



FOI Part II Statement

Statement 2

Categories of Documents

In carrying out its' role, the Victoria State Emergency Service (SES) manages a large number of documents and records. The types of documents that VICSES typically handles include:

- Incident Reports
- Registers
- Financial records
- Meeting papers
- Correspondence
- Publications
- Reports
- Plans
- Maps
- Training records
- Policies, procedures and guidelines

Please note, this list of document types provides only a representation of the information that is available and is by no means an exhaustive list.

Documents managed by the SES are organised according to the following categories defined in the agency's Business Classification Scheme:

- Emergency Planning & Preparation
- Emergency Response
- Equipment & Stores
- External Relations
- Financial Management
- Fleet Management
- Governance
- Industrial Relations
- Information Management
- Legal Affairs
- Personnel
- Property Management
- Publications
- Technology
- Training
- Workplace Health & Safety