acquisition company and Toitū Te Whenua Land Information New Zealand
- file notes
- agreements for sale and purchase
- ownership documentation and deeds of title.

2.16 – Property disposal where property was used to store hazardous chemicals covers information and records of property disposal where the property was used to store hazardous chemicals. It excludes records relating to the final building specifications, final site, and floor plans, which are covered by GDA6/5.1.4. Example information and records are:

- correspondence between landowner and Fire and Emergency New Zealand/property acquisition company
- correspondence between Fire and Emergency New Zealand/property acquisition company and Toitū Te Whenua Land Information New Zealand
- file notes
- agreements for sale and purchase
- ownership documentation and deeds of title.

Evaluation

Information and records relating to the planning undertaken to select, acquire and manage Fire and Emergency fleet, equipment, and property assets (Subclasses 2.1, 2.2, 2.8, 2.13) provide evidence of how the significant investment in such assets is made and how they are managed over the asset's lifespan. They provide evidence of transparency and accountability of decision-making. For fleet and equipment assets in particular, the information in these subclasses has ongoing historic value as the records document advancement in firefighting vehicles, uniform changes, and equipment evolution. They are therefore recommended for retention as public archives under Principles 1 and 3 of the Public sector archival selection statement.

Information and records relating to the management of chemicals (Subclass 2.11) used by Fire and Emergency as part of its response tactics document how chemicals should be managed, and how Fire and Emergency dispose of them appropriately. Records of their disposal in particular have ongoing value as the records reflect where and how disposal took place which may impact on future land use. They are therefore recommended for retention as public archives under Principle 1 of the Public sector archival selection statement.

Records of a routine operational nature relating to fleet, equipment and property acquisition, maintenance, use and disposal (Subclasses 2.3, 2.4, 2.5, 2.6, 2.7, 2.9, 2.10, 2.12, 2.14 and 2.15) are of value to Fire and Emergency for reference purposes only. They are therefore recommended for destruction. It should be noted that Toitū Te Whenua Land Information New Zealand holds the substantive and authoritative records of Crown property transactions.

Information and records relating to Fire and Emergency property where the property was used to store hazardous chemicals (Subclass 2.16) are also recommended for destruction as they too are of an operational nature. However, because of the risks involved in storing hazardous chemicals, these records have a relatively long retention period prior to destruction. Note that the actual records of disposal of any hazardous chemicals are recommended for retention as archives in Subclass 2.11.

Disposal recommendations

Information and records recommended for retention as public archives.

Subclass	Title
2.1	Strategic asset and network plans
2.2	Fleet planning, research, and evaluation

Subclass	Title
2.8	Equipment and uniform research and evaluation
2.11	Chemicals management
2.13	Property planning

Information and records recommended for destruction:

Subclass	Title
2.3	Fleet acquisition
2.4	Fleet maintenance
2.5	Fleet maintenance – routine administration
2.6	Fleet disposal
2.7	Fleet procedures
2.9	Equipment defects or unsatisfactory performance
2.10	Equipment use and disposal
2.12	Equipment procedures
2.14	Property maintenance plans
2.15	Property acquisition and disposal
2.16	Property disposal where property was used to store hazardous chemicals

Class 3 – Providing built environment advice

Description

This class covers information and records documenting activities associated with the provision of advice to building owners, local authorities, building industry bodies, etc. in relation to buildings and fire safety, submissions made to local authorities about infrastructure/roading planning. and contributions to the development of standards. Its subclasses are:

3.1 – Management and planning

3.2 – Building advice about specific buildings

3.3 – Building advice about specific culturally significant buildings

3.4 – Evacuation schemes

3.5 – Technical and f ire safety advice

3.6 – Technical and fire safety advice for culturally significant buildings

3.7 – Hazardous substance emergency response plans

3.8 – Fumigation notifications – temporary

3.9 – Fumigation notification – permanent

3.10 – Submissions made to external organisations

3.11 – Standards and codes of practice development

Six subclasses cover the information and records created and received by Fire and Emergency as part of fulfilling its role in providing advice to building owners, local authorities, and industry bodies about fire safety in buildings.

3.1 – Management and planning covers information and records documenting the overall management and planning for the built environment advice processes and methodologies. Example information and records are:

- risk management framework
- risk assessment scheme planning.

3.2 – Building advice about specific buildings covers information and records documenting the provision of technical advice to building owners and local authorities about specific buildings to ensure that the buildings are compliant with required legislation and standards such as:

- Building Act 2004
- Fire Safety and Evacuation of Buildings Regulations 2018.

It excludes advice provided about specific culturally significant buildings, which are covered by subclass 3.3. Example information and records are:

- building consents
- fire reports
- memos to local authorities
- risk assessment scheme reports.

3.3 – Building advice about specific culturally significant building covers information and records documenting the provision of technical advice about culturally important buildings to building owners and local authorities to ensure that buildings are compliant with required legislation and standards such as:

- Building Act 2004
- Fire Safety and Evacuation of Buildings Regulations 2018.

A culturally significant building is one that can be viewed by a community as having some form of ongoing significance to that community and/or New Zealand generally. Example culturally significant buildings are:

- marae buildings
- churches or other faith-based buildings
- buildings listed by Heritage New Zealand as a Historic place Categories 1 or 2
- museum/archive buildings.

Example information and records are:

- building consents
- fire reports

- memos to local authorities
- risk assessment scheme reports.

3.4 – Evacuation schemes covers information and records documenting the evacuation schemes for specific buildings. Example information and records are:

- evacuation schemes
- correspondence with building owners about evacuation schemes.

3.5 – Technical and fire safety advice covers information and records of non-building-specific technical and fire safety advice. Excludes advice about specific buildings, which is covered by Subclasses 2.3 and 3.3. Also excludes non-building-specific advice relating to culturally significant buildings. Examples of non-building-specific technical and fire safety advice are:

- advice to representatives in the building industry
- national building safety design projects advice
- advice to local authorities on firefighting water supplies
- general advice to building owners about smoke control in buildings.

Example information and records are:

- documentation of advice provided.

3.6 – Technical and fire safety advice for culturally significant buildings covers information and records of technical and fire safety advice relating to culturally significant buildings that is not building specific (i.e. it's advice for all museums, not just a specific museum). It excludes advice about specific buildings, which is covered by Subclasses 2.3 and 3.3. For example:

- general advice for all marae about firefighting water supplies
- advice for all marae about fire safety and specific building usage
- general advice to museums/archives about fire safety and heritage collections

Example information and records are:

- documentation of advice provided
- correspondence.

Three subclasses relate to information about specific types of sites that Fire and Emergency must review emergency response plans for or receive notification from due to the nature of the activities undertaken on such sites and the impact this may have if there is a fire.

3.7 – Hazardous substance emergency response plans covers information and records documenting emergency response plans for review by Fire and Emergency. Emergency Response Plans (ERPs). These plans are prepared by site operators who hold hazardous substances onsite. They are required under the Health and Safety at Work (Hazardous Substances) Regulations 2017 and the Health and Safety at Work (Major Hazard Facilities) Regulations 2015. Example information and records are:

- emergency response plans received
- Fire and Emergency's review response
- Correspondence.

3.8 – Fumigation notifications – temporary covers information and records documenting fumigation notifications made to Fire and Emergency under the Health and Safety at Work (Hazardous Substances) Regulations 2017. Persons conducting a business or undertaking certain fumigation activities are required to notify Fire and Emergency. Example information and records are:

- fumigation notices relating to a one off or temporary fumigation activity
- correspondence.

3.9 – Fumigation notifications – permanent covers information and records of fumigation notifications made to Fire and Emergency under the [Health and Safety at Work (Hazardous Substances) Regulations 2017](#). Persons conducting a business or undertaking permanent fumigation activities are required to notify Fire and Emergency so that it can be recorded as a specific site risk. Example information and records are:

- fumigation notices relating to ongoing fumigation activities
- correspondence.

Two subclasses relate to the development of or contribution to the development of building safety standards and codes of practice.

3.10 – Submissions made to external organisations covers information and records of submissions to external organisations who are leading the development of safety standards. Submissions may be made to local authorities or government departments presenting the viewpoint of Fire and Emergency about the development of specific building or fire safety standards. For example:

- working with the Ministry of Education in relation to standards of fire safety in schools
- working with the Ministry of Health in relation to fire safety standards in hospitals
- working with local authorities in relation to subdivision applications about water supply, street widths, etc.

Example information and records are:

- submissions made
- correspondence
- meeting records.

3.11 – Standards and codes of practice development covers information and records of contributions to the development of national and international standards and Codes of Practice relating to the built environment where Fire and Emergency is the lead agency in New Zealand or is representing New Zealand if it's an international standard. For example:

- NZS 4510:2022 Fire hydrant systems
- NZS 4512:2021 Fire detection and alarm systems in buildings
- NZS 4517:2010 Fire sprinkler systems for houses
- SNZ PAS 4509:2008 New Zealand Fire Service firefighting water supplies code of practice.

Example information and records are:

- submissions (made or received)
- correspondence
- approved standards
- major drafts of standards/codes of practice.

Evaluation

The information and records relating to the management and planning for the provision of building advice (Subclass 3.1) provide evidence of how Fire and Emergency manages the overall planning and risk associated with the provision of advice about the built environment. The function of providing such advice is a regulatory function, and as such the planning about how this activity is performed

and managed has evidential value. They are therefore recommended for retention as public archives under Principle 1 of the Public sector archival selection statement.

The provision of building advice for categories or types of culturally significant buildings (Subclass 3.6) and advice about specific culturally significant buildings (subclass 3.3) have historic significance. They reflect how culturally significant buildings should be managed to reduce fire risks (for example, museums) as well as what advice has been provided about specific buildings (such as Te Papa). Culturally significant buildings have profiles within our communities. They are often meeting spaces, places of worship and community, and locations to promote our unique history. It's not just what is housed in the buildings or how they are used that makes them of historic interest, but often the building itself (such as a specific wharenui at a particular marae, or a church that has been built in a particular style) and its use over time. These records are therefore recommended for retention as public archives under Principles 1 and 3 of the Public sector archival selection statement.

Information and records about national standards development relating to building safety where Fire and Emergency are the lead (subclass 3.11) provide evidence of how the agency has led the development of standards and contributed to the body of knowledge about their specialist concerns and legislated responsibilities. They are therefore recommended for retention as public archives under Principle 1 of the Public sector archival selection statement.

Technical and fire safety advice of a generic nature (Subclass 3.5) and building advice provided about specific buildings that are not culturally significant buildings (Subclass 3.2) are of an operational nature. They are therefore recommended for destruction.

Information and records documenting how Fire an Emergency contributes to standards development through providing submissions to other organisations (Subclass 3.10), leading the development of the standards, are of routine administrative value only. However, each time a standard may be reviewed, Fire and Emergency needs to be able to confirm its position from the last update round. They are recommended for destruction once that business need has been met.

Information and records relating to the administering of regulatory functions of Fire and Emergency in relation to the built environment such as evacuation schemes (Subclass 3.4), hazardous substance emergency response plans (Subclass 3.7) and fumigation notifications (Subclasses 3.8 and 3.9) are of a routine operational nature and do not hold any value beyond the time period of the scheme, plan, or notification they relate to. They are therefore recommended for destruction.

Disposal recommendations

Information and records recommended for retention as public archives.

Subclass	Title
3.1	Management and planning
3.3	Building advice about specific culturally significant buildings
3.6	Technical and fire safety advice for culturally significant buildings
3.11	Standards and codes of practice development

Information and records recommended for destruction.

Subclass	Title
3.2	Building advice about specific buildings

Subclass	Title
3.4	Evacuation schemes
3.5	Technical and fire safety advice
3.7	Hazardous substance emergency response plans
3.8	Fumigation notifications – temporary
3.9	Fumigation notification – permanent
3.10	Submissions made to external organisations

Class 4 – Community education and marketing

Description

This class covers information and records documenting activities associated with the function of providing community education and marketing in order to better prepare communities for fire and emergency incidents and events. This includes national campaigns, school education programmes, regional education programmes, Ahikura education programme (formerly Fire Awareness Intervention Programme or FAIP), community readiness and recovery activities, sponsorship, and programme partnerships and providing product safety advice for the public. Its subclasses are:

4.1 – Strategy and monitoring

4.2 – Marketing collateral development

4.3 – Marketing collateral working records

4.4 – Public survey

4.5 – Strategy and monitoring – schools

4.6 – Programme resources

4.7 – Programme administration

4.8 – Regional fire safety education programmes

4.9 – Strategy and monitoring – Ahikura

4.10 – Client records

4.11 – Programme raw data

4.12 – Programme administration

4.13 – Framework and monitoring

4.14 – Programme resources

4.15 – Programme management

4.16 – Administration of sponsorships or partnerships

4.17 – Product safety advice to public

Four subclasses relate to the development and delivery of national fire safety campaigns to the public.

4.1 – Strategy and monitoring covers information and records outlining the strategic level activities associated with marketing campaigns. These include marketing strategy and monitoring of the strategy's effectiveness. Example information and records are:

- national marketing strategy
- campaign monitoring and evaluation reports
- summaries and statistical analysis.

4.2 – Marketing collateral development covers information and records that document the development of national marketing campaigns, whether people-focused or risk reduction campaigns. This excludes contracts for the development of specific marketing collateral, which are covered by Subclass 14.11. Example campaigns are:

- Escape Planning Campaign
- Career Recruitment Campaign
- You're Cooked.

Example information and records are:

- campaign brief
- design brief
- final design
- concept approvals
- collateral (resources, scripts, flyers, social media posts)
- post campaign analysis
- research/user testing.

4.3 – Marketing collateral working records covers information and records that are the working records relating to the development of national marketing campaigns. Example information and records are:

- draft design brief
- draft designs
- drafts of collateral (resources, scripts, flyers, social media posts)
- routine campaign-related correspondence
- records about the distribution of promotional material.

4.4 – Public survey covers information and records documenting the quarterly survey of members of the public about how they perceive Fire and Emergency and the 'always on' version of the survey on the Fire and Emergency website. All survey returns are anonymous. Example information and records are:

- master questionnaires used
- approvals of questionnaires
- survey returns
- reports generated from survey results.

Three subclasses that relate to the education programmes delivered through schools. Two key programmes, Get Firewise and Māui-tinei-ahi, provide foundational fire safety learning for tamariki and their whānau in schools and kura kaupapa.

4.5 – Strategy and monitoring – schools covers information and records outlining development of the schools' education programmes. It includes programme strategy and monitoring of the strategy's effectiveness. Example information and records are:

- national schools' education programme strategy
- programme monitoring and evaluation reports
- summaries and statistical analysis of effectiveness.

4.6 – Programme resources covers information and records documenting the collateral produced to support schools and early childhood education programmes. Example programmes are:

- Get Firewise Programme
- Māui-tinei-ahi
- Get Out! Stay Out! Programme.

Example information and records are:

- final design collateral
- school packs/resources
- assessment tool for teachers
- post implementation feedback and evaluation records.

4.7 – Programme administration covers information and records at an administrative level created to support the management of the programme. Example information and records are:

- forms
- administrative-level correspondence

One subclass covers the education and promotion activities that are delivered at a district and regional level. Such programmes will be specific to the region and vary across New Zealand. For example, in 2022 Fire and Emergency carried out around 16,000 home fire safety visits (HFSVs) across the country, advising people how to reduce the risk of fire, and installing smoke alarms in their homes where required.

4.8 – Regional fire safety education programmes covers information and records documenting fire safety education programmes delivered to the public regionally. This includes:

- coordination and delivery of station visits by the public
- displays at local events
- home fire safety visits (HFSVs)

Example information and records are:

- records of displays and events attended
- contact details of homes visited

Four subclasses relate to the oversight and delivery of the Ahikura Whānau-Centred Fire Education Programme (previously known as the Fire Awareness Intervention Programme, FAIP). Ahikura is an education programme delivered by firefighters to help tamariki (children) and rangatahi (youth)

overcome unhealthy behaviours around lighting fires. Practitioners work one on one with young people (between the ages of 5 and 17) and their whānau, usually in their homes.

4.9 – Strategy and monitoring – Ahikura covers information and records outlining development of the national Ahikura Whānau-Centred Fire Education Programme. It includes programme strategy and monitoring of the strategy's effectiveness. Example information and records are:

- national programme strategy
- programme monitoring and evaluation reports
- summaries and statistical analysis of effectiveness and interventions of juvenile fire-setting behaviour, monitoring of recidivism.

4.10 – Client records covers information and records documenting clients who have taken part in the Ahikura programme. It includes confidential information about individuals. Example information and records are:

- consent forms
- referrals
- supporting certificates of participant activities
- correspondence.

4.11 – Programme raw data covers information and records that are created as handwritten questionnaires and interview notes in relation to programme clients and then inputted into specific digital client records. Example information and records are:

- handwritten interview notes.

4.12 – Programme administration covers information and records at an administrative level created to support the management of the programme. Example information and records are:

- attendance records
- completed forms
- records of practitioner supervision.

Two subclasses relate to activities associated with building community readiness and recovery.

4.13 – Framework and monitoring covers information and records outlining development of community readiness and recovery programmes designed to assist communities prepare for and recover from an emergency event. This includes programme framework and monitoring of the framework's effectiveness. Example information and records are:

- programme framework
- programme monitoring and evaluation reports
- summaries and statistical analysis of effectiveness
- policy documentation.

4.14 – Programme resources covers information and records documenting the collateral produced to support communities with readiness and recovery. Example information and records are:

- training documentation for staff
- guidance documentation
- templates

Two subclasses relate to sponsor and programme partnerships.

4.15 – Programme management covers information and records relating to the establishment, planning and evaluation of sponsorship or education programme partnerships entered into by Fire and Emergency. Excludes contracts for specific pieces of work as they are covered by Subclass 14.11. Example partnerships are:

• with Kainga Ora to assist with home fire safety visits

• with neighbourhood or community groups relating to fire safety events

• sponsorship of Young Farmer of the Year competition

• with other agencies to provide ongoing support to victims of fires or other emergencies

• with organisations to support marketing activities such as with MetService to share fire season data on the MetService website.

Example information and records are:

• partnership or sponsorship agreements

• work plans

• reports on activity and results

• meeting records.

4.16 – Administration of sponsorships or partnerships covers information and records at an administrative level created to support the management of the sponsorship or programme partnership. Example information and records are:

• routine correspondence

• raw data collected to support reporting.

One subclass covers the development and delivery of product safety advice.

4.17 – Product safety advice to public covers information and records documenting advice provided to the public by Fire and Emergency through the identification and reporting of products that could be fire safety hazards, for example:

• flammable clothing

• electric blankets

• electrical devices

• motor vehicles

• chimney safety

• lithium-ion batteries.

Example information and records are:

• brochures/flyers

• checklists

• correspondence with manufacturers.

Evaluation

One of Fire and Emergency's legislated functions is to provide education to the public about fire safety. The information and records that document the strategic level planning and monitoring for community education and marketing activities, whether to do with national campaigns (Subclass 4.1), school education programmes (Subclass 4.5), the Ahikura fire education programme (Subclass

4.9) or community readiness and recovery programmes (Subclass 4.13), provide evidence at a high level of how marketing and education activities are carried out. These campaigns are the delivery mechanisms used for that education, and the strategic thinking behind each programme and the records of monitoring their effectiveness are of long-term value. They are therefore recommended for retention as public archives under Principle 1 of the Public sector archival selection statement.

The development of the marketing collateral for national campaigns, which includes the final advertisements (Subclass 4.2) and the resources developed for the school education programmes (Subclass 4.6) provide evidence of what campaigns were put in place and how the public were educated, or in the case of some national marketing campaigns, encouraged to explore firefighting as a career. They have value to those wanting to research how fire safety education and marketing have changed over time, with Fire and Emergency marketing often providing strong and direct messaging to convey the seriousness of fire. The style and content of such marketing programmes reflect changes in society and how social education initiatives have responded to changing marketing methods, delivery channels and ideas. They are therefore recommended for retention as public archives under Principles 1 and 3 of the Public sector archival selection statement.

Product safety advice (Subclass 4.17) is developed and released by Fire and Emergency in response to events of public interest, new products, etc. For example, following a recent fire in Wellington that received national media attention caused by a lithium-ion battery exploding, Fire and Emergency swiftly released updated product safety advice for the public about such batteries and their risks. The advice provided reflects the latest thinking and knowledge about products and how the public can improve fire safety when using those products. They provide evidence of how Fire and Emergency fulfilled part of its education function, as well as an interesting snapshot of new products in use, and how changes in technology and manufacture are impacting fire safety. They are therefore recommended for retention as public archives under Principle 1 of the Public sector archival selection statement.

Information and records of a routine operational or administrative nature are recommended for destruction. This includes the working records for marketing collateral (Subclass 4.3), school education programmes administration (Subclass 4.7), regional fire safety education programmes (Subclass 4.8), Ahikura programme administration (Subclass 4.12), programme resources for community education programmes (Subclass 4.14) sponsor and programme partnerships management and administration (Subclasses 4.15 and 4.16). Such records are of importance to support the carrying out of routine operations relating to marketing and education, but they do not have long-term value. As such they are recommended for destruction.

Information and records relating to the quarterly survey of members of the public (Subclass 4.4) are of a routine nature, even though they are utilised to inform other activities within Fire and Emergency where it is useful to know how the public view the agency. However, as they are a point-in-time gauge of public opinion, they do have a limited life span, and as such are recommended for destruction.

Two sets of records created as part of the Ahikura programme contain personal information. The first is the raw data/interview notes made about programme clients (Subclass 4.11). The raw data is typically handwritten records of interviews, which are subsequently transcribed into digital form and uploaded to the secure client records. These records are therefore recommended for destruction. The second is the complete client records itself. The client records (Subclass 4.10) are important while the client is part of the programme. However, given the personal nature of the information, and that the programme focusses on education for youths, in the interests of personal privacy it is not appropriate that the records are retained beyond the programme's operational needs. They are therefore recommended for destruction.

Disposal recommendations

Information and records recommended for retention as public archives.

Subclass	Title
4.1	Strategy and monitoring
4.2	Marketing collateral development
4.5	Strategy and monitoring – schools
4.6	Programme resources
4.9	Strategy and monitoring – Ahikura
4.13	Framework and monitoring
4.17	Product Safety Advice to Public

Information and records recommended for destruction:

Subclass	Title
4.3	Marketing collateral working records
4.4	Public survey
4.7	Programme administration
4.8	Regional fire safety education programmes
4.10	Client records
4.11	Programme raw data
4.12	Programme administration
4.14	Programme resources
4.15	Programme management
4.16	Administration of sponsorships or partnerships

Class 5 – Managing Safety and wellbeing

Description

This class covers information and records relating to safety and wellbeing not covered by the Archives New Zealand GDA6 which covers common corporate activities. This includes documenting the activities associated with granting financial compensation for death, injury or disease incurred in

the course of employment activities, health screening and monitoring, which covers the management and monitoring of the health screening programme that evaluates the health of Fire and Emergency personnel, injury and illness management and injury prevention. Its subclasses are:

5.1 – ACC Accredited Employers Programme (AEP) records

5.2 – Safety and wellbeing inspections and self-assessment audits

5.3 – Programme development

5.4 – Individual monitoring records

5.5 – Individual claims

5.6 – Programme development – injury prevention programmes

5.7 – Programme administration.

Two subclasses relate to the ACC AEP. Fire and Emergency staff process ACC claims on behalf of ACC.

5.1 – Accredited employers programme records covers information and records that document the Fire and Emergency's participation in ACC AEP. Example information and records are:

- programme-level correspondence with ACC
- records of ACC audits.

5.2 – Safety and wellbeing inspections and self-assessment audits covers information and records of internal audits undertaken by Fire and Emergency about safety and wellbeing. It also includes self-assessment audits and workplace inspections. Example information and record are:

- annual station audits
- workplace inspection reports
- action plans

Two subclasses relate to the health screening and monitoring programme run by Fire and Emergency for its staff.

5.3 – Programme development covers information and records that document the development of the Fire and Emergency health screening and monitoring programme. The programme is undertaken by contracted service providers. It excludes records of contracts and contract management with service providers, which are covered by Subclasses 14.11 and 14.12. Example information and records are:

- development brief
- project plan
- final programme documentation
- reviews of the programme
- summary monitoring reports provided by the service providers

5.4 – Individual monitoring records covers information and records that document the health monitoring carried out in relation to individual Fire and Emergency personnel. These records are not part of the personnel record and are different to the medical records covered by Subclass 7.2. It includes records of hearing/audiology monitoring, asbestos exposure, personal gas monitoring and other exposure event monitoring information as required by Health and Safety at Work (General Risk and Workplace Management) Regulations 2016. Example information and records are:

- health monitoring personnel record.

One class covers the activity of managing and processing individual injury and illness claims.

5.5 – Individual claims covers information and records documenting claims made by Fire and Emergency personnel in relation to accident compensation for injury or illness. These records are not part of the personnel record and are different to the medical records covered by Subclass 7.2. Claims may range from those that comprise medical fees only to those that relate to serious injury, barriers to return to work/rehabilitation. This covers accidental death and lump sum/independence allowance. Example information and records are:

- completed claim forms
- records of rehabilitation programmes for treatment
- correspondence with the claimant.

Two subclasses relate to the injury prevention programmes delivered across Fire and Emergency.

5.6 – Programme development – injury prevention programmes covers information and records of the development of Fire and Emergency injury prevention programmes. Example projects/programmes are:

- injury-prevention-related health standards development
- critical risk management projects
- near-miss initiatives.

Example information and records are:

- development brief
- project plan
- final programme documentation
- reviews of the programme.

5.7 – Programme administration covers information and records that document administration of the programme. Example information and records are:

- workshop records
- meeting records
- routine correspondence.

Evaluation

Fire and Emergency are focused on the safety and wellbeing of staff and volunteers. Two key safety and wellbeing programmes are run for which there are programme development records created. They are health screening and monitoring (Subclass 5.3), and injury prevention (Subclass 5.6). The records in each of these subclasses document the establishment of the programme, the strategic thinking of the programme and any reviews of the programmes. In the case of the injury prevention programme, the programme development class also includes the initiatives/projects developed to educate staff abut injury prevention. The programme management records provide evidence of how seriously Fire and Emergency takes safety and wellbeing, and how specific programmes have been established and delivered to target it, providing transparency and accountability for decisions around each programme. They are therefore recommended for retention as public archives under Principle 1 of the Public sector archival selection statement.

Information and records about safety and wellbeing relating to individuals, whether health monitoring (Subclass 5.4) or individual injury and illness claims (Subclass 5.5) are routine operational records and are recommended for destruction. However, they are required by Fire and Emergency for a very long period of time prior to their recommended destruction. Operational staff and volunteers (whether firefighters or other operational support roles) can be exposed to many health hazards during their careers. Health conditions may not become apparent until years after first exposure, by which time the individual may no longer be actively working or volunteering for Fire and Emergency. However, they may still have a right to explore claims for injury and illness. Fire and Emergency also has a history of very long-standing staff members and volunteers. The minimum retention period of 75 years and the disposal action for these subclasses is consistent with the recently approved Accident Compensation Corporation disposal schedule DA718.

The information and records relating to the ACC AEP (Subclass 5.1), safety and wellbeing inspections and audits (Subclass 5.2) and programme administration (Subclass 5.7) are of a routine administrative nature. They are therefore recommended for destruction.

Disposal recommendations

Information and records recommended for retention as public archives.

Subclass	Title
5.3	Programme development
5.6	Programme development – injury prevention programmes

Information and records recommended for destruction.

Subclass	Title
5.1	ACC Accredited Employers Programme (AEP) records
5.2	Safety and wellbeing inspections and self-assessment audits
5.4	Individual monitoring records
5.5	Individual claims
5.7	Programme administration

Class 6 – Development and learning

Description

This class covers information and records relating to the development and specialist learning for firefighters. For standard corporate training, use the classes in Archives New Zealand GDA6, which cover common corporate activities. Its subclasses are:

6.1 – Course and programme planning

6.2 – Programme physical resources

6.3 – Record of learning

6.4 – Sample course files for assessment evidence

6.5 – Course and programme final materials

6.6 – Development of course and programme resources

6.7 – Learner support student files

6.8 – External evaluations and reviews

6.9 – Assessment tools

6.10 – Moderation and assessment reports

6.11 – Evaluation framework and summary reports

6.12 – Course evaluation records

6.13 – Firefighter exchange programme management

6.14 – Firefighter exchange programme administration

Four classes relate to the delivery of Fire and Emergency development and learning programmes. The programmes are provided for both Fire and Emergency staff, volunteers and other organisations/individuals who require specific learning in relevant areas.

6.1 – Course and programme planning covers information and records documenting programme planning. Example information and records are:

• high-level strategic programme training plans and projects.

6.2 – Programme physical resources covers information and records relating to the management of physical resources and equipment used to support development and learning. Example information and records are:

• lists of approved equipment

• equipment test records

• standards for equipment.

6.3 – Record of learning covers information and records documenting students' records of learning/final results. These records are separate from any personnel file held for Fire and Emergency staff or volunteer staff who have undergone training. Example information and records are:

• final student results

• transcript of results.

6.4 – Sample course files for assessment evidence covers information and records documenting the sample student course materials retained for moderation purposes – a 10 percent sample per course. Example information and records are:

• student workbooks

• completed practical assessment sheets

• completed exam papers and results

• completed quiz and assignments.

Two subclasses relate to the development of materials for specific courses that are offered.

6.5 – Course and programme final materials covers information and records documenting the finals of programme and course materials. Example courses and programme are:

- Volunteer Qualified Firefighter
- Career Senior Firefighter
- Fire Weather Index
- Air Support Supervisor
- Comcen (Communications Centre) Dispatchers Course
- Pump Operator
- Emergency Response Driver
- Fire Investigation
- Specialist Fire Investigation
- Fire Investigation – Level 1 Rural
- Lead Heavy Machinery
- Working at Heights
- Line Rescue Level 2.

Example information and records are final versions of:

- course outlines
- training manuals
- blank student workbooks
- study guides
- student resources
- trainer scripts and resources.

6.6 – Development of course and programme resources covers information and records documenting the development and drafting of programme and course materials. Example information and records are:

- drafts of all records covered by Subclass 6.5
- project management
- background research, consultation, and feedback about course materials
- tools used to develop materials, including templates and processes.

One subclass that relates to the support of learners taking the courses.

6.7 – Learner support student files covers information and records relating to learners undertaking courses by Fire and Emergency. Example information and records are:

- student correspondence
- records of uniform allocation (not personal protective equipment/PPE)
- resources for each course, including lesson plan and notes, training material, handouts, participants lists and related correspondence.

Five subclasses relate to quality assurance activities for learning and development courses. This includes things such as assessment and moderation of courses, and evaluation of the courses, training, and trainers.

6.8 – External evaluations and reviews covers information and records documenting internal moderation and assessment plans plus external evaluations and reviews (EER) with New Zealand Qualifications Authority (NZQA). Example information and records are:

- EER letter and report from NZQA.

6.9 – Assessment tools information and records that document the assessment tools and standards for training provided by Fire and Emergency. Example information and records are:

- assessment and moderation policy
- assessment guides
- briefs
- schedules and unit standards alignment.

6.10 – Moderation and assessment reports covers information and records documenting moderators' training assessment reports that ensured compliance. Example information and records are:

- samples of assessed student's work
- post-assessment moderation forms
- moderation and assessment reports.

6.11 – Evaluation framework and summary reports covers information and records documenting development of the training programme evaluation framework. Example information and records are:

- summary evaluation reports of training and trainers
- summary of student satisfaction surveys
- evaluation of external providers.

6.12 – Course evaluation records covers information and records documenting the evaluation of each course through student satisfaction surveys or completed course feedback forms. Example information and records are:

- completed feedback forms
- student satisfaction survey returns

Two subclasses relate to the international firefighter exchange programme (when New Zealand firefighters 'swap' with a firefighter in a brigade overseas for a specific period of time).

6.13 Firefighter exchange programme management covers information and records documenting the management of firefighter exchange programmes with overseas brigades. Example information and records are:

- exchange programme criteria
- agreements between the two employers, two unions, two employees
- reports and analysis of exchanges undertaken
- reports about the exchange from those who took part.

6.14 – Firefighter exchange programme administration covers information and records documenting administration of firefighter exchange programmes with overseas exchanges. Example information and records are:

- letters of intent
- visa information
- payroll information
- memos to parties to the exchange
- routine correspondence.

Evaluation

Information and records relating to the provision of specialist learning for firefighters and other operational staff and volunteers provide evidence of the achievement of individuals who undertake that training, in particular Subclass 6.3 record of learning. The retention of such records is consistent with the requirements of section 236A of the Education Act 1989, and the rules made under section 253 (1)(n) of the Education Amendment Act 2011. They are therefore recommended for retention as public archives under Principle 1 of the Public sector archival selection statement.

Information and records that document the actual course materials taught and assessment and evaluation of the courses by NZQA (Subclasses 6.5 and 6.8) provide evidence of the training delivered and its content over time. Given the importance of fire safety and emergency response and the responsibilities faced by Fire and Emergency staff and volunteers, it is important to know exactly what specialist training anyone has received. The records also provide insight into the changing nature of the roles, the technology and equipment advancements and operational responses to fires and emergency incidents and events. They are therefore recommended for retention as public archives under Principles 1 and 3 of the Public sector archival selection statement.

Information and records of the management of the firefighter exchange programme (Subclass 6.13) provide evidence of how the programme was operated, its impact, successes, and outcomes. The exchange programme is a unique way for New Zealand firefighters to gain experience and skills in overseas environments and situations and then use that experience to inform changes in New Zealand practices. Equally, those who come to work in New Zealand provide exposure to different ways of working for Fire and Emergency personnel from their home countries. Such records have both evidential and historic value and provide evidence of transparency and accountability of decision-making. They are therefore recommended for retention as public archives under Principles 1 and 3 of the Public sector archival selection statement.

All other information and records in this subclass are of an operational or administrative nature – that is, Subclasses 6.1, 6.2, 6.4, 6.6, 6.7, 6.9, 6.10, 6.11, 6.12, and 6.14. They are therefore recommended for destruction.

Disposal recommendations

Information and records recommended for retention as public archives.

Subclass	Title
6.3	Record of learning
6.5	Course and programme final materials
6.8	External evaluations and reviews
6.13	Firefighter exchange programme management

Information and records recommended for destruction.

Sub-class	Title
6.1	Course and programme planning
6.2	Programme physical resources

Sub-class	Title
6.4	Sample course files for assessment evidence
6.6	Development of course and programme resources
6.7	Learner support student files
6.9	Assessment tools
6.10	Moderation and assessment reports
6.11	Evaluation framework and summary reports
6.12	Course evaluation records
6.14	Firefighter exchange programme administration

Class 7 – Human Resources Management

Description

This class covers information and records relating to the management of human resources that are not covered by the Archives New Zealand GDA6, which covers common corporate activities. Personnel records for Chief Executive, second-tier managers (including National Commander and Deputy National Commanders) and non-operational staff are covered by GDA6/3.1.1. Its subclasses are:

7.1 – Medical information – unsuccessful applicants

7.2 – Medical information – successful and employed staff

7.3 – Career or volunteer firefighters who suffer a fatality or who receive serious or permanent injury in the line of duty

7.4 – Career or volunteer firefighters who are recipients of awards for bravery

7.5 – Other career or volunteer firefighters

7.6 – Non-operational volunteers

7.7 – Service medals, honours, and awards

7.8 – Retention management and survey reports

7.9 – Anonymised survey data

7.10 – Raw survey data

7.11 – Employer engagement

7.12 – Fire and Emergency ID cards

Two subclasses relate to medical information gathered by Fire and Emergency as part of the recruitment process. If the applicant is successful, that medical information is added to over the time of their service. The medical records of successful applicants may or may not be part of personnel

files, depending on individual brigade processes and whether the personnel are professional firefighters or volunteers.

7.1 – Medical information – unsuccessful applicants covers information and records documenting medical information for unsuccessful operational staff applicants, including paid firefighters and volunteers. Example information and records are:

- pre-employment medical check records.

7.2 – Medical information – successful and employed staff covers information and records documenting medical information for employed operational staff, including paid firefighters and volunteers. This may or may not be part of the personnel file. It excludes records relating to claims for illness and injury, which are covered by Subclass 5.5. Example information and records are:

- pre-employment medical check records
- ongoing medical check records (to ensure operational fitness to work)
- medical review records.

Four subclasses relate to the personnel records of firefighters (whether career or volunteers) who are not covered by GDA6 (which has a specific exclusion for the personnel records of firefighters).

7.3 – Career or volunteer firefighters who suffer a fatality or who receive serious or permanent injury in the line of duty covers personnel records for career or volunteer firefighters who suffer a fatality or who receive serious or permanent injury in the line of duty. Example information and records are:

- personnel records.

7.4 – Career or volunteer firefighters who are recipients of awards for bravery covers personnel records for career or volunteer firefighters who are recipients of awards for bravery. Example information and records are:

- personnel records

7.5 – Other career or volunteer firefighters covers personnel records for all other career or professional firefighters. This includes non-operational staff members who have been in an operational role at any point in their career but excludes the personnel records for the Chief Executive and second-tier managers (including National Commander and Deputy National Commanders), which are covered by GDA6/3.1.1. Example information and records are:

- personnel records
- rural volunteer firefighters register.

7.6 – Non-operational volunteers covers personnel records for non-operational volunteers, for example, office staff, coordinators or any role that is not considered an operational one. Example information and records are:

- personnel records.

One subclass is specifically for records relating to Fire and Emergency service medals, honours, and awards.

7.7 – Service medals, honours and awards covers information and records documenting honours and awards given to Fire and Emergency staff and/or volunteers. For example:

- Service Medal
- Award for bravery.

Example information and records are:

- honour or award requirements and criteria
- register of recipients.

Four subclasses relate to the retention of volunteers. Fire and Emergency has over 8,000 volunteers and runs specific activities to retain those volunteers.

7.8 – Retention management and survey reports covers information and records documenting the strategy and management of volunteer retention programmes and activities. It also includes the final reports of surveys conducted with volunteers such as:

- Annual volunteer survey
- Milestone survey for volunteers
- Pulse surveys.

Example information and records are:

- volunteer retention strategy
- records of employer recognition programmes
- survey reports.

7.9 – Anonymised survey data covers information and records of data from surveys that has been anonymised (i.e. all information that would enable identification of individuals has been removed). Example information and records are:

- anonymised survey datasets

7.10 – Raw survey data covers information and records of the raw data and original survey returns. Example information and records are:

- survey returns
- original survey result datasets.

7.11 – Employer engagement covers information and records documenting engagement activities with the employers of volunteers. Example information and records are:

- employer contact details
- correspondence with employers.

One subclass relates to Fire and Emergency ID cards.

7.12 – Fire and Emergency ID cards covers information and records documenting the issuing and management of Fire and Emergency specialist ID cards. These are not building security cards, but rather ID cards specifically for Fire and Emergency personnel, and that in some instances provide evidence of certain powers provided by warrant. Example information and records are:

- individual application data
- photos of individuals.

Evaluation

GDA6 specifically excludes the personnel records of firefighters. It is necessary therefore that Fire and Emergency have their own disposal rules in place for such records. The personnel records of career or volunteer firefighters who suffer a fatality or who receive serious or permanent injury in

the line of duty (Subclass 7.3) and those of career or volunteer firefighters who received awards for bravery (Subclass 7.4) have historic value, as those individuals typically have a higher community profile and may be of national interest. They are often the people who go on to feature in biographies or investigations about significant events or community histories. They are therefore recommended for retention as public archives under Principles 1 and 3 of the Public sector archival selection statement.

The information and records documenting the management of and processes around the awarding of service medals, honours, and awards (Subclass 7.7), including registers of recipients, provide evidence of how honours and awards were managed and granted. As a profession, firefighting has a long-standing tradition of honours and awards, and these records have historic value demonstrating how that tradition is carried on, as well as supporting research about specific individuals and events. Such records also provide evidence of transparency and accountability with decision-making. They are therefore recommended for retention as public archives under Principles 1 and 3 of the Public sector archival selection statement.

Information and records about volunteer retention management and survey reports (Subclass 7.8) provide evidence of how Fire and Emergency approaches the retention of its very large volunteer workforce. Fire and Emergency relies on its volunteer workforce to provide firefighting and operational support services across many parts of New Zealand. The records documenting way the organisation recruits (which is also partially covered by national recruitment campaigns in Subclass 4.2), manages and retains volunteers are of importance in demonstrating how Fire and Emergency can fulfil its legislated emergency response functions. They are therefore recommended for retention as public archives under Principle 1 of the Public sector archival selection statement.

Medical information and records of people who apply for operational roles and are not successful (Subclass 7.1) contain sensitive personal information that is not relevant beyond the outcome of their application process. It is also not appropriate for Fire and Emergency to hold such records for longer than needed from a privacy perspective. Such records are therefore recommended for destruction.

The medical information of those who are successful in becoming operational staff, whether employed or volunteers (Subclass 7.2) is also recommended for destruction. This medical information provides baseline information that may be relevant for subsequent activity undertaken relating to health screening and monitoring or claims for injury and illness (Subclasses 5.4 and 5.5). Like those subclasses therefore, a long retention period is warranted prior to destruction.

The personnel records of career and volunteer firefighters (Subclass 7.5) who do not meet the criteria of Subclasses 7.3, or 7.4, along with the personnel records of non-operational volunteers (Subclass 7.6) are of administrative value only. They are therefore recommended for destruction in line with GDA6 recommendations.

The anonymised data from surveys of volunteers (Subclass 7.9) has value to Fire and Emergency for analysis of results which may be carried out on different time series over multiple years. However, ultimately it is only of operational value and the results of the analysis carried out feature in the reports captured by Subclass 7.8. These records are therefore recommended for destruction.

The raw survey data from surveys of volunteers, the records of employer engagement and the records of fire and Emergency ID cards (Subclasses 7.10, 7.11 and 7.12) are of a routine administrative nature only. They are therefore recommended for destruction.

Disposal recommendations

Information and records recommended for retention as public archives.

Subclass	Title
7.3	Career or volunteer firefighters who suffer a fatality or who receive serious or permanent injury in the line of duty
7.4	Career or volunteer firefighters who are recipients of awards for bravery
7.7	Service medals, honours, and awards
7.8	Retention management and survey reports

Information and records recommended for destruction.

Subclass	Title
7.1	Medical information – unsuccessful applicants
7.2	Medical information – successful and employed staff
7.5	Other career or volunteer firefighters
7.6	Non-operational volunteers
7.9	Anonymised survey data
7.10	Raw survey data
7.11	Employer engagement
7.12	Fire and Emergency ID cards

Class 8 – Dispute resolution service

Description

This class covers information and records relating to the management of the independent Disputes Resolution Scheme. Under Subpart 5 of Part 4 of the Fire and Emergency New Zealand Act 2017, this scheme was established to help members of the public and volunteers resolve disputes with Fire and Emergency. If a member of the public or a volunteer has lodged a complaint with Fire and Emergency and is not happy with the outcome or believes it is taking too long to get a response to the complaint, they can use the facilitation, mediation, or adjudication processes to resolve the dispute. Volunteers use this scheme for dispute resolution because as they are not 'paid personnel', usual complaints resolution processes under the Employment Relations Act 2000 are not open to them. Fire and Emergency currently contracts the resolution service to out to the Independent Complaint and Review Authority (ICRA). Class 8's subclasses are:

8.1 – Establishment and strategic management

8.2 – Contract management

8.3 – Case records

Three subclasses relate to the management of the Dispute Resolution Scheme.

8.1 – Establishment and strategic management covers information and records that document the establishment of the Dispute Resolution Scheme and its operational strategy and reporting. Example information and records are:

- records of the establishment of the scheme
- disputes resolution strategy documents
- reporting against the strategy
- Fire and Emergency New Zealand Dispute Resolution Scheme Rules.

8.2 – Contract management covers information and records that document the contractual arrangements between Fire and Emergency and its disputes resolution service provider. This subclass is separate from the other routine contract management subclasses in Class 14 as it relates to the provision of a core function of Fire and Emergency. Example information and records are:

- contract development and agreed contract
- contract management meetings
- reporting from contractor
- issues management
- legal advice about contract.

8.3 – Case records covers information and records of complaint case records that are received by the Disputes Resolution Scheme. Example information and records are:

- case records which contain the original complaint and information about how the complaint was resolved.

Evaluation

Information and records of the establishment and strategic management of the Dispute Resolution Scheme (Subclass 8.1) provide evidence of how Fire and Emergency manages processes to support the resolution of disputes with members of the public or volunteers. At present, this scheme is a contracted-out service, so the records also provide evidence at a strategic level of the effectiveness of the service and the way it was provided as well as evidence of transparency and accountability with decision-making. The information and records are therefore recommended for retention as public archives under Principle 1 of the Public sector archival selection statement.

Information and records about the management of the service contract (Subclass 8.2) and the case records (Subclass 8.3) created by the service provider are of an operational nature. They are therefore recommended for destruction.

Disposal recommendations

Information and records recommended for retention as public archives.

Subclass	Title
8.1	Establishment and strategic management

Information and records recommended for destruction.

Subclass	Title
8.2	Contract management
8.3	Case records

Class 9 – Independent Complaints Service management

Description

This class covers information and records relating to the management of the Independent Complaints Service. In 2022, Te Kawa Mataaho Public Service Commission published an independent review of the Fire and Emergency workplace culture and complaint handling practices. The report included recommendations to improve the organisation's inclusiveness and culture. As a result of the review Fire and Emergency established Eke Taumata, a programme to achieve long-term workplace changes. The establishment of the Independent Complaint Service is one of the key initiatives from that programme to improve the way in which complaints from personnel about personnel behaviour and conduct are dealt with. The independent service is available to all Fire and Emergency personnel (including volunteers) to make enquiries and complaints about behaviour and conduct matters. The service receives, assesses, and triages initial enquiries from personnel, provides advice and facilitates access to support for all parties involved in a complaint, determines whether the complaint can be managed internally by Fire and Emergency or requires external investigation and resolution, and provides monitoring oversight of all behaviour and conduct complaint cases. Its subclasses are:

9.1 – Establishment and strategic management

9.2 – Contract management

9.3 – Case records.

Three subclasses relate to the management of the Independent Complaints Service.

9.1 – Establishment and strategic management covers information and records that document the establishment of the Independent Complaints Service and its operational strategy and reporting. Example information and records are:

- records of the establishment of the service
- complaints service strategy documents
- reporting against the strategy.

9.2 – Contract management covers information and records that document the contractual arrangements between Fire and Emergency and its independent complaints service provider. This subclass is separate from other routine contract management subclasses in Class 14 as it relates to the provision of a core function of Fire and Emergency. Example information and records are:

- contract development and agreed contract
- contract management meetings
- reporting from provider

- issues management
- legal advice about contract

9.3 – Case records covers information and records of enquiries and complaint case records that are received and/or managed by the Independent Complaints Service. Example information and records are:

- initial enquiry assessment and triage records
- advice and support records
- case records for cases requiring external investigation/resolution
- independent monitoring and oversight records of all cases, both those referred to be managed internally by Fire and Emergency and those managed externally.

Evaluation

Information and records of the establishment and strategic management of the independent complaints service (Subclass 9.1) provide evidence of how Fire and Emergency manages processes to support the resolution of complaints from staff about the behaviour and conduct of other staff or volunteers. They provide insight into the culture of the organisation and demonstrate how Fire and Emergency have responded to recommendations made in specific organisation reviews. This service is a contracted-out service, so the records also provide evidence at a strategic level of the effectiveness of the service and the way it was provided as well as evidence of transparency and accountability of decision-making. They are therefore recommended for retention as public archives under Principle 1 of the Public Sector Archival Selection Statement.

Information and records about the management of the service contract (subclass 9.2), and the case records (subclass 9.3) created by the service provider are of an operational nature. They are therefore recommended for destruction.

Disposal recommendations

Information and records recommended for retention as public archives:

Subclass	Title
9.1	Establishment and strategic management

Information and records recommended for destruction:

Subclass	Title
9.2	Contract management
9.3	Case records

Class 10 – Levy Management

Description

This class covers information and records relating to levy management that are not covered by the Archives New Zealand GDA6, which covers most common financial activities. The Fire and Emergency Levy provides around 97 percent of the funding for the operations of Fire and Emergency. The levy is payable on all contracts of fire insurance for property in New Zealand. All policy holders who insure property in New Zealand against the risk of fire are liable to pay a levy through their insurers. Its subclasses are:

10.1 – Levy changes

10.2 – Forecasting and modelling

10.3 – Client records

10.4 – Levy policy and guidelines

10.5 – Levy administration.

Five subclasses relating to levy administration and management.

10.1 – Levy changes covers information and records documenting levy reviews and changes of levy rates. Example information and records are:

- project management documentation
- records of public consultation process
- records of Cabinet paper development
- discussion documents
- cost allocation models
- decision register.

10.2 – Forecasting and modelling covers information and records documenting the forecasting and modelling carried out in relation to levy management activities. Example information and records are:

- forecast reports.

10.3 – Client records covers information and records of levy clients such as insurance companies and insurance brokers and the interactions with those clients. Example information and records are:

- client or case records
- correspondence with clients.

10.4 – Levy policy and guidelines covers information and records of an administrative nature created to support levy management. Example information and records are:

- levy management and administration policy and guidelines.

10.5 – Levy administration covers information and records of an administrative nature created to support levy management. Example information and records are:

- administrative level correspondence
- routine project related information

Evaluation

Information and records that document changes to the Fire and Emergency Levy (Subclass 10.1) and forecasting and modelling about the levy (Subclass 10.2) provide evidence of how the levy was managed and reviewed. Subclass 10.1 provides evidence of the how the levy is set, how the public are involved in any change process and ultimately Cabinet approval for changes to the levy. Whereas Subclass 10.2 provides the forecast reports which feed directly into decisions about changes to the levy and how it is managed and collected. Combined, these two subclasses provide a strategic view of the levy, which is how Fire and Emergency receives the bulk of its funding. They are therefore recommended for retention as public archives under Principle 1 of the [Public sector archival selection statement](#).

Information and records relating to levy clients, the day-to-day policy and guidelines for management and administration of the levy, and routine administrative records do not have long-term value. They are operational or administrative in nature and are therefore recommended for destruction.

Disposal recommendations

Information and records recommended for retention as public archives.

Subclass	Title
10.1	Levy changes
10.2	Forecasting and modelling

Information and records recommended for destruction.

Subclass	Title
10.3	Client or case records
10.4	Levy policy and guidelines
10.5	Levy administration

Class 11 – Research and evaluation

Description

This class covers information and records relating to the provision of research and evaluation services for Fire and Emergency, which also includes research scholarships and fellowships. Research plays an important role in policy development, decision-making and service improvement for Fire and Emergency. Its subclasses are:

11.1 – Research and evaluation programme management

11.2 – Research reports and research project output – published

11.3 – Research reports and research project output – unpublished

11.4 – Evaluation output

11.5 – Summary information research proposals

11.6 – Research and/or evaluation project management and administration

11.7 – Raw information used for research and/or evaluation

11.8 – Research proposals – unsuccessful

11.9 – Management of scholarships and fellowships

11.10 – Scholarship and fellowship programme administration and support.

Eight subclasses relate to the provision of research and evaluation services within Fire and Emergency.

11.1 – Research and evaluation programme management covers information and records documenting Fire and Emergency's research and evaluation strategy and policy formulation. Example information and records are:

- research and evaluation strategy
- programme planning
- programme reporting
- agendas and minutes of meetings
- discussion of evaluation processes.

11.2 – Research reports and research project output – published covers information and records of the final output from Fire and Emergency-funded research projects where the report is published. A copy of all published reports are provided to the National Library as required by legal deposit. Example research reports are:

- Understanding the volunteer journey (2021)
- Non-fatal fire related injuries: The lived experiences of those who have been involved in a house fire event (2021)
- The cost of fire in New Zealand (2021)
- New Zealand Wildfire Season Report (2021/2022)
- Hawke's Bay Recovery Team pilot evaluation (2022).

Example information and records are:

- final of the research report produced
- research summary
- presentation slides
- analysed data used to inform research.

11.3 – Research reports and research project output – unpublished covers information and records of the final output from Fire and Emergency-funded research projects where the report is not formally published. Example information and records are:

- final of the research report produced
- research summary
- presentation slides
- analysed data used to inform research.

11.4 – Evaluation output covers information and records that document the provision of evaluation services and the evaluations completed for business units. For example:

- [Hawke's Bay Recovery Team pilot evaluation](#) (2022).

Example information and records are:

- completed evaluation reports.

11.5 – Summary information research proposals covers information and records in a summary form that document research proposals and whether they proceeded or not. Example information and records are:

- summary information about research proposals.

11.6 – Research and/or evaluation project management and administration covers information and records that document the management of research projects, whether carried out in house or contracted out. Records of contracts between Fire and Emergency and researchers are covered by Subclass 14.11. Example information and records are:

- successful research proposals
- research brief
- correspondence between Fire and Emergency and researcher
- copies of invoices
- working papers
- drafts of research reports/project outputs
- report distribution details.

11.7 – Raw information used for research and/or evaluation covers information and records created or gathered by Fire and Emergency, or their contracted research provider, as part of a project Fire and Emergency is carrying out that is collected and collated to support research and/or evaluation activities. It includes associated metadata. It is expected that the final anonymised data will appear in the final research project outputs. Example information and records are:

- survey returns
- customer engagement feedback forms
- interview notes
- raw datasets
- analysed data.

11.8 – Research proposals – unsuccessful covers information and records documenting the unsuccessful research proposals. Example information and records are:

- unsuccessful applications
- related correspondence.

Two subclasses relate to the awarding of research scholarships and fellowships for Fire and Emergency staff to undertake research.

11.9 – Management of scholarships and fellowships covers information and records documenting the management and oversight of Fire and Emergency scholarships and fellowships. For example:

- Len Doughty Fellowship, which provides opportunity for the recipient(s) to research, study or be seconded to an overseas fire service or organisation to gain first-hand experience of an innovative programme or project
- Firefighters' Scholarship, which provides the opportunity for the recipient(s) to research, study or to undertake a project both domestically and/or overseas that is relevant to Fire and

Emergency's strategic plan and/or that demonstrates innovative approaches to contributing to the welfare of the organisation.

Example information and records are:

- list of those who have received scholarship or fellowships
- scholarship/fellowship criteria
- scholarship/fellowship development and review
- promotional materials
- final research report produced by recipients.

11.10 – Scholarship and fellowship programme administration and support covers information and records that document administrative and support-related material created to assist with operating the programmes. Example information and records are:

- applications (both successful and unsuccessful)
- records that facilitate application processes
- routine reports on administrative issues
- records documenting advice on application processes

Evaluation

Information and records that document the management of the Fire and Emergency research and evaluation programme (Subclass 11.1) provide evidence of how the agency fulfilled this legislative function. The research and evaluation activities carried out add to the body of knowledge around emergency management planning, readiness, response and equipment. The records documenting management of the programme provide insight as to how strategic decisions were made about research topics and areas/activities for evaluation. They are therefore recommended for retention as public archives under Principle 1 of the Public sector archival selection statement.

Information and records of the management of scholarships and fellowships (Subclass 11.9) provide evidence of how Fire and Emergency administered such funds for the benefit of Fire and Emergency personnel to gain experience or undertake research. They are required to provide appropriate levels of transparency and accountability of decision-making in relation to the funds or scholarships. They are therefore recommended for retention as public archives under Principle 1 of the Public sector archival selection statement.

The completed research reports, research output and evaluation reports, whether published or unpublished (Subclasses 11.2, 11.3 and 11.4) all provide useful information to support Fire and Emergency's changes in processes and approaches for a specific time period. Those that are published are lodged at National Library under legal deposit. However, once business reference to the report or output has ceased, they have no ongoing value. They are therefore recommended for destruction.

The remaining subclasses related to research and evaluation services, that is Subclasses 11.5, 11.6, 11,7, 11.8 and 11.10, are of a routine operational or administrative nature only. They are therefore recommended for destruction.

Disposal recommendations

Information and records recommended for retention as public archives.

Subclass	Title
11.1	Research and evaluation programme management
11.9	Management of scholarships and fellowships

Information and records recommended for destruction.

Subclass	Title
11.2	Research reports and research project output – published
11.3	Research reports and research project output – unpublished
11.4	Evaluation output
11.5	Summary information research proposals
11.6	Research and/or evaluation project management and administration
11.7	Raw information used for research and/or evaluation
11.8	Research proposals – unsuccessful
11.10	Scholarship and fellowship programme administration and support

Class 12 – Strategic Relationship Management

Description

This class covers information and records documenting activities associated with managing the relationships with strategic external partners and stakeholders, including agreements with fire brigades. Its subclasses are:

12.1 – Relationship management strategic partners and stakeholders

12.2 – Strategic external committees and groups

12.3 – Interagency cooperation

12.4 – Agreements with fire brigades.

Three subclasses relate to the management of strategic relationships.

12.1 – Relationship management strategic partners and stakeholders covers information and records documenting the liaison with and provision of advice to other government agencies, iwi, industry associations, private sector, and communities. Example stakeholders are:

• Department of Conservation

- Hato Hone St John
- Wellington Free Ambulance
- National Emergency Management Agency
- Ngā Pirihimana o Aotearoa New Zealand Police
- Iwi partners
- New Zealand Professional Firefighters Union (NZPFU)
- United Fire Brigades' Association (UBFA)
- Fire Emergency Commanders Association (FECA)
- Rural Professionals Association (RPA)
- New Zealand Firefighters Welfare Society
- Forest and Rural Fire Association of New Zealand (FRFANZ)
- New Zealand Firefighters Credit Union
- Fire and Emergency New Zealand Sports Council
- New Zealand Fire Brigades Institute of New Zealand (NZFBI).

Example information and records are:

- memoranda of understanding (MOU)
- partnership agreements
- minutes of meetings
- letters of acknowledgement
- correspondence about the relationship

12.2 – Strategic external committees and groups covers information and records documenting involvement on multi-agency or multi-organisation committees or groups created, sponsored, or administered, or participated in by Fire and Emergency that meet to discuss strategic matters of mutual interests. Example external committees and groups are:

- Public Safety Network
- Commissioners and Chief Officers Strategic Committee (CCOSC)
- Australasian Fire Authorities Council (AFAC)
- Hazardous Substances Coordination Committee
- Emergency Services Leadership Board
- Hazard Risk Board
- Joint Security and Intelligence Board
- Scientific and Technical Advisory Group
- Hazardous Substances Coordination Committees

Example information and records are:

- minutes of meetings
- briefing papers
- terms of reference
- records of decisions
- major commissioned reports and evaluations
- submissions
- substantial correspondence.

12.3 – Interagency cooperation covers information and records documenting strategic-level interagency cooperation between Fire and Emergency and other public sector agencies. It excludes records about partnerships that are at an operational level, such as:

- marketing partnerships with other government agencies, which are covered by Subclass 4.14
- agency cooperation in response to a major event or an incident or event, which are covered by Subclasses 1.13 and 1.16 respectively.

Example information and records are:

- memoranda of understanding
- agreements for delivery of operations and services
- minutes of meetings and related correspondence.

One subclass focuses specifically on managing the agreements between Fire and Emergency and volunteer fire brigades.

12.4 – Agreements with volunteer fire brigades covers information and records that document the formal relationship with fire brigades. It excludes information and records relating to grants to brigades, which are covered by GDA6 as they are standard financial records. Fire brigades can be volunteer fire brigades, volunteer units of a composite fire brigade, a fire brigade auxiliary unit, or industry brigades. Example information and records are:

- formal agreements of service (for volunteer brigades)
- agreements for coordination (for industrial brigades)
- correspondence
- maps for service
- constitutions/charters/rules

Evaluation

Information and records documenting significant relationships or significant relationship management activities (Subclasses 12.1, 12.2, 12.3 and 12.4) provide evidence of how Fire and Emergency, on behalf of the New Zealand Government, manages relationships with other parties from an emergency management perspective. These relationships assist Fire and Emergency to fulfil its legislated functions; for example, through the establishment of memoranda of understanding with other emergency response organisations on how they will work with Fire and Emergency, or the management of agreements with fire brigades who provide volunteer services to Fire and Emergency. The records in these subclasses also demonstrate how New Zealand interacts nationally and internationally on formal committees and groups to respond to both local and global issues and concerns, and how the organisation works with local partners to build strong relationships to support emergency response activities. The records in all four subclasses in this class are therefore recommended for retention as public archives under Principles 1, 2 and 3 of the Public sector archival selection statement.

Disposal recommendations

Information and records recommended for retention as public archives.

Subclass	Title
12.1	Relationship management strategic partners and stakeholders

Subclass	Title
12.2	Strategic external committees and groups
12.3	Interagency cooperation
12.4	Agreements with fire brigades

There are no information and records recommended for destruction from this class.

Class 13 – Governance and strategic management

Description

This class covers information and records relating to governance and strategic management of Fire and Emergency that are not covered by the Archives New Zealand GDA6, which covers common corporate activities. This includes documenting activities associated with the Fire and Emergency Board, Chief Executive, and internal governance groups/boards. It also includes information and records relating to the building of Kaupapa Māori and the development of women in Fire and Emergency – two prominent strategic growth areas. Its subclasses are:

13.1 – Board and subcommittee meeting agendas, minutes and papers

13.2 – Chair's correspondence

13.3 – Board membership

13.4 – Administration of the Board and subcommittees

13.5 – Directors' disclosures

13.6 – Advice to Chief Executive, National Commander, or Tier 2 Managers

13.7 – Administrative support to Chief Executive, National Commander, or Tier 2 Managers

13.8 – Chief Executive correspondence

13.9 – Internal Governance Board/Group/Committee records

13.10 – Regional and District Advisory Groups

13.11 – Local Advisory Committee management and meetings

13.12 – Local Advisory Committee appointments

13. 13 – Development of Kaupapa Māori capability

13.14 – Kaupapa Māori implementation

13.15 – Strategic development

13.16 – Implementation and advice

Five subclasses relate to the provision of support to the Fire and Emergency Board.

13.1 – Board and subcommittee meeting agendas, minutes and papers covers the formal information and records of the Board and its subcommittees held in national office. Subcommittees include:

- Audit and Risk Subcommittee
- People and Culture Subcommittee
- Evaluation and Appointments Subcommittee

Example information and records are all agendas and minutes, and final papers and reports submitted, such as:

- agendas and meeting minutes
- reports provided to the Board.

13.2 – Chair's correspondence covers correspondence to and from the Fire and Emergency Board/Board Chair. Example information and records are:

- advice to Chief Executive re Board decisions
- letter to Minister of Internal Affairs about Board matters.

13.3 – Board membership covers information and records about Board members. Example information and records are:

- records of appointment of members
- board member remuneration records
- photographs and publicity information about board members.

13.4 – Administration of the Board and subcommittees covers information and records created as part of the administrative activities that support the Board and subcommittees. Example information and records are:

- records of meeting arrangements
- travel records
- catering orders
- security arrangements.

13.5 – Directors' disclosures covers information and records documenting Directors' disclosures. Example information and records are:

- Register of Directors' disclosure of interests
- Declarations of conflict of interest

Three subclasses relate to the provision of advice and support to the Chief Executive, National Commander, and second-tier managers.

13.6 – Advice to Chief Executive, National Commander, or Tier 2 Managers covers information and records documenting advice provided specifically to the Chief Executive, National Commander, Deputy Chief Executive and/or Deputy National Commanders, often by roles such as Chief Advisor or National Manager, or specific external parties, covering topics ranging from policy advice, organisational strategy, relationship management, or issues response. Example information and records are:

- briefings
- discussion papers
- responses to specific requests for advice.

13.7 – Administrative support to Chief Executive, National Commander, or Tier 2 Managers covers information and records of a routine administrative nature created to support the office of the Chief

Executive, National Commander, Deputy Chief Executive and/or Deputy National Commanders. Examples are:

- diary records
- itineraries
- copies of information supplied for reference purposes
- invitations
- congratulations and condolence messages.

13.8 – Chief Executive correspondence covers information and records of correspondence to the Chief Executive where a response is required that is not a request for information. Example information and records are:

- correspondence from members of the public expressing their view of the agency and the response given.

Four subclasses that relate to the management of Fire and Emergency governance and advisory groups.

13.9 – Internal Governance Board/Group/Committee records covers information and records of formal internal Fire and Emergency governance groups or boards established internally to provide guidance and act as decision-making forums for the agency, such as:

- Executive Leadership Team (ELT)
- Investment Panel
- Position Control Group (PCG)
- Change Control Board (CCB)
- Security Reference Group
- Service Delivery Leadership Team
- Service Delivery Tactical Meeting
- Eke Taumata.

Example information and records are:

- agendas
- meeting minutes
- papers presented to the Board/Group/Committee.

13.10 – Regional and District Advisory Groups covers information and records of formal internal Fire and Emergency advisory groups who support regional and district decision-making. Example groups are:

- Regional Leadership Team
- Regional Operations Team
- Regional Advisory Group – Fleet
- Regional Advisory Group – Equipment
- Land Management Forums
- District Leadership Team
- Local Union Forums.

Example information and records are:

- agendas
- meeting minutes
- papers presented to the advisory group.

13.11 – Local Advisory Committee management and meetings covers information and records of the management and meetings of Local Advisory Committees (LACs), which are made up of members of a community to provide advice and input to Districts. LACs provide independent advice to Fire and Emergency about what their communities value, their needs and the risks they face. Their local perspective and connections with a broad range of people and interests inform Fire and Emergency's planning and helps Fire and Emergency understand how they can better support communities to reduce risk, prepare for and respond to emergencies and recover quickly when they happen. Example information and records are:

- agendas
- meeting minutes
- papers presented to the LAC
- recommendations to the Board for membership
- records of the appointment process.

13.12 – Local Advisory Committee appointments covers information and records of appointments to LACs and management of the appointment process. Each LAC includes a Chair and Deputy Chair and has up to nine members. Members appointments are for up to three years, with the possibility of reappointment. Example information and records are:

- records of individuals appointed, including CVs, declarations of interest and criminal checks.

Two subclasses relate to the establishment of Kaupapa Māori within Fire and Emergency – one of its key strategic organisational culture improvement areas.

13.13 – Development of Kaupapa Māori capability covers information and records that document the development and approval of foundation strategies, frameworks, approaches, and educational resources to support the building of Kaupapa Māori capability and embedding of te ao Māori within Fire and Emergency. Examples are:

- Development of Hiwa-i-te-rangi Strategy.

Example information and records are:

- foundation reports that identified strategic needs
- approved framework/strategies/approach documents or educational resources
- records of the development of the framework/strategies/approach documents or educational resources
- implementation plans.

13.14 – Kaupapa Māori implementation covers information and records that document the implementation of strategies/frameworks/approaches to improve kaupapa Māori within Fire and Emergency. Example information and records are:

- planning for implementation of the language programme
- administration of the national grant for te reo Māori lessons
- planning and advice about internal engagement initiatives.

Two subclasses relate to the development of women in the Fire and Emergency workforce.

13.15 – Strategic development covers information and records that document the development and approval of foundation strategies, frameworks, approaches, and educational resources to support women's development within Fire and Emergency. Example information and records are:

• records of the National Women's Advisory Committee

• foundation reports that identify strategic needs

• approved framework/strategies/policy records

• implementation plans.

13.16 – Implementation and advice covers information and records that document the implementation of women's development strategies/frameworks/approaches across Fire and Emergency. Example information and records are:

• records of regional networks

• advice provided to internal teams

• records of participation in working groups, e.g. Uniform Re-tender Working Group.

Evaluation

Information and records that relate to the formal operation of the Fire and Emergency Board (Subclasses 13.1, 13.2, 13.3) provide evidence of strategic thinking and decision-making at the highest level of the organisation. The information and records relating to advice to the Chief Executive, the National Commander, and Tier 2 managers (Subclass 13.6), along with the records of internal governance groups and committees (Subclass 13.9) demonstrate how the strategic thinking of the organisation is enacted. Both groups of subclasses provide evidence of internal governance and decision-making and as such provide evidence of transparency and accountability of decision-making. They are therefore recommended for retention as public archives under Principle 1 of the Public sector archival selection statement.

Information and records of LACs (Subclass 13.11) demonstrate how Fire and Emergency works with communities across New Zealand to ensure their services and activities will best meet the needs of communities. These records are the 'public voice' that feeds into Fire and Emergency's decisions, direction, and approaches across all of its activities. As such, they provide valuable evidence of how Fire and Emergency interacts with the communities they serve. They are therefore recommended for retention as public archives under Principle 3 of the Public sector archival selection statement.

Information and records documenting the development and implementation of kaupapa Māori capability (Subclasses 13.13 and 13.14) provide evidence of how Fire and Emergency is working toward its goals of increasing internal capability and maturity as a Treaty partner. This is a significant area of internal improvement for Fire and Emergency, and the records document the story of increasing awareness and maturity around the incorporation of kaupapa Māori into the culture of the organisation. They are therefore recommended for retention as public archives under Principle 2 of the Public sector archival selection statement.

Information and records documenting the development of strategies and approaches relating to women's development within the Fire and Emergency workforce (Subclass 13.15) provide evidence of how the organisation has actively worked to increase the number of women in its workforce and ensure that there is a focus on women's development in what has traditionally been a very male-dominated sector. They are therefore recommended for retention as public archives under Principle 3 of the Public sector archival selection statement.

Information and records relating to the administrative aspects of the Fire and Emergency Board and governance activities (Subclass 13.4, 13.5, 13.7, 13.8) are recommended for destruction as they have administrative value only.

Information and records of regional and district advisory groups (Subclass 13.10) document mid-level operational decisions and activities of Fire and Emergency. They are of an operational nature only and any significant decisions/issues are dealt with at higher levels (in Subclasses 13.1, 13.6 or 13.9). They are therefore recommended for destruction.

Information and records of appointments to LACs (Subclass 13.12) and implementation and advice (Subclass 13.16) relating to women's development in Fire and Emergency are of a routine administrative nature only. They are therefore recommended for destruction.

Disposal recommendations

Information and records recommended for retention as public archives.

Subclass	Title
13.1	Board and subcommittee meeting agendas, minutes, and papers
13.2	Chair's correspondence
13.3	Board membership
13.6	Advice to Chief Executive, National Commander, or Tier 2 Managers
13.9	Internal Governance Board/Group/Committee records
13.11	Local Advisory Committee Management and Meetings
13.13	Development of Kaupapa Māori capability
13.14	Kaupapa Māori implementation
13.15	Strategic development

Information and records recommended for destruction.

Subclass	Title
13.4	Administration of the Board and subcommittees
13.5	Directors' disclosures
13.7	Administrative support to Chief Executive, National Commander, or Tier 2 Managers
13.8	Chief Executive correspondence
13.10	Regional and District Advisory Groups

Subclass	Title
13.12	Local Advisory Committee Appointments
13.16	Implementation and advice

Class 14 – Organisation management

Description

This class covers information and records relating to the management of Fire and Emergency not covered by the Archives New Zealand General Disposal Authority GDA6 (which covers common corporate activities). This class includes documenting activities associated with business improvement, organisational risk management, national notices, privacy management, legal services, information, data and technology management, portfolio and project management, and directorate, branch, and team administration. Its subclasses are:

14.1 – Organisational risk landscape

14.2 – Organisational risk assessments

14.3 – Alcohol licensing compliance

14.4 – Security incident management

14.5 – National notices

14.6 – Managing privacy incidents and breaches

14.7– Provision of privacy advice

14.8 – Privacy impact assessments

14.9 – Legal action, litigation, claims and disputes

14.10 – Provision of legal advice

14.11 – Contract management

14.12 – Provider relationship and performance management

14.13 – Management and oversight of IT, IM, and DM services

14.14 – Current state architecture

14.15 – Description of information, records, and data

14.16 – IT, IM, and DM operations

14.17 – Technology system-specific management – key documentation

14.18 – Technology system-specific management – routine documentation

14.19 – Datasets stored in data lakes

14.20 – Datasets stored in the data warehouse or data marts

14.21 – Data analysis working records

14.22 – Data and analytics requests

14.23 – Analytics projects

14.24 – Portfolio governance

14.25 – Records of high-complexity projects – key information

14.26 – Records of medium-complexity projects – key information

14.27 – Records of low-complexity projects – key information

14.28 – Project administration records

14.29 – Unsuccessful investment fund bids

14.30 – Project process documentation

14.31 –Administration of directorates, branches, and teams

Four subclasses relate to the management of organisational risk at Fire and Emergency. There is a formal risk management framework in place for the organisation.

14.1 – Organisational risk landscape covers information and records documenting the management of the overall organisational risk landscape. Example information and records are:

• Fire and Emergency Risk Standards

• risk toolkit

• risk management framework.

14.2 Organisational risk assessments covers information and records of organisational risk registers and risk assessments. It excludes information security and information management risk assessments, which are covered by 14.16 as part of system-specific activities. Example information and records are:

• strategic risk assessments

• enterprise risk assessments

• operational risk assessments

• risk registers/scorecards.

14.3 Alcohol licensing compliance covers information and records that document the granting of alcohol licences to Fire and Emergency and the compliance of brigades with those licences. It excludes all other records relating to the operation of brigade canteens, which are covered by GDA6. Example information and records are:

• licences

• returns from brigades documenting compliance with licences.

14.4 – Security incident management covers information and records of any type of security incident/breach; for example:

• physical security breach

• personnel security breach, including insider threat

• information security incidents.

Example information and records are:

• incident records/case files.

One class relates to the release and publication of national notices, which can relate to any of Fire and Emergency's functions and activities.

14.5 – National notices covers information and records that document the national notices sent out to all staff to advise them of a change they need to be aware of; for example, a change in operational policy, or a safety notice. Example information and records are national notices such as:

- 035/2023 Potential BA mask communications issue
- 037/2023: Electrical safety in flood waters
- 039/2023: Incident Response to Structurally Compromised Buildings

Three subclasses relate to privacy management support, as GDA6 does not fully cover this activity appropriately.

14.6 – Managing privacy incidents and breaches covers information and records that document the management and resolution of privacy incidents and breaches. Example information and records are:

- privacy incident report
- notification of breaches to the Privacy Commissioner.

14.7 – Provision of privacy advice covers information and records documenting the provision of privacy advice to staff. Example information and records are:

- email correspondence
- meeting notes
- advice given.

14.8 – Privacy impact assessments covers information and records documenting the completion of privacy impact assessments (PIAs) for new systems being implemented or business processes being undertaken by Fire and Emergency. Example information and records are:

- completed privacy impact assessments
- determination or advice that PIA not required.

Two subclasses relating to the provision of legal support, as GDA6 does not fully cover this activity appropriately.

14.9 – Legal action, litigation, claims, and disputes covers information and records relating to legal action directly involving Fire and Emergency, such as:

- court cases
- dispute and mediation hearings
- litigation
- infringements.

It includes prosecutions as a result of fire investigations. Example information and records are:

- background summaries
- records of negotiation before formal action
- briefings and instructions to lawyers
- out-of-court settlements
- annotated copies of court records.

14.10 Provision of legal advice covers information and records relating to the provision of legal advice by the Fire and Emergency internal legal team to other parts of the organisation. Example information and records are:

• legal advice.

Two subclasses relate to contract and provider management. These should be used instead of those in GDA6/4.2.2 and GDA6/4.2.3. This is because Fire and Emergency hold a number of 'routine' contracts (which typically would be covered by GDA6/4.2.3) for services that are of a high enough dollar value that they could also be covered by GDA6/4.2.2. To support ease of implementation, a single contract management class has been created for all Fire and Emergency contracts (regardless of whether it is an ongoing contract, and what its dollar value is), except for those contracts relating to functions that it contracts out.

14.11 – Contract management covers information and records documenting the Fire and Emergency relationship with contractors and the management of contracts. This subclass excludes contract management when it relates to a specific function of Fire and Emergency that is contracted out, such as:

• aviation service providers – see Subclass 1.8

• Dispute Resolution Scheme – see Subclass 8.2

• Independent Complaints Service – see Subclass 9.2.

It also excludes records of the actual procurement activity (such as requests for proposal and responses), which are covered by GDA6/4.2.4

It includes contracts for services, such as:

• vehicle servicing providers

• vehicle lease companies

• researchers

• construction/building services providers

• contracts for the provision of national services, such as paint purchase, maintenance services, grounds maintenance services

• IT service contracts.

Example information and records are:

• contracts and variations

• contract specifications

• meeting minutes

• correspondence with contractors

• reporting.

14.12 – Provider relationship and performance management covers information and records relating to the relationship with suppliers and suppliers' performance. Example information and records are:

• individual supplier contract performance

• relationship management meeting minutes, visits

• changes to relationship management personnel, staffing and responsibilities.

Four subclasses relate to information, data, and technology management, as GDA6 does not fully cover this activity appropriately.

14.13 – Management and oversight of IT, IM and DM services covers information and records documenting activities associated with overarching enterprise management activities that support the performance, reporting and monitoring of Fire and Emergency's Information Technology (IT), Information Management (IM) and Data Management activities (DM). This subclass should be used instead of GDA6/8.1.1. Example information and records are:

- enterprise architecture (i.e., architecture that covers more than one system)
- disposal schedule development
- data quality standards
- metadata schema management
- taxonomy management.

14.14 – Current state architecture covers information and records that document the current state architecture. Example information and records are:

- technology architecture documentation (tangible view of the current technology state)
- information and data architecture documentation (what information and data is held where and for what purpose)
- application architecture documentation (software and tools in use).

14.15 – Description of information, records and data covers information and records that document Fire and Emergency's information, records, and data. This subclass aids in the proper management of Fire and Emergency's information, records and data over its life cycle and the eventual transfer of public archives to Archives New Zealand. Without this subclass, there may be difficulties in properly managing and identifying archives. Example information and records are:

- data quality standards
- data content standards
- data dictionaries
- metadata schema
- metadata standards
- records taxonomy.

14.16 – IT, IM, and DM operations covers information and records documenting operational activities associated with the provision of IT, IM, and DM services. Use this subclass instead of GDA6/8.1.1, GDA6/8.1.2 and GDA6/8.1.4. However, use GDA6/8.1.3 for records of disposal decisions (i.e. actual disposal carried out). Example information and records are:

- allocation of equipment such as laptops, cell phones, etc.
- asset management
- IT, IM, and DM operational reporting
- implementation of disposal schedule
- helpdesk/service desk support records
- day-to-day performance reporting
- IM advice requests
- research enquiries
- records of system backups and restores
- allocation of small equipment such as screens, keyboards, etc.

- digitisation operations'

Two subclasses relate to the management of technology systems, as GDA6 does not fully cover this activity appropriately.

14.17 - Technology system-specific management – key documentation covers information and records documenting activities associated with the management, oversight and control of Fire and Emergency's IT assets (whether system, network, etc.). It includes ongoing management and support activities for any technology asset. Use this subclass instead of GDA6/8.1.1. It excludes contracts and provider management, which are covered by Subclasses 14.11 and 14.12. Example information and records are:

- outsourcing arrangements
- technical specifications/system design
- technical as-builts
- system-specific architecture
- information security assurance documentation
- system audits
- certification and accreditation (compliance) of specific information systems and products, which include information security and information management compliance assessments
- implementation, upgrade, or decommissioning project documentation
- software licencing records and renewals
- network designs
- network management documentation
- road maps
- conceptual design.

14.18 – Technology system-specific management – routine documentation covers information and records documenting activities associated with the management, oversight and control of Fire and Emergency's information technology assets (whether system, network, etc.) that are of a routine nature. It includes ongoing management and support activities for any technology asset. Use this subclass instead of GDA6/8.1.1. Example information and records are:

- testing records
- change control.

Five subclasses relate to data warehouse management and data analysis.

14.19 – Datasets stored in data lakes covers data gathered (or sourced) from line of business systems across Fire and Emergency and stored in the data warehouse or data lakes. The datasets may be a copy from source systems that are updated each day, or they may be the only version of the data from source systems that have been decommissioned. Example information and records are:

- finalised datasets
- metadata associated with the finalised dataset (unless it relates to a dataset identified for transfer to Archives New Zealand in another subclass, in which case it should be transferred with that dataset)

- metadata schemas relating to the finalised datasets (unless it relates to a dataset identified for transfer to Archives New Zealand in another subclass, in which case it should be transferred with that)
- data dictionaries relating to the finalised datasets (unless it relates to a dataset identified for transfer to Archives New Zealand in another subclass, in which case it should be transferred with that dataset)
- data quality standards.

14.20 – Datasets stored in the data warehouse or data marts covers data copied from the data lakes in order to carry out analysis. This data is typically aggregated/anonymised to support policy development and implementation or operational planning and decision-making. Datasets will have undergone all the quality checks and editing procedures deemed necessary to support a particular output along with their accompanying metadata and the documentation that supports their interpretation. They also include the code written to allow interrogation and use of the data and associated metadata. These datasets are anonymised, which means that direct identifiers such as name, address and phone number have been removed. Example information and records are:

- finalised datasets
- code written to allow interrogation and use of the finalised dataset
- metadata associated with the finalised dataset
- metadata schemas relating to the finalised datasets
- data dictionaries relating to the finalised datasets
- data quality standards.

14.21 – Data analysis working records covers data gathered (or sourced) that are working versions of data used to support strategic policy development and implementation, i.e. versions of the datasets that are not finalised. Example information and records are:

- extracted data sets
- spread sheets
- database reports/output
- data models.

14.22 – Data and analytics requests covers information and records that document both internal and external requests and responses for data and analytics from Fire and Emergency sources. Example information and records are:

- requests
- query/code created to gather data
- request output (charts, tables, reports, visualisations, etc.)

14.23 – Analytics projects covers information and records documenting projects undertaken to improve analytics outcomes. For example:

- building data models.

Example information and records are:

- project records
- project output.

Fire and Emergency has a formal approach to the management of projects through a project portfolio. Seven subclasses relate to the governance and delivery of the Fire and Emergency project portfolio.

14.24 – Portfolio governance covers information and records that document the governance of the portfolio fund and investment decisions. Example information and records are:

- Investment Panel papers and decisions
- successful investment fund bids
- decisions to proceed with portfolio projects (i.e. those that do not meet the threshold to go to the Investment Panel)
- overarching monitoring and reporting about projects.

14.25 – Records of high-complexity projects – key information covers information and records of high-complexity projects – key information. A complex project is one that has been rated as highly complex via a complexity assessment. This assessment considers a number of factors, such as budget, logistical dependencies, logical dependencies, stakeholder considerations and change impact. It excludes project contracts and provider management, which are covered by Subclasses 14.11 and 14.12. It also excludes records of the actual procurement activity (such as requests for proposal and responses), which are covered by GDA6/4.2.4. Examples of a project with high complexity are:

- Unified Uniform
- L2 PPE Management
- fleet replacements (next generation fleet)
- station rebuild programme
- national equipment roll-outs and cascade
- Eke Taumata
- PSE: Payroll system replacement
- Working Safely in Water
- Hiwa-i-te-rangi.

Example information and records are:

- documentation that feeds into any kind of formal approval record, such as pre-business case, investigation documents, business case, etc.
- project approvals
- project governance and reporting records
- procurement plans and approval
- project completion documentation such as lessons learnt, project closure records.

14.26 – Records of medium-complexity projects – key information covers information and records of medium-complexity projects. A medium-complexity project is one where the complexity assessment rates it at a medium level. These may be self-initiated projects by branches or be managed through the National Portfolio and Investment Directorate. It excludes project contracts and provider management, which are covered by Subclasses 14.11 and 14.12. It also excludes records of the actual procurement activity (such as requests for proposal and responses), which are covered by GDA6 /4.2.4. Example medium- complexity projects are:

- replacement of fire trucks
- Aerial Appliance Procurement
- Carcinogen Control

- Kia Toipoto
- Uniform Retender.

Example information and records are:

- documentation that feeds into any kind of formal approval record, such as pre-business case, investigation documents, business case, etc.
- project approvals
- project governance and reporting records
- contract management records
- procurement plans and approval
- project completion documentation such as lessons learnt, project closure records.

14.27 – Records of low-complexity projects – key information covers key information and records of low-complexity projects. A low-complexity project is one where the complexity assessment rates it at a low level. They are typically related to a single process or system – its development, implementation, or review. These projects may be self-initiated projects by branches or be managed through the National Portfolio and Investment Directorate. They exclude project contracts and provider management, which are covered by Subclasses 14.11 and 14.12. They also exclude records of the actual procurement activity (such as requests for proposal and responses) which are covered by GDA6/4.2.4. Example low-complexity projects are:

- Safer building design
- Fire as a land management tool – grass curing guide
- Evacuation schemes – public information and compliance improvement.

Example information and records are:

- documentation that feeds into any kind of formal approval record, such as pre-business case, investigation documents, business case, etc.
- project approvals
- project governance and reporting records
- procurement plans and approval
- project completion documentation, such as lessons learnt, project closure records.

14.28 – Project administration records covers information and records of projects of any level of complexity that are considered to be low level or administrative in nature. Example information and records are:

- information summarised in a key document of the project
- project registers (e.g. project risk and issue registers)
- administrative meeting records
- drafts of key information covered by the 'key documents' subclass
- day-to-day project management records.

14.29 – Unsuccessful investment fund bids covers information and records documenting bids for investment to the Investment Panel that were unsuccessful. Example information and records are:

- unsuccessful bids.

14.30 – Project process documentation covers information and records documenting standard processes and templates to support Fire and Emergency projects. Example information and records are:

- project management framework

- project management templates and models
- training materials for education of project managers/coordinators.

One subclass relates to routine administration.

14.31 – Administration of directorates, branches and teams covers information and records relating to routine administration activities for directorates, branches and teams whether in National Office, regional offices, district offices or stations. Example information and records are:

- team meeting records
- routine procedures
- desk files
- contact lists
- records of social events.

Evaluation

Information and records relating to legal action Fire and Emergency is involved in (Subclass 14.9) and the provision of legal advice documents (Subclass 14.10) protect the legal rights of the parties involved as well as providing evidence of accountability of Fire and Emergency. They are therefore recommended for retention as public archives under Principle 1 of the Public sector archival selection statement.

Information and records that describe Fire and Emergency information and records (Subclass 14.15) are vital in understanding how Fire and Emergency information is created, used, and maintained and in particular, the standards and controls used to ensure consistency and quality that enable ongoing use of information and data. These are necessary records to aid in the interpretation and use of other Fire and Emergency records being transferred to Archives New Zealand as public archives. They are therefore recommended for retention as public archives under Principle 1 of the Public sector archival selection statement.

Information and records relating to the oversight and governance of the Fire and Emergency portfolio programme (Subclass 14.24) and the key information from high-complexity projects (Subclass 14.25) provide evidence of how Fire and Emergency undertakes internal improvement programmes. Such programmes often incur significant costs and involve some form of transformational change in how Fire and Emergency carries out its functions and activities. They are therefore recommended for retention as public archives under Principle 1 of the Public sector archival selection statement.

Information and records documenting the routine aspects of managing organisational risk for Fire and Emergency (Subclasses 14.1, 14.2, 14.3) are of operational value only. Higher-level risk related decisions and mitigation strategies are captured through the records of internal governance groups (Subclass 13.9) or Board records (Subclass 13.1). They are therefore recommended for destruction.

Information and records of security incidents (Subclass 14.4), and privacy management activities (Subclasses 14.6, 14.7, 14.8) are operational-level records. They are of relevance to support the delivery of security and privacy activities but have limited value over time. They are therefore recommended for destruction.

National notices (Subclass 14.5) are utilised to disseminate operational notices to all Fire and Emergency staff. The content can vary from announcements about procedural changes to safety notices for operational staff using certain equipment. The content of the safety notice may be used to update standard operating policy and procedures if it pertains to an ongoing change in process,

etc., rather than a point-in-time awareness notice. These records are therefore recommended for destruction.

Information and records relating to contract and provider management (Subclasses 14.11 and 14.12) are of an operational nature only, even if some contracts are of high dollar value. If the contracts relate to particular initiatives or projects that are perhaps of greater national interest than others (e.g. national equipment roll-outs, or adoption of a new uniform), then records and key aspects of those projects are covered by Subclass 14.25 (which are recommended for retention as public archives). These records are therefore recommended for destruction.

Information and records documenting the management and delivery of information technology, information management and data management services (Subclasses 14.13, 14.14, 14.16, 14.17, 14.18, 14.19, 14.20, 14.21, 14.22 and 14.23) are recommended for destruction. These records document the delivery of support services for Fire and Emergency. They are of operational and administrative value only. It should be noted for Subclass 4.20 that the retention period to be applied for datasets stored in the data warehouse or data marts should relate to the activity the dataset reflects, for example:

- if it is financial transactional data, use the financial classes of GDA6
- if it is personnel data, use the relevant subclasses from GDA6 and this schedule
- if it is incident data, use the relevant subclasses from this schedule.

Information and records that relate to the Fire and Emergency portfolio and projects but are not related to oversight and governance of the portfolio programme (Subclass 14.24) or are the key information from high-complexity projects (Subclass 14.25) are recommended for destruction. These are Subclasses 14.26, 14.27, 14.28, 14.29 and 14.30. These records are of interest internally but ultimately are of operational value only as output or results of the projects end up being reflected in other records, whether it be in internal policy and procedures or changes in systems and processes. They should therefore be destroyed.

The records of Subclass 14.26 are recommended to have a long retention period of 30 years prior to destruction. This is because records of medium-complexity projects do inform change to internal systems, processes, etc., and therefore can be useful for reference purposes. For example, when undertaking a procurement process for new fire trucks, it is important that records of the previous project can be accessed to help inform the new project.

Information and records relating to the administrative aspects of managing a directorate, business unit or team (Subclass 14.31) are recommended for destruction as they are low-level routine administrative records only.

Disposal recommendations

Information and records recommended for retention as public archives

Subclass	Title
14.9	Legal action, litigation, claims and disputes
14.10	Provision of legal advice
14.15	Description of information, records, and data
14.24	Portfolio governance
14.25	Records of high complexity projects – key Information

Information and records recommended for destruction:

Subclass	Title
14.1	Organisational risk landscape
14.2	Organisational risk assessments
14.3	Alcohol licensing compliance
14.4	Security incident management
14.5	National notices
14.6	Managing privacy incidents and breaches
14.7	Provision of privacy advice
14.8	Privacy impact assessments
14.11	Contract management
14.12	Provider relationship and performance management
14.13	Management and oversight of IT, IM and DM services
14.14	Current state architecture
14.16	IT, IM and DM operations
14.17	Technology system-specific management – key documentation
14.18	Technology system-specific management – routine documentation
14.19	Datasets stored in data lakes
14.20	Datasets stored in the data warehouse or data marts
14.21	Data analysis working records
14.22	Data and analytics requests
14.23	Analytics projects
14.26	Records of medium-complexity projects – key information
14.27	Records of low-complexity projects – key information
14.28	Project administration records
14.29	Unsuccessful investment fund bids
14.30	Project process documentation

Subclass	Title
14.31	Administration of directorates, branches, and teams

Access restriction recommendations

The possible need for access restrictions at point of transfer to Archives New Zealand custody has been considered as part of the appraisal carried out during the development of the disposal schedule.

Final access decisions will be made as part of any transfer agreement with the Chief Archivist.

Subclass number and title	Duration	Reason	Justification
1.3 – Operational risk planning [Specifically tactical and site plans]	70 years	Confidential – personal or public safety and maintaining the rule of law	Required to protect personal or public safety and maintain the rule of law
1.18 – Investigations – carried out by a specialist investigator involving multiple fatalities/serious injuries or that are considered to be of national significance	50 years	Confidential – personal or public safety and maintaining the rule of law	Required to protect personal or public safety and maintain the rule of law
6.3 – Record of learning	70 years	Personal privacy	Required to prevent the disclosure of sensitive personal information
7.3 – Career or volunteer firefighters who suffer a fatality or who receive serious or permanent injury in the line of duty	70 years	Personal privacy	Required to prevent the disclosure of sensitive personal information
7.4 – Career or volunteer firefighters who are recipients of awards for bravery	70 years	Personal privacy	Required to prevent the disclosure of sensitive personal information
7.7 – Service medals, honours and awards	70 years	Personal privacy	Required to prevent the disclosure of sensitive personal information
11.9 – Management of scholarships and fellowships	70 years	Personal privacy	Required to prevent the disclosure of sensitive personal information

Subclass number and title	Duration	Reason	Justification
13.6 – Advice to Chief Executive, National Commander, or Tier 2 Managers	15 years	Confidential – political or administrative processes	Required to protect the integrity of political or administrative processes
14.9 – Legal action, litigation, claims and disputes	Indefinite until released	Confidential - legal professional privilege; legal professional obligations of confidentiality; and Personal privacy	Required to support appropriate legal practice and prevent the disclosure of legal information or sensitive personal information
14.10 – Provision of legal advice	Indefinite until released	Confidential - legal professional privilege; legal professional obligations of confidentiality; and Personal privacy	Required to support appropriate legal practice and prevent the disclosure of legal information or sensitive personal information

Appendix 1 – Internal consultation

Listed below are all Fire and Emergency roles who participated in consultation during development, or internal approval processes as part of the development of the disposal schedule.

Role	Team, Branch
Deputy Chief Executive	Organisational Strategy & Capability Development
Deputy Chief Executive	Finance and Business Operations
Project Manager Māori Outcomes	Kaupapa Māori and Cultural Communities Branch
Pou Takawaenga Māori	Kaupapa Māori and Cultural Communities Branch
Project Coordinator Hiwa-i-te-Rangi	Kaupapa Māori and Cultural Communities Branch
Business Services Manager	Te Upoko Region, Service Delivery Operations Branch
Business Services Coordinator	Nga Tai ki te Puku Region, Service Delivery Operations Branch
Region Manager	Te Upoko Region, Service Delivery Operations
National Manager Communication Centres	National Communication Centres, Service Delivery Operations Branch
Executive Assistant to Deputy Chief Executive Service Delivery Operations	Service Delivery Operations Branch
Advisor Risk Reduction, Hawkes Bay Community Risk Management	Te Upoko Region, Service Delivery Operations Branch
Business Operations Manager	Nga Tai ki te Puku, Service Delivery Operations Branch

Role	Team, Branch
Region Manager	Te Kei Region, Service Delivery Operations Branch
Planning and Performance Manager	Te Kei Region, Service Delivery Operations Branch
Executive Assistant to Region Manager	Te Upoko Region, Service Delivery Operations Branch
Business Services Manager	Te Kei Region, Service Delivery Operations Branch
Business Operations Manager	Te Kei Region, Service Delivery Operations Branch
Specialist Response Manager	Specialist Response Team, Service Delivery Design Branch
Manager Community Education and Behaviour Change	National Community Readiness & Recovery, Service Delivery Design Branch
Senior Compliance Specialist	National Risk Reduction/Regulatory Compliance, Service Delivery Design Branch
National Advisor Communication Centres	National Response Capability/National & International Response, Service Delivery Design Branch
National Advisor Ops, Requirements and Standards	Operational Standards, Service Delivery Design Branch
National Operations Advisor Continuous Improvement	Response Capability Advisory, Service Delivery Design Branch
Response Capability Advisory Manager	Response Capability Advisory, Service Delivery Design Branch
National and International Response Manager	National Response Capability/National & International Response, Service Delivery Design Branch

Role	Team, Branch
Wellington Fire Engineering Team Leader	National Risk Reduction/Fire Engineering, Service Delivery Design Branch
Community Partnerships Manager	National Community Readiness & Recovery, Service Delivery Design Branch
Chief Advisor to Service Delivery Deputy Chief Executive	Service Delivery Design Branch
National Advisor Gas Detection	Specialist Response Team, Service Delivery Design Branch
Advisor Aviation	National Response Capability, Service Delivery Design Branch
Community Readiness and Recovery Support	National Community Readiness & Recovery, Service Delivery Design Branch
Community Programmes Manager	National Community Readiness & Recovery, Service Delivery Design Branch
Principal Advisor Recovery	National Community Readiness & Recovery, Service Delivery Design Branch
Coordinator Claims and Cost Recovery	National Risk Reduction/Service Delivery Sector Partnerships, Service Delivery Design Branch
Risk Reduction and Investigations Manager	National Risk Reduction/Investigation and Arson, Service Delivery Design Branch
Wildfire Specialist	National Risk Reduction/Service Delivery Wildfire, Service Delivery Design Branch
Operational Standards Manager	National Response Capability/Operational Standards, Service Delivery Design Branch
Senior Community Programmes Specialist	National Community Readiness & Recovery, Service Delivery Design Branch
National Advisor Coordination Centres	National Response Capability/National & International Response, Service Delivery Design Branch
Manager Fire Engineering	Fire Engineering, Service Delivery Design Branch

Role	Team, Branch
National Manager Community Readiness and Recovery	National Community Readiness & Recovery, Service Delivery Design Branch
Service Delivery Wildfire Manager	Service Delivery Wildfire, Service Delivery Design Branch
National Manager Operational Efficiency	National Operational Efficiency, Service Delivery Design Branch
National Hazardous Substances Advisor	National Response Capability/Specialist Response, Service Delivery Design Branch
Senior Advisor Policy	Strategy and Performance/Policy. Organisational Strategy & Capability Development Branch
Head of ICT Architecture and Strategy	Information and Comms Technology/ICT Architecture and Strategy, Organisational Strategy & Capability Development Branch
National Manager Equipment and Logistics	National Equipment and Logistics, Organisational Strategy & Capability Development Branch
Head of ICT Business Office	Information and Comms Technology/ICT Business Office, Organisational Strategy & Capability Development Branch
Chief Advisor to Deputy Chief Executive	Organisational Strategy & Capability Development Branch
Head of ICT Infrastructure and Operations	Information and Comms Technology/ICT Infrastructure and Operations, Organisational Strategy & Capability Development Branch
Senior Business Analyst	National Investment and Portfolio Directorate, Organisational Strategy & Capability Development Branch
Manager Project Management	National Investment and Portfolio Directorate, Organisational Strategy & Capability Development Branch

Role	Team, Branch
Coordinator Te Ao Marama	Strategy and Performance/Te Ao Marama, Organisational Strategy & Capability Development Branch
Coordinator Te Ao Marama	Strategy and Performance/Te Ao Marama, Organisational Strategy & Capability Development Branch
National Manager Fleet	National Fleet, Organisational Strategy & Capability Development Branch
Manager Te Ao Marama	Strategy and Performance/Te Ao Marama, Organisational Strategy & Capability Development Branch
Principal Advisor Policy	Strategy and Performance/Policy, Organisational Strategy & Capability Development Branch
Principal Advisor Strategy and Performance	Strategy and Performance, Organisational Strategy & Capability Development Branch
National Advisor Operations (Plant & Equipment)	National Equipment and Logistics, Organisational Strategy & Capability Development Branch
Coordinator NHQ Property Projects	Planning and Programme Management/Property Portfolio, Organisational Strategy & Capability Development Branch
Project Manager	National Investment and Portfolio, Organisational Strategy & Capability Development Branch
Senior Advisor Strategy	Strategy and Performance/Strategy, Reporting and Monitoring, Organisational Strategy & Capability Development Branch
Advisor Research and Evaluation	Strategy and Performance/Te Ao Marama, Organisational Strategy & Capability Development Branch
Manager Project Management	Information and Comms Technology/ICT Delivery/Project Management, Organisational Strategy & Capability Development Branch

Role	Team, Branch
Manager Property Planning and Programme	Planning and Programme Management, Organisational Strategy & Capability Development Branch
Executive Assistant to Deputy Chief Executive	Finance and Business Operations Branch
Advisor Records Management	National Business Operations, Finance and Business Operations Branch
Manager Management Accounting	Finance/Management Accounting, Finance and Business Operations Branch
Manager Levy	Finance/Levy, Finance and Business Operations Branch
Spatial Information Analyst	Data and Analytics/Spatial Intelligence, Finance and Business Operations Branch
Senior Finance Officer	Finance/Financial Transactions, Finance and Business Operations Branch
National Manager Business Operations	National Business Operations, Finance and Business Operations Branch
Chief Data and Analytics Officer	Data and Analytics, Finance and Business Operations Branch
Team Leader Records Management	National Business Operations, Finance and Business Operations Branch
Manager Financial Accounting	Finance/Financial Accounting, Finance and Business Operations Branch
Chief Advisor to Deputy Chief Executive (FABO)	Finance and Business Operations Branch
Manager Procurement Capability and Practice	Procurement, Finance and Business Operations Branch
Manager Financial Transactions	Finance/Financial Transactions, Finance and Business Operations Branch
Team Lead Travel Office	National Business Operations, Finance and Business Operations Branch

Role	Team, Branch
Senior Business Information Analyst	Data and Analytics, Finance and Business Operations Branch
Advisor Records Management	National Business Operations, Finance and Business Operations Branch
Senior Levy Analyst	Finance/Levy, Finance and Business Operations Branch
Coordinator Procurement	Procurement, Finance and Business Operations Branch
Procurement Business Partner (Corp & Uniform)	Procurement, Finance and Business Operations Branch
Principal Advisor Remuneration	National People Experience/Remuneration, People Branch
Chief Advisor Safety and Wellbeing Support	National People Experience/National Safety Health and Wellbeing, People Branch
HR Senior Advisor	National People Experience/HR Advisory, People Branch
Principal Advisor Leadership Development	National People & Workforce Capability/Leadership Development, People Branch
National Manager People Experience	National People Experience, People Branch
National Payroll Services Manager	National People Experience/Payroll, People Branch
Recruitment Manager	National People Experience/Career Recruitment, People Branch
Senior Advisor Volunteer Recruitment & Attraction	National People Experience/Volunteer Resilience, People Branch
Senior Data Analyst	National People Experience/Volunteer Resilience, People Branch
Manager Region HR	National People Experience/Region HR Operations, People Branch

Role	Team, Branch
Subject Matter Expert	National People Experience/HRIS Systems, People Branch
Senior Advisor Volunteer Resilience	Volunteerism, People Branch
National Manager People Advisory	National People Services, People Branch
Training Programmes & NTC Manager	National People & Workforce Capability/Training Programmes and NTC, People Branch
Principal Advisor People & Workforce Capability	National People & Workforce Capability, People Branch
Safety Health and Wellbeing Support	National People Experience/National Safety Health and Wellbeing, People Branch
Business Support	National People Experience/National Safety Health and Wellbeing/Injury Illness and Rehabilitation, People Branch
National Manager People & Workforce Capability	National People & Workforce Capability, People Branch
Education Services Manager	National People & Workforce Capability/Education Services, People Branch
Chief Advisor to Deputy Chief Executive (People)	National People Services, People Branch
Training Business Services Manager	National People & Workforce Capability/Training Business Services, People Branch
Senior Advisor Workplace Relations	Workplace Relations Directorate, People Branch
National Manager Workplace Culture and Change	National Workplace Culture and Change, People Branch
Senior Advisor Recruitment	National People Experience/HR Advisory, People Branch

Role	Team, Branch
Rehabilitation Coordinator	National People Experience/National Safety Health and Wellbeing/Injury Illness and Rehabilitation, People Branch
Principal Advisor Volunteer Sustainability	National People Experience/Volunteer Resilience, People Branch
Volunteer Recruitment Coordinator	National People Experience/Volunteer Resilience. People Branch
Senior Advisor Workplace Relations	National Workplace Culture and Change/Workplace and Employment Relations, People Branch
HR Information Systems Manager	National People Experience/HRIS Systems, People Branch
Internal Engagement Advisor	National Communications and Engagement/Strategic Communications, Office of the Chief Executive
Manager Engagement	National Communications and Engagement/Engagement, Office of the Chief Executive
Senior Advisor Marketing	National Communications and Engagement/Marketing, Office of the Chief Executive
Manager Women's Development	Women's Development, Office of the Chief Executive
Complaints Advisor	Behaviour and Conduct Office, Office of the Chief Executive
Senior Complaints Practitioner Investigations	Behaviour and Conduct Office, Office of the Chief Executive
BCO Director	Behaviour and Conduct Office, Office of the Chief Executive
Senior Communications Advisor	National Communications and Engagement/Strategic Communications, Office of the Chief Executive
Programme Director Eke Taumata	Behaviour and Conduct Office, Office of the Chief Executive

Role	Team, Branch
Resolutions Manager	Behaviour and Conduct Office, Office of the Chief Executive
Manager Information Requests	Legal/Information Requests, Office of the Chief Executive
Advisor Womens Development	Womens Development/Office of the Chief Executive
Manager Marketing	National Communications and Engagement/ Marketing, People Branch
Manager Content	National Communications and Engagement/Content, Office of the Chief Executive
Manager Strategic Agreements	National Communications and Engagement Directorate, Office of the Chief Executive
National Manager Local Advisory Committees	National Local Advisory Committees, Office of the Chief Executive
National Manager Assurance and Risk	Assurance and Risk, Office of the Chief Executive
Coordinator BCO	Behaviour and Conduct Office, Office of the Chief Executive
Complaints Manager	Behaviour and Conduct Office, Office of the Chief Executive
Principal Advisor Board & Ministerial Services	Board and Ministerial Services, Office of the Chief Executive
Complaints Advisor	Behaviour and Conduct Office, Office of the Chief Executive
Principal Investigations Specialist	Behaviour and Conduct Office, Office of the Chief Executive
Chief Legal Advisor	Legal, Office of the Chief Executive
Chief Advisor to the Deputy Chief Executive	Office of the Chief Executive
Executive Assistant to the Chief Executive	Fire and Emergency New Zealand

Appendix 2 – External consultation

Listed below are the external partners/stakeholders who were invited to provide input on the development of the disposal schedule.

<To be completed after external consultation process>