

South Bank Corporation Retention and Disposal Schedule

Responsible public authority: South Bank Corporation

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Scope of Retention and Disposal Schedule

This Schedule applies to the core business records of South Bank Corporation, and covers the functions of managing events, including external relationships with clients and stakeholders, and the management of the South Bank Corporation Area as defined by the *South Bank Corporation Act 1989* ('Corporation Area') and facilities.

This Schedule is to be used in conjunction with the [*General Retention and Disposal Schedule for Administrative Records*](#) (GRDS).

References to repealed legislation within this Schedule may be taken to be a reference to current legislation if the context permits.

In the event of an administrative change, or the transfer of a function from one public authority to another, this retention and disposal schedule will continue to apply to the records covered by the schedule. For further advice on the currency of approved retention and disposal schedules following administrative change, please contact Agency Services at Queensland State Archives on (07) 3131 7777.

Record Formats

This Schedule applies to records created in all formats, unless otherwise specified in the class description. This includes, but is not limited to, records in business systems, maps, plans, photographs, motion picture and records created using web 2.0 media.

Queensland State Archives

Department of Science, Information Technology, Innovation and the Arts

Authority

Authorisation for the disposal of public records is given under s.26 of the *Public Records Act 2002* (the Act).

No further authorisation is required from the State Archivist for records disposed of under this schedule. However, the disposal of all public records must be endorsed by the public authority's Chief Executive Officer, or authorised delegate, in accordance with *Information Standard 31: Retention and Disposal of Public Records*, and recorded in the public authority's disposal log.

Public records that are not covered by an approved retention and disposal schedule cannot be disposed of by a public authority.

Disposal of public records not covered by an approved retention and disposal schedule is a contravention of s.13 of the Act.

Revocation of previously issued disposal authorities

Any previously issued disposal authority which covers disposal classes described in this retention and disposal schedule is revoked. South Bank Corporation should take measures to withdraw revoked disposal authorities from circulation.

Public records sentenced under revoked retention and disposal schedules should be re-sentenced prior to disposal.

For further advice on the currency of approved retention and disposal schedules, please contact Agency Services at Queensland State Archives on (07) 3131777.

Retention of records

All of the retention periods in this schedule are the minimum period for which the sentenced records must be maintained. Public records cannot be disposed of prior to the expiration of the appropriate retention period. However, there is no requirement for public records to be destroyed at the expiration of a minimum retention period.

Public records must be retained for longer if:

- i. the public record is or may be needed in evidence in a judicial proceeding, including any reasonably possible judicial proceeding
- ii. the public records may be obtained by a party to litigation under the relevant Rules of Court, whether or not the State is a party to that litigation
- iii. the public record must be retained pursuant to the *Evidence Act 1977*
- iv. there is a current disposal freeze in relation to the public record, or
- v. there is any other law or policy requiring that the public record be retained.

This list is not exhaustive.

Public records which deal with the financial, legal or proprietary rights of the State of Queensland or a State related Body or Agency regarding another legal entity and any public record which relates to the financial, legal or proprietary rights of a party other than the State are potentially within the category of public records to which particular care should be given prior to disposal.

Records which are subject to a Right to Information application are to be retained for the period specified in section 9 – INFORMATION MANAGEMENT of the [*General Retention and Disposal Schedule for Administrative Records*](#) in addition to their required retention period according to an approved retention and disposal schedule. The two periods run concurrently, and may result in a longer required retention period overall. This is in order to cover all appeal and review processes. Even though the records subject to an application may be ready for disposal according to an approved retention and disposal schedule at the time of the Right to Information application, the additional Right to Information retention requirements must still be applied. See section 9 – INFORMATION MANAGEMENT of the [*General Retention and Disposal Schedule for Administrative Records*](#) for records of Right to Information applications.

The disposal of public records should be documented in accordance with the requirements of *Information Standard 31: Retention and Disposal of Public Records*.

For further advice on the retention and disposal of public records under an approved retention and disposal schedule, please refer to the Queensland State Archives website or contact Agency Services at Queensland State Archives on 07 3131 7777.

Records created before 1950

Records described in QDAN 675 v.1 that were created before 1950 should be referred to Queensland State Archives for further appraisal before any disposal action is taken by the public authority. For further advice please refer to the Public Records Brief: *Management of Public Records Created Before 1950* which is available from the Queensland State Archives' website.

Transfer of public records to Queensland State Archives

Records covered by a class with the disposal action of 'Retain permanently' should be transferred to Queensland State Archives with the approval of the State Archivist. Records covered by a class with the disposal action of 'Retain permanently by South Bank Corporation' are not eligible for transfer to Queensland State Archives unless re-appraised and assigned a disposal action of 'Retain permanently'.

Agencies are required to submit a transfer proposal containing details of the records under consideration for transfer. Queensland State Archives will assess the transfer proposal before formal approval to transfer is issued. Please refer to the Guideline on [*Transferring Public Records to Queensland State Archives*](#) available from the Queensland State Archives' website. The State Archivist reserves the right to revise any previous decisions made with regard to the appraisal and transfer of records. Contact Agency Services at Queensland State Archives on (07) 3131 7777 for further details.

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1. CORPORATION AREA MANAGEMENT

The function of managing the Corporation Area in order to maximise financial benefit and visitation by providing recreational, cultural and educational experiences and events, whilst ensuring compliance with legal obligations.

It includes liaison with service providers and other stakeholders in the Corporation Area, effective land use planning and managing incidents and information dissemination within the Corporation Area.

See the General Retention and Disposal Schedule for Administrative Records (GRDS) for records relating to:

- *Asset management*
- *Contract management*
- *Insurance*
- *Meetings*
- *Policy*
- *Procedures*
- *Property management*
- *Risk Management*
- *Security*
- *Workplace Health and Safety*

Reference	Description of records	Status	Disposal action
1.1	COMPLIANCE REPORTING <i>The activity of reporting South Bank Corporation's adherence to standards, regulations, and requirements to which it is subject.</i> <i>See the General Retention and Disposal Schedule for Administrative Records (GRDS) for records relating to workplace health and safety policy, procedures and reports on workplace health and safety issues and accidents involving Corporation staff.</i>		
1.1.1	<i>Mandatory/voluntary requirements</i> Records relating to reporting on South Bank Corporation's mandatory or voluntary compliance requirements. Records may include, but are not limited to: <ul style="list-style-type: none">• compliance certificates	Temporary	Retain for 7 years after last action.

Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none"> • implementation plans • guidelines • reports. 		
1.2	<p>LIAISON</p> <p><i>The activity of maintaining general contact between South Bank Corporation and external groups, including professional organisations and the community. Such organisations include Brisbane City Council; Brisbane Water; Chambers of Commerce; charity organisations; Indigenous Business Hub; State Emergency Services (SES); Property Council of Australia; Queensland Police Service and retailers associations.</i></p> <p><i>See the General Retention and Disposal Schedule for Administrative Records (GRDS) for records relating to memberships with clubs and associations and records relating to ministerial correspondence (Government Relations).</i></p>		
1.2.1	<p>External organisations</p> <p>Records relating to maintaining ongoing contact between South Bank Corporation and associations, professionals, community groups and other organisations in relation to the management of the Corporation's external relationships. Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • network documentation • briefing papers • discussion papers • proposals. 	Temporary	Retain for 7 years after last action.
1.3	<p>SIGNAGE</p> <p><i>The activity of designing, producing, erecting and maintaining signs for advertising, naming, safety, regulatory, etc. purposes.</i></p>		
1.3.1	<p>Advertising, event naming, etc.</p> <p>Records relating to managing and organising the erection of signs for advertising, naming, event naming, safety and regulatory purposes.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • location maps 	Temporary	Retain for 3 years after last action.

Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none"> • registers and schedules of signs on boards • proposals • standards • notifications • production records • enhancements. <p><i>See reference number 1.5.2 for signage approvals.</i></p>		
1.4	<p>INCIDENT MANAGEMENT</p> <p><i>The activity of coordinating and implementing actions in response to an incident or accident. Includes responding, providing direction, emergency aid or treatment, support and advice in response to an accident, incident, event or systemic issue which could or does result in unintended harm or damage.</i></p> <p><i>See the General Retention and Disposal Schedule for Administrative Records (GRDS) for records relating to workplace health and safety accident and incident reports and general treatment records relating to employees of South Bank Corporation and records of personal injury claims.</i></p>		
1.4.1	<p>Emergency aid</p> <p>Records relating to the provision of emergency aid or treatment prior to the provision of regular medical services to members of the public.</p> <p>Records include, but are not limited to:</p> <ul style="list-style-type: none"> • first aid registers • forms/records detailing treatment given. <p><i>See reference numbers 1.4.2 – 1.4.3 in cases where first aid treatment is documented together with incident/accident records.</i></p>	Temporary	Retain for 7 years after last action.
1.4.2	<p>Response - adults</p> <p>Records relating to responses to accidents and incidents involving members of the public who are adults at the time of the incident, including:</p>	Temporary	Retain for 5 years from the date of accident or incident.

Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none"> incident reports accident reports occurrence reports. <p><i>See the General Retention and Disposal Schedule for Administrative Records (GRDS) for records of personal injury claims.</i></p>		
1.4.3	<p>Response - minors</p> <p>Records relating to responses to accidents and incidents involving members of the public who are minors at the time of the incident, including:</p> <ul style="list-style-type: none"> incident reports accident reports occurrence reports. <p><i>See the General Retention and Disposal Schedule for Administrative Records (GRDS) for records of personal injury claims.</i></p>	Temporary	Retain for 5 years from the date the minor turns 18 years of age.
1.5	<p>LICENSING, PERMITS AND APPROVALS</p> <p><i>The activity of seeking and granting permission to undertake requested action.</i></p>		
1.5.1	<p>Minor works and one off events</p> <p>Records relating to applications and requests for a licence, permit or approval to undertake minor works in the Corporation Area or for the organisation and administration of one off events including successful and unsuccessful applications, cancellations, amendments, renewals, suspensions, revocations and investigations.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> applications and requests submitted to South Bank Corporation applications and requests submitted by South Bank Corporation to the relevant approving body 	Temporary	Retain for 3 years after the refusal, expiry or cancellation of the licence, permit or approval.

Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none">• hot works permits• confined space permits• aquatic event permits for river closures• road closure permits• fireworks permits. <i>See reference number 3.8 for building and construction approvals.</i>		

Reference	Description of records	Status	Disposal action
1.5.2	<p><i>Property and recurring events</i></p> <p>Records relating to applications and requests for a licence, permit or approval to manage a property, facility or recurring event in the Corporation Area including successful and unsuccessful applications, cancellations, amendments, renewals, suspensions, revocations and investigations.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none">• applications and requests submitted to South Bank Corporation• applications and requests submitted by South Bank Corporation to the relevant approving body• approvals for the installation of assets• mobile phone tower licences• traffic management plan approvals• footpath dining licences• signage approvals• bicycle permits• mangrove pruning permissions• liquor licences• busking permits• APRA licences for the public performance, broadcast or communication of music. <p><i>See reference number 3.8 for building and construction approvals.</i></p>	Temporary	Retain for 7 years after the refusal, expiry or cancellation of the licence, permit or approval.

2. EXTERNAL RELATIONS AND EVENTS

The function of managing South Bank Corporation's relationship with individuals, the community, and the government located outside its structure.

Includes managing events using South Bank facilities by the Corporation, for example, Christmas, New Year's Eve, etc., or facilitated and coordinated on behalf of external clients, for example, film or photo shoots, River Festival, community cultural events, etc. in order to maximise tourism and economic benefits.

See the General Retention and Disposal Schedule for Administrative Records (GRDS) for records relating to:

- *complaints handling*
- *contract management*
- *enquiries*
- *exhibitions*
- *grant funding*
- *greetings*
- *insurance*
- *marketing*
- *media relations*
- *meetings*
- *ministerial submissions*
- *personnel*
- *policy*
- *procedures*
- *publications*
- *public reaction*
- *risk management*

Reference	Description of records	Status	Disposal action
2.1	AUDITIONS <i>The activity of interviewing a singer, actor or dancer for a role in a South Bank Corporation production.</i> <i>For contracts that result from auditions, see the General Retention and Disposal Schedule for Administrative Records (GRDS). For applications for busking permits, see section 1.5: LICENSING, PERMITS AND APPROVALS.</i>		

Reference	Description of records	Status	Disposal action
2.1.1	<p>Successful/unsuccessful Auditions</p> <p>Records relating to the conduct of successful and unsuccessful auditions by South Bank Corporation including:</p> <ul style="list-style-type: none">• expressions of interest• requests• registers• schedules• evaluation documentation. <p><i>See reference number 1.5.2 for busking permits.</i></p>	Temporary	Retain for 7 years after last action.
2.2	<p>AWARDS</p> <p><i>The activity of managing awards, rewards or trophies received by South Bank Corporation for any contest or field of endeavour.</i></p> <p><i>See the General Retention and Disposal Schedule for Administrative Records (GRDS) for records relating to awards, prizes and rewards sponsored by South Bank Corporation.</i></p>		
2.2.1	<p>Major awards</p> <p>Records relating to awards, honours, rewards, prizes or trophies won by South Bank Corporation that are of major significance. Includes major awards issued by local, national and international bodies or associations that recognise the Corporation's leadership in a particular field of endeavour, e.g. architecture, design or urban development.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none">• nominations• notifications• administrative arrangements.	Permanent	Retain permanently.

Reference	Description of records	Status	Disposal action
2.2.2	<p>Minor awards</p> <p>Records relating to minor awards, honours, rewards, prizes or trophies won by South Bank Corporation, such as the Young Legends Award.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none">• nominations• notifications• administrative arrangements.	Temporary	Retain for 7 years after last action.
2.3	<p>CONTRACTING IN</p> <p><i>The activity of planning, coordinating, and implementing actions in response to a proposal submitted by the South Bank Corporation. For contracts that result from successful bids and records relating to contracting out, see the General Retention and Disposal Schedule for Administrative Records (GRDS). Includes preparing proposals for the facilitation and coordination of events to be undertaken by South Bank Corporation on behalf of external hirers.</i></p> <p><i>Records may include, but are not limited to:</i></p> <ul style="list-style-type: none">• proposals• conditions of offer and supply• invitations to offer• expressions of interest• quotations• requests for information (RFI)• standing offer arrangements (SOA)• briefings.		
2.3.1	<p>Successful bids</p> <p>Records relating to successful bids for works or services to be undertaken by South Bank Corporation that result in a contract whether under seal or not.</p>	Temporary	Retain for 12 years after expiry or cancellation of contract.

Reference	Description of records	Status	Disposal action
2.3.2	<p>Unsuccessful bids</p> <p>Records relating to unsuccessful bids.</p>	Temporary	Retain for 3 years after last action.
2.4	<p>BOOKINGS AND HIRE SERVICES</p> <p><i>The activity of making arrangements. Includes preparing travel itineraries, authorisations, entitlements, etc. and arranging domestic and overseas travel. Also includes arrangements made for the delivery of equipment or goods and the usage made of facilities, vehicles, equipment, and space.</i></p> <p><i>See the General Retention and Disposal Schedule for Administrative Records (GRDS) for records relating to travel bookings and authorisations for internal South Bank Corporation employees.</i></p>		
2.4.1	<p>Travel arrangements and facilities hire</p> <p>Records relating to bookings for travel arrangements and the usage of facilities, vehicles, equipment and space and the hiring of services on behalf of external clients. Includes successful bookings and bookings that do not proceed.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • pricing lists • travel itineraries • booking applications (e.g. weddings, wheelchair hire, accommodation) • booking confirmations • Requests for Information (RFI) • Standing Offer Arrangements (SOA). 	Temporary	Retain for 7 years after last action.
2.5	<p>CRISIS MANAGEMENT</p> <p><i>The activity of planning and implementing disaster prevention, response and recovery actions for events held in the South Bank Corporation Area.</i></p> <p><i>See section 1.4: INCIDENT MANAGEMENT for records relating to incidents occurring in the Corporation Area.</i></p> <p><i>See the General Retention and Disposal Schedule for Administrative Records (GRDS) for records relating to disaster preparedness plans and procedures applying to South Bank Corporation as a whole.</i></p>		

Reference	Description of records	Status	Disposal action
2.5.1	<p><i>Planning and implementation</i></p> <p>Records relating to the planning and implementation of crisis management measures for events held in the Corporation Area.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none">• risk assessments• Emergency Action Plans (EAP)• emergency procedures (including evacuation plans)• media crisis procedures and prevention planning• maps and plans• crisis reporting• hazard identification• Ministerial briefings• debriefings.	Temporary	Retain for 7 years after event completed.
2.6	<p>EVENT PLANNING</p> <p><i>The activity of preparing, reporting and resourcing for a scheduled internal or external event.</i></p> <p><i>See reference numbers 1.5.1 and 1.5.2 for relevant event licences, permits and approvals.</i></p>		
2.6.1	<p><i>Scheduled event planning</i></p> <p>Records relating to the development and implementation of plans for a scheduled event.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none">• event briefs and calendars• event information sheets• event venue layout plans• event production schedules• event safety plans.	Temporary	Retain for 3 years after event completed.

Reference	Description of records	Status	Disposal action
2.6.2	<p>Reports</p> <p>Records relating to the compilation of reports regarding the management of events coordinated by South Bank Corporation.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none">• debriefs• events summary register• post event analysis.	Temporary	Retain for 10 years after last action.
2.7	<p>VISITS</p> <p><i>The activity of arranging visits by other organisations, the public, and students to South Bank Corporation, with a view to inform, educate or promote the services, operation and role of South Bank Corporation.</i></p>		
2.7.1	<p>External visitors</p> <p>Records relating to visits (such as familiarisation tours) by other organisations, the public and students to South Bank Corporation.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none">• invitations• requests• schedules and itineraries• acceptances• visitors' books.	Temporary	Retain for 7 years after last action.

3. FACILITIES MANAGEMENT

The function of controlling, using and managing the facilities owned and leased by South Bank Corporation. Includes identifying new opportunities for property development, controlling and managing land and acquiring, leasing (including commercial leasing), maintaining and disposing of property by South Bank Corporation.

See the General Retention and Disposal Schedule for Administrative Records (GRDS) for records relating to the acquisition, disposal, maintenance, fit-outs and cleaning of capital assets used for the administrative purposes of South Bank Corporation.

See the General Retention and Disposal Schedule for Administrative Records (GRDS) for records relating to:

- *asset management*
- *contract management*
- *equipment ad stores*
- *enquiries*
- *fleet management*
- *insurance*
- *meetings*
- *policy*
- *procedures*
- *property management*
- *publications*
- *security*
- *suppliers lists*
- *workplace health and safety*

Reference	Description of records	Status	Disposal action
3.1	<p>PROPERTY ACQUISITION AND DISPOSAL</p> <p><i>The activities of gaining ownership, use of and disposal of property (buildings and structures) and other items required in the conduct of business through purchase or requisition.</i></p> <p><i>See the General Retention and Disposal Schedule for Administrative Records (GRDS) for records relating to acquisition of equipment and stores, including requisitions, and contracts</i></p>		

Reference	Description of records	Status	Disposal action
	<p><i>Records may include, but are not limited to:</i></p> <ul style="list-style-type: none"> • <i>quotations and invitations to offer</i> • <i>conditions of offer and supply</i> • <i>registers</i> • <i>requests for information (RFI)</i> • <i>Standing offer arrangements (SOA).</i> 		
3.1.1	<p><i>Buildings and structures – significant</i></p> <p>Records relating to the acquisition, sale, transfer, demolition or disposal of significant or essential buildings and/or structures.</p> <p>Factors that can determine the significance of a building or structure include:</p> <ul style="list-style-type: none"> • construction aroused controversy, e.g. protests on a large scale or attracted extensive media attention • environmental value, e.g. unique eco-friendly construction techniques • recognised historical value, e.g. currently or previously listed on the Queensland Heritage Register, National Trust List or with the Australian Heritage Council • cultural value, e.g. building has strong or special association with the community for social reasons • scientific or technical value, e.g. building utilised non-standard construction materials or methods • received a major architectural or design award • high aesthetic characteristics valued by the community • Indigenous importance, e.g. spiritual significance to the community. 	Permanent	Retain permanently.
3.1.2	<p><i>Buildings and structures – not significant</i></p> <p>Records relating to the acquisition, sale, transfer, demolition or disposal of buildings and/or structures that do not have particular significance (non-essential small buildings and structures, eg toilet blocks and kiosks).</p>	Temporary	Retain for 7 years after the transfer, disposal or demolition of asset.

Reference	Description of records	Status	Disposal action
3.2	AUDIT <i>The activity of South Bank Corporation's records and processes being formally checked by internal or external auditors (excluding financial audit).</i>		
3.2.1	Facilities audit Records relating to audits in relation to the management of South Bank Corporation's facilities (e.g. air quality audits and lift service audits). Records may include, but are not limited to: <ul style="list-style-type: none">• annual reviews• condition audits• audit checklists• audit reports.	Temporary	Retain for 10 years after last action.
3.3	CAR PARK MANAGEMENT <i>The activity of garaging public vehicles. Includes managing and organising the garaging facilities.</i> <i>See section 3.8: FIT OUTS AND REFURBISHMENTS and section 3.12: MAINTENANCE for records relating to refurbishment and maintenance of car park buildings and facilities.</i>		

Reference	Description of records	Status	Disposal action
3.3.1	<p><i>Car park facilities</i></p> <p>Records relating to usage of the car parks within the Corporation Area.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none">• car parking daily reports• copies of notices• daily summary reports• notice of removal and detention of vehicles• publication of notices in the newspaper• tickets. <p><i>See sections 3.1 and 3.4 for records relating to the acquisition, disposal, design and construction of the car park infrastructure.</i></p>	Temporary	Retain for 3 years after last action.
3.4	<p>DESIGN AND CONSTRUCTION</p> <p><i>The activity of designing and constructing specifically designed and/or purpose built buildings and structures. Records may include, but are not limited to:</i></p> <ul style="list-style-type: none">• masterplan designs• for construction drawings• as-constructed plans• constructions updates• consultants/engineers reports• incomplete works• design concepts• maps and drawings• site configurations• specifications. <p><i>See section 3.1 for the acquisition and disposal of property (buildings and structures).</i></p>		

Reference	Description of records	Status	Disposal action
3.4.1	<p><i>Buildings and structures – significant</i></p> <p>Records relating to the design and construction of significant or essential buildings and/or structures.</p> <p>Factors that can determine the significance of a building or structure include:</p> <ul style="list-style-type: none">• construction aroused controversy, e.g. protests on a large scale or attracted extensive media attention• environmental value, e.g. unique eco-friendly construction techniques• recognised historical value, e.g. currently or previously listed on the Queensland Heritage Register, National Trust List or with the Australian Heritage Council• cultural value, e.g. building has strong or special association with the community for social reasons• scientific or technical value, e.g. building utilised non-standard construction materials or methods• received a major architectural or design award• high aesthetic characteristics valued by the community• Indigenous importance, e.g. spiritual significance to the community.	Permanent	Retain permanently.
3.4.2	<p><i>Buildings and structures – not significant</i></p> <p>Records relating to the construction of buildings and/or structures that do not have particular significance (non-essential small buildings and structures, eg toilet blocks and kiosks).</p>	Temporary	Retain for 7 years after the transfer, disposal or demolition of asset.

Reference	Description of records	Status	Disposal action
3.4.3	<p><i>Public art - significant</i></p> <p>Records relating to the sourcing, placement and removal of public artwork within the Corporation Area that is deemed significant.</p> <p>Factors that can determine the significance of public art include:</p> <ul style="list-style-type: none">• artwork is incorporated into a building, structures or landscape• the artwork is intended to be permanent• artwork is highly original and/or creative• artwork has received a major art or design award• artist or artwork aroused controversy or public interest, e.g. attracted extensive media attention• artwork designed by a well known Australian or international artist. <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none">• proposals• commissions• catalogues• records of installation.	Permanent	Retain permanently
3.4.4	<p><i>Public art – not significant</i></p> <p>Records relating to the sourcing, placement and removal of artwork within the Corporation Area that is not regarded as significant.</p> <p>Factors that can determine the significance of public art include:</p> <ul style="list-style-type: none">• artwork is intended to be temporary• artwork is incorporated temporarily into the building, structure or landscape as part of an event.	Temporary	Retain for 7 years after removal of artwork.

Reference	Description of records	Status	Disposal action
	Records may include, but are not limited to: <ul style="list-style-type: none">• proposals• commissions• catalogues• records of installation.		
3.4.5	<p><i>Site investigations</i></p> <p>Records relating to site investigations conducted in preparation for the construction of buildings and structures in the Corporation Area including:</p> <ul style="list-style-type: none">• investigations into easements• hazard investigations e.g. soil contamination• construction impact assessments. <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none">• bore reports• soil reports• site options• land reports• environmental impact statements. <p>Excludes investigations into insurance claims.</p> <p><i>See General Retention and Disposal Schedule for Administrative Records (GRDS) for insurance claim investigations.</i></p>	Permanent	Retain permanently

Reference	Description of records	Status	Disposal action
3.4.6	<i>Site investigations - proposed development</i> Records relating to investigations conducted for developments under consideration by South Bank Corporation that do not proceed. Includes investigations into easements and hazards such as soil contamination and construction impact assessments.	Temporary	Retain for 7 years after last action.
3.5	ENVIRONMENTAL MANAGEMENT <i>The activity of managing flora and fauna native to Australia found within the boundaries of the Corporation Area.</i>		
3.5.1	<i>Mangrove management</i> Records relating to the management, reporting and evaluation of mangrove wetlands programs. Records may include, but are not limited to: <ul style="list-style-type: none">• photos of evidence• plans• reports• evaluations.	Permanent	Retain permanently.
3.5.2	<i>Monitoring and management of fauna</i> Records relating to the monitoring and management of the animals native to South Bank. Records may include, but are not limited to: <ul style="list-style-type: none">• Ibis management plans• Ibis management reports• incident and accident reports (e.g. nesting area affected during gardening)• permits and approvals.	Temporary	Retain for 20 years after last action.

Reference	Description of records	Status	Disposal action
3.6	FIT OUTS AND REFURBISHMENTS <i>The process of refurbishing a building or structure internally. Records may include, but are not limited to:</i> <ul style="list-style-type: none"> • design plans • design/fit out approvals • contract/architect liaison • corporation guidelines • structural analysis • make good requirements. 		
3.6.1	<i>Major fit outs and refurbishments</i> Records relating to major fit outs and refurbishments, conservation and repairs that affect the structure of significant or essential buildings and/or structures. Includes changes that impact on the heritage value of the building or structure e.g. altering the façade or aesthetic aspects of the building or structure. Factors that can determine the significance of a building or structure include: <ul style="list-style-type: none"> • construction aroused controversy, e.g. protests on a large scale or attracted extensive media attention • environmental value, e.g. unique eco-friendly construction techniques • recognised historical value, e.g. currently or previously listed on the Queensland Heritage Register, National Trust List or with the Australian Heritage Council • cultural value, e.g. building has strong or special association with the community for social reasons • scientific or technical value, e.g. building utilised non-standard construction materials or methods • received a major architectural or design award • high aesthetic characteristics valued by the community • Indigenous importance, e.g. spiritual significance to the community. 	Permanent	Retain permanently.

Reference	Description of records	Status	Disposal action
3.6.2	<p>Major fit outs and refurbishments – other buildings/structures</p> <p>Records relating to major refurbishments of buildings and structures that do not have significance, as described under reference number 3.6.1.</p>	Temporary	Retain for 7 years after the transfer, disposal or demolition of asset.
3.6.3	<p>Minor refurbishments – all buildings/structures</p> <p>Records relating to minor refurbishments of buildings and structures that do not affect the structure of buildings and structures owned or leased by South Bank Corporation. Includes, but is not limited to, painting, carpet laying and installation of lighting and other electrical installations.</p>	Temporary	Retain for 7 years after last action.
3.7	<p>CORPORATION AREA MAINTENANCE</p> <p><i>The activity of inspecting, testing and maintaining facilities, property and equipment within the Corporation Area.</i></p> <p><i>The activity of managing the upkeep, repair, servicing and preservation of internal/external conditions of premises, equipment, etc. at South Bank. Records may include, but are not limited to:</i></p> <ul style="list-style-type: none"> • consultants/engineers reports • inspection reports • conditions reports • maintenance requests. <p><i>See the General Retention and Disposal Schedule for Administrative Records (GRDS) for records for the maintenance of vehicles.</i></p> <p><i>See section 3.1 for the acquisition and disposal of buildings and structures and section 3.4 for design and construction.</i></p>		
3.7.1	<p>Facilities and equipment</p> <p>Records relating to the maintenance, inspection and assessment of facilities and equipment within the Corporation Area including:</p> <ul style="list-style-type: none"> • water, gas and sewerage systems 	Temporary	Retain for 7 years after last action.

Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none">• water resources• pools and lagoons• horticulture• car parks• harnesses, lanyards and pumps• irrigation systems. <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none">• maintenance requests• notifications• weekly, quarterly and six-monthly inspection reports• risk hazard inspections• condition reports• sand sifts• station numbers• cleaning records• meter readings• Brisbane City Council (BCC) notifications to augment water supply or sewerage works• plumbing plans <p><i>See reference number 3.3.1 for car park usage and reference numbers 1.5.1 and 1.5.2 for licences, permits and approvals.</i></p>		

Reference	Description of records	Status	Disposal action
3.7.2	<p><i>Buildings and structures – significant</i></p> <p>Records relating to major maintenance and repairs that affect the structure of significant or essential buildings and/or structures</p> <p>Factors that can determine the significance of a building or structure include:</p> <ul style="list-style-type: none"> • construction aroused controversy, e.g. protests on a large scale or attracted extensive media attention • environmental value, e.g. unique eco-friendly construction techniques • recognised historical value, e.g. currently or previously listed on the Queensland Heritage Register, National Trust List or with the Australian Heritage Council • cultural value, e.g. building has strong or special association with the community for social reasons • scientific or technical value, e.g. building utilised non-standard construction materials or methods • received a major architectural or design award • high aesthetic characteristics valued by the community • Indigenous importance, e.g. spiritual significance to the community. <p><i>See reference number 3.6.1 for records relating to major fit outs and refurbishments of historically significant buildings and structures.</i></p>	Permanent	Retain permanently.
3.7.3	<p><i>Buildings and structures – not significant</i></p> <p>Records relating to the maintenance and repairs of buildings and structures that do not have significance as described under reference number 3.7.2.</p> <p><i>See reference number 3.6.2 for records relating to fit outs and refurbishments of other buildings and structures.</i></p>	Temporary	Retain for 7 years after the transfer, disposal or demolition of building or structure.

Reference	Description of records	Status	Disposal action
3.7.4	<p><i>Monitoring and testing</i></p> <p>Records relating to the monitoring, testing and calibration of South Bank Corporation's facilities, equipment and instruments including the adjustment of an instrument's accuracy (e.g. voltmeters, Insulation Resistance Tester, Ohmmeters, Fault loop impedance tester).</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none">• standards• tests/assessments• specifications• monitoring and test results.	Temporary	Retain for 7 years after disposal or replacement of asset.
3.7.5	<p><i>Facilities usage</i></p> <p>Records relating to the use of facilities, equipment, land and assets owned by South Bank Corporation.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none">• beach pontoon calendars• happenings calendars• river lookout calendars• road closures• needs analysis, attendance estimates and other preliminary research.	Temporary	Retain for 5 years after last action.
3.7.6	<p><i>Hygiene services</i></p> <p>Records relating to the planning for and management of hygiene services.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none">• sharps disposal reports• cleaning reports.	Temporary	Retain for 5 years after last action.

Reference	Description of records	Status	Disposal action
3.8	<p>LAND USE AND PLANNING</p> <p><i>The activity of seeking and granting permission to undertake requested action related to the use of land.</i></p> <p><i>See the General Retention and Disposal Schedule for Administrative Records (GRDS) for records relating to delegations of authority.</i></p>		
3.8.1	<p><i>Development approvals</i></p> <p>Records relating to development applications for material change of use, operational works and the reconfiguration of a lot that are approved by South Bank Corporation in accordance with the <i>South Bank Corporation Act 1989</i>.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • development applications • applications that require assessment under the <i>Environmental Protection Act 1994</i> for environmentally relevant activities • approvals. 	Permanent	Retain permanently
3.8.2	<p><i>Development applications – refused, withdrawn, lapsed or cancelled</i></p> <p>Records relating to development applications that are refused by South Bank Corporation, or withdrawn or cancelled by the applicant. Also includes applications that have lapsed due to inaction on the part of the applicant.</p>	Temporary	Retain for 2 years after development application lapses or is refused, withdrawn or cancelled.
3.8.3	<p><i>Development plan</i></p> <p>Records relating to South Bank Corporation's development plan as required under s.32 of the <i>South Bank Corporation Act 1989</i>.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • maps and plans • policies. 	Permanent	Retain permanently.

Reference	Description of records	Status	Disposal action
3.8.4	<p><i>Management of land</i></p> <p>Records relating to the management of land owned by South Bank Corporation.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none">• subdivision/amalgamation of land plans• stratum plans• easement plans• boundary plans and boundary adjustment plans• leasehold building unit plans and leasehold plans of re-subdivision• recommendations from and consultations with external organisations, including Brisbane City Council• recommendations to the Minister, e.g. to permanently close roads in the Corporation area• reports and recommendations on public submissions• public submissions.	Temporary	Retain for 30 years after plan is superseded.
3.8.5	<p><i>Valuation</i></p> <p>Records relating to the valuation of land or property owned or leased by South Bank Corporation.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none">• requests for land/property valuation• land/property valuations• unimproved value of lots• amendments to schedule of unimproved value proportions• new land valuations• certificates.	Temporary	Retain for 7 years after financial year to which records relate.

Reference	Description of records	Status	Disposal action
3.8.6	<p><i>Vesting of public lands</i></p> <p>Records relating to the vesting of public lands, other than roads, in accordance with s.17 of the <i>South Bank Corporation Act 1989</i>.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none">• Certificates of Title and Deed of Grant• readjustments of boundaries• Ministerial variations of Corporation area• gazette notices (documenting the vesting of titles or control in the Corporation)• records of interest in vesting of lands.	Permanent	Retain permanently.
3.9	<p>NATIVE TITLE MANAGEMENT</p> <p><i>The activity of managing the rights to land and waters claimed by Indigenous communities under their customary laws that are recognised by the legal system.</i></p>		
3.9.1	<p><i>Native Title areas</i></p> <p>Records relating to the development and management of Native Title within the Corporation Area including the assessment of Native Titles by the relevant Queensland or federal government department.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none">• Indigenous Land Use Agreements (ILUA)• investigations• plans• legal advice• minutes of body corporate meetings created under an ILUA• native title assessments.	Permanent	Retain permanently.

Reference	Description of records	Status	Disposal action
3.10	<p>PEST MANAGEMENT</p> <p><i>The activity of controlling or eradicating germs and vermin.</i></p> <p><i>See General Retention and Disposal Schedule for Administrative Records (GRDS) for records relating to the contracting-out of pest control activities (e.g. spraying, fence construction, quotes).</i></p> <p><i>See reference number 1.5.2 for relevant permits and approvals.</i></p>		
3.10.1	<p><i>Pest control methods</i></p> <p>Records relating to South Bank Corporation's use of biological, physical and chemical pest control methods including, but not limited to, spraying, baiting, fumigating, trapping and shooting.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • environmental assessments • chemical usage and/ or misuse • precautions • locations • risk mitigation measures • statistics and results. 	Temporary	Retain for 25 years after last action.
3.11	<p>PLANNING</p> <p><i>The activity of formulating ways in which objectives can be achieved. Includes determination of services, needs, and solutions to those needs. Includes reports generated as a result of the planning process.</i></p> <p><i>See the General Retention and Disposal Schedule for Administrative Records (GRDS) for records relating to strategic, business, corporate and operational planning.</i></p>		

Reference	Description of records	Status	Disposal action
3.11.1	<p>Management of assets</p> <p>Records relating to the management of assets owned by South Bank Corporation, including records of consultations and recommendations regarding planning.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • asset management methodology plans • asset reviews • Gazettal notices of plans • strategic asset maintenance plans 	Temporary	Retain for 7 years after plan is superseded.
3.12	<p>REPORTING</p> <p><i>The activity of initiating or providing a formal response to a situation or request (either internal, external, or as a requirement of corporate policies), and to provide formal statements or findings of the results of the examination or investigation. Includes agenda, briefing, business, discussion papers, proposals, reports, reviews and returns.</i></p>		
3.12.1	<p>Facilities reporting</p> <p>Records relating to the provision of reports pertaining to the management of South Bank Corporation's facilities.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • centre profile reports • monthly quality assurance (QA) reports • monthly reports • sales reporting. 	Temporary	Retain for 5 years after last action.
3.13	<p>SURVEILLANCE</p> <p><i>The activity of monitoring the facilities in the Corporation Area to enhance the protection and security of personnel and property.</i></p>		

Reference	Description of records	Status	Disposal action
3.13.1	<p><i>Surveillance recordings - required for further investigation</i></p> <p>Surveillance recordings used for monitoring security of premises that are required for investigations.</p> <p>Records may include but are not limited to, closed circuit television (CCTV) recordings.</p>	Temporary	Retain for 1 year after finalisation of investigative process or court proceedings and any appeals process.
3.13.2	<p><i>Surveillance recordings - not required for further investigation</i></p> <p>Surveillance recordings used for monitoring security of premises that are not required for investigations.</p> <p>Records may include but are not limited to, closed circuit television (CCTV) recordings.</p>	Temporary	Retain for 30 days after last action.
3.14	<p>TENANCY SCHEDULES</p> <p><i>The activity of maintaining the schedule of tenants. See the General Retention and Disposal Schedule for Administrative Records (GRDS) for financial records relating to the payment of rent.</i></p>		
3.14.1	<p><i>Properties leased from South Bank Corporation</i></p> <p>Records relating to tenants and scheduling of properties leased out by South Bank Corporation. Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • monthly reports • property specific profiles • lease review dates schedules • lease end dates schedules • schedules of rentals paid to date • schedules of arrears to date. 	Temporary	Retain for 7 years after last action.

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