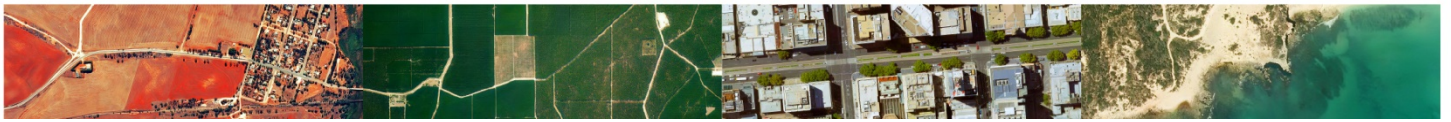# STATE EMERGENCY MANAGEMENT PLAN

Part 3: Guidelines and Frameworks

Annex E: CLASSIFICATION AND RETENTION OF EMERGENCY MANAGEMENT PLANS AND OFFICIAL INFORMATION

Government
of South Australia

SEMP STRUCTURE

The State Emergency Management Plan (SEMP) is a four-part plan containing a range of documents that further detail strategies for dealing with emergencies in South Australia. The parts are described in more detail below.

STATE EMERGENCY MANAGEMENT PLAN

PART 1: OVERVIEW	PART 2: ARRANGEMENTS	PART 3: GUIDELINES AND FRAMEWORKS	PART 4: PLANS
Provides a strategic overview of the state's arrangements for senior executive and community information.	Provides the overarching details of the arrangements and structures in place to prevent, prepare for, respond to and recover from emergencies.	Consists of the various guidelines and frameworks that have been developed to document known best practice for key aspects of emergency management. These guidelines and frameworks provide guidance regarding the development of arrangements, administrative functions and plans.	Consists of the standards required of the various levels of detailed plans for implementing the arrangements, including naming conventions, review guidance and templates. It also includes the suite of supporting plans for implementing the arrangements.

Figure 1: The South Australian State Emergency Management Plan is actually a series of documents split over 4 Parts with a number of accompanying annexes.

SEMP REVIEW

The SEMC shall ensure that the SEMP is subject to a full review every five years. Ongoing updates and continual improvement is to occur in the interim period. Updates will be considered as below.

SEMP UPDATES

Proposals to amend, review or update the SEMP are managed by the State Emergency Management Committee Secretariat within the Department of Premier and Cabinet.

Inquiries should be directed to:

State Emergency Management Committee Secretariat
Department of Premier and Cabinet
GPO Box 2434
ADELAIDE SA 5001
Email: SEMP@sa.gov.au

STATE EMERGENCY MANAGEMENT PLAN – PART 3 – GUIDELINES AND FRAMEWORKS –
Annex E – Classification and Retention of Emergency Management Plans and Official Information

PUBLIC DOCUMENT

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CLASSIFICATION AND RETENTION OF EMERGENCY MANAGEMENT PLANS AND OFFICIAL INFORMATION

Introduction

These paragraphs outline how agencies will classify and retain emergency management Official Information. These instructions comply with the South Australia Government Information Security Management Framework (ISMF) and the State Records General Disposal Schedule 33 (GDS). All appropriate markings are included within the State Emergency Management Plan – Part 4 – Plans (templates).

The ISMF describes four categories of Official Information being:

Public Information

This information does not require any degree of confidentiality protection and is ready for public distribution or posting.

Official Use Information

All information not in the public domain is considered Official Use Information and the 'need-to-know' principle must be applied. Generally information may be shared with other Australian government jurisdictions and authorised contractors or other persons formally authorised to receive this information. The originator may apply caveats and document control requirements when releasing information.

Sensitive Information

This information could cause limited damage to the State, the Government, an agency, commercial entities or members of the public, and may be exempt from disclosure under FOI Act (SA), the Whistleblowers Protection Act (SA), Information Privacy Principles (SA) and/or other legislation or administrative instructions.

Security Classified Information (marked as Protected or higher)

This information could compromise Australia's security, defence plans and operations, significant political and economic relations and national and state interests vital to Australia's security. Information custodians may be subject to a security vetting process. Information should only be classified Protected if there is a clear and justifiable need to do so that warrants the expense of increased protection.

It is considered appropriate that emergency management plans and other official documents are classified either Public Information, Official Use Information or Sensitive Information. As such, this annex does not outline the requirements in relation to Security Classified Information being Protected, Confidential, Secret and Top Secret information. Further information can be found in the South Australian Government Information Security Management Framework http://www.sa.gov.au/policy/ismf

Classification of Information

The classification of Official Information considers three markings for information security management being Confidentiality, Integrity and Availability. The Confidentiality marking

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aims to limit disclosure of information to authorised individuals. The Integrity marking describes the accuracy (or trustworthiness) requirements of information, and the Availability marking identifies the timeframe in which information should be made available. Each of these markings needs to be considered in mutual context. As an example the level of confidentiality needs to also consider the availability and accuracy (integrity) requirements of the information so that it serves its purpose and meets business or community expectations.

Confidentiality Markings

The confidentiality of information is identified through a Dissemination Limiting Marker (DLM) that must be applied to Official Information. A Caveat can also be applied if there are special handling requirements such as limited circulation to a given audience, or where there is a need to maintain control of information in derivative works and documents. The default position for Official Information that does not include a caveat is that it may be shared across government including government in other jurisdictions provided there is a genuine need to know/share the information.

Integrity markings

Integrity refers to the trustworthiness of information resources in relation to the source of information, and the accurate transmission of information such as emergency warning message requirements.

Availability markings

For an information resource to serve its purpose the information must be available when it is needed. The Availability marking will convey document storage requirements based on critical timelines to retrieve information. For example, ICT systems can fail during power outages, network failures or system upgrades for periods ranging from several hours to several days. ICT systems are therefore not a reliable sole source of retrieval for documents classified A2 or higher.

Table 1: Information Security Markings for Emergency Management official information.

Document	Confidentiality (DLM)	Integrity	Availability
Emergency Management Plans			
Draft Version Emergency Management Plans	FOUO	Each page of the document watermarked 'Draft Version'	A1
State EM Plan	Public	I2	A1
SEMP Part 1, 2,3,4	Public	I2	A1
SEMP Part 4 All Annex's and SEMP Part 2 Annex A and B	FOUO	I2	A2
Hazard Plan	Public	I2	A1
Functional Support Group Plan	Public	I2	A1

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Document	Confidentiality (DLM)	Integrity	Availability
Zone EM Plan	Public	I2	A1
Committee Minutes			
State EM Committee	FOUO	I2	A1
SEMC Sub-committees (Advisory Groups, Taskforce and Working Groups)	FOUO	I2	A1
Advisory Group sub-committees	FOUO	I2	A1
Zone EM Committees	FOUO	I2	A1
Zone EM Sub-committees	FOUO	I2	A1

The marking of other emergency management information should suitably reflect the importance, degree of sensitivity and protection requirements using the choices outlined in this annex being consistent with the SA Government Information Security Management Framework (ISMF).

Retention of Emergency Management Plans and Official information.

As per the requirements of the State Records Act, General Disposal Schedule 33 (GDS33) "Across Government Emergency Management" has been prepared to describe the retention requirements of all emergency management documentation. GDS 33 defines the Responsible Records Agency as "the South Australian Government Agency that provides the role of either Chair and or Executive Officer to a committee or function, or the South Australian Government Agency that prepares or manages a plan or document pursuant to the Emergency Management Act. Where a committee or function is chair by a Commonwealth Government organisation or private entity, the nominated South Australian Government Agency represented on that committee or function is the Responsible Records Agency"

The Responsible Records Agency (RRA) is required to maintain a full and accurate copy of all records as per GDS33 and comply with the State Records Act storage and retention requirements. Other agencies that have identical records (i.e. unaltered copies) are no longer required to retain them permanently.

Where an agency prepares further papers to support the key documents, e.g. briefing notes, executive briefings etc, those papers must be kept in line with the requirements of GDS 33 (i.e. the same as the RRA), but not the originating papers.

Full details of record classes/types are contained within GDS33 available from State Records of South Australia.

The below table lists Responsible Record Agencies for various record types. Where the below table is inconsistent with GDS 33, then GDS 33 will apply.

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Table 2: Responsible Records Agencies.

Document	Responsible Records Agency
Emergency Management Plans	
Draft Version Emergency Management Plans	Authoring agency
State Emergency Management Plan	Department of Premier and Cabinet
SEMP Support Plan	Authoring Agency
State Controller Contact Details	Department of Premier and Cabinet (as part of SEMC Papers)
Hazard Plan	Hazard Leader
Functional Support Group Plan	Functional Support Group
Zone Emergency Management Plan	Zone Executive Officer (State Emergency Service)
Committee Minutes and supporting Papers, Agenda's etc	
State Emergency Management Committee (SEMC)	Department of Premier and Cabinet
SEMC Sub-committees (Advisory Groups, Taskforce and Working Groups)	Chair of each committee (where SA Government)
Advisory Group sub-committees	Chair of each committee (where SA Government)
Zone Emergency Management Committees	Zone Executive Officer (State Emergency Service)
Zone Emergency Management Sub-committees	Zone Executive Officer (State Emergency Service)
National Committees (eg SC-PEM, ANZCTC, ANZEMC, RAMMS and subcommittees)	Senior SA Government Representative (ie DPC where present)

Dissemination Limiting Marker (DLM) Block

The DLM Block is commonly used for Public Information and may be used for Official Use Information such as public training material. It is either located after the cover sheet and before the table of contents section, or it may appear on the bottom half of the last page of the publication. This is used where the Document Control Page is not required.

Document Control Page

A Document Control Page shall be used for Emergency Management Plans and shall be located after the document cover sheet and before the table of contents section.

Govdex Secure Web-based Portal

Govdex is a Commonwealth Government secure web-based space designed to facilitate business collaboration across policy portfolios and administrative jurisdictions. Govdex can be accessed remotely via the web by any persons with a security password. The State Emergency Management Committee has approved the use of Govdex to host emergency management Official Information that is shared across government.

IT IS IMPORTANT TO NOTE that Govdex will not be available during power outages, network failures or system upgrades from several hours up to several days. It is therefore not a reliable sole source repository for information classified A2 or higher.

Official documents noted in Table 1 as Availability 4 (A4) will be maintained on Govdex, the State Emergency Centre file server and hard copies within SAPOL Emergency and Major Events Section to ensure availability requirements.

All agencies must ensure that they have alternative retrieval processes other than Govdex for documents classified in Table 1 as A4, A3 and A2.

Aggregation of Information

The use of Govdex will result in aggregation of Official Information. Govdex is classified In Confidence by the Commonwealth Government and is considered an appropriate portal for storage of emergency management Official Information. Access to information is to be restricted according to the document DLM and caveat. Where non-government personnel are required to access information stored on Govdex they must first complete an 'Acceptable Use Confidentiality Agreement' form to be authorised by the Govdex Community Administrator.

DOCUMENT CONTROL

Version	1.0
Classification/DLM	Public-I2-A2
Authority	State Emergency Management Committee pursuant to Section 9(1)(b) of the *Emergency Management Act 2004*
Managed & maintained by	Department of the Premier and Cabinet
Issued	16 December 2016
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