

Water Retention and Disposal Schedule QDAN 738 v1

Authorised 8 December 2016

An authorisation under s.26 of the *Public Records Act 2002* for the disposal of water management and regulation created by the Department of Natural Resources and Mines (DNRM) and the Department of Energy and Water Supply (DEWS).

Where printed, this reproduction is only accurate at the time of printing.

Queensland State Archives' [website](#) should always be referred to for the current, authorised version.

Using this schedule

The Water retention and disposal schedule authorises the disposal of records related to the management of water, using both man-made and natural resources to access and use water sustainably created by the Department of Natural Resources and Mines (DNRM) and the Department of Energy and Water Supply (DEWS). It applies to records created in any format, unless otherwise specified in the class description.

It covers:

- water supply which includes bulk water supply, distribution and retail arrangements, management of water supply emergencies, protection of public health and safety in provision of water and sewerage services, water recycling strategy, water supply policy, planning and regulation, governance and oversight of relevant water authorities (bulk water)
- safe operation and management of dams (referable dams)
- natural water resources management including governance and oversight of relevant water authorities (distributors/retailers), riverine improvement and catchment management, governance and oversight of water authorities, sale of quarry materials from natural waterways, water resource allocation, planning, policy and management. This includes roles in water use licensing, development approvals, water metering, water billing, water accounting, water markets, coal seam gas assessments, groundwater impact assessments, hydrological assessments, resource plan assessments, monitoring, auditing.

This schedule excludes records related to:

- hazardous waste dams as per the Water Supply (Safety and Reliability) Act 2008. Hazardous waste dams are those:
- containing, or will contain substances, whether liquid, solid or gaseous, derived by, or resulting from, the processing of minerals that tends to destroy life or impair or endanger health; or ash resulting from the process of power generation
- used, or will be used, to prevent contamination of the environment by storing waste or a contaminant within the meaning of the Environmental Protection Act 1994.
- non-referable dams, non-referable mining dams and all wastewater dams and hazardous waste dams (including mining dams). These are currently (at time of approval) regulated by another agency, currently the Department of Environment and Heritage Protection (EHP).

The Water retention and disposal schedule can be used in conjunction with the [General retention and disposal schedule](#) (GRDS). Record classes in the Common Activities section of the GRDS can be applied to any function undertaken by the agency, provided the retention period meets all of the agency's specific regulatory requirements and there are no exclusions listed. Schedules should be reviewed at least every 5 years.

Any references to repealed legislation may be taken as a reference to current legislation if the context permits.

Any previously authorised retention and disposal schedule covering record classes described in this schedule is now superseded and previous versions should be removed from use. It is the agency's responsibility to maintain the current approved schedule within their business practices and systems.

Revoked schedules include:

- QDAN653 – only the functions of dam safety, water management, and Integrated Development Assessment System (IDAS) as it related to water related developments.

When this schedule should not be used

It is an offence under the *Criminal Code Act 1899* (s.129) 'for a person, who knowing something is or may be needed in evidence in a judicial proceeding, damages it with intent to stop it being used in evidence'. A duty of care exists for agencies to ensure records that may be needed in evidence in a judicial proceeding, including any legal action or a Commission of Inquiry, are not disposed of. Internal processes should be implemented to meet this obligation, which may include consultation with your legal or Right to Information area or issuing an internal records disposal freeze if it is reasonably expected that a judicial proceeding may occur e.g. retaining property files that may contain information on the use of asbestos in buildings.

Additionally, any group of records covered by a disposal freeze issued by the State Archivist cannot be disposed of while the freeze is in place. Disposal freezes generally relate to a particular topic or event which has gained prominence or provokes controversy. Further information about current disposal freezes and whether they affect the use of this schedule is available from the Queensland State Archives [website](#) under Destroy.

Records which are subject to a request for access under the *Right to Information Act 2009*, the *Information Privacy Act 2009* or any other relevant Act must not be destroyed until the action, and any applicable appeal period, has been completed.

Schedule layout

Each class has been allocated a unique number to aid with the disposal of records. Further implementation information is available on the Queensland State Archives [website](#).

Records created before 1950

Records described in this schedule that were created before 1950 should be referred to Queensland State Archives for further appraisal before any disposal action is taken by the agency. Further information about pre-1950 records is available from the Queensland State Archives website under [Sentencing](#).

Disposal

No further authorisation is required from the State Archivist for the records disposed of under this schedule. However, disposal must be appropriately documented in accordance with *Information Standard 31: Retention and Disposal of Public Records*. Approval from your CEO or authorised delegate is also required prior to disposal.

Any disposal of public records without authorisation from the State Archivist may be a breach of the *Public Records Act 2002* (s.13).

How we can help?

More information on implementing schedules is available on the Queensland State Archives [website](#). Any enquiries about this schedule or recordkeeping should be directed in the first instance to your Records Manager. If further information is required, please contact Queensland State Archives on (07) 3037 6630 email rkqueries@archives.qld.gov.au.

Approved by State Archivist: Mike Summerell

Date: 8 December 2016

Contents

1. COMMON ACTIVITIES	5
2. DAM SAFETY MANAGEMENT.....	49
3. WATER MANAGEMENT	59
4. WATER REGULATION	63
5. LEGACY RECORDS	70
Appendix 1: Definition of <u>Significant</u> Versus <u>Other</u>	75
Appendix 2: Water Rights and Allocations	76
Appendix 3: Water Grid Services, Infrastructure and Operational Rights.....	77
Appendix 4: Natural Resources Rights and Allocations.....	78
Appendix 5: Water Licences and Permits	79
Appendix 6: Water Grid Services, Infrastructure and Operations Licences and Permits	80
Appendix 7: Natural Water Resources Licences and Permits.....	81

1. COMMON ACTIVITIES

These activities are common across all water-related functions and can be used to sentence or dispose of records that are classified under any water-related function. The records classes covered by these activities often have similar purposes and outcomes. They may have different processes but often create broadly similar records. Alternatively, there are record classes that have unique content or different disposal actions (which might otherwise be expected to be covered by a common activity) and these are covered by the relevant activity under water-related functions (later in the schedule).

Disposal authorisation	Description of records	Retention period & trigger
1.1 ADVICE <i>The activities associated with preparing and communicating advice providing information and guidance to the public as individual and business clients and industry members about matters within the scope of functional responsibility. Advice is often tailored to particular circumstances and can be upon request or as a proactive response to a perceived or known need for assistance. Includes offering opinions by or to the organisation as to an action or judgement. Includes the process of advising.</i> <i>See the General Retention and Disposal Schedule (GRDS) for advice records relating to financial management matters, legislation formulated by other public authorities, general administrative matters and Crown law and legal advice.</i>		
1.1.1	<p>Advice – significant*</p> <p>Records relating to the provision of significant water-related advice, where the advice is not related to a specific enforcement or compliance monitoring action, or activity case file, for example a licence file.</p> <p>Advice includes, but is not limited to:</p> <ul style="list-style-type: none"> • natural water resources protection and water management • water resources management, including bulk water, water supply, sewerage and wastewater disposal for community and commercial purposes • water regulatory programs, and activities • water market trading • water supply pricing • pricing and cost modelling • waterways • water efficiency • water entitlements • water sustainability 	Permanent. Transfer to QSA after business action completed.

Disposal authorisation	Description of records	Retention period & trigger
	<p>Significant advice may relate to, but is not limited to:</p> <ul style="list-style-type: none">• impact of mining activities, e.g. petroleum, coal seam gas water discharges, on water sources, e.g. underground storage, and other land holder safety, access and environmental concerns• stormwater and flood risk management• local government water and sewerage infrastructure planning, development schemes and subsidy submissions and reports. <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none">• advice correspondence• research notes, advice notices, fact sheets• copies of policies, standards and procedures. <p><i>* Refer to Appendix 1: Definition of Significant Versus Other</i></p>	
1.1.2	<p><i>Advice – other~</i></p> <p>Records relating to the provision of other water-related advice, not covered by reference number 1.1.1.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none">• advice correspondence• research notes, advice notices, fact sheets• copies of policies, standards and procedures. <p><i>~ Refer to Appendix 1: Definition of Significant Versus Other</i></p>	7 years after business action completed.
See Also:	<p><i>Advice – dam safety, operations and management, dams and associated infrastructure, dam sites</i></p> <p>2.1 DAM SAFETY MANAGEMENT – ADVICE</p>	
<p>1.2 AGREEMENTS</p> <p><i>The activities associated with establishing, maintaining, reviewing and negotiating agreements. Includes agreements as foundational and facilitative documents for collaborative arrangements, partnerships, outputs, products and services. Includes memoranda of understanding, informal agreements, signed documents and legal contracts.</i></p>		

Disposal authorisation	Description of records	Retention period & trigger
<p><i>See the General Retention and Disposal Schedule (GRDS) for records relating to the negotiation, establishment, maintenance and review of agreements relating to financial management and agreements about the performance of public authority functions between the public authority and other government entities. Includes contracts under seal that are not considered significant.</i></p>		
1.2.1	<p>Agreements – significant*</p> <p>Records relating to significant water-related agreements between the department and other entities that proceed.</p> <p>Agreements may include, but are not limited to:</p> <ul style="list-style-type: none"> managing and accessing natural water resources using water, e.g. water use efficiency, water recycling agreements managing water infrastructure, water supplies and water services, e.g. construction, maintenance bulk water, water supply, sewerage and wastewater disposal for community and commercial purposes availability, sourcing, treating, delivery of water using supply systems, infrastructure, e.g. reservoirs, purification plants, distribution pipes. <p>Significant agreements may relate to, but are not limited to:</p> <ul style="list-style-type: none"> sustainable management of natural water resources, e.g. cooperative agreements between community, stakeholders and government supply, storage and delivery of water under water supply emergency declarations or regulations, and contingency operations, e.g. chief executive officer acts as water authority under insolvency provisions interim water storage and supply (under interim licensing arrangements) oversight of distributor-retailer agreements with local governments long-term impacts on land, such as those about water services enabled by infrastructure built on land. <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> contracts (sealed and unsealed) variations memorandum of understanding. 	Permanent. Transfer to QSA after business action completed.

Disposal authorisation	Description of records	Retention period & trigger
	<i>* Refer to Appendix 1: Definition of Significant Versus Other.</i>	
1.2.2	<p>Agreements – other~</p> <p>Records relating to other water-related agreements between the department and other entities that proceed, not covered by reference 1.2.1.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none">• unsealed contracts• variations• memorandum of understanding. <p><i>~ Refer to Appendix 1: Definition of Significant Versus Other</i></p> <p><i>See the General Retention and Disposal Schedule (GRDS) for contracts under seal that are not considered significant.</i></p>	7 years after agreement terminated or expired.
1.2.3	<p>Agreements – not proceeded with</p> <p>Records relating to water-related agreements between the department and other entities that do not proceed.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none">• draft contracts• draft memorandum of understanding• draft negotiation papers• withdrawn offers• proposals.	2 years after decision not to proceed.
See Also:	<p>Agreements – dam safety, operations and management – dams and associated infrastructure</p> <p>2.2 DAM SAFETY MANAGEMENT – AGREEMENTS</p>	
<p>1.3 APPOINTMENTS</p> <p><i>The activities associated with nominating and appointing candidates to representative, authorised and legislated positions within the organisation and to statutory authorities, councils, boards of management, committees etc. Includes recruiting, nominating, selecting and electing appointees. Includes determining terms, conditions, powers, limitations and remuneration of appointments.</i></p>		

Disposal authorisation	Description of records	Retention period & trigger
<i>See the General Retention and Disposal Schedule (GRDS) for the appointment of Chief Executive Officers and Senior Executive Officers directly appointed under the Public Service Act 2008 and delegations appointing departmental officers as representatives of the Chief Executive Officer in meetings of the board and similar bodies.</i>		
1.3.1	<p>Authorised and accredited officers</p> <p>Records relating to the appointment of officers and inspectors authorised or accredited to undertake advisory, analytical, enforcement, metering and auditing roles and duties, to provide services and carry out approved powers and functions under relevant legislation for water management and regulation, and dam safety management.</p> <p>Roles include, but are not limited to:</p> <ul style="list-style-type: none"> • state analyst (water fluoride) • inspections and investigations • monitoring and enforcement of breaches of legislation. <p>Includes allocating conditions, and varying and terminating appointments.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • appointment notices and instruments including temporary appointments • qualifications and experience statements • records of termination, variations or resignation • investigations and background checks • appointee's conditions of employment. 	7 years after appointment ceases.
<p>1.4 AUDIT</p> <p><i>The activities associated with checking quality assurance and operational records in an official, systematic way to ensure they have been kept and maintained in accordance with agreed legislation and standards and correctly record the events, processes and business of the organisation in a specified period. Includes compliance audits, financial audits, operational audits, recordkeeping audits, skills audits, system audits, quality assurance audits, as well as recommendations for changes in policy and/or procedures as a result of an audit.</i></p>		
1.4.1	<p>Audit – significant*</p> <p>Records relating to conducting audits of water-related resources, plans, works, facilities, structures,</p>	Permanent. Transfer to QSA after business action completed.

Disposal authorisation	Description of records	Retention period & trigger
	<p>occupations, and entitlements, rights, allocations, authorities, licences, permits, and holders of these rights.</p> <p>Audits include, but are not limited to:</p> <ul style="list-style-type: none"> • quality assurance compliance monitoring for licensing and accreditation conditions • water use audits • validation of monitoring and reporting information provided by holders of entitlements, rights, allocations, authorities, licences and permits etc. • compliance audits of licensees for resource operation licences, interim resource operation licences and distribution operations licences • water service providers and licensees (including bulk water, water supply, sewerage and wastewater disposal) quality management systems • compliance with drinking and recycled water quality parameters • re-audits. <p>Significant audits include, but are not limited to:</p> <ul style="list-style-type: none"> • where recommendations and findings result in significant changes to processes, policies and procedures. <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • audit criteria and check sheets • audit reports • supporting documentation • notices of audit recommendations and findings. <p><i>* Refer to Appendix 1: Definition of Significant Versus Other</i></p>	
1.4.2	<p>Audit – other~</p> <p>Records relating to conducting other audits of water-related resources, plans, works, facilities, structures, occupations, and entitlements, rights, allocations, authorities, licences, permits, and holders of these rights, not covered by reference 1.4.1.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • audit criteria and check sheets 	7 years after business action completed.

Disposal authorisation	Description of records	Retention period & trigger
	<ul style="list-style-type: none"> • audit reports • supporting documentation • notices of audit recommendations and findings. <p>~ Refer to Appendix 1: Definition of Significant Versus Other</p>	
<p>1.5 AUTHORISATION</p> <p><i>The activities associated with seeking and granting permission to undertake a requested action. Includes assessing and approving a range of authorities, permissions and rights. Includes rejected and withdrawn applications.</i></p> <p>See REGISTRATION for registering and tracking authorities, including entitlements and allocations, in relevant registers.</p>		
1.5.1	<p><i>Granted water rights and allocations – significant*</i></p> <p>Records relating to assessing and approving significant water-related rights and allocations, including trading rights, authorities, and approvals, under relevant legislation.</p> <p>Granted water rights and allocations may relate to, but are not limited to:</p> <ul style="list-style-type: none"> • native title rights • applications, renewals, transfers, releases, changes, surrenders, cancellations, terminations • assessing and approving documents to maintain currency of authorisation, e.g. submissions, annual reports, annual returns, procedures, plans, management plans, etc. • making, approving or overseeing making of agreements that result in, or put effect to, rights of authorisation • converting existing rights from transitional arrangements for legislative changes. <p>Significant rights and allocations may relate to, but are not limited to:</p> <ul style="list-style-type: none"> • notable environmental impact (e.g. drought, salinity) • generation of extensive public reaction or sensitivity • precedent setting. <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • applications • supporting documentation • approval advice <p>* Refer to Appendix 1: Definition of Significant Versus Other.</p>	Permanent. Transfer to QSA after business action completed.

Disposal authorisation	Description of records	Retention period & trigger
	<i>See Appendix 2 for more details of water rights and allocations.</i>	
1.5.2	<p><i>Granted water rights and allocations – other~</i></p> <p>Records relating to assessing and approving other water-related rights and allocations, including trading rights, authorities and approvals, not covered by reference 1.5.1.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • applications • supporting documentation • approval advice. <p>~ Refer to Appendix 1: Definition of Significant Versus Other</p> <p>See reference 1.5.1 for native title rights.</p>	7 years after entitlement, allocation, authority or other authorisation expires or ceases.
1.5.3	<p><i>Granted water grid services, infrastructure and operational rights – significant*</i></p> <p>Records relating to assessing and approving significant rights for water grid services, infrastructure and operations rights, for bulk water supply, water supply, and water-related services including sewerage, wastewater treatment and disposal providers, including authorities and approvals, under relevant legislation.</p> <p>Services, infrastructure and operation rights may relate to, but are not limited to:</p> <ul style="list-style-type: none"> • market grid participant rights bestowed under previous Queensland Water Commission processes • water infrastructure rights for range of water and wastewater-related services • applications, renewals, transfers, releases, changes, surrenders, cancellations, terminations • assessing and approving documents to maintain currency of authorisation, e.g. submissions, annual reports, annual returns, procedures, plans, management plans, etc. • making, approving or overseeing making of agreements that result in, or put effect to, rights of authorisation • converting existing rights from transitional arrangements for legislative changes. <p>Significant services, infrastructure and operation rights may relate to, but are not limited to:</p> <ul style="list-style-type: none"> • notable environmental impact (e.g. drought, salinity) • generation of extensive public reaction or sensitivity • precedent setting. 	Permanent. Transfer to QSA after business action completed.

Disposal authorisation	Description of records	Retention period & trigger
	<p>Records include but are not limited to:</p> <ul style="list-style-type: none"> • applications • supporting documentation • approval advice. <p><i>* Refer to Appendix 1: Definition of Significant Versus Other.</i></p> <p><i>See Appendix 3 for examples of rights including authorities and approvals.</i></p>	
1.5.4	<p><i>Granted water grid services, infrastructure and operational rights – other~</i></p> <p>Records relating to assessing and approving other rights for water grid services, infrastructure and operations rights, for bulk water supply, water supply, and water-related services including sewerage, wastewater treatment and disposal providers, including authorities and approvals, not covered by reference 1.5.3.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • applications • supporting documentation • approval advice. <p><i>~ Refer to Appendix 1: Definition of Significant Versus Other</i></p>	7 years after entitlement, allocation, authority or other authorisation expires or ceases.
1.5.5	<p><i>Granted natural water resources rights and allocations – significant*</i></p> <p>Records relating to assessing and approving significant natural water resource related rights and allocations, including related authorisations, under relevant legislation.</p> <p>Natural water rights and allocations may relate to, but are not limited to:</p> <ul style="list-style-type: none"> • applications, renewals, transfers, releases, changes, surrenders, cancellations, terminations • assessing and approving documents to maintain currency of authorisation, e.g. submissions, annual reports, annual returns, procedures, plans, management plans, etc. • making, approving or overseeing making of agreements that result in, or put effect to, rights of authorisation • converting existing rights from transitional arrangements for legislative changes. <p>Significant natural water rights and allocations may relate to, but are not limited to:</p> <ul style="list-style-type: none"> • notable environmental impact (e.g. drought, salinity) 	Permanent. Transfer to QSA after business action completed.

Disposal authorisation	Description of records	Retention period & trigger
	<ul style="list-style-type: none"> extensive public reaction or sensitivity precedent setting. <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> applications supporting documentation approval advice. <p><i>* Refer to Appendix 1: Definition of Significant Versus Other</i></p> <p><i>See Appendix 4 for examples of rights and allocations, including authorities and approvals.</i></p>	
1.5.6	<p><i>Granted natural water resources rights and allocations – other~</i></p> <p>Records relating to assessing and approving other natural water resource related rights and allocations, including authorisations and approvals, not covered by reference 1.5.5.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> applications supporting documentation approval advice. <p><i>~ Refer to Appendix 1: Definition of Significant Versus Other</i></p> <p><i>See Appendix 4 for examples of rights and allocations, including authorities and approvals.</i></p>	7 years after entitlement, allocation, authority or other authorisation expires or ceases.
1.5.7	<p><i>Unsuccessful, refused and withdrawn applications – all rights, allocations, authorities, approvals</i></p> <p>Records relating to unsuccessful, refused and withdrawn applications for:</p> <ul style="list-style-type: none"> water-related rights and allocations, including trading rights, authorities and approvals water infrastructure and grid services rights, including bulk water supply, water supply, water service providers, and related rights and allocations, including authorities and approvals natural water resource related rights and allocations, including natural water resources related authorisations and approvals. <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> applications (unsuccessful, refused or withdrawn) assessments 	2 years after application lapsed, refused or withdrawn.

Disposal authorisation	Description of records	Retention period & trigger
	<ul style="list-style-type: none"> information notices. 	
1.6 CLAIMS MANAGEMENT <i>The activities associated with administering and managing payments sought as compensation for injury, death or denial of rights of a person, damage to or destruction of property, resumption of land or property, or for any actions of government employees where those actions result in a compensable claim. Includes disputes over rights and ownership, and recompense sought for stolen or lost property. Includes claims for damages from exercise of inspectorate powers. Includes recovery of compliance costs incurred by the Department.</i>		
1.6.1	<p>Claims – significant*</p> <p>Records relating to significant compensation claims for water access entitlements, including changes to entitlements or quantity of water allowed, water allocation reductions in allocation values, damage caused whilst inspectorate were exercising authorised powers and functions, damage caused by water works construction or construction and operation of dams and associated infrastructure, incurred under water-related legislation.</p> <p>Significant claims may relate to, but are not limited to:</p> <ul style="list-style-type: none"> events, accidents or incidents resulting in human fatalities serious or high potential events, accidents and incidents leading to damage, loss or having financial impact extreme safety or health matters and offences dangerous and post-emergency situations diseases, hazardous substances and wide-spread, systemic failures of safety and health management systems claims relating to dams. <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> assessments compensation claim applications/requests notifications, gazette notices claim approvals, advice payments. <p><small>* Refer to Appendix 1: Definition of Significant Versus Other.</small></p>	Permanent. Transfer to QSA after business action completed.

Disposal authorisation	Description of records	Retention period & trigger
1.6.2	<p><i>Claims – other~</i></p> <p>Records relating to other claims for compensation for costs, damage or loss incurred under water-related legislation, not covered by reference 1.6.1.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • assessments • compensation claim applications/requests • notifications, gazette notices • claim approvals, advice payments. <p>~ Refer to Appendix 1: Definition of Significant Versus Other</p> <p>See 1.6.1 for claims relating to dams.</p>	7 years after claim determined.
1.6.3	<p><i>Recovery of monies as expenditure incurred by State – significant*</i></p> <p>Records relating to recovering significant monies from licence holders for fees, costs, losses, interest and expenses incurred by the State (the Departments) relating to water under relevant legislation. Includes applying costs to security monies (as applicable) to recover money and filing recovery orders in the Magistrates Court.</p> <p>Significant recovery of monies includes, but is not limited to:</p> <ul style="list-style-type: none"> • emergency and remedial action for incidents and situations involving water, including dam failures, including on land impacted by dam failures • construction and operations of dams and infrastructure from non-compliance of others • works completed under emergency declarations or regulations • remedying impacts of authorised activities (with debts payable by owners) • remedying compliance issues legislated as debt to the State • rehabilitation of damaged areas • designing establishment water works, including costs of site investigations and consultation processes • removal and disposal of property • unpaid fees and court orders • court awarded costs 	Permanent. Transfer to QSA after business action completed.

Disposal authorisation	Description of records	Retention period & trigger
	<ul style="list-style-type: none"> • other instances of regulatory non-compliance. <p>Significant recovery of costs may result from, but is not limited to:</p> <ul style="list-style-type: none"> • events, accidents or incidents resulting in human fatalities • serious or high potential events, accidents and incidents leading to damage, loss or having financial impact • extreme safety or health matters and offences • dangerous and post-emergency situations • diseases, hazardous substances and wide-spread, systemic failures of safety and health management systems • claims relating to dams. <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • recovery claim notifications • claim investigations • court orders. <p><i>* Refer to Appendix 1: Definition of Significant Versus Other.</i></p>	
1.6.4	<p><i>Recovery of monies as expenditure incurred by State – other~</i></p> <p>Records relating to recovering monies from licence holders for fees, costs, losses, interest and expenses incurred by the State relating to water under relevant legislation, not covered under reference 1.6.3.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • recovery claim notifications • claim investigations • court orders. <p><i>~ Refer to Appendix 1: Definition of Significant Versus Other.</i></p> <p><i>See reference 1.6.3 for recovery claims relating to dams.</i></p>	7 years after claim determined.
<p>1.7 DECLARATIONS</p> <p><i>The activities associated with receiving or providing signed statements acknowledging details and conditions relating to the subject matter. Includes declarations of land areas as land designated for particular purposes, which may transcend changes to ownership. Includes declaring projects, facilities and areas.</i></p>		

Disposal authorisation	Description of records	Retention period & trigger
<i>See legislative processes for declarations made as part of legislation or regulations.</i>		
1.7.1	<p><i>Declarations – significant*</i></p> <p>Records relating to significant water-related declarations made through operational activities such as enforcement, monitoring and surveillance, incident and emergency responses, other legislative and regulatory processes, or which are made on a long-term or permanent nature.</p> <p>Declarations are made about and include, but are not limited to:</p> <ul style="list-style-type: none"> • those relating to dams • using water • managing water infrastructure, water supplies and water services • bulk water, water supply, sewerage and wastewater disposal for community and commercial purposes • natural water resources, including lakes, rivers, creeks, springs, groundwater, underground water, artesian and subartesian water resources • full supply levels (including temporary full supply levels) for dams to mitigate potential flood or drought impacts • managing dams and associated infrastructure • outer banks of watercourses (relevant lengths of course) • cumulative management areas affected by underground water rights of multiple tenure holders • quarry materials • downstream and upper stream limits for water access • moratoriums for water catchments or planning areas (restricting water use and licensing) • groundwater areas • coal seam gas areas • subartesian areas • bulk water, water supply, sewerage and wastewater disposal related areas and schemes • water services • service areas • water supply emergencies 	Permanent. Transfer to QSA after business action completed.

Disposal authorisation	Description of records	Retention period & trigger
	<ul style="list-style-type: none"> • water management plans • water schemes • recycled water schemes as critical recycled water schemes. <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • notifications and signed approvals • declaration notices. <p><i>* Refer to Appendix 1: Definition of Significant Versus Other.</i></p>	
1.7.2	<p><i>Declarations – other~</i></p> <p>Records relating to other water-related declarations, not covered by reference 1.7.1.</p> <p>Includes declarations made of a transitory or temporary nature, or with an expiry or end date.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • notifications and signed approvals • declaration notices. <p><i>~ Refer to Appendix 1: Definition of Significant Versus Other</i></p> <p><i>See reference 1.7.1 for declarations relating to dams.</i></p>	7 years after business action completed.
<p>1.8 DEVELOPMENT</p> <p><i>The activities associated with encouraging development initiatives, often across various industries. Includes strategic planning and investment attraction to assist particular industries and the growth of the Queensland economy as a whole. Includes receiving, assessing, commenting and/or approving (or otherwise) development applications of proposed development projects.</i></p>		
1.8.1	<p><i>Development – significant*</i></p> <p>Records relating to planning and implementing significant business development initiatives designed to support the water industry and meet community needs.</p> <p>Development initiatives include, but are not limited to:</p> <ul style="list-style-type: none"> • water resources management, including bulk water, water supply, sewerage and wastewater disposal for community and economic purposes • natural water resources • dams 	Permanent. Transfer to QSA after business action completed.

Disposal authorisation	Description of records	Retention period & trigger
	<ul style="list-style-type: none"> development initiatives relating to dams. <p><u>Excludes</u> development applications and approvals relating to dams. See reference 2.3.1.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> environmental impact studies feasibility studies site investigation reports stakeholder consultation. <p><i>* Refer to Appendix 1: Definition of Significant Versus Other.</i></p>	
1.8.2	<p><i>Development – other~</i></p> <p>Records relating to planning and implementing other business development initiatives designed to support the water industry and assist its growth and meet community needs, not covered by reference 1.8.1.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> environmental impact studies feasibility studies site investigation reports stakeholder consultation. <p><u>Excludes</u> development initiatives relating to dams. See reference 1.8.1.</p> <p><u>Excludes</u> development applications and approvals relating to dams. See reference 2.3.1.</p> <p><i>~ Refer to Appendix 1: Definition of Significant Versus Other</i></p>	7 years after business action completed.
1.8.3	<p><i>Development approvals</i></p> <p>Records relating to assessing and approving water-related developments.</p> <p>Development approvals include, but are not limited to:</p> <ul style="list-style-type: none"> removing, destroying or damaging natural water resources in the course of development water resources management, including bulk water, water supply, sewerage and wastewater disposal for community and commercial purposes natural water resources 	Permanent. Transfer to QSA after business action completed.

Disposal authorisation	Description of records	Retention period & trigger
	<ul style="list-style-type: none"> development of bulk water, water supply, sewerage and wastewater disposal related areas, schemes, land and works consent arrangements, emergency notices for water infrastructure work, work directions for maintenance works, and advice of emergency developments land, construction, augmentation, alteration or maintenance of water infrastructure construction of road works affected by water infrastructure works in drainage, embankment, wild river floodplain and special floodplain areas irrigation, gauging stations, effluent regulators, water regulators, water diverters, weirs, stormwater devices, flood devices, pumping equipment, diversion channels, barrages, bores and levee banks working with multiple licensees, authorities and councils refusing applications making and amending conditions and environmental offsets issuing development permits cancelling development permits for decommissioned dams handling emergency development advice of flood mitigation development. <p>Approvals include assessing:</p> <ul style="list-style-type: none"> design and engineering investigations flood mitigation, strategies and annual preparedness flood manuals, alternative operational procedures for flood events safety and development conditions safety excesses of temporary or full supply levels emergency development (e.g. flood restoration work) carried out under the <i>Sustainable Planning Act 2009</i>. <p><u>Excludes</u> development applications and approvals relating to dams. See reference 2.3.1.</p> <p><u>Excludes</u> development initiatives for community water planning. See references 1.8.1 and 1.8.2.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> development applications development submissions by distributor-retailers plans and drawings 	

Disposal authorisation	Description of records	Retention period & trigger
	<ul style="list-style-type: none"> • construction, engineering and site investigation reports • environmental impact statements. 	
See Also:	<p><i>Development approvals – dams and associated infrastructure</i></p> <p><u>2.3</u> <i>DAM SAFETY MANAGEMENT – DEVELOPMENT</i></p>	
1.8.4	<p><i>Land acquisitions by resumption</i></p> <p>Records relating to compulsorily acquiring (resuming) land for water works.</p> <p>Land acquisitions include, but are not limited to:</p> <ul style="list-style-type: none"> • natural water resource protection or enhancement • water resources management, including bulk water, water supply, sewerage and wastewater disposal for community and commercial purposes • relevant development works • works associated with community dam developments • land resumptions relating to dam projects and including land with dams. <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • land titles and valuations • contracts • surveying records and drawings. 	Permanent. Transfer to QSA after business action completed.
<p>1.9 DISPOSAL</p> <p><i>The activities associated with the process of disposing of property or commodities no longer required by the organisation, by sale, transfer, termination of lease, auction, donation or destruction. Also includes arrangements for disposal of waste, including animal by-products, carcasses, excrement, as well as hazardous and radioactive material in a safe and approved manner.</i></p> <p><i>See the General Retention and Disposal Schedule for records relating to the disposal of hazardous waste.</i></p>		
1.9.1	<p><i>Disposal – property, products and waste</i></p> <p>Records relating to disposing of property, products and waste seized during enforcement, inspection and investigation activities under relevant legislation.</p> <p>Includes dealing with and disposing by selling, destroying and other means:</p>	7 years after business action completed.

Disposal authorisation	Description of records	Retention period & trigger
	<ul style="list-style-type: none"> • plant and property • products and waste • quarry materials • seized and forfeited evidence and property. <p><u>Excludes</u> hazardous waste.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • seized evidence summary sheets and seizure receipts • copies of enforcement orders and notices • disposal registers, e.g. property owner details, property descriptions, release dates, disposal triggers • hazardous material data sheets. 	
<p>1.10 ENFORCEMENT</p> <p><i>The activities associated with identifying regulatory compliance issues within the area and scope of enforcement parameters, and issuing enforcement notices, including infringement notices, directives, orders, fines, penalties and exemptions.</i></p> <p><i>See INSPECTIONS for making official examinations to check compliance and identify standard offences or breaches of legislation.</i></p> <p><i>See INVESTIGATIONS for making authorised, often responsive assessments of accidents, incidents or allegations relating to infringements, breaches or offences.</i></p> <p><i>See MONITORING AND SURVEILLANCE for planning and undertaking compliance programs to monitor the behaviour of licensees, entities and community members in general, to identify enforcement actions required.</i></p>		
1.10.1	<p><i>Regulatory enforcement</i></p> <p>Records relating to issuing directives, orders, fines, penalties or exemptions relating to natural water resources, and water resources management, including bulk water, water supply, sewerage and wastewater disposal, under relevant legislation.</p> <p>Enforcement includes, but is not limited to:</p> <ul style="list-style-type: none"> • issuing: <ul style="list-style-type: none"> ○ improvement notices 	7 years after business action completed.

Disposal authorisation	Description of records	Retention period & trigger
	<ul style="list-style-type: none">○ moratorium notices to protect natural ecosystems and existing water entitlements and other authorities○ notices to landowners to remove vegetation, litter, refuse or other matter obstructing or affecting water flows, water quality or integrity of natural watercourses, lakes or springs○ orders to restrict or limit taking of water○ notices for the application of safety and development conditions○ notices of prescribed incidents and alerts regarding water quality in recycled water schemes○ directions to water service providers to comply with water supply emergency regulations○ notices and directions for water security or continuity of supply○ notices to take over water infrastructure operations○ notices to discharge trade waste or seepage water into sewerage infrastructure● referring reports of investigative leads, offences and designated incidents requiring further inspection or investigation to inspectors. <p><u>Excludes</u> regulatory enforcement relating to dams.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none">● check point and road closure information● enforcement action orders, assessments and reports● maps and photographs.	
See Also:	<i>Enforcement – dam safety, operations and management – dams</i> <i>2.4 DAM SAFETY MANAGEMENT – ENFORCEMENT</i>	
1.11 INSPECTIONS <i>The activities associated with making official examinations of facilities, equipment and items, to ensure compliance with agreed standards and objectives relating to functions or legislative requirements. Often involves pre-set criteria, factors or checklists against which the inspection is made, and identifies standard offences or breaches of legislation, which can be handled mostly via enforcement notices.</i> <i>See INVESTIGATIONS for incident-responsive assessments of offences or breaches of legislation requiring intensive investigation or not explored fully by inspections, and which often require escalation to prosecution for outcomes.</i>		
1.11.1	<i>Inspections – significant*</i>	25 years after business action completed.

Disposal authorisation	Description of records	Retention period & trigger
	<p>Records relating to conducting significant water-related inspections of natural water resources, associated licensees, businesses and practices, bulk water and water supply, sewerage and wastewater disposal infrastructure, works, operations, businesses and associated practices, for compliance with relevant legislation.</p> <p>Inspections may relate to, but are not limited to:</p> <ul style="list-style-type: none"> • natural water resources, and associated licensees, businesses and associated practices • bulk water and water supplies, and sewerage and wastewater disposal infrastructure, works, operations, businesses and associated practices • water facilities, infrastructure and resources impacted by coal seam gas mining sites and activities • water supplies • water quality, misuse, undue consumption or contamination • waste treatments • rural irrigation channels (for example, water efficiency) • works, fittings, drainage apparatus, and other property • works construction • water quality testing and treating • water meter data verification from self-read meters • water systems, stormwater systems and wastewater systems • programs and projects. <p><u>Excludes</u> inspections relating to dams. See 2.5 Dam Safety Management – Inspections</p> <p><u>Excludes</u> inspections of mining sites and operations. See Mining Retention and Disposal Schedule.</p> <p><u>Excludes</u> inspections uncovering environmental damage which is referred to the agency responsible for the environment. See Environment Retention and Disposal Schedule.</p> <p><u>Excludes</u> inspections where inspection results yield information, evidence or compliance outcomes which are enforced by other agencies, e.g. terrorist/criminal activity, environmental damage. See 1.11.3 Inspections overlapping or informing other government responsibilities.</p> <p>Records may include, but are not limited to:</p>	

Disposal authorisation	Description of records	Retention period & trigger
	<ul style="list-style-type: none"> inspection notices inspection assessments and reports inspection notes. <p><i>* Refer to Appendix 1: Definition of Significant Versus Other</i></p>	
See Also:	<p><i>Inspections – dams and associated infrastructure</i></p> <p><i><u>2.5</u> DAM SAFETY MANAGEMENT – INSPECTIONS</i></p>	
1.11.2	<p><i>Inspections – other~</i></p> <p>Records relating to conducting other water-related inspections not covered by reference 1.11.1.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> inspection notices/requests inspection assessments and reports inspection notes. <p><i>~ Refer to Appendix 1: Definition of Significant Versus Other.</i></p>	7 years after business action completed.
1.11.3	<p><i>Inspections overlapping or informing other government responsibilities</i></p> <p>Records relating to conducting inspections which yield significant or not insignificant background, information, results, and recommendations which impact on other activities of other Queensland government agencies with responsibilities for mining and the environment.</p> <p>Inspections may include, but are not limited to:</p> <ul style="list-style-type: none"> inspections of actual mining sites and operations. <i>For more information, see also Mining Retention and Disposal Schedule</i> inspections uncovering environmental damage which is referred to the agency responsible for the environment. <i>For more information, see also Environment Retention and Disposal Schedule</i> other inspections of an overlapping or informative nature, where other government agencies have formally advised agency/agencies responsible for water (and their corporate services partners) of their requirement to keep these records permanently given their significance or importance to identified business processes. <p>Records may include, but are not limited to:</p>	Permanent. Transfer to QSA after business action completed.

Disposal authorisation	Description of records	Retention period & trigger
	<ul style="list-style-type: none">inspection notices/requestsinspection assessments and reportsinspection notes.	
See Also:	<i>Inspections – Dams and associated infrastructure</i> <u>2.5</u> DAM SAFETY MANAGEMENT – INSPECTIONS	
1.12 INVESTIGATIONS <i>The activities associated with making authorised assessments of accidents, incidents or allegations related to infringements of any legislation, standard, code, business or workplace policy, which may, or may not, lead to further formal action. Includes reports prepared by persons undertaking investigations.</i> <i>See INSPECTIONS for making official examinations often with pre-set criteria, factors or checklists to identify standard offences or breaches of legislation, which can be handled mostly via enforcement notices.</i>		
1.12.1	<i>Investigations – significant*</i> Records relating to significant water-related investigations involving offences under relevant legislation. Investigations may relate to, but are not limited to: <ul style="list-style-type: none">native title rightsnatural water resources, and associated licensees, businesses and associated practicesbulk water and water supplies, and sewerage and wastewater disposal infrastructure, works, operations, businesses and associated practiceswater quality of coal seam gas impacted groundwater. Significant investigations may relate to, but are not limited to: <ul style="list-style-type: none">extensive public reaction or sensitivityprecedent setting cases. <u>Excludes</u> investigations relating to dams. Records may include, but are not limited to: <ul style="list-style-type: none">investigation reports	Permanent. Transfer to QSA after business action completed.

Disposal authorisation	Description of records	Retention period & trigger
	<ul style="list-style-type: none"> • interview transcripts • warrants. <p><i>* Refer to Appendix 1: Definition of Significant Versus Other</i></p>	
See Also:	<p><i>Investigations – dam safety, operations and management – dams and associated infrastructure</i></p> <p><i>2.6 DAM SAFETY MANAGEMENT – INVESTIGATIONS</i></p>	
1.12.2	<p><i>Investigations – other~</i></p> <p>Records relating to investigating other water-related offences under relevant legislation not covered by reference 1.12.1.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • investigation reports • interview transcripts • warrants. <p><i>~ Refer to Appendix 1: Definition of Significant Versus Other</i></p>	7 years after business action completed.
<p>1.13 LICENSING</p> <p><i>The activities associated with granting or denying licensing instruments giving authority to undertake particular actions or occupations in line with the authority of the licensing instrument, and bestow special rights of ownership, financial responsibility and/or environmental accountability and other terms and conditions with the licence. Includes permits to own or use something or carry out particular actions. Includes but is not limited to licences, permits, leases, certifications, exemptions, clearances, claims, charges, benefits, interests, etc.</i></p> <p><i>See REGISTRATION for registering and tracking licences in relevant registers.</i></p>		
See Also:	<p><i>Licensing – dam safety, operations and management – dams and associated infrastructure</i></p> <p><i>2.7 DAM SAFETY MANAGEMENT – LICENSING</i></p>	
1.13.1	<p><i>Granted water licences and permits – significant*</i></p> <p>Records relating to assessing and approving significant water-related licences and permits, under relevant legislation.</p> <p>Licences and permits may include, but are not limited to:</p> <ul style="list-style-type: none"> • native title rights 	Permanent. Transfer to QSA after business action completed.

Disposal authorisation	Description of records	Retention period & trigger
	<ul style="list-style-type: none"> • applications, renewals, transfers, releases, changes, surrenders, cancellations, terminations • assessments and approvals of any submissions, annual reports, annual returns, procedures, plans, e.g. management plans, etc., to maintain currency of licences • making, approving or overseeing making of agreements that result in, or put effect to, rights of licensees • converting existing rights from transitional arrangements for legislative changes. <p><u>Excludes</u> licences and permits relating to dams.</p> <p><u>Excludes</u> dams relating to mining, e.g. hazardous waste dams, tailings dams, evaporation dams, exploration waste dams. <i>See Environment Retention and Disposal Schedule.</i></p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • applications, approval advice • supporting documentation. <p><i>* Refer to Appendix 1: Definition of Significant Versus Other</i></p> <p><i>See Appendix 5 for examples of granted water licences and permits.</i></p>	
1.13.2	<p><i>Granted water licences and permits – other~</i></p> <p>Records relating to assessing and approving other water-related licences and permits, not covered by reference 1.13.1.</p> <p><u>Excludes</u> licences and permits relating to dams.</p> <p><u>Excludes</u> dams relating to mining, e.g. hazardous waste dams, tailings dams, evaporation dams, exploration waste dams. <i>See Environment Retention and Disposal Schedule.</i></p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • applications, approval advice • supporting documentation. <p><i>~ Refer to Appendix 1: Definition of Significant Versus Other</i></p>	7 years after licence or permit expires or ceases.
See Also:	<p><i>Licensing – dam safety, operations and management – dams and associated infrastructure</i></p> <p><i>2.7 DAM SAFETY MANAGEMENT – LICENSING</i></p>	

Disposal authorisation	Description of records	Retention period & trigger
1.13.3	<p><i>Granted water grid services, infrastructure and operations – licences and permits – significant*</i></p> <p>Records relating to assessing and approving significant water grid services, infrastructure and operations licences and permits, for bulk water supply, water supply, and water-related services including sewerage, wastewater treatment and disposal providers, under relevant legislation.</p> <p>Granted water grid services, infrastructure and operations – licences and permits may relate to, but are not limited to:</p> <ul style="list-style-type: none"> • distribution operations • resource operations • applications, renewals, transfers, releases, changes, surrenders, cancellations, terminations • assessments and approvals of any submissions, annual reports, annual returns, procedures, plans, e.g. management plans, etc., to maintain currency of authorisation • making, approving or overseeing making of agreements that result in, or put effect to, rights of authorisation • converting existing rights from transitional arrangements for legislative changes. <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • applications • supporting documentation • approval advice. <p><i>* Refer to Appendix 1: Definition of Significant Versus Other</i></p> <p><i>See Appendix 6 for examples of water grid services, infrastructure and operations licences and permits.</i></p>	Permanent. Transfer to QSA after business action completed.
1.13.4	<p><i>Granted water grid services, infrastructure and operations – licences and permits – other~</i></p> <p>Records relating to assessing and approving other water grid services, infrastructure and operations licences and permits, for bulk water supply, water supply, and water-related services including sewerage, wastewater treatment and disposal providers, not covered by reference 1.13.3.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • applications • supporting documentation • approval advice. 	7 years after licence or permit expires or ceases.

Disposal authorisation	Description of records	Retention period & trigger
	~ Refer to Appendix 1 : Definition of Significant Versus Other	
1.13.5	<p><i>Granted natural water resources licences and permits – significant*</i></p> <p>Records relating to assessing and approving significant natural water resource licences and permits, under relevant legislation.</p> <p>Licences and permits may relate to, but are not limited to:</p> <ul style="list-style-type: none"> • applications, renewals, transfers, releases, changes, surrenders, cancellations, terminations • assessments and approvals of any submissions, annual reports, annual returns, procedures, plans, e.g. management plans, etc., to maintain currency of licences • making, approving or overseeing making of agreements that result in, or put effect to, rights of licences • converting existing rights from transitional arrangements for legislative changes. <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • applications • supporting documentation • approval advice. <p>* Refer to Appendix 1: Definition of Significant Versus Other</p> <p>See Appendix 7 for examples of natural water resources licences and permits.</p>	Permanent. Transfer to QSA after business action completed.
See Also:	<p><i>Licensing – dam safety, operations and management – dams and associated infrastructure</i></p> <p><i>2.7 DAM SAFETY MANAGEMENT – LICENSING</i></p>	
1.13.6	<p><i>Granted natural water resources licences and permits – other~</i></p> <p>Records relating to assessing and approving other natural water resource related licences and permits, and water-related occupational licences, not covered by reference 1.13.5.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • applications • supporting documentation • approval advice. <p>~ Refer to Appendix 1: Definition of Significant Versus Other</p>	7 years after licence or permit expires or ceases.

Disposal authorisation	Description of records	Retention period & trigger
See Also:	<i>Licensing – dam safety, operations and management – dams and associated infrastructure</i> <u>2.7 DAM SAFETY MANAGEMENT – LICENSING</u>	
1.13.7	<i>Granted water-related occupational licences</i> Records relating to assessing and approving water-related occupational licences, including water bore driller licences, under relevant legislation. Records may include, but are not limited to: <ul style="list-style-type: none"> • applications • supporting documentation • approval advice. 	7 years after licence or permit expires or ceases.
1.13.8	<i>Unsuccessful, refused and withdrawn applications – water-related licences and permits</i> Records relating to unsuccessful, refused and withdrawn applications for water-related licences and permits. Applications include, but are not limited to: <ul style="list-style-type: none"> • water infrastructure and grid services licences and permits, including bulk water supply, water supply, water service providers, including sewerage, waste water treatment and disposal providers • natural water resource related entitlements, allocations, licences and permits • water-related occupational licences. <u>Excludes</u> licences and permits related to dams. Records may include, but are not limited to: <ul style="list-style-type: none"> • applications (unsuccessful, refused or withdrawn) • assessments • information notices. 	2 years after application lapsed, refused or withdrawn.
See Also:	<i>Licensing – dam safety, operations and management – dams and associated infrastructure</i> <u>2.7 DAM SAFETY MANAGEMENT – LICENSING</u>	

Disposal authorisation	Description of records	Retention period & trigger
1.13.9	<p><i>Water use and supply management plans – water authorities and other service providers – significant*</i></p> <p>Records relating to assessing and approving significant water use and supply management plans submitted by bulk water authorities and other service providers.</p> <p>Plans may include, but are not limited to:</p> <ul style="list-style-type: none"> • corporate plans • commercialisation charters • management plans for: <ul style="list-style-type: none"> ○ water efficiency ○ outdoor water use conservation ○ incident and emergency responses ○ flood mitigation ○ drought ○ insufficiency contingencies. • approving, refusing, revoking plans • applying conditions • making amendments, exclusions, exemptions • assessing draft, interim, subordinate and associated plans • those which authorise water use, supply and related services and activities • those which enable ongoing ownership of water-related licences, authorities, rights or allocations (where plan is a regulatory requirement). <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • plans and strategies • submissions • consultation plans. <p><small>* Refer to Appendix 1: Definition of Significant Versus Other</small></p>	Permanent. Transfer to QSA after business action completed.
1.13.10	<p><i>Water use and supply management plans – bulk water authorities and other service providers – other~</i></p>	25 years after plan submitted.

Disposal authorisation	Description of records	Retention period & trigger
	<p>Records relating to assessing and approving other water use and supply management plans submitted by bulk water authorities and other service providers, not covered by reference 1.13.9.</p> <p>Non-significant plans include, but are not limited to:</p> <ul style="list-style-type: none"> • customer service standards • management plans for drinking water quality, strategic assets, system leakages, recycled water schemes, etc. <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • water use plans • water supply plans • management plans • programs and schedules. <p>~ Refer to Appendix 1: Definition of Significant Versus Other.</p>	
1.13.11	<p><i>Natural water resources plans (regulatory) – licence/authority holders – subordinate water plans – significant*</i></p> <p>Records relating to assessing and approving plans for natural water resource use, with plans and strategies, for managing and using water, where the water resource or use is significant.</p> <p>Plans may include, but are not limited to:</p> <ul style="list-style-type: none"> • resource operations plans • water flow management plans • water allocation plans • water management plans • water use plans • impact management strategies • monitoring strategies • consultation, overview reporting, amendments • assessing draft, interim, replacement, subordinate and associated plans • reviewing submissions about draft plans 	Permanent. Transfer to QSA after business action completed.

Disposal authorisation	Description of records	Retention period & trigger
	<ul style="list-style-type: none">• panel investigations and recommendations on submissions• approvals, decisions to not proceed and granting deferrals. Records may include, but are not limited to: <ul style="list-style-type: none">• plans and strategies• submissions• consultation plans. <p><i>* Refer to Appendix 1: Definition of Significant Versus Other</i></p>	
1.13.12	<p><i>Natural water resources plans (regulatory) – licence/authority holders – subordinate water plans – other~</i></p> Records relating to assessing and approving other plans for natural water resource use, with plans and strategies, for managing and using water, where the water resource or use is not covered by reference 1.13.11 . Records may include, but are not limited to: <ul style="list-style-type: none">• plans and strategies• submissions• consultation plans. <p><i>~ Refer to Appendix 1: Definition of Significant Versus Other</i></p>	7 years after plan has been superseded by new plan.
See Also:	<p><i>Licensing – dam safety, operations and management – dams and associated infrastructure</i></p> <p><i>2.7 DAM SAFETY MANAGEMENT – LICENSING</i></p>	
<p>1.14 MAPPING</p> <p><i>The activities associated with analysing and representing spatial data in graphical form. Includes collecting spatial data, conducting field surveys and drawing maps. Mapping can be specified further by district, region, site, map, sheet series name, project map etc.</i></p>		
1.14.1	<p><i>Mapping – significant*</i></p> Records relating to mapping sites of original and historical significance created in the purposes of water management and related water infrastructure and works. Mapping may include, but is not limited to: <ul style="list-style-type: none">• inspecting and surveying sites, including dam sites	Permanent. Transfer to QSA after business action completed.

Disposal authorisation	Description of records	Retention period & trigger
	<ul style="list-style-type: none"> • completing aerial and assessment surveys • water-related facilities (e.g. construction plans) for bulk water, water supply and distribution, and sewerage and wastewater disposal infrastructure, works and operations • dams and related sites, dam-related facilities and works (e.g. construction plans) sites of bulk water catchment, water supply and distribution, and sewerage and wastewater disposal infrastructure, works and operations • waterway catchment areas, including dam catchments • boundaries, roads, waterways and other features • surrounding properties • area plans, supply schemes, defined areas (e.g. prohibition or regulation areas) • prescribed levels, dimensions and specifications for water and dam related infrastructure, including catchments, supplies, facilities, distribution pipes, waste water sewers, drains, materials and apparatus etc. • maps of original and historical significance • maps of significant sites. <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • aerial photographs • cartographical maps • surveying plans and drawings • charts, graphs, tables and presentations. <p><i>* Refer to Appendix 1: Definition of Significant Versus Other</i></p>	
1.14.2	<p>Mapping – other~</p> <p>Records relating to other mapping sites created in the purposes of water management and related water infrastructure and works, not covered by reference 1.14.1.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • aerial photographs • cartographical maps • surveying plans and drawings • charts, graphs, tables and presentations. 	Whilst current and then 7 years after business action completed.

Disposal authorisation	Description of records	Retention period & trigger
	<p>~ Refer to Appendix 1: Definition of Significant Versus Other See reference 1.14.1 for mapping relating to dams.</p>	
<p>1.15 MODELLING <i>The activities associated with designing, testing and evaluating sample model profiles of systems under analysis.</i> <i>See REVIEWING AND EVALUATION for the review/evaluation of programs, items of equipment, systems or services that do not involve modelling.</i></p>		
1.15.1	<p>Modelling – significant* Records relating to designing, testing and evaluating sample model profiles of significant water-related supply and distribution infrastructure and systems, and natural water resource systems and elements, to test, illustrate or allow repeatable analysis of systems and elements. Modelling relates to, but is not limited to:</p> <ul style="list-style-type: none"> • irrigations channel efficiency • water catchment inflows • flood projections • water pricing structures • lakes, rivers, creeks, springs, etc. • groundwater impact assessments • coal seam gas activities • hydrological assessments • stormwater disbursement • flood behaviours • resource plan assessments • erosion • pollution • water quality • water supply, e.g. catchments, supplies, flows, distributions, discharges, flood reductions • natural water resources, e.g. catchments, flows, impacts • dams, e.g. catchments, storage, failure risks, failure impacts • water infrastructure, e.g. funding, capital costs, flood mitigation • maintaining operational formulas for water supply and distribution. <p>Records may include, but are not limited to:</p>	Permanent. Transfer to QSA after business action completed.

Disposal authorisation	Description of records	Retention period & trigger
	<ul style="list-style-type: none"> • mathematical formulas and data • research reports • statistical data, e.g. economic, environmental • customised software and data analysis • charts, graphs, tables and presentations. <p><i>* Refer to Appendix 1: Definition of Significant Versus Other</i></p>	
1.15.2	<p>Modelling – other~</p> <p>Records relating to designing, testing and evaluating other sample model profiles of water-related supply and distribution infrastructure and systems, natural water resource systems and elements under analysis, to test, illustrate or allow repeatable analysis of systems and elements, not covered by reference 1.15.1.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • mathematical formulas and data • research reports • statistical data, e.g. economic, environmental • customised software and data analysis • charts, graphs, tables and presentations. <p><i>~ Refer to Appendix 1: Definition of Significant Versus Other</i></p> <p>See reference 1.15.1 for modelling relating to dams.</p>	7 years after business action completed.

1.16 MONITORING AND SURVEILLANCE

The activities associated with planning compliance programs and conducting regular surveillance of resources, environments, systems, markets and communities and observing activities covered by legal, regulatory or quality standards, which the Department administers. Includes safeguarding resources ensuring they are used responsibly. Includes maintaining checks and on-the-spot inspections and combined with other enforcement activities, to ensure transparent overview of community compliance status. Includes monitoring particular persons, entities or parties to reduce or eliminate their impact and identify offences against the legislation.

See ENFORCEMENT for the issuing of directives, orders, fines, penalties & exemptions (generally on-the-spot) through monitoring and surveillance.

See INSPECTIONS for the conducting of inspections as official examinations.

See INVESTIGATIONS for authorised assessment of accidents, incidents or allegations related to infringements of legislation, standards, codes, policies etc.

Disposal authorisation	Description of records	Retention period & trigger
<i>See INCIDENT AND EMERGENCY RESPONSES for responding to incidents and emergencies, including disease outbreaks and natural disasters.</i>		
1.16.1	<p><i>Monitoring water-related holders and areas</i></p> <p>Records relating to conducting surveillance and monitoring compliance of water-related entitlements, rights, allocations, licences, permits and other holders, areas and the community generally, under relevant legislation.</p> <p>Monitoring includes, but is not limited to:</p> <ul style="list-style-type: none"> • natural water resources and management areas • bulk water and water supplies, and sewerage and wastewater disposal • hazardous substances and containment systems • water catchments, water uses • water resources plans, water entitlements, trading rights and allocations, including authorities, licences, permits • trading of water allocations (seasonal and relocatable) • water sharing, reserves, restrictions, quality, fluoridation, levels • water meters and meter readings • market pricing of water and services • water supply industry activities, regulatory requirements, e.g. increasing commercial opportunities • impacts of floods, droughts and other weather conditions on water resources and supplies • impacts of natural disasters on water supplies and emergency water releases • flood mitigation activities • bore drilling activities, coal seam gas activities, hydrological assessments • water service providers, including water distributors-retailers, bulk water suppliers • drinking water, recycled water and irrigation water services • water systems, stormwater systems and wastewater systems, programs and projects • developing, implementing and maintaining compliance programs. <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • compliance monitoring programs and schedules 	7 years after business action completed.

Disposal authorisation	Description of records	Retention period & trigger
	<ul style="list-style-type: none">enforcement data and analysisarea maps and photographs.	
See Also:	<i>Monitoring regulatory compliance – dam safety, operations and management – dams and associated infrastructure</i> <u>2.8</u> DAM SAFETY MANAGEMENT – MONITORING AND SURVEILLANCE	
1.17 PARTNERSHIPS <i>The activities associated with managing joint collaborations for agreed outcomes in areas of joint interest or responsibility, where there are agreed responsibilities, agreements, joint contribution of funds and/or time. Includes operations between departments, either within the organisation or with other organisations, or with the government. Also includes private sector ventures with public sector organisations, and co-research or collaboration between inter-departmental units, departments or organisations.</i>		
1.17.1	<i>Partnerships – significant*</i> Records relating to managing significant joint operations by the department with other organisations (both private sector and government) through contracts, joint contribution of funds, time, co-research or collaboration. Partnerships may relate to, but are not limited to: <ul style="list-style-type: none">natural water resources and management areasbulk water and water supplies, and sewerage and wastewater disposalwater markets and regulatory programs. <u>Excludes</u> partnerships relating to dam safety, operations and management, and dams and associated infrastructure. Records may include, but are not limited to: <ul style="list-style-type: none">partnership agreementsperformance reportsfunding proposals. <i>* Refer to <u>Appendix 1</u>: Definition of Significant Versus Other</i>	Permanent. Transfer to QSA after business action completed.
1.17.2	<i>Partnerships – other~</i>	7 years after partnership expires.

Disposal authorisation	Description of records	Retention period & trigger
	<p>Records relating to managing other joint operations by the department with other organisations (private sector and government) not covered by reference 1.17.1.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none">• partnership agreements• performance reports• funding proposals. <p>~ Refer to Appendix 1: Definition of Significant Versus Other</p>	
See Also:	<p>Partnerships – dams</p> <p>2.9 DAM SAFETY MANAGEMENT – PARTNERSHIPS</p>	
<p>1.18 PLANNING</p> <p><i>The activities associated with making decisions about future directions, actions and goals to be achieved, and organising activities to reach desired goals. Involves the creation and maintenance of planning documents, i.e. plans. Includes formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.</i></p>		
1.18.1	<p>Planning – significant*</p> <p>Records relating to planning significant water-related development initiatives, programs, strategies, priorities and activities for improved community outcomes.</p> <p>Planning may relate to, but is not limited to:</p> <ul style="list-style-type: none">• natural water resources and management areas• bulk water and water supplies, and sewerage and wastewater disposal• water regulatory programs and activities• water market trading• water demand, use, supply and distribution associated with bulk water and water supplies, including dams, weirs and town supplies• management of water supply, distribution and catchment areas• coordination, integration and improvement of water-related facilities• forecasting water demand and supply	<p>Permanent. Transfer to QSA after business action completed.</p>

Disposal authorisation	Description of records	Retention period & trigger
	<ul style="list-style-type: none"> • preparing management plans and consultation processes with community and key stakeholders. Records may include, but are not limited to: <ul style="list-style-type: none"> • plans and strategies • planning reports • implementation programs and schedules. <p><i>* Refer to Appendix 1: Definition of Significant Versus Other</i></p>	
See Also:	<i>Planning – dam safety, operations and management – dams and associated infrastructure</i> <i>2.10 DAM SAFETY MANAGEMENT – PLANNING</i>	
See Also:	<i>Water Use and Supply – management plans – bulk water authorities and water supply service providers</i> <i>3.2 WATER MANAGEMENT – PLANNING</i>	
See Also:	<i>Water Plans – natural water resources plans (regulatory plans)</i> <i>3.2 WATER MANAGEMENT – PLANNING</i>	
1.18.2	<i>Planning – other~</i> Records relating to planning other water-related development initiatives, programs, strategies, priorities, activities for improved community outcomes that are not covered by reference 1.18.1 . Records may include, but are not limited to: <ul style="list-style-type: none"> • plans and strategies • planning reports • implementation programs and schedules. <p><i>~ Refer to Appendix 1: Definition of Significant Versus Other</i></p>	7 years after business action completed.
See Also:	<i>Planning – dam safety, operations and management – dams and associated infrastructure</i> <i>2.10 DAM SAFETY MANAGEMENT – PLANNING</i>	
See Also:	<i>Water Use and Supply – management plans – bulk water authorities and water supply service providers</i> <i>3.2 WATER MANAGEMENT – PLANNING</i>	
See Also:	<i>Water Plans – natural water resources plans (regulatory plans)</i>	

Disposal authorisation	Description of records	Retention period & trigger
	<u>3.2</u> WATER MANAGEMENT – PLANNING	
	1.19 PROSECUTION <i>The activities associated with pursuing a legal course of action against a person/s alleged to have committed a crime or broken a law. Includes acting on recommendations of authorised investigating officers, prosecuting defendants by legal counsel for the Department, in front of relevant Court with jurisdiction over such matters. Includes overseeing appeals of prosecutions. Includes case appeals of prosecuted matters.</i>	
1.19.1	<p>Prosecution – significant*</p> <p>Records relating to prosecuting significant water-related offences under relevant legislation including precedent setting cases.</p> <p>Prosecution includes, but is not limited to:</p> <ul style="list-style-type: none"> • natural water resources and management areas • bulk water and water supplies, and sewerage and wastewater disposal <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • case papers and legal notes • evidence exhibits • court transcripts. <p><i>* Refer to Appendix 1: Definition of Significant Versus Other</i></p>	
See Also:	<p>Prosecution – dam safety, operations and management</p> <p><u>2.11</u> DAM SAFETY MANAGEMENT – PROSECUTION</p>	
1.19.2	<p>Prosecution – other~</p> <p>Records relating to prosecuting other offences under relevant legislation not covered by reference <u>1.19.1</u>.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • case papers and legal notes • evidence exhibits • court transcripts. <p><i>~ Refer to Appendix 1: Definition of Significant Versus Other</i></p>	7 years after business action completed.

Disposal authorisation	Description of records	Retention period & trigger
1.20 REGISTRATION <i>The activities associated with receiving, processing, granting and refusing applications for registration of objects, people, businesses, entities or legal instruments in electronic and/or physical registers for particular purposes as required by business and legislation. Includes purposes of process control, unique identification and public search requirements. Includes registering licence holders, maps, licence areas, and investigation and prosecution cases and outcomes.</i>		
1.20.1	<p><i>Investigations and prosecutions registers</i></p> <p>Records relating to registering investigations and prosecutions including results of investigating and prosecuting offences under water-related legislation.</p> <p>Includes offences of, but not limited to:</p> <ul style="list-style-type: none"> • natural water resources and management area events and incidents, and breaches • bulk water and water supplies, and sewerage and wastewater disposal events and incidents • water use, supply and distribution related offences. <p><u>Excludes</u> registers relating to dams.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • register entries • register applications and releases. 	25 years after business action completed.
See Also:	<p><i>Registration – dam safety, operations and management – dams and associated infrastructure</i></p> <p><i>2.12 DAM SAFETY MANAGEMENT – REGISTRATION</i></p>	
1.20.2	<p><i>Water-related entitlements, rights and allocations registers</i></p> <p>Records relating to registering water-related entitlements, rights and allocations for water infrastructure, bulk water supply, water supply, water markets, water services, water service providers, water trading, natural water resources, and other water management related areas under relevant legislation.</p> <p>Includes processes related to managing applications, renewals, transfers, releases, changes, surrenders, cancellations, terminations.</p> <p>Registers include, but are not limited to:</p> <ul style="list-style-type: none"> • water supply and related entitlements and allocations, 	Permanent. Transfer to QSA after business action completed.

Disposal authorisation	Description of records	Retention period & trigger
	<ul style="list-style-type: none"> • market grid participation rights and authorisations, e.g. distributor-retailer participation rights • market trading rights and allocations • natural water resources related authorisations, licences and permits • water-related occupational licences • water-related land areas and land declarations in registry (titles) • bulk water supply agreements and amendments • standard and private water supply agreements, where State performing functions of water authorities • transactions relating to water assets, liabilities or instruments, including transfers from distributor-retailers and local governments • service providers • management plans from water service providers • recycled water schemes • emergency notices • Water Industry Compliance Database (WICD) and other similar or similarly named registers • adding registrations of debt notices to leased State land to land title registry • registering approved associated emergency action plans (as regulatory requirement). <p><u>Excludes</u> registers relating to dams.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • register entries • register applications and releases • internal advice of currency/validity. <p>See Appendix 2: Water Rights and Allocations, Appendix 4: Natural Resources Rights and Allocations or Appendix 5: Water Licences and Permits for examples of entitlements, trading rights, allocations, authorities, licences and permits likely to be registered.</p>	
See Also:	<p>Registration – dam safety, operations and management – dams and associated infrastructure</p> <p>2.12 DAM SAFETY MANAGEMENT – REGISTRATION</p>	

Disposal authorisation	Description of records	Retention period & trigger
1.21 RESEARCH		
<p><i>The activities associated with investigating or enquiring into a subject or area of interest and working creatively in a systematic way to increase and use knowledge to devise new applications, establish or confirm facts, reaffirm results of previous work, expand past work done in the field, solve new or existing problems, support theorems, develop new theories, test the validity of instruments, procedures, or experiments. Includes research and development (R&D), research of better research methods and systems, scientific, humanities, artistic, economic, social, business, practitioner research, etc., supporting development of projects, standards, guidelines etc., and the business activities of the organisation in general and following up enquiries relating to organisational research programs, projects, working papers, literature searches etc.</i></p>		
1.21.1	<p>Research – significant*</p> <p>Records relating to researching and enquiring into significant water-related research areas to discover facts, theories and principles that support improved community and water industry outcomes and business activities.</p> <p>Research may relate to, but is not limited to:</p> <ul style="list-style-type: none"> • natural water resources and management areas • bulk water, water supplies, sewerage and wastewater disposal • dam safety, operations and management • risks and failure criticalities of dams and associated infrastructure • long-term water related strategies • impacts of proposed legislative amendments to regulatory water resource plans and supporting legislation before drafting and enactment • water systems, stormwater systems and wastewater systems, programs and projects • dams research. <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • research reports and publications • original data • findings and observations. <p><small>* Refer to Appendix 1: Definition of Significant Versus Other.</small></p>	Permanent. Transfer to QSA after business action completed.
1.21.2	Research – other~	7 years after business action completed.

Disposal authorisation	Description of records	Retention period & trigger
	<p>Records relating to researching and enquiring into other water-related research areas, not covered by reference 1.21.1.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • research reports and publications • original data • findings and observations. <p>~ Refer to Appendix 1: Definition of Significant Versus Other.</p> <p>See reference 1.21.1 for research relating to dams.</p>	
<p>1.22 STAKEHOLDER ENGAGEMENT</p> <p><i>The activities associated with conducting ongoing community engagement and consultative processes with stakeholders with an active, two-way relationship and information flow, potentially crossing a wide range of issues and activities. Stakeholders can include countries, corporations, governments, associations, officials or persons. Includes correspondence and submissions from stakeholders about departmental legislation, policies, programs, projects, processes, procedures, etc.</i></p>		
1.22.1	<p><i>Stakeholder engagement – significant*</i></p> <p>Records relating to conducting consultative and engagement processes with external stakeholders, where engagement revealed significant public interest matters, precedents or issues that had a significant impact on the department's decisions to initiate, develop and operate water-related initiatives and activities.</p> <p>Includes activities relating to dams.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • reports • submissions • correspondence. <p>* Refer to Appendix 1: Definition of Significant Versus Other.</p>	Permanent. Transfer to QSA after business action completed.
1.22.2	<p><i>Stakeholder engagement – other~</i></p> <p>Records relating to conducting other consultative and engagement processes with external stakeholders not covered by reference 1.22.1.</p>	7 years after business action completed.

Disposal authorisation	Description of records	Retention period & trigger
	<p>Records may include, but are not limited to:</p> <ul style="list-style-type: none">• reports• submissions• correspondence. <p>~ Refer to Appendix 1: Definition of Significant Versus Other</p> <p>See reference 1.22.1 for activities relating to dams.</p>	

2. DAM SAFETY MANAGEMENT

The function of regulating referable dams to protect the community from dam failure and potential loss of life. Includes the formulation of policy on dam safety and spillway upgrades, monitoring the compliance of safety conditions and the administration of the farm dams assessment programs.

Disposal authorisation	Description of records	Retention period & trigger
<p>2.1 ADVICE</p> <p><i>The activities associated with preparing and communicating advice providing information and guidance to the public as individual and business clients and industry members about matters within the scope of functional responsibility. Advice is often tailored to particular circumstances and can be upon request or as a proactive response to a perceived or known need for assistance. Includes offering opinions by or to the organisation as to an action or judgement. Include the process of advising.</i></p> <p><i>See the General Retention and Disposal Schedule (GRDS) for advice records relating to financial management matters, legislation formulated by other public authorities, general administrative matters and Crown law and legal advice.</i></p>		
2.1.1	<p><i>Dam safety management advice</i></p> <p>Records relating to the provision of dam safety, operations and management-related advice, where the advice is not related to a specific enforcement or compliance monitoring action, or activity case file, e.g. licence file.</p> <p>Advice includes, but is not limited to:</p> <ul style="list-style-type: none"> • dam safety, operations and management • dams and associated infrastructure • dam sites. <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • advice correspondence • research notes, advice notices, fact sheets • copies of policies, standards and procedures. 	Permanent. Transfer to QSA after business action completed.
<p>2.2 AGREEMENTS</p> <p><i>The activities associated with establishing, maintaining, reviewing and negotiating agreements. Includes agreements as foundational and facilitative documents for collaborative arrangements, partnerships, outputs, products and services. Includes memoranda of understanding, informal agreements, signed documents and legal contracts.</i></p> <p><i>See the GRDS for records relating to the negotiation, establishment, maintenance and review of agreements relating to financial management and agreements about the performance of public authority functions between the public authority and other government entities.</i></p>		

Disposal authorisation	Description of records	Retention period & trigger
2.2.1	<p><i>Dam safety management agreements – proceeded with/not proceeded with</i></p> <p>Records relating to dam safety, operations and management-related agreements between the department and other entities, which may or may not be proceeded with.</p> <p>Agreements include, but are not limited to:</p> <ul style="list-style-type: none"> • dam safety, operations and management • dam-related industries, programs and activities • dams and associated infrastructure. <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • unsealed contracts • variations • memorandum of understanding. 	Permanent. Transfer to QSA after business action completed.
<p>2.3 DEVELOPMENT</p> <p><i>The activities associated with encouraging development initiatives, often across various industries. Includes strategic planning and investment attraction to assist particular industries and the growth of the Queensland economy as a whole. Includes receiving, assessing, commenting and/or approving (or otherwise) development applications of proposed development projects.</i></p>		
2.3.1	<p><i>Development approvals – dams</i></p> <p>Records relating to assessing and approving dam developments, including removing, destroying or damaging natural water resources in the course of development.</p> <p>Approvals include, but are not limited to, development for or affecting:</p> <ul style="list-style-type: none"> • construction of dams, associated infrastructure and related works, including referable dams, weirs and control structures • consent arrangements • development submissions • working with multiple licensees, authorities and councils • advice of emergency developments • refusing applications • making and amending conditions • issuing development permits 	Permanent. Transfer to QSA after business action completed.

Disposal authorisation	Description of records	Retention period & trigger
	<ul style="list-style-type: none">• cancelling development permits for decommissioned dams. Approvals include assessing: <ul style="list-style-type: none">• design and engineering investigations• failure impact assessments and ratings• safety and development conditions• safety excesses of temporary or full supply levels• emergency development (e.g. flood restoration work, flood mitigation development) carried out under <i>Sustainable Planning Act 2009</i>. <u>Excludes</u> licences and permits for dams. Records may include, but are not limited to: <ul style="list-style-type: none">• development applications• plans and drawings• construction, engineering and site investigation reports• environmental impact statements.	
See Also:	<i>Licensing – dam safety, operations and management – dams and associated infrastructure</i> <u>2.7</u> DAM SAFETY MANAGEMENT – LICENSING	
2.4 ENFORCEMENT <i>The activities associated with identifying regulatory compliance issues within the area and scope of enforcement parameters, and issuing enforcement notices, including infringement notices, directives, orders, fines, penalties & exemptions.</i> <i>See INSPECTIONS for making official examinations to check compliance and identify standard offences or breaches of legislation.</i> <i>See INVESTIGATIONS for making authorised, often responsive assessments of accidents, incidents or allegations relating to infringements, breaches or offences.</i> <i>See MONITORING AND SURVEILLANCE for planning and undertaking compliance programs to monitoring the behaviour of licensees, entities and community members in general to identify enforcement actions required.</i>		
2.4.1	<i>Regulatory enforcement – dams</i>	Permanent. Transfer to QSA after business action completed.

Disposal authorisation	Description of records	Retention period & trigger
	<p>Records relating to issuing directives, orders, fines, penalties or exemptions relating to dam safety, operations and management, dams and associated infrastructure, under relevant legislation.</p> <p>Enforcement includes, but is not limited to:</p> <ul style="list-style-type: none"> • issuing: <ul style="list-style-type: none"> ○ improvement notices ○ moratorium notices ○ notices for imminent danger of dam failures ○ notices for the application of safety and development conditions ○ notices requiring the preparation and submission of reports by registered professional engineers on dam design and operation ○ directions for emergency action. • taking emergency action on areas of land associated with potential dam failures • referring reports of designated incidents requiring further inspection or investigation to inspectors. <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • check point and road closure information • enforcement action orders, assessments and reports • maps and photographs. 	
<p>2.5 INSPECTIONS</p> <p><i>The activities associated with making official examinations of facilities, equipment and items, to ensure compliance with agreed standards and objectives relating to functions or legislative requirements. Often involves pre-set criteria, factors or checklists against which the inspection is made, and identifies standard offences or breaches of legislation which can be handled mostly via enforcement notices.</i></p> <p><i>See INVESTIGATIONS for incident-responsive assessments of offences or breaches of legislation requiring intensive investigation or not explored fully by inspections, and which often require escalation to prosecution for outcomes.</i></p>		
2.5.1	<p><i>Inspections – dams</i></p> <p>Records relating to conducting inspections of dam safety, operations and management, and dams and associated infrastructure for compliance with relevant legislation.</p> <p>Inspections include, but are not limited to:</p> <ul style="list-style-type: none"> • works construction, plans and specifications, e.g. heights 	Permanent. Transfer to QSA after business action completed.

Disposal authorisation	Description of records	Retention period & trigger
	<ul style="list-style-type: none"> • dam banks • fittings, drainage apparatus and other property • surrounding and downstream land from dams for impacts of dam failures • referable dams on mining sites • clean water supply, e.g. drinking water dams on mining sites. <p><u>Excludes</u> inspections of non-referable and other (e.g. not related to clean water supply) dams on mining sites and operations. <i>See Mining Retention and Disposal Schedule.</i></p> <p><u>Excludes</u> inspections uncovering environmental damage. For records of inspections that have been referred to the agency responsible for the environment, <i>see Environment Retention and Disposal Schedule.</i></p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • inspection notices • inspection assessments and reports • inspection notes. 	
<p>2.6 INVESTIGATIONS</p> <p><i>The activities associated with making authorised assessments of accidents, incidents or allegations related to infringements of any legislation, standard, code, business or workplace policy, which may, or may not, lead to further formal action. Includes reports prepared by persons undertaking investigations.</i></p> <p><i>See INSPECTIONS for making official examinations often with pre-set criteria, factors or checklists to identify standard offences or breaches of legislation which can be handled mostly via enforcement notices.</i></p>		
2.6.1	<p><i>Investigations – dams</i></p> <p>Records relating to investigations of dam safety, operations and management, and dams and associated infrastructure, involving offences under relevant legislation.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • investigation reports • interview transcripts • warrants. 	Permanent. Transfer to QSA after business action completed.

Disposal authorisation	Description of records	Retention period & trigger
2.7 LICENSING <i>The activities associated with granting or denying licencing instruments giving authority to undertake particular actions or occupations in line with the authority of the licensing instrument, and bestow special rights of ownership, financial responsibility and/or environmental accountability and other terms and conditions with the licence. Includes permits to own or use something or carry out particular actions. Includes but is not limited to licences, permits, leases, certifications, exemptions, clearances, claims, charges, benefits, interests, etc.</i> <i>See REGISTRATION for registering and tracking licences in relevant registers.</i>		
2.7.1	<p><i>Granted water grid services, infrastructure and operations – licences and permits – dams</i></p> <p>Records relating to assessing and approving dams, including referable dams, related licences and permits under relevant legislation.</p> <p>Licences and permits include, but are not limited to:</p> <ul style="list-style-type: none"> • applications, renewals, transfers, releases, changes, surrenders, cancellations, terminations • making, approving or overseeing making of agreements that result in, or put effect to, rights of authorisation • converting existing rights from transitional arrangements for legislative changes • unsuccessful, refused and withdrawn applications for dam related licences and permits under relevant legislation. <p><u>Excludes</u> dams relating to mining, e.g. hazardous waste dams, tailings dams, evaporation dams, exploration waste dams.</p> <p><i>See Environment Retention and Disposal Schedule.</i></p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • applications • supporting documentation • approval advice. <p><i>See reference 2.3.1 for development approvals for referable dams.</i></p>	Permanent. Transfer to QSA after business action completed.
2.8 MONITORING AND SURVEILLANCE <i>The activities associated with planning compliance programs and conducting regular surveillance of resources, environments, systems, markets and communities and observing activities covered by legal, regulatory or quality standards which the Department administers. Includes safeguarding resources ensuring they are used responsibly. Includes maintaining checks and on-the-spot inspections and combined with other enforcement</i>		

Disposal authorisation	Description of records	Retention period & trigger
	<p><i>activities, to ensure transparent overview of community compliance status. Includes monitoring particular persons, entities or parties to reduce or eliminate their impact and identify offences against the legislation.</i></p> <p><i>See ENFORCEMENT for the issuing of directives, orders, fines, penalties & exemptions (generally on-the-spot) through monitoring and surveillance.</i></p> <p><i>See INSPECTIONS for the conducting of inspections as official examinations.</i></p> <p><i>See INVESTIGATIONS for authorised assessment of accidents, incidents or allegations related to infringements of legislation, standards, codes, policies etc. See Incident and Emergency Responses for responding to incidents and emergencies, including disease outbreaks and natural disasters.</i></p>	
2.8.1	<p><i>Monitoring water related holders and areas – dams</i></p> <p>Records relating to conducting surveillance and monitoring compliance of dam-related entitlements, rights, allocations, licences, permits and other holders, areas and the community generally, under relevant legislation.</p> <p>Monitoring includes, but is not limited to:</p> <ul style="list-style-type: none"> • dam safety, operations and management • dams and associated infrastructure • dam failure risks and assessments • referable dams, self-assessable dams exempt from development permits • hazardous substances and containment systems, including dams • impacts of floods, droughts and other weather conditions on dams • developing, implementing and maintaining compliance programs. <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • compliance monitoring programs and schedules • enforcement data and analysis • area maps and photographs. 	Permanent. Transfer to QSA after business action completed.
<p>2.9 PARTNERSHIPS</p> <p><i>The activities associated with managing joint collaborations for agreed outcomes in areas of joint interest or responsibility, where there are agreed responsibilities, agreements, joint contribution of funds and/or time Includes operations between departments, either within the organisation or with</i></p>		

Disposal authorisation	Description of records	Retention period & trigger
	<i>other organisations, or with the government. Also includes private sector ventures with public sector organisations, and co-research or collaboration between inter-departmental units, departments or organisations.</i>	
2.9.1	<p>Partnerships – dams</p> <p>Records relating to managing joint operations by the department with other organisations (both private sector and government) through contracts, joint contribution of funds, time, co-research or collaboration, where the partnership provides a significant contribution to dam related outcomes for dam safety, operations and management, and dams and associated infrastructure.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • partnership agreements • performance reports • funding proposals. 	Permanent. Transfer to QSA after business action completed.
<p>2.10 PLANNING</p> <p><i>The activities associated with making decisions about future directions, actions and goals to be achieved, and organising activities to reach desired goals. Involves the creation and maintenance of planning documents i.e. plans. Includes formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.</i></p>		
2.10.1	<p>Planning – dams</p> <p>Records relating to planning dam-related development initiatives, programs, strategies, priorities and activities for improved outcomes for dam safety, operations and management, and dams and associated infrastructure.</p> <p>Planning includes, but is not limited to:</p> <ul style="list-style-type: none"> • dam-related impacts on water use • supply and distribution associated with bulk water and water supplies • management of dam catchment areas • preparing management plans • consultation processes with community and key stakeholders. <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • plans and strategies 	Permanent. Transfer to QSA after business action completed.

Disposal authorisation	Description of records	Retention period & trigger
	<ul style="list-style-type: none"> planning reports implementation programs and schedules. 	
2.11 PROSECUTION <i>The activities associated with pursuing a legal course of action against a person/s alleged to have committed a crime or broken a law. Includes acting on recommendations of authorised investigating officers, prosecuting defendants by legal counsel for the Department, in front of relevant Court with jurisdiction over such matters. Includes overseeing appeals of prosecutions. Includes case appeals of prosecuted matters.</i>		
2.11.1	<p>Prosecution – dams</p> <p>Records relating to prosecuting dam safety, operations and management, and dams and associated infrastructure related offences under relevant legislation.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> case papers and legal notes evidence exhibits court transcripts. 	Permanent. Transfer to QSA after business action completed.
2.12 REGISTRATION <i>The activities associated with receiving, processing, granting and refusing applications for registration of objects, people, businesses, entities or legal instruments in electronic and/or physical registers for particular purposes as required by business and legislation. Includes purposes of process control, unique identification and public search requirements. Includes registering licence holders, maps, licence areas, and investigation and prosecution cases and outcomes.</i>		
2.12.1	<p>Investigations and prosecutions registers – dams</p> <p>Records relating to registering investigations and prosecutions of dam safety, operations and management events, incidents, and offences, including results of investigating and prosecuting offences under related legislation.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> register entries register applications and releases. 	Permanent. Transfer to QSA after business action completed.

Disposal authorisation	Description of records	Retention period & trigger
2.12.2	<p><i>Dam-related rights, authorisations, licences, permits and approvals registers</i></p> <p>Records relating to registering dam-related rights, authorisations, licences, permits and approvals under relevant legislation.</p> <p>Registering includes, but is not limited to:</p> <ul style="list-style-type: none"> • dams, dam developments, land and dam owners, authority holders, e.g. referable dams • emergency notices • Water Industry Compliance Database (WICD) and other similar or similarly named registers • applications, renewals, transfers, releases, changes, surrenders, cancellations, terminations. <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • register entries • register applications and releases. <p>See Appendix 2: Water Rights and Allocations, Appendix 4: Natural Resources Rights and Allocations, and Appendix 5: Water Licences and Permits for examples of rights, authorities, licences and permits likely to be registered.</p>	<p>Permanent. Transfer to QSA after business action completed.</p>

3. WATER MANAGEMENT

The function of managing the distribution and use of the State's water to sustain economic growth whilst protecting the environment. Includes the formulation of policy, and the provision of advice regarding the sustainable distribution and use of water, the planning for Water Resource Plans (WRP), the development of Resource Operation Plans (ROP) and Resource Operation Licences (ROL), the authorisation of water allocations, licences and, permits, and the authorisation and ongoing monitoring of water authorities and service providers. Includes authorising water allocations, licences and permits. Includes authorising and monitoring of water markets, authorities and service providers. Includes monitoring of water use by metering and monitoring metering systems. Includes managing flood risks, and stormwater flows and impacts. Includes sampling and monitoring of the flow and quality of waterways and storages, and for hydrological modelling to determine environmental flow.

See DAM SAFETY MANAGEMENT for the regulation of referable dams.

For administrative, secretariat support provided by the Department, see the General Retention and Disposal Schedule (GRDS).

Disposal authorisation	Description of records	Retention period & trigger
3.1 DISCIPLINARY ACTION <i>The activities associated with investigating complaints relating to conduct of licence holders, and initiating show cause or disciplinary proceedings for licensees to explain why their licence should not be suspended or cancelled. Includes action taken against the licensee after the decision has been made, including suspension or cancellation of licences and confiscation of physical licence identifications.</i> <i>See MONITORING AND SURVEILLANCE for monitoring the behaviour of the licensee during licenced period or after suspension or cancellation.</i>		
3.1.1	<p><i>Proceedings against holders of water entitlements, rights, allocations, authorities, licences and permits</i></p> <p>Records relating to investigating complaints and initiating disciplinary proceedings against holders of water entitlements, rights, allocations, authorities, licences and permits, with potential for, and requiring, disciplinary action, including issuing show cause notices to licensees for offences under relevant legislation, conducting hearings and assessing submissions.</p> <p>Includes issuing:</p> <ul style="list-style-type: none"> • notices of intentions and proceedings, orders • show cause notices, including notices as to why water allocation should not be forfeited. <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • show cause notices • supporting documentation, e.g. copies of investigation case files • submissions 	7 years after business claim determined.

Disposal authorisation	Description of records	Retention period & trigger
	<ul style="list-style-type: none"> • summary of recommendations and findings • decision advice, e.g. suspension notices, cancellation notices. 	
3.2 PLANNING <i>The activities associated with making decisions about future directions, actions and goals to be achieved, and organising activities to reach desired goals. Involves the creation and maintenance of planning documents, i.e. plans. Includes formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.</i>		
3.2.1	<p>Natural water resources plans (regulatory) – water plans – significant*</p> <p>Records relating to planning natural water resource uses through approved water resource plans and strategies, for managing and using water from natural water resources and catchments, where the water resource or use is significant.</p> <p>Plans may include, but are not limited to:</p> <ul style="list-style-type: none"> • Water Allocation Management Plans (WAMP) • Resource Operations Plans (ROP) • Resource Operation Amendment Plans • Interim Resource Operations Plans (IROP) • various water flow management plans • water management plans • water use plans • spring impact management strategies • water monitoring strategies • planning to support water resource planning of licence/authority holders • consultation, overview reporting, amendments • assessing draft, interim, replacement, subordinate and associated plans • reviewing submissions about draft plans • panel investigations and recommendations on submissions • approvals, decisions to not proceed and granting deferrals. 	Permanent. Transfer to QSA after business action completed.

Disposal authorisation	Description of records	Retention period & trigger
	Records may include, but are not limited to: <ul style="list-style-type: none">plans and strategiessubmissionsconsultation plans.	
See Also:	Assessment and Approval – natural water resources plans (regulatory) – submitted subordinate water plans <u>1.13</u> COMMON ACTIVITIES – LICENSING	
3.2.2	Natural water resources plans (regulatory) – water plans – other~ Records relating to planning other natural water resource uses through approved water resource plans and strategies, for managing and using water from natural water resources and catchments, not covered by reference <u>3.2.1</u> . Records may include, but are not limited to: <ul style="list-style-type: none">plans and strategiessubmissionsconsultation plans. ~ Refer to <u>Appendix 1</u> : Definition of Significant Versus Other.	7 years after plan superseded by new plan.
See Also:	Water Use and Supply – management plans – bulk water authorities and water supply service providers <u>1.13</u> COMMON ACTIVITIES – LICENSING	
See Also:	Water Plans – submitted under natural water resources plans (regulatory plans) <u>1.13</u> COMMON ACTIVITIES – LICENSING	
3.3 RESOURCE ASSESSMENT <i>The activities associated with assessing the condition and trend of the State's natural resources. Includes assessment of the impact upon the State's natural resources of proposed development applications, management plans and other proposals. Includes application of State interest checks to local and regional planning schemes and strategies. Includes testing and analysis of soil, plant and water samples associated with resource assessments.</i>		
3.3.1	Condition and trend assessments Records relating to assessing the condition and trend of the State's natural water resources.	7 years after business action completed.

Disposal authorisation	Description of records	Retention period & trigger
	<p>Assessments include, but are not limited to:</p> <ul style="list-style-type: none"> • determinations of the impact upon the State's natural water resources of proposed development applications, management plans and other proposals • application of State interest checks to local and regional planning schemes and strategies • testing and analysis of soil, plant and water samples associated with resource assessments • testing impact of water sharing and other intensive water resource sharing strategies • riverine trust improvement assessments • assessments/investigations of water systems, stormwater and wastewater systems, programs and projects (where systems impact on natural resources). <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • assessment criteria • test results and reports • summary of recommendations and findings • assessment reports • field samples, data sheets, registers and inventories • field station reports. 	
<p>3.4 TRAINING</p> <p><i>The activities associated with training and developing skills, knowledge and resourcefulness of community clients and departmental staff. Includes all aspects of training and development internally and externally. Includes training courses, coaching, mentoring programs, job shadowing and other programs and strategies designed to actively engage individuals in learning experiences in order to improve their knowledge and skills.</i></p>		
3.4.1	<p>Master curricular for formal qualifications (National Framework)</p> <p>Records relating to master curricular for training qualifications in water management for national training frameworks, and for developing skills and knowledge in staff and clients (internally and externally), including inspections, investigations and prosecutions under water-related legislation.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • master curricular. 	25 years after business action completed.

Disposal authorisation	Description of records	Retention period & trigger
3.4.2	<p><i>Master curricular not linked to formal qualifications</i></p> <p>Records relating to master curricular for training courses not formally linked to national training frameworks in water management, and for developing skills and knowledge in staff and clients (internally and externally), including inspections, investigations and prosecutions under water-related legislation.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • master curricular. 	7 years after curricular superseded.
3.4.3	<p><i>Master curricular development material</i></p> <p>Records relating to developing and reviewing master curricular for training qualifications in water management and for developing water industry and compliance skills and knowledge in staff and clients (internally and externally), including inspections, investigations and prosecutions under water-related legislation.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • curricular workings • training programs • training proposals and reports. 	7 years after business action completed.
3.4.4	<p><i>Training course guides, presentations, assessment and supporting materials</i></p> <p>Records relating to developing, delivering and assessing training courses for training qualifications in water management and to develop water industry and compliance skills and knowledge in staff and clients (internally and externally), including inspections, investigations and prosecutions training under water-related legislation.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • training course outlines and content • training course brochures and invitations • training schedules and presentations. 	7 years after training course superseded.

4. WATER REGULATION

The function of regulating and monitoring water operations, including policy and legislation affecting water supply, use, distribution, and wastewater and waste treatment. Includes statutory functions of the Queensland Water Supply Regulator, such as ensuring continuity of water and sewerage operations and minimising risks to public health. Also includes water supply assets and water and sewerage service providers.

Disposal authorisation	Description of records	Retention period & trigger
4.1 CONSTRUCTION <i>The activities associated with the processes of making or building something.</i>		
4.1.1	<p>Construction – significant*</p> <p>Records relating to construction of significant facilities for bulk water, water supply and distribution, and sewerage and wastewater disposal infrastructure, works and operations.</p> <p>Construction may relate to, but is not limited to:</p> <ul style="list-style-type: none"> • concept, design, working and master planning • developing construction specifications. <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • construction plans • specifications • cartographical maps • surveying plans and drawings. <p><i>* Refer to Appendix 1: Definition of Significant Versus Other.</i></p>	Permanent. Transfer to QSA after business action completed.
4.1.2	<p>Construction – other~</p> <p>Records relating to construction of other facilities for bulk water, water supply and distribution, and sewerage and wastewater disposal infrastructure, works and operations, not covered by reference 4.1.1.</p> <p>Records include but are not limited to:</p> <ul style="list-style-type: none"> • construction plans • specifications • cartographical maps • surveying plans and drawings <p><i>~ Refer to Appendix 1: Definition of Significant Versus Other</i></p>	7 years after infrastructure, building or structure is disposed of, then transfer to new owner, or destroy if not required.

Disposal authorisation	Description of records	Retention period & trigger
4.2 DISCIPLINARY ACTION <i>The activities associated with investigating complaints relating to conduct of licence holders, and initiating show cause or disciplinary proceedings for licensee to explain why licence should not be suspended or cancelled. Includes action taken against the licensee after decision has been made, including suspension or cancellation of licences and confiscation of physical licence identifications. See MONITORING AND SURVEILLANCE for monitoring the behaviour of the licensee after suspension or cancellation.</i>		
4.2.1	<p>Licensee disciplinary action</p> <p>Records relating to investigating complaints and initiating disciplinary proceedings against bulk water, water supply, sewerage and wastewater disposal related rights holders (e.g. licences, authorities) for misconduct and/or misuse of rights, with potential for, and requiring, disciplinary action.</p> <p>Includes:</p> <ul style="list-style-type: none"> • issuing orders, show cause notices and notices of intentions and proceedings • conducting hearings and assessing submissions. <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • show cause notices • case note summaries. 	7 years after claim determined.
4.3 DISPUTE RESOLUTION <i>The activities associated with handling disagreements pertaining to particular areas and jurisdictions of responsibility in which an arbitrator (or other judicial representative) determines an outcome which is enforceable but also appealable. Disputes involve perceived legal rights, legal wrongdoing, or threat of legal action against the parties, and can include awards, agreements, demarcation issues, breaches of injunctions, etc.</i>		
4.3.1	<p>Final decisions</p> <p>Records relating to final decisions of cases of dispute resolution between bulk water, water supply, sewerage and wastewater disposal service providers about agreements or proposed agreements for water allocations, assignments and schemes under relevant legislation.</p> <p>Includes dispute resolution of cases between parties to multiple-entity recycled water schemes, where State operates as mediator or arbitrator.</p> <p>Records include but are not limited to:</p> <ul style="list-style-type: none"> • final decisions • case note summaries. 	Permanent. Transfer to QSA after business action completed.

Disposal authorisation	Description of records	Retention period & trigger
4.3.2	<p><i>Case histories and working papers</i></p> <p>Records relating to cases of dispute resolution between bulk water, water supply, sewerage and wastewater disposal service providers about agreements or proposed agreements for water allocations, assignments and schemes under relevant legislation.</p> <p>Includes dispute resolution of cases between parties to multiple-entity recycled water schemes, where the department operates as mediator or arbitrator.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • case notes • minutes and transcripts • submissions. 	7 years after case resolution.
<p>4.4 INCIDENT AND EMERGENCY RESPONSES</p> <p><i>The activities associated with responding to incidents and emergencies, including disease outbreaks and natural disasters.</i></p>		
4.4.1	<p><i>Incident and emergency response – significant*</i></p> <p>Records relating to managing significant incidents, emergencies and natural disasters that impact on bulk water and water supplies, and sewerage and wastewater disposal capabilities, with significant consequences for human health and welfare, including human fatalities or potential transmission of fatal illnesses or with major consequences for human health and welfare.</p> <p>Significant incident and emergency responses include, but are not limited to:</p> <ul style="list-style-type: none"> • criminal poisoning of water reservoirs • failure of water contingency plans • significant water quality issues • significant flooding. <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • incident notifications • duration and post-incident reports • community advice notices, advertisements and publications. <p><small>* Refer to Appendix 1: Definition of Significant Versus Other.</small></p>	Permanent. Transfer to QSA after business action completed.

Disposal authorisation	Description of records	Retention period & trigger
4.4.2	<p><i>Incident and emergency response – other~</i></p> <p>Records relating to managing other incidents, emergencies and natural disasters, that impact on bulk water and water supplies, and sewerage and wastewater disposal capabilities not covered by reference 4.4.1.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • incident notifications • duration and post-incident reports • community advice notices, advertisements and publications. <p>~ Refer to Appendix 1: Definition of Significant Versus Other.</p>	7 years after business action completed.
<p>4.5 INFRASTRUCTURE DEVELOPMENT</p> <p><i>The activities associated with overseeing approval, planning and funding processes, and coordinating and/or managing infrastructure projects to enable infrastructure development for fundamental community and industry facilities and systems. Infrastructure includes water, sewerage, transportation, communications, and community critical buildings such as power plants and schools, and industry development related infrastructure such as airports, ports and commercial precincts. Includes planning infrastructure related building works, operational works, making material change of use applications, and reconfiguring lots.</i></p> <p>See MAINTENANCE for maintenance, cleansing, repair, and management of the works.</p>		
4.5.1	<p><i>Water supply industry infrastructure and development property</i></p> <p>Records relating to acquisition, holding, and disposing of property associated with planning, construction, extension and improvement works for bulk water and water supplies, and sewerage and wastewater disposal infrastructure.</p> <p>Includes:</p> <ul style="list-style-type: none"> • planning building works, operational works, making material change of use applications, and reconfiguring lots • construction projects by past water boards, e.g. Metropolitan Water and Sewerage Board. <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • contracts and land titles • feasibility and environmental impact studies • geological and site investigation reports 	Permanent. Transfer to QSA after business action completed.

Disposal authorisation	Description of records	Retention period & trigger
	<ul style="list-style-type: none"> technical specifications and evaluations surveying records and drawings. 	
4.5.2	<p><i>Infrastructure and property acquisitions and plans not proceeded with</i> Records relating to acquisition and planning improvement works for infrastructure and property associated with bulk water and water supplies, and sewerage and wastewater disposal infrastructure where:</p> <ul style="list-style-type: none"> works are not proceeded with property is disposed of property is not, nor was state-owned. <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> contracts and land titles feasibility and environmental impact studies geological and site investigation reports technical specifications and evaluations surveying records and drawings. 	7 years after business action completed.
<p>4.6 MAINTENANCE <i>The activities associated with repairing, servicing and preserving equipment, machinery etc. Includes maintenance of equipment necessary for research and commercial purposes.</i></p>		
4.6.1	<p><i>Water supply infrastructure and facilities</i> Records relating to maintenance of infrastructure and facilities, equipment and machinery associated with water supply infrastructure owned or operated by the State, for example, where the State operates the infrastructure in cases of operator incapacity, e.g. insolvency. Includes repairing, servicing and preserving. Records may include, but are not limited to:</p> <ul style="list-style-type: none"> maintenance logs and service histories equipment manuals and service instructions. 	7 years after business action completed.

Disposal authorisation	Description of records	Retention period & trigger
4.7 PRICING <i>The activities associated with determining and reviewing the sale price of products and/or services relating to functions.</i>		
4.7.1	<p><i>Water-related products and services pricing</i></p> <p>Records relating to determining and reviewing prices and pricing structures of water-related products and services for urban and rural water, including water, sewerage and recycled water.</p> <p>Includes:</p> <ul style="list-style-type: none"> • apportionment of costs of works amongst respective owners and customers • calculating chargeable water rates, sewerage rates, service charges, etc. • reviewing water prices • recommending pricing structures and plans including increases, caps and reductions. <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • mathematical formulas and data • research reports • financial statements and calculations • statistical data, e.g. economic, environmental • charts, graphs, tables and presentations. 	25 years after business action completed.
4.8 TESTING AND IDENTIFICATION <i>The activities associated with sampling, testing and diagnostic activities designed to confirm or exclude the presence of known or suspected objects or organisms. Includes testing, checking, measuring and calibrating instruments to correct standards. Includes laboratory, entomology and pathology tests; sample specimens; processing, transportation and storage.</i>		
4.8.1	<p><i>Testing and identification – significant*</i></p> <p>Records relating to sampling, testing and diagnosing to confirm or exclude presence of known or suspected chemicals, toxins and poisons in water supply catchments and environments, and in water, wastewater and other water and waste products, including laboratory and pathology tests and sample specimens, where research or test results are significant.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • test reports and publications 	Permanent. Transfer to QSA after business action completed.

Disposal authorisation	Description of records	Retention period & trigger
	<ul style="list-style-type: none"> field station data and reports sample registers. <p><i>* Refer to Appendix 1: Definition of Significant Versus Other</i></p>	
4.8.2	<p>Testing and identification – other~</p> <p>Records relating to other sampling, testing and diagnosing to confirm or exclude presence of known or suspected chemicals, toxins and poisons in water supply catchments and environments, and in water, wastewater and other water and waste products, including laboratory and pathology tests and sample specimens, not covered by reference 4.8.1.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> test reports and publications field station data and reports sample registers. <p><i>~ Refer to Appendix 1: Definition of Significant Versus Other</i></p>	7 years after business action completed.
4.8.3	<p>Test results previously collated into research and test reports</p> <p>Records relating to sampling, testing and diagnosing to confirm or exclude presence of known or suspected chemicals, toxins and poisons in water supply catchments and environments, and in water, wastewater and other water and waste products.</p> <p>Includes laboratory and pathology tests and sample specimens, where research or test results previously collated or duplicated into research and test reports.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> test reports and publications field station data and reports sample registers. 	Until business action completed.

5. LEGACY RECORDS

This section covers legacy records dating from 1922 to 2013, of water supply (including dams) and natural water resources commissions, which had various originating departments, including but not limited to Department of Local Government (DLG) / Department Natural Resources (DNR) / Department of Water Resources (DWR) / Department of Irrigation Water Supply & Sewerage (DIWSS). These commissions no longer exist.

Disposal authorisation	Description of records	Date range	Retention period & trigger
Water supply (including dams) and natural water resources related commissions with various originating departments for the commissions including but not limited to Department of Local Government (DLG) / Department Natural Resources (DNR) / Department of Water Resources (DWR) / Department of Irrigation Water Supply & Sewerage (DIWSS).			
<i>Irrigation and Water Supply Commission</i>			
5.1.1	Records relating to the establishment of the Commission in 1922, the Commission's business of managing water supply, conservation and irrigation, and decommissioning the Commission in 1932.	Records cover 1922–1932 approximately but are not limited to.	Permanent. Transfer to QSA after business action completed.
5.1.2	Commission's establishment records (official executive orders and records).	1947	Permanent. Transfer to QSA after business action completed.
5.1.3	Commission's administrative records for: Strategic management, high level planning/reporting.	1947–1979	Permanent. Transfer to QSA after business action completed.
5.1.4	Commission's administrative records for day to day operations, e.g. human resources, fleet, financial management, operations.	1947–1979	Temporary or Permanent. Sentence using appropriate classes in the GRDS.
5.1.5	Water regulation, management and dam safety core business files (pre-1950s).	1947–1950	Permanent. Transfer to QSA after business action completed.
5.1.6	Water regulation, management and dam safety core business files.	1950–1979	Permanent. Transfer to QSA after business action completed.
<i>Irrigation and Water Supply Commission</i> <i>(second commission with same name)</i>			
5.2.1	Records relating to the establishment of the Commission in 1947, the Commission's core business of managing water supply, conservation and irrigation, and decommissioning the Commission in 1979.	Records cover 1947–1979 approximately but are not limited to.	Permanent. Transfer to QSA after business action completed.

Disposal authorisation	Description of records	Date range	Retention period & trigger
5.2.2	Commission's establishment records (official executive orders and records).	1947	Permanent. Transfer to QSA after business action completed.
5.2.3	Commission's administrative records for strategic management, high level planning/reporting.	1947–1979	Permanent. Transfer to QSA after business action completed.
5.2.4	Commission's administrative records for day-to-day operations, e.g. human resources, fleet, financial management, operations.	1947–1979	Temporary or Permanent. Sentence using appropriate classes in the GRDS.
5.2.5	Water regulation, management and dam safety core business files (pre-1950s).	1947–1950	Permanent. Transfer to QSA after business action completed.
5.2.6	Water regulation, management and dam safety core business files (post-1950s).	1950–1979	Temporary. See relevant classes in this schedule.
5.2.7	Commission's decommissioning records (official executive orders and records)	1979	Permanent. Transfer to QSA after business action completed.
Queensland Water Resources Commission (renamed from Irrigation and Water Supply Commission)			
5.3.1	Records relating to the establishment of the Commission in 1979, the Commission's core business of managing water supply, conservation and irrigation, and decommissioning the Commission in 1992.	Records cover 1979–1992 approximately but are not limited to.	Permanent. Transfer to QSA after business action completed.
5.3.2	Commission's establishment records (official executive orders and records).	1979	Permanent. Transfer to QSA after business action completed.
5.3.3	Commission's administrative records for strategic management, high level planning/reporting.	1979–1992	Permanent. Transfer to QSA after business action completed.

Disposal authorisation	Description of records	Date range	Retention period & trigger
5.3.4	Commission's administrative records for day-to-day operations, e.g. human resources, fleet, financial management, operations.	1979–1992	Temporary or Permanent. Sentence using appropriate classes in the GRDS.
5.3.5	Water regulation, management and dam safety core business files.	1979–1992	Permanent. Transfer to QSA after business action completed.
5.3.6	Commission's decommissioning records (official executive orders and records).	1992	Permanent. Transfer to QSA after business action completed.
<p><i>Note: From 1992 to 2006 water commission related activities were performed by the Department of Primary Industries. The Queensland Water Resources Commission was abolished in 1992 and responsibility for water resources given to the Department of Primary Industries, in the form of the Water Resources Division.</i></p>			
Queensland Water Commission			
5.4.1	Records relating to the establishment of the Commission in 2006 under Water Act 2000, the Commission's business of managing safe, secure and sustainable water supplies in South East Queensland, and decommissioning the Commission in 2013.	Records cover 2006-2013 approximately but are not limited to.	Permanent. Transfer to QSA after business action completed.
5.4.2	Commission's establishment records (official executive orders and records).	2006	Permanent. Transfer to QSA after business action completed.
5.4.3	Commission's administrative records for strategic management, high level planning/reporting.	2006–2013	Permanent. Transfer to QSA after business action completed.
5.4.4	Commission's administrative records for day-to-day operations, e.g. human resources, fleet, financial management, operations.	2006–2013	Temporary or Permanent. Sentence using appropriate classes in the GRDS.

Disposal authorisation	Description of records	Date range	Retention period & trigger
5.4.5	Water regulation, management and dam safety core business files.	2006–2013	Temporary or Permanent. See relevant classes in this schedule.
5.4.6	Commission's decommissioning records (official executive orders and records).	2013	Permanent. Transfer to QSA after business action completed.

Appendix 1: Definition of Significant Versus Other

* Significant

Significance may be determined by a number of factors:

- Department is the lead agency with another government agency or private organisation
- Substantial changes or influences government policy or direction
- Results in a significant government project or program
- Significant contribution to the body of knowledge on a particular subject
- Considerable economic impact (e.g. major government contracts, corporatisation of government assets)
- Notable environmental impact (e.g. drought, salinity, genetically modified crops, heritage buildings/places, world heritage listings, national parks/reserves)
- Extent of profound changes to lives of individuals, families or communities (e.g. Native Title)
- Public reaction or sensitivity
- Serious impact or consequence (e.g. deaths, a large case)
- Precedent setting prosecutions, court cases (e.g. first of its kind).

If on balance of the factors, the records represent significant issue/s, retain as 'Significant'. If in doubt, seek advice or keep as default with review until more information becomes available.

~ Other

Also known as non-state significant, not significant, minor, low value, low risk, routine, etc. Non-significance may be determined by a number of factors:

- Lesser in size, scope or importance
- Represents one individual's opinion on topic of low value to community
- Not serious, i.e. routine, duplicable, low value, short applicability, short-term relevance
- Not resulting in changes to Government or agency policy, or minor changes only
- Not generating or outlaying significant funds
- Not substantial public interest in the context of the definitions of 'significant' above
- Low value to community
- Inconsequential or low risk if records not kept
- Minor operational details
- Routine matters
- Working papers, audio, video or other recordings used as working notes only.

If on balance of the factors, the records represent non-significant issues, retain as 'Other'. If in doubt, seek advice or keep as default with review until more information becomes available.

Appendix 2: Water Rights and Allocations

Examples

Including but not limited to:

Water Allocations (seasonal share/volumes):

- ***water allocations*** – trade rights
 - from waterways and unallocated water reserves
 - includes interim water allocations, seasonal water assignments
 - supplemented/unsupplemented.

Works (approvals):

- ***works approvals*** – construct, operate and maintain water supply works, e.g. pump, well, dam, or other works such as a bridge or a windmill
- ***water use works rights*** – use of water on works and construction of works.

Water Holder Contract Rights: via contracts with irrigation infrastructure operator:

- ***irrigation rights*** – right to water from irrigation infrastructure operator – trading rights
- ***water delivery rights*** – right to water delivery – works in tandem with irrigation rights – trading rights.

Native Title Water Use Rights – specific person, group and location – no trading rights.

Appendix 3: Water Grid Services, Infrastructure and Operational Rights

Examples

Including but not limited to:

Water Grid Participation Rights (approvals), including but not limited to:

- grid service providers and customers
- bulk suppliers and transporters
- manufactured water providers
- distribution service providers, e.g. distributor-retailer participation rights.

Water Infrastructure Rights (approvals) related to, including but not limited to:

- water supply, including bulk water supply, and water conservation
- irrigation and drainage, including stormwater drainage
- flood prevention and floodwater control
- underground water supply improvement or replenishment
- sewerage, waste water treatment and disposal
- trade waste disposal (sewerage).

Appendix 4: Natural Resources Rights and Allocations

Examples

Including but not limited to:

Natural Water Resources Authorities and Allocations:

- watercourse diversions, drainage and embankments
- quarry material allocations, e.g. granting allocations, by tender, auction or sale
- water restrictions, e.g. subartesian water
- water management related provisions/exemptions.

Appendix 5: Water Licences and Permits

Examples

Including but not limited to:

Water Access Entitlements (Licences):

- **entitlements (*perpetual or ongoing*) to hold/take water share** – tradeable
 - allowable uses (e.g. domestic, agricultural, industrial) from surface water, overland flow and underground water (artesian, subartesian).

Water Use Licences:

- **domestic farming use** – stock and domestic rights – trade rights (with land)
- **rural farming use** – riparian rights – trade rights (with land)
- **industrial use**
- **surface water use**
 - water storage use (weir) – surface water
 - water impounding use (storage) – surface water
 - water storage use (excavations) – surface water
- **overland flow water use**
 - water use – overland flow water
- **subartesian water use**
 - water use – declared subartesian areas
 - water use – groundwater management areas
 - water use – subartesian management areas.

Appendix 6: Water Grid Services, Infrastructure and Operations Licences and Permits

Examples

Including but not limited to:

Water Operations Licences:

- resource operations licences, including interim resource operations licences
- water distribution operations licences (under resource operations plans)
- water distribution operations licences NOT under resource operations plans.

Appendix 7: Natural Water Resources Licences and Permits

Examples

Including but not limited to:

Natural Water Resources Licences and Permits, including but not limited to:

- water bore, i.e. bore drilling licences
- riverine protection permits, i.e. excavating or placing fill in a watercourse, lake or spring
- quarry material allocation permits
- defined activities for defined periods, e.g. construction, mineral or petroleum exploration, excavation, fill.