

# Appraisal log

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Energy Regulation Retention and Disposal Schedule

Department of Energy and Water Supply

Date: May 2016

Function No	Title	Scope Note
1	<b>ENERGY REGULATION</b>	<i>The function of regulating and monitoring policy and legislation affecting the energy industry. Includes the statutory functions of the ombudsman, such as investigations and disputes. Also the establishment and functions of the advisory council. Includes petroleum, gas and clean energy.</i>
<b>Activities</b>		
1.1	Advice	1.14 Incident and Emergency Response
1.2	Advocacy	1.15 Inspections
1.3	Agreements	1.16 Investigations
1.4	Appointments	1.17 Licensing
1.5	Audit	1.18 Monitoring and Surveillance
1.6	Authorisation	1.19 Partnerships
1.7	Claims Management	1.20 Planning
1.8	Complaints	1.21 Pricing
1.9	Declarations	1.22 Prosecution
1.10	Disciplinary Action	1.23 Registration
1.11	Disposal	1.24 Research
1.12	Dispute Resolution	1.25 Stakeholder Engagement
1.13	Enforcement	

Ref. No	Description of record and retention period	Justification for retention period
1.1	<b>Advice</b>	
1.1.1	<p><b>Advice - significant*</b></p> <p>Records relating to the provision of significant energy regulation related advice where the advice is not related to a specific enforcement or monitoring action or case file.</p> <p>Significant advice may include, but is not limited to:</p> <ul style="list-style-type: none"> <li>• service levels provided by electricity entities</li> <li>• reliability of electricity supply</li> <li>• environmental concerns</li> <li>• major electricity infrastructure projects</li> <li>• proposed changes to the local electricity network</li> <li>• regional/geographical/non-metropolitan related energy issues</li> <li>• matters as requested by Queensland Competition Authority</li> <li>• natural disaster and seasonal preparedness and recovery, e.g. Summer storms preparation and clean up information</li> <li>• community infrastructure designations.</li> </ul> <p><b>Disposal action</b> - Retain permanently.</p>	<p><b>Background/Business Process;</b></p> <p>Advice records are created across many processes, and in many roles, providing customised advice to industry members and members of the public, potentially electricity entities and land owners. Advice is inclusive in a number of records classes as well as an independent records class in its own right. Advice records class was sourced via file plan analysis with provision of advice crossing all energy regulation management processes.</p> <p>Illustrative process:</p> <ul style="list-style-type: none"> <li>• Identify advice request/requirement; research generic advice; research client particulars/circumstances; draft generic advice; tailor and package advice to client circumstances; seek approval; forward advice.</li> </ul> <p><b>Regulatory requirements:</b></p> <p><i>Electricity Regulation 2006 – s89</i></p> <p><b>Business requirements:</b></p> <p>Energy Division (DEWS) requires these records to be retained permanently as they:</p> <ul style="list-style-type: none"> <li>• provide long term reference value to the department for projects which continue over many years e.g. long term strategies to grow the energy industry</li> <li>• document the history of the department’s work in facilitating significant energy initiatives through provision of advice.</li> </ul> <p>The retention period is also consistent with NAA, Northern Territory and Tasmania.</p> <p><b>Permanent retention criteria:</b></p> <p>Meets the following characteristics of the QSA Appraisal Statement:</p> <ul style="list-style-type: none"> <li>• 2 - Primary Functions and Programs of Government</li> <li>• 5 - Substantial Contribution to Community Memory</li> <li>• 6 - Environmental Management and Change.</li> </ul> <p><b>Comparison with other schedules:</b></p> <p><i>National Archives of Australia Department of Industry, Tourism and Resources Records Authority 2007/00307997 Reference 17723 Records documenting strategic,</i></p>

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		<p>controversial or precedent setting advice relating to the energy and mineral resources function, given or received by the agency on matters with far-reaching social, health, economic or national implications for the agency, Australian industry, international operations or the public – Retain as national archives</p> <p><i>Northern Territory Energy Management Records Disposal Schedule 2005/2 Reference 1.1.1</i> Records relating to formal advice given to NT government agencies, including the Minister, on energy efficient design of NT government building assets - Permanent</p> <p><i>Disposal schedule for functional records of the Office of the Tasmania Economic Regulator no. 2384 Reference 02.01.01</i> Records documenting the receipt and provision of advice relating to Energy Regulation including responses to requests for advice or comment relating to significant issues - Permanent</p>
1.1.2	<p><b>Advice - other~</b></p> <p>Records relating to the provision of other energy related advice not included in 1.1.1.</p> <p><b>Disposal action</b> - Retain for 7 years after action completed.</p>	<p><b>Background/Business Process;</b></p> <p>See 1.1.1.</p> <p><b>Business requirements:</b></p> <p>Energy Division (DEWS) requires these records to be retained for 7 years as they:</p> <ul style="list-style-type: none"> <li>• support the decisions of the business including ongoing requirements of the department for reference and repeatability</li> <li>• ensure legal reference, including standard appeals of decisions, judicial review and other court processes under s10 of the <i>Limitation of Actions Act 1974</i>.</li> </ul> <p>The retention period is consistent with NAA, Northern Territory and Tasmania. It is also consistent with the IT Partners business requirements of other approved schedules.</p> <p><b>Comparison with other schedules:</b></p> <p><i>National Archives of Australia Department of Industry, Tourism and Resources Records Authority 2007/00307997 Reference 17726</i> Records documenting advice relating to the energy and mineral resources function, given or received by the agency on matters with no far-reaching social, health, economic or national implications for the agency, Australian industry, foreign investors or the public – Destroy 7 years after last action</p> <p><i>Northern Territory Energy Management Records Disposal Schedule 2005/2 Reference 1.1.2</i> Records relating to routine advice and opinions given and received on energy management matters – Destroy 10 years after action completed</p> <p><i>Disposal schedule for functional records of the Office of the Tasmania Economic Regulator no. 2384 Reference 02.01.02</i> Records documenting the receipt and provision</p>

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		<p>of advice relating to Energy Regulation including responses to requests for advice or comment on non-significant issues – Destroy 10 years after audit closed</p> <p><i>Tourism Retention and Disposal Schedule QDAN709 v.1</i> Reference 1.1.1 Tourism and travel industries advice – Retain for 7 years after action completed</p> <p><i>Agriculture Retention and Disposal Schedule QDAN719 v.1</i> Reference 1.2.1 Advice – Retain for 7 years after action completed</p> <p><i>Small Business Development Retention and Disposal Schedule QDAN722 v.1</i> Reference 1.1.1 Small business industry advice – Retain for 7 years after action completed</p> <p><i>Fisheries Retention and Disposal Schedule QDAN724 v.1</i> Reference 1.1.1 Fisheries advice – Retain for 7 years after action completed</p> <p><i>Forestry Retention and Disposal Schedule QDAN725 v.1</i> Reference 1.1.1 Forestry management advice – Retain for 7 years after action completed</p>

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1.2	<b>Advocacy</b>	
1.2.1	<p><b>Community interests and social justice issues – significant*</b></p> <p>Records relating to significant, controversial or far-reaching campaigns to provide public support by recommending particular actions, causes and policies to promote the interests of clients and the general public in significant energy related matters. Advocacy aims to influence non-State government decision making and protect community interests in social justice issues such as equity and disabilities, including the non-discriminatory, common sense provision of energy services. Includes activities associated with providing support e.g. speaking, writing, media relations, marketing.</p> <p>Advocacy includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• energy tariffs, e.g. electricity prices</li> <li>• regional development, e.g. energy supply planning</li> <li>• user charges, e.g. consumer/entity utility charges</li> <li>• concessions/allowances, e.g. discounts for disadvantaged</li> <li>• continuity of supply identification, e.g. electricity for life support/medical care</li> <li>• collection of special or extraordinary levies, e.g. community service obligation payments.</li> </ul> <p><b>Disposal action</b> - Retain permanently.</p>	<p><b>Background/Business Process;</b></p> <p>Advocacy uses a range of tools across a variety of activities, including Research, Policy Analysis, Media Relations, Stakeholder Engagement, Liaison, Litigation (legal action), Legislative Processes and Lobbying, and has a strong communication focus in sharing information and resources, and unifying people and organisations to a common purpose.</p> <p>Illustrative process:</p> <ul style="list-style-type: none"> <li>• Identify issues; collect information; mobilise key support people; raise resources (funds, people, equipment, tools); manage resources; analyse key committees, stakeholders, players and policy/decision makers; network with important and/or skilled people; network with other government agencies and relevant community organisations; form alliances and coalitions; develop key content of strategy and communication; develop strategy and schedule of activities; identify key timings and success benchmarks; identify critical media involvement; maintain alliance and coalitions; develop media campaign; develop key messages; mobilise amassed people and resources; run activities; run media campaign; adapt activities to social, political and media contexts (as required); assess success; celebrate successes.</li> </ul> <p><b>Business requirements:</b></p> <p>Energy Division (DEWS) requires these records to be retained permanently as they:</p> <ul style="list-style-type: none"> <li>• provide long term reference value to the department for projects which continue over many years e.g. long term strategies to effect change in the energy industry</li> <li>• document the history of the department’s work in facilitating significant energy initiatives through provision of advocacy.</li> </ul> <p>The retention period is also consistent with various Queensland schedules.</p> <p><b>Permanent retention criteria:</b></p> <p>Meets the following characteristics of the QSA Appraisal Statement:</p> <ul style="list-style-type: none"> <li>• 2 - Primary Functions and Programs of Government</li> <li>• 4 – Significant impact on individuals</li> <li>• 5 - Substantial Contribution to Community Memory</li> </ul>

Ref. No	Description of record and retention period	Justification for retention period
		<ul style="list-style-type: none"> <li>6 - Environmental Management and Change.</li> </ul> <p><b>Comparison with other schedules:</b>  <i>Queensland Law Society Retention and Disposal Schedule QDAN674 v.1</i> Reference 4.1.1 Advocacy and advice-major matters – Retain permanently  <i>Crown Law Retention and Disposal Schedule QDAN677 v.1</i> Reference 1.3.1 Advocacy-significant – Retain permanently  <i>National and Heritage Trusts Retention and Disposal Schedule QDAN707 v.1</i> Reference number 1.4.2 Heritage advocacy–campaigns and significant projects - Retain permanently</p>
1.2.2	<p><b>Community interests and social justice issues – other~</b>  Records relating to providing public support by recommending particular actions, causes and policies to promote the interests of clients and the general public in other energy related matters not included in 1.2.1.  <b>Disposal action</b> - Retain for 7 years after action completed.</p>	<p><b>Background/Business Process;</b>  See 1.2.1.  <b>Business requirements:</b>  Energy Division (DEWS) requires these records to be retained for 7 years as they:</p> <ul style="list-style-type: none"> <li>are required for future business enhancement and improvement</li> <li>support the decisions of the business.</li> </ul> <p><b>Comparison with other schedules:</b>  <i>Queensland Law Society Retention and Disposal Schedule QDAN674 v.1</i> Reference 4.1.2 Advocacy and advice-other matters – Retain for 10 years after last action  <i>Crown Law Retention and Disposal Schedule QDAN677 v.1</i> Reference 1.3.2 Advocacy-not significant – Retain for 15 years after last action  <i>National and Heritage Trusts Retention and Disposal Schedule QDAN707v.1</i> Reference 1.4.3 Heritage advocacy–projects other – Retain for 10 years after completion of project.</p>

Ref. No	Description of record and retention period	Justification for retention period
1.3	<b>Agreements</b>	
1.3.1	<p><b>Agreements – significant*</b></p> <p>Records relating to energy agreements between the department and other entities that proceed which include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• construction and maintenance of power stations and electricity networks/grids</li> <li>• energy related projects and partnerships, both public and private, including Government Owned Corporations (GOC)</li> <li>• energy entities, such as electricity generators, distributors, transmitters, retailers, including GOCs responsible for all of part of energy networks and services</li> <li>• electricity supply, e.g. greenfield government projects and buildings</li> <li>• private enterprises.</li> </ul> <p>Includes records relating to the establishment, negotiation, maintenance, review and variation of agreements.</p> <p><b>Disposal action</b> - Retain permanently.</p>	<p><b>Background/business process:</b></p> <p>Agreements are created during energy regulation management processes as evidence of foundational and facilitative arrangements as the basis for working with others in partnerships, collaborations, funding arrangements, through various means of agreements, e.g. memoranda of understanding, signed documents, formal agreements.</p> <p>Illustrative process:</p> <ul style="list-style-type: none"> <li>• Identify need for agreement and potential parties; negotiate and agree with potential parties; draft agreement; negotiate signing; plan and organise responsibilities under agreement; fulfil responsibilities (via other business processes); identify review date for agreement; review agreement.</li> </ul> <p><b>Regulatory requirements:</b></p> <p><i>Electricity Act 1994 – s55I</i>  <i>Electricity Regulation 2006 – s119</i>  <i>Gladstone Power Station Agreement Act 1993 - s10-12</i></p> <p><b>Business requirements:</b></p> <p>Energy Division (DEWS) requires these records to be retained permanently as they support the decisions of the business including ongoing requirements of the department under current agreements</p> <p>The retention period is also consistent with other jurisdictions and there is precedent with other Queensland schedules.</p> <p><b>Permanent retention criteria:</b></p> <p>Meets the following characteristics of the QSA Appraisal Statement:</p> <ul style="list-style-type: none"> <li>• 2 - Primary Functions and Programs of Government</li> <li>• 6 - Environmental Management and Change.</li> </ul> <p><b>Other comments/considerations:</b></p> <p>Under s28 of the <i>Gladstone Power Station Agreement Act 1993</i>, the records that the power station sale agreement requires the Commission to deliver to the participants are not public records under the <i>Public Records Act 2002</i>.</p>



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		<p><b>Comparison with other schedules:</b></p> <p><i>National Archives of Australia Department of Industry, Tourism and Resources Records Authority 2007/00307997 Reference 17729</i> Records documenting the negotiation, establishment, maintenance and review of agreements relating to the energy and mineral resources function that are between the Commonwealth and international parties or national governments, between the Commonwealth and indigenous communities or high level, significant or controversial between the Commonwealth and States, Territories – Retain as national archives</p> <p><i>Energy Sector Retention and Disposal Schedule QDAN618 v.1 Reference 2.2.3, 3.1.2</i> Joint venture agreements – Retain permanently</p> <p><i>Gold Coast 2018 Commonwealth Games Coordination Retention and Disposal Schedule QDAN721 v.1 Reference 1.1.1</i> Agreements required by future games hosts-proceeded with – Retain permanently</p>
1.3.2	<p><b>Agreements – other~</b></p> <p>Records relating to other energy agreements between the department and other entities that proceed not covered in 1.3.1.</p> <p>Includes records relating to the establishment, negotiation, maintenance, review and variation of agreements.</p> <p><b>Disposal action</b> - Retain for 7 years after agreement terminated or expired.</p>	<p><b>Background/business process:</b></p> <p>See above.</p> <p><b>Regulatory requirements:</b></p> <p>See above.</p> <p><b>Business requirements:</b></p> <p>Energy Division (DEWS) requires these records to be retained for 7 years as they:</p> <ul style="list-style-type: none"> <li>• are required for financial reasons, they are linked to the receipt of monies and are therefore required to be retained for the same period of time as the related financial records which is 7 years within the <i>General Retention and Disposal Schedule for Administrative Records</i></li> <li>• support the decisions of the business including ongoing requirements of the department under current agreements</li> <li>• ensure legal reference, including standard appeals of decisions, judicial review and other court processes under s10(1) the <i>Limitation of Actions Act 1974</i>.</li> </ul> <p>The retention period is consistent with NAA. It is also consistent the IT Partners business requirements of other approved schedules.</p> <p><b>Other comments/considerations:</b></p>

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		<p>Under s28 of the <i>Gladstone Power Station Agreement Act 1993</i>, the records that the power station sale agreement requires the Commission to deliver to the participants are not public records under the <i>Public Records Act 2002</i>.</p> <p><b>Comparison with other schedules:</b></p> <p><i>National Archives of Australia Department of Industry, Tourism and Resources Records Authority 2007/00307997</i> Reference 17730 Records documenting the negotiation, establishment, maintenance and review of routine agreements relating to the energy and mineral resources function such as agreements with external parties for the agency's of provision of training services – Destroy 7 years after expiry or other termination of agreement</p> <p><i>Energy Sector Retention and Disposal Schedule QDAN618 v.1</i></p> <ul style="list-style-type: none"> <li>• Reference 1.2.1 Private land agreements – Retain for 7 years after the expiry of the agreement</li> <li>• Reference 2.2.2, 3.1.1 Connection agreements – Retain for 7 years after expiry of agreement</li> <li>• Reference 2.2.4 Joint venture service level agreements – Retain for 7 years after expiry of agreement</li> </ul> <p><i>Tourism Retention and Disposal Schedule QDAN709 v.1</i> Reference 1.2.1 Agreements made – Retain for 7 years after agreement terminated or expired</p> <p><i>Agriculture Retention and Disposal Schedule QDAN719 v.1</i> Reference 1.3.1 Agreements-proceeded with – Retain for 7 years after agreement terminated or expired</p> <p><i>Gold Coast 2018 Commonwealth Games Coordination Retention and Disposal Schedule QDAN721 v.1</i> Reference 1.1.2 Agreements not required by future games hosts-proceeded with – Retain 7 years after agreement terminated or expired.</p> <p><i>Small Business Development Retention and Disposal Schedule QDAN722 v.1</i> Reference 1.2.1 Agreements-proceeded with – Retain for 7 years after agreement terminated or expired</p> <p><i>Fisheries Retention and Disposal Schedule QDAN724 v.1</i> Reference 1.2.1 Agreements-proceeded with – Retain for 7 years after agreement terminated or expired</p>
1.3.3	<p><b>Agreements - not proceeded with</b></p> <p>Records relating to energy regulation agreements between the department and other entities that do not proceed.</p>	<p><b>Background/business process:</b></p> <p>Agreements not proceeded may include draft unsigned agreements and working papers, where conditions agreeable to both parties could not be reached.</p>

Ref. No	Description of record and retention period	Justification for retention period
	<p><b>Disposal action</b> – Retain for 2 years after decision not to proceed.</p>	<p><b>Regulatory requirements:</b> See 1.3.1.</p> <p><b>Business requirements:</b> Energy Division (DEWS) requires these records to be retained for 2 years as they:</p> <ul style="list-style-type: none"> <li>• meet the department’s short term obligations for accountability and information accessibility</li> <li>• provide evidence of the decision by the department or another body not to approve an agreement</li> <li>• ensure short term access to agreements for the resurrection of an agreement or reworking of an agreement following a change of circumstance e.g. changes in government, changes in funding etc.</li> </ul> <p>It is also consistent with the IT Partners business requirements of other approved schedules.</p> <p><b>Comparison with other schedules:</b>  <i>Tourism Retention and Disposal Schedule QDAN709 v.1</i> Reference 1.2.2 Agreements not proceeded with – Retain for 2 years after decision to not proceed  <i>Agriculture Retention and Disposal Schedule QDAN719 v.1</i> Reference 1.3.2 Agreements-not proceeded with – Retain for 2 years after decision not to proceed  <i>Gold Coast 2018 Commonwealth Games Coordination Retention and Disposal Schedule QDAN721 v.1</i> Reference 1.1.3 Agreements-not proceeded with – Retain for 2 years after decision not to proceed  <i>Small Business Development Retention and Disposal Schedule QDAN722 v.1</i> Reference 1.2.2 Agreements–not proceeded with – Retain for 2 years after decision not to proceed  <i>Fisheries Retention and Disposal Schedule QDAN724 v.1</i> Reference 1.2.2 Agreements-not proceeded with – Retain for 2 years after decision not to proceed  <i>Forestry Retention and Disposal Schedule QDAN725 v.1</i> Reference 1.2.2 Agreements-not proceeded with – Retain for 2 years after decision not to proceed</p>

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1.4	<b>Appointments</b>	
1.4.1	<p><b>Authorised and accredited officers</b></p> <p>Records relating to the appointment of officers and inspectors authorised or accredited to undertake energy regulation related activities including, but not limited to:</p> <ul style="list-style-type: none"> <li>• inspections</li> <li>• investigations</li> <li>• monitoring and enforcement of breaches of legislation.</li> </ul> <p>Officers include:</p> <ul style="list-style-type: none"> <li>• auditors to conduct audits of electricity entities, retailers or special approval holders</li> <li>• inspection officers.</li> </ul> <p><b>Disposal action</b> - Retain for 7 years after appointment ceased.</p>	<p><b>Background/business process:</b></p> <p>Appointment records are created during representative, selection, nomination and election processes and subsequent remuneration negotiations. Powers are given by instruments of appointment, expressed with conditions and limitations as required.</p> <p>Illustrative process:</p> <ul style="list-style-type: none"> <li>• Identify role need/vacancy; identify potential, suitable and short listed candidates; forward nomination/election notifications; run nomination/election process; identify successful candidate; negotiate remuneration; draft appointment including terms and conditions; seek approvals; appoint successful candidate; publish appointment notices.</li> </ul> <p><b>Regulatory requirements:</b></p> <p><i>Electricity Act 1994 – s65, 146</i>  <i>Gas Supply Act 2003 – s132</i>  <i>Liquid Fuel Supply Act 1984 – s36</i></p> <p><b>Business requirements:</b></p> <p>Energy Division (DEWS) requires these records to be retained for 7 years as they:</p> <ul style="list-style-type: none"> <li>• provide evidence of business processes associated with appointments including allocating conditions, varying and terminating appointments</li> <li>• support the decisions of the business.</li> <li>• ensure legal reference, including standard appeals of decisions, judicial review and other court processes under s10 the <i>Limitation of Actions Act 1974</i>.</li> </ul> <p>It is also consistent with the IT Partners business requirements of other approved schedules.</p> <p><b>Comparison with other schedules:</b></p> <p><i>Agriculture Retention and Disposal Schedule QDAN719 v.1</i> Reference 1.4.1 Authorised and accredited officers – Retain for 7 years after appointment ceased</p> <p><i>Fisheries Retention and Disposal Schedule QDAN724 v.1</i> Reference 1.3.1 Authorised and accredited officers – Retain for 7 years after appointment ceased</p>

Ref. No	Description of record and retention period	Justification for retention period
1.4.2	<p><b>Board members and GOC executives</b></p> <p>Records relating to the appointment of directors and executives of energy related Boards and Corporations, authorised to undertake energy industry related activities including, but not limited to:</p> <ul style="list-style-type: none"> <li>• Directors of Boards of Government Owned Corporations</li> <li>• Executives to run electricity entities</li> <li>• electricity officers of electricity entities.</li> </ul> <p>Responsibilities include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• training, expertise or experience of relevant persons to be appointed</li> <li>• suitability of persons to run electricity entities e.g. character, criminal history.</li> </ul> <p><b>Disposal action</b> - Retain for 7 years after appointment ceased.</p>	<p><b>Background/business process:</b></p> <p>The Department runs the appointment processes for Board Members and GOC executives, but the appointees are not employed by the Department, they are employed by the government owned corporation. These appointments are not kept on the DPC register of appointees to Queensland Government Bodies.</p> <p><b>Regulatory requirements:</b></p> <p><i>Electricity Act 1994 – s65 (electricity officers)</i>  <i>Electricity Act 1994 – s217 (powers to require review of appointments)</i>  <i>Government Owned Corporations Act 1993</i></p> <p><b>Business requirements:</b></p> <p>Energy Division (DEWS) requires these records to be retained for 7 years as they:</p> <ul style="list-style-type: none"> <li>• provide evidence of business processes associated with appointments including allocating conditions, varying and terminating appointments</li> <li>• support the decisions of the business</li> <li>• ensure legal reference, including standard appeals of decisions, judicial review and other court processes under s10 of the <i>Limitation of Actions Act 1974</i>.</li> </ul> <p>The retention period is consistent with the NAA.</p> <p><b>Comparison with other schedules:</b></p> <p><i>National Archives of Australia Governing Bodies GA27 Reference 21581 Records documenting routine operational administrative tasks supporting the business area – Destroy 10 years after action completed or after member’s separations, whichever is relevant</i></p>

Ref. No	Description of record and retention period	Justification for retention period
1.5	<b>Audit</b>	
1.5.1	<p><b>Audits - significant*</b> Records relating to conducting audits of energy management facilities, programs and professions, where significant recommendations and findings were made, resulting in significant changes to processes, policies and procedures.</p> <p>Includes quality assurance audits to monitor compliance to energy related legislation, re-auditing audits completed by inspectors, audits of energy programs and schemes e.g. solar hot water rebate scheme.</p> <p><b>Disposal action</b> - Retain permanently.</p>	<p><b>Background/business process:</b> Audit records are created whilst checking quality management processes, management controls and operational processes, for their effectiveness for product/service quality, operational applicability and fraud prevention.</p> <p>Illustrative process:</p> <ul style="list-style-type: none"> <li>Schedule audit, collect required audit documentation, mobilise to audit site, check auditable records, complete audit documentation, draft audit report, report audit results, communicate audit report.</li> </ul> <p><b>Regulatory requirements:</b> <i>Electricity Act 1994 - s120ZH</i></p> <p><b>Business requirements:</b> Energy Division (DEWS) requires these records to be retained permanently as they:</p> <ul style="list-style-type: none"> <li>provide long term reference value</li> <li>document the history of the department's significant work.</li> </ul> <p>The retention period is consistent with the NAA. It is also consistent with the IT Partners business requirements of other approved schedules.</p> <p><b>Permanent retention criteria:</b> Meets the following characteristics of the QSA Appraisal Statement:</p> <ul style="list-style-type: none"> <li>5 -Substantial Contribution to Community Memory</li> <li>6 - Environmental Management and Change.</li> </ul> <p><b>Comparison with other schedules:</b> <i>National Archives of Australia Department of Industry, Tourism and Resources Records Authority 2007/00307997 Reference 18358</i> Records documenting the planning and conduct of audits relating to the energy and mineral resources function – Retain as national archives <i>Agriculture Retention and Disposal Schedule QDAN719 v.1 Reference 9.1.1</i> Significant recommendations and findings – Retain permanently <i>Fisheries Retention and Disposal Schedule QDAN724 v.1 Reference 5.1.1</i> Audits-significant – Retain permanently</p>

Ref. No	Description of record and retention period	Justification for retention period
1.5.2	<p><b>Audits - other~</b> Records relating to conducting audits of energy management facilities, programs and professions, including quality assurance audits to monitor compliance to energy related legislation and re-auditing audits completed by inspectors, where other observations and action recommendations were made resulting in minor changes.</p> <p><b>Disposal action</b> - Retain for 7 years after action completed.</p>	<p><b>Background/business process:</b> See 1.5.1.</p> <p><b>Regulatory requirements:</b> See 1.5.1.</p> <p><b>Business requirements:</b> Energy Division (DEWS) requires these records to be retained for 7 years as they:</p> <ul style="list-style-type: none"> <li>• are required for future business enhancement and improvement</li> <li>• need to be retained to support the decisions of the business</li> <li>• ensure legal reference, including standard appeals of decisions, judicial review and other court processes under s10 of the <i>Limitation of Actions Act 1974</i>.</li> </ul> <p>It is also consistent with the IT Partners business requirements of other approved schedules.</p> <p><b>Comparison with other schedules:</b> <i>Agriculture Retention and Disposal Schedule QDAN719 v.1</i> Reference 9.1.2 Other observations and findings – Retain for 7 years after action completed <i>Fisheries Retention and Disposal Schedule QDAN724 v.1</i> Reference 5.1.2 Audits-other – Retain for 7 years after action completed</p>

Ref. No	Description of record and retention period	Justification for retention period
1.6	<b>Authorisation</b>	
1.6.1	<p><b>Granted rights - successful</b></p> <p>Records relating to the granting of energy related authorisations.</p> <p>Includes applications, transfers, surrenders, suspensions, cancellations, amendments, renewals, replacements and imposing conditions.</p> <p>Authorisations include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• entry to land, buildings and structures</li> <li>• undertake activities for control of extraction, production, supply, distribution, sale, purchase, use, consumption and storage of liquid fuel relating to declared emergencies</li> <li>• liquefied petroleum gas (LPG) distribution pipelines and systems</li> <li>• gas infrastructure work approvals, including emergency advice notices, conditions imposed on work</li> <li>• special approvals for performance of specific activities in specific circumstances</li> <li>• exemptions, including exemptions from exempt matters e.g. activities, transactions, instruments, documents, assets</li> <li>• electricity entities and plans (assessing and approving their use) including contingency supply plans, demand management/reduction plans, proposed plans, amended plans, recommendations.</li> </ul>	<p><b>Background/business process:</b></p> <p>Records are created during authorisation approval processes for a range of authorities, permissions and rights granted to approved applicants under relevant legislation. The period of currency or renewal period varies under different legislation.</p> <p>Illustrative process:</p> <ul style="list-style-type: none"> <li>• Receive and assess rights application; request further information; assess individual supporting studies and reports; consult with stakeholders (if required); make required checks e.g. check histories (e.g. criminal, occupational), qualifications, examination results; check mutual recognition and previous rights status (as applicable); grant rights, issue rights identification or certification; transfer, suspend or cancel rights.</li> </ul> <p><b>Regulatory requirements:</b></p> <p><i>Electricity Act 1994 – s30, 37, 56, 59, 63 (suitable persons), 64B, 65 (suitable training, expertise, experience), 130(2), 178-185 (generation authorities), 186-194 (transmission authorities), 195-202 (distribution authorities), 208-213 (special approvals)</i></p> <p><i>Gas Supply Act 2003 – s21 (distribution authorities), 31, 38, 52-69, 73, 75, 75A, 79-81, 131A, 148, 150-151, 181-182, 188, 191, 197 (retail authorities), 236-238 (authorising contingency supply plans), 258, 289, 295, 297-299 (distribution pipelines and systems), 313 (replacements), 314 (withdrawals)</i></p> <p><i>Liquid Fuel Supply Act 1984 – s24</i></p> <p><i>National Gas (Queensland) Act 2008 – s13</i></p> <p><b>Business requirements:</b></p> <p>Energy Division (DEWS) requires these records to be retained for 7 years as they:</p> <ul style="list-style-type: none"> <li>• provide evidence of business processes associated with granting rights</li> <li>• support the decisions of the business</li> <li>• ensure legal reference, including standard appeals of decisions, judicial review and other court processes under s10 of the <i>Limitation of Actions Act 1974</i>.</li> </ul> <p>The retention period is consistent with the Energy Sector schedule (QDAN618 v.1). It is also consistent with the IT Partners business requirements of other approved schedules.</p>



Ref. No	Description of record and retention period	Justification for retention period
	<p><b>Disposal action</b> - Retain for 7 years after authorisation ceased or expired.</p>	<p><b>Comparison with other schedules:</b>  <i>Energy Sector Retention and Disposal Schedule QDAN618 v.1</i></p> <ul style="list-style-type: none"> <li>• Reference 2.3.1 Generation authorities and special approvals–Electricity Act 1994 – Retain for 7 years after expiry, surrender or transfer of the authority</li> <li>• Reference 6.5.1 National electricity market registration – Retain for 7 years after expiry or cessation of registration</li> </ul> <p><i>Agriculture Retention and Disposal Schedule QDAN719 v.1</i> Reference 1.5.1 Granted rights – Retain for 7 years after authorisation ceased or expired  <i>Gold Coast 2018 Commonwealth Games Coordination Retention and Disposal Schedule QDAN721 v.1</i> Reference 1.3.1 Granted rights – Retain for 7 years after authorisation ceased or expired  <i>Fisheries Retention and Disposal Schedule QDAN724 v.1</i> Reference 4.1.1 Granted rights – Retain for 7 years after authorisation ceased or expired  <i>Forestry Retention and Disposal Schedule QDAN725 v.1</i> Reference 1.4.1 Granted rights – Retain for 7 years after authority ceased or expired</p>
1.6.2	<p><b>Granted rights - unsuccessful and withdrawn applications</b>  Records relating to unsuccessful and withdrawn applications for energy related authorisations.  <b>Disposal action</b> - Retain for 2 years after authority refused or withdrawn.</p>	<p><b>Background/business process:</b>  See 1.6.1.</p> <p><b>Regulatory requirements:</b>  See 1.6.1.</p> <p><b>Business requirements:</b>  Energy Division (DEWS) requires these records to be retained for 2 years as they:</p> <ul style="list-style-type: none"> <li>• meets the department’s short term obligations for accountability and information accessibility</li> <li>• support the decisions of the business as evidence of the reasons for an application refusal.</li> </ul> <p>It is also consistent with the IT Partners business requirements of other approved schedules.</p> <p><b>Comparison with other schedules:</b>  <i>Agriculture Retention and Disposal Schedule QDAN719 v.1</i> Reference 1.5.2 Unsuccessful and withdrawn applications – Retain for 2 years after authority refused or withdrawn</p>

Ref. No	Description of record and retention period	Justification for retention period
		<p><i>Gold Coast 2018 Commonwealth Games Coordination Retention and Disposal Schedule QDAN721 v.1 Reference 1.3.2 Unsuccessful and withdrawn applications – Retain for 2 years after authority refused or withdrawn</i></p> <p><i>Fisheries Retention and Disposal Schedule QDAN724 v.1 Reference 4.1.2 Unsuccessful and withdrawn applications – Retain for 2 years after authority refused or withdrawn</i></p> <p><i>Forestry Retention and Disposal Schedule QDAN725 v.1 Reference 1.4.2 Unsuccessful and withdrawn applications – Retain for 2 years after authority refused or withdrawn</i></p>

Ref. No	Description of record and retention period	Justification for retention period
1.7	<b>Claims management</b>	
1.7.1	<p><b>Compensation claims</b></p> <p>Records relating to claims for compensation for costs, damage or loss incurred under energy related legislation.</p> <p>Claims include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• acquisition of property for energy industry purposes</li> <li>• compliance with directions by authorised officers</li> <li>• consequential and remedial work completed by energy entities e.g. infrastructure</li> <li>• court orders made against the State.</li> </ul> <p><b>Disposal action</b> - Retain for 7 years after claim resolved/paid out.</p>	<p><b>Background/business process:</b></p> <p>Compensation claim records are created when assessing the department's liability for compensation payable to applicants for a range of loss, damage and costs associated with the department's exercise of legislative and inspectorate duties.</p> <p>Illustrative process:</p> <ul style="list-style-type: none"> <li>• Receive and assess compensation claim application; request further information; investigate claim; approve application; reject application; pay claim.</li> </ul> <p><b>Regulatory requirements:</b></p> <p><i>Electricity Regulation 2006 – s159 (court orders)</i></p> <p><i>Gas Supply Act 2003 – s97, 99 (remedial action claimable)</i></p> <p><i>Liquid Fuel Supply Act 1984 – s49-50 (acquisition of property)</i></p> <p><b>Business requirements:</b></p> <p>Energy Division (DEWS) requires these records to be retained for 7 years as they:</p> <ul style="list-style-type: none"> <li>• provide evidence of decisions made in support of claims</li> <li>• remain available for potential repeat and overlapping claims for compensation</li> <li>• ensure legal reference, including standard appeals of decisions, judicial review and other court processes under s10 of the <i>Limitation of Actions Act 1974</i>.</li> </ul> <p>It is also consistent with the IT Partners business requirements of other approved schedules.</p> <p><b>Comparison with other schedules:</b></p> <p><i>Agriculture Retention and Disposal Schedule QDAN719 v.1 Reference 1.6.1 Compensation claims – Retain for 7 years after claim determined</i></p> <p><i>Gold Coast 2018 Commonwealth Games Coordination Retention and Disposal Schedule QDAN721 v.1 Reference 1.4.1 Compensation claims – Retain for 7 years after claim determined</i></p> <p><i>Fisheries Retention and Disposal Schedule QDAN724 v.1 Reference 1.4.1 Compensation claims – Retain for 7 years after claim determined</i></p>

Ref. No	Description of record and retention period	Justification for retention period
		<i>Forestry Retention and Disposal Schedule QDAN725 v.1</i> Reference 1.5.1 Compensation claims – Retain for 7 years after claim determined
1.7.2	<p><b><i>Recovery of monies owed to and incurred by State</i></b></p> <p>Records relating to recovering monies from authorities and licence holders for fees, costs, losses, interest and expenses incurred by the State (the Department) relating to energy regulation under relevant legislation.</p> <p>Includes applying costs to security monies to recover money and filing recovery orders in Magistrates Court.</p> <p>Recovering of costs includes:</p> <ul style="list-style-type: none"> <li>• incidents and situations involving energy entities</li> <li>• offences and non-compliance with directions</li> <li>• penalties imposed by State</li> <li>• material contraventions of industry codes, including attempts/involvements</li> <li>• remedial works done on behalf of other entities e.g. gas infrastructure work done on behalf of distributors</li> <li>• shortfalls from actual costs of check testing of prescribed electrical equipment items (difference recoverable)</li> <li>• removal and disposal of electric line and property</li> <li>• court orders and court awarded costs made in favour of State</li> </ul>	<p><b>Background/business process:</b></p> <p>Recovery claim records are created when the State loses or outlays monies for actions it has taken in the best interest of the energy industry or community. Recovery claim records are also created when there is outstanding revenue from default of fees and interest payable by industry parties, including rectifying a range of loss and damage expenses incurred. Actions could be taken to rectify costs associated with compliance actions to prevent or limit environmental damage or community exposure to hazardous substances, and rehabilitation of land from company negligence/neglect.</p> <p>Illustrative processes:</p> <ul style="list-style-type: none"> <li>• Identify and assess recovery claim (identified by registrars, inspectors or chief executive officer); request further information; investigate claim; submit claim to party in default; submit follow up notices as required; receipt and account for monies received; submit outstanding claims to court.</li> <li>• Recovering monies under Supreme Court orders (section 120X) where State enforces the order as a judgment of the court for a debt of that amount. Includes requesting the court to make instalment orders based on the debtor's circumstances, assets and income, attending oral examinations/hearings, obtaining orders for garnishing debtor's wages, obtaining warrants for seizure and sale of debtor possessions, obtaining warrants to sell real property e.g. their home, commence proceedings to bankrupt large debtors.</li> </ul> <p><b>Regulatory requirements:</b></p> <p><i>Electricity Act 1994 – s120X-120Y (court orders), 135, 135AI (penalties)</i></p> <p><i>Electricity Regulation 2006 – s24 (removal of electric line), 158 (shortfalls from check testing)</i></p> <p><i>Gas Supply Act 2003 – s89 (remedial works on behalf of others), 94 (consequential works), 300 (remedial works from offences)</i></p> <p><b>Business requirements:</b></p> <p>Energy Division (DEWS) requires these records to be retained for 7 years, because they:</p> <ul style="list-style-type: none"> <li>• provide evidence of decisions made in support of claims</li> </ul>

Ref. No	Description of record and retention period	Justification for retention period
	<ul style="list-style-type: none"> <li>• unpaid fees</li> <li>• other instances of regulatory non-compliance.</li> </ul> <p><b>Disposal action</b> - Retain for 7 years after claim resolved/written off.</p>	<ul style="list-style-type: none"> <li>• remain available for potential repeat and overlapping claims for compensation</li> <li>• ensure legal reference, including standard appeals of decisions, judicial review and other court processes under s10 of the <i>Limitation of Actions Act 1974</i>.</li> </ul> <p>This retention is consistent with the SunWater schedule (QDAN650 v.1).</p> <p><b>Comparison with other schedules:</b>  <i>SunWater Retention and Disposal Schedule QDAN650 v.1</i> Reference 4.4.1 Customer debt – Retain for 7 years after last action</p>

Ref. No	Description of record and retention period	Justification for retention period
1.8	<b>Complaints</b>	
1.8.1	<p><b>Complaint resolution</b></p> <p>Records relating to handling, mediating and conciliating energy related complaints including, but not limited to:</p> <ul style="list-style-type: none"> <li>• electricity</li> <li>• gas</li> <li>• other renewables.</li> </ul> <p><b>Disposal action</b> - Retain for 7 years after action completed.</p>	<p><b>Background/business process:</b></p> <p>Complaint resolution records are created when a member of the public submits a written complaint into the conduct of licence holders, authorised officers or the department and its staff. Their behaviour is investigated, evidence is documented, recommendations are reported and complainant is advised. Complaints needing further investigation or escalation are forwarded for review by an appropriate officer (e.g. disciplinary action processes) or where appropriate to a hearing by a committee or board.</p> <p><b>Business requirements:</b></p> <p>Energy Division (DEWS) requires these records to be retained for 7 years as they:</p> <ul style="list-style-type: none"> <li>• are required for future business enhancement and improvement</li> <li>• support the decisions of the business by providing evidence of complaint outcomes</li> <li>• ensure legal reference, including standard appeals of decisions, judicial review and other court processes under s10 of the <i>Limitation of Actions Act 1974</i>.</li> </ul> <p>Complaints can be reviewed by the Queensland Civil &amp; Administrative Tribunal (QCAT) and these records would be kept for 12 years by them according to their draft schedule. Significant complaints are referred to the Energy and Water Ombudsman and these records are kept permanently QDAN700 v.1.</p> <p>The retention period is consistent with Tasmania. It is also consistent with the IT Partners business requirements of other approved schedules.</p> <p><b>Comparison with other schedules:</b></p> <p><i>Disposal schedule for functional records of the Office of the Tasmania Economic Regulator no. 2384</i> Reference 02.06.01 Records documenting complaints that are investigated by the regulator including details of complaint resolution – Destroy 7 years after action completed</p> <p><i>Agriculture Retention and Disposal Schedule QDAN719 v.1</i> Reference 1.7.1 Complaint resolution – Retain for 7 years after action completed</p> <p><i>Forestry Retention and Disposal Schedule QDAN725 v.1</i> Reference 1.6.1 Complaint resolution – Retain for 7 years after action completed</p>

Ref. No	Description of record and retention period	Justification for retention period
1.9	<b>Declarations</b>	
1.9.1	<p><b>Declarations - significant*</b></p> <p>Records relating to significant energy related declarations made by the department, often via operational activities such as enforcement, monitoring and surveillance, incident and emergency responses, and other legislative and regulatory processes.</p> <p>Significant declarations may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• energy/fuel reserves</li> <li>• emergency fuel shortages and associated energy issues associated with emergencies and emergency proclamations</li> <li>• disruptions or insufficiencies of supplies of energy and fuels, e.g. processed natural gas</li> <li>• emergency rationing orders for use/restriction of energy, e.g. electricity</li> <li>• regulation or prohibition of supply of liquid fuel</li> <li>• allocations of bulk supplies</li> <li>• persons, associations or classes as bulk customers and essential/high priority users of refined liquid petroleum products</li> <li>• declarations made on a long term or permanent nature.</li> </ul> <p><b>Disposal action</b> - Retain permanently.</p>	<p><b>Background/business process:</b></p> <p>Declaration records are created during legislative processes but is also a separate activity to add regulatory notations to property titles. Some declarations are made in response to emergency situations and safety issues such as declaring emergency restrictions following fuel shortages.</p> <p>Illustrative process:</p> <ul style="list-style-type: none"> <li>• Identify areas; survey/map and highlight areas (links to mapping business processes); draft declarations, seek approvals; publish declarations.</li> </ul> <p><b>Regulatory requirements:</b></p> <p><i>Electricity Act 1994 – s124 (emergency rations)</i>  <i>Gas Supply Act 2003 – s251 (disruptions, insufficiencies)</i>  <i>Liquid Fuel Supply Act 1984 – s11-15, 33 (users, supplies, reserves), 23 (emergencies)</i></p> <p><b>Business requirements:</b></p> <p>Energy Division (DEWS) requires these records to be retained permanently as they:</p> <ul style="list-style-type: none"> <li>• provide long term reference value to the department for energy related developments which continue over many years</li> <li>• document the history of the department’s work in facilitating significant energy related initiatives via legislative, regulatory and declaratory activities.</li> </ul> <p>The retention period is consistent with and has precedent in Queensland with Coordinator-General (QDAN703 v.1) and Economic Development Queensland (QDAN712 v.1) schedules.</p> <p><b>Permanent retention criteria:</b></p> <p>Meets the following characteristics of the QSA Appraisal Statement:</p> <ul style="list-style-type: none"> <li>• 2 - Primary Functions and Programs of Government</li> <li>• 3 – Enduring rights &amp; entitlements</li> <li>• 5 - Substantial Contribution to Community Memory</li> <li>• 6 - Environmental Management and Change.</li> </ul>

Ref. No	Description of record and retention period	Justification for retention period
		<p><b>Comparison with other schedules:</b>  <i>Coordinator-General Retention and Disposal Schedule QDAN703 v.1:</i></p> <ul style="list-style-type: none"> <li>• Reference 1.5.1 Coordinated projects declarations – Retain permanently</li> <li>• Reference 1.5.2 Prescribed projects declarations – Retain permanently</li> <li>• Reference 1.5.4 Private infrastructure facilities declarations – Retain permanently</li> <li>• Reference 1.5.7 State development areas – Retain permanently</li> <li>• Reference 1.5.8 Prescribed developments – Retain permanently</li> </ul> <p><i>Economic Development Queensland Retention and Disposal Schedule QDAN712 v.1</i>            Reference 3.2.1 Priority development area and provisional priority development area-successful – Retain permanently</p>
1.9.2	<p><b>Declarations - other~</b>            Records relating to other energy related declarations which may be of a transitory or temporary nature, or with a short term expiry or end date.  <b>Disposal action</b> - Retain for 7 years after action completed.</p>	<p><b>Background/business process:</b>            See 1.9.1.</p> <p><b>Regulatory requirements:</b>            See 1.9.1.</p> <p><b>Business requirements:</b>            Energy Division (DEWS) requires these records to be retained for 7 years as they:</p> <ul style="list-style-type: none"> <li>• document business processes associated with declarations on property titles</li> <li>• protect the rights and entitlements of citizens by providing evidence of changes to property titles used during the acquisition and disposal of property</li> <li>• are required for reference purposes once the declaration has been lifted</li> <li>• ensure legal reference, including standard appeals of decisions, judicial review and other court processes under s10 of the <i>Limitation of Actions Act 1974</i>.</li> </ul> <p>It is also consistent with the IT Partners business requirements of other approved schedules.</p> <p><b>Comparison with other schedules:</b>  <i>Agriculture Retention and Disposal Schedule QDAN719 v.1</i> Reference 1.8.1 Declarations – Retain for 7 years after action completed</p>



Ref. No	Description of record and retention period	Justification for retention period
		<i>Fisheries Retention and Disposal Schedule QDAN724 v.1 Reference 4.2.1 Declarations – Retain for 7 years after action completed</i> <i>Forestry Retention and Disposal Schedule QDAN725 v.1 Reference 1.7.1 Declarations – Retain for 7 years after action completed</i>

Ref. No	Description of record and retention period	Justification for retention period
1.10	<b><i>Disciplinary action</i></b>	
1.10.1	<p><b><i>Licensee disciplinary action</i></b>                      Records relating to determining disciplinary action and outcomes for authorities and licences, including issuing show cause notices for offences under relevant legislation, and considering submissions, with action taken to cancel, suspend, or amend authorities and licences.</p> <p>Disciplinary action includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• energy entities, including:                             <ul style="list-style-type: none"> <li>○ generators, transmitters, distributors, retailers</li> <li>○ gas and electricity providers, including renewable energy generators and providers</li> </ul> </li> <li>• contraventions of industry codes, e.g. distribution network codes</li> <li>• offences committed</li> <li>• material contraventions of legislation</li> <li>• disciplinary matters referred by:                             <ul style="list-style-type: none"> <li>○ enforcing and investigating officers authorised in regulatory compliance and offence prosecution</li> <li>○ State industry monitoring and performance management roles</li> <li>○ Queensland Competition Authority</li> <li>○ Supreme Court of Queensland</li> <li>○ other courts and similar entities.</li> </ul> </li> </ul> <p><b>Disposal action</b> - Retain for 7 years after claim determined.</p>	<p><b>Background/business process:</b>                      Disciplinary action records are created as a result of processes monitoring the conduct of licensc holders, with non-compliant licence holders having their behaviour deemed inappropriate, given the legislative requirements and terms and conditions of their licence. Their behaviour is investigated, evidence is documented, recommendations are reported and licence holders are given due notice of their rights to show cause why their licence should not be suspended or cancelled. Show cause notices can result in an application-like process approving or rejecting applications to take action, or be escalated to a hearing by committee or board.</p> <p>Illustrative process:</p> <ul style="list-style-type: none"> <li>• Receive or identify issue, assess issue, reject issue, investigate issue, refer issue to investigation of misconduct, investigate misconduct, reject case for disciplinary action, accept case for disciplinary action, issue show cause notices, assess case made for not proceeding with disciplinary action, issue disciplinary action notices, register disciplinary action outcome, suspend or cancel relevant licences, close disciplinary action case.</li> </ul> <p><b>Regulatory requirements:</b>  <i>Electricity Act 1994 – s120ZB, 132-133</i></p> <p><b>Business requirements:</b>                      Energy Division (DEWS) requires these records to be retained for 7 years as they:</p> <ul style="list-style-type: none"> <li>• need to be retained to support the decisions of the business.</li> <li>• ensure legal reference, including standard appeals of decisions, judicial review and other court processes under s10 of the <i>Limitation of Actions Act 1974</i>.</li> </ul> <p>Appeals to licensee disciplinary action can be taken to the Energy and Water Ombudsman Queensland (QDAN700 v.1) and significant investigations (1.2.2) or results in an order (1.2.4) are retained permanently and other investigations (1.2.3) are kept for 7 years after investigations is finalised.</p> <p>It is also consistent with the IT Partners business requirements of other approved schedules.</p>

Ref. No	Description of record and retention period	Justification for retention period
		<p><b>Comparison with other schedules:</b> <i>Energy and Water Ombudsman Queensland Retention and Disposal Schedule QDAN700 v.1</i> Reference 1.2.3 Resulting in an agreement-minor – Retain for 7 years after investigation is finalised <i>Agriculture Retention and Disposal Schedule QDAN719 v.1</i> Reference 3.1.1 Licensee disciplinary action – Retain for 7 years after claim determined</p>

Ref. No	Description of record and retention period	Justification for retention period
1.11	<b>Disposal</b>	
1.11.1	<p><b>Seized evidence</b></p> <p>Records relating to disposing of evidence seized under enforcement and investigation activities under relevant legislation.</p> <p>Includes dealing with and disposing by selling, destroying and other means of:</p> <ul style="list-style-type: none"> <li>• electric line, plant and property</li> <li>• electrical equipment items</li> <li>• seized/forfeited evidence.</li> </ul> <p><b>Disposal action</b> - Retain for 7 years after action completed.</p>	<p><b>Background/business process:</b></p> <p>Disposal related records are created during processes of evidence seizure, property forfeiture and waste collection, excluding hazardous and radioactive waste, generally through enforcement processes (e.g. inspections, investigations, prosecution) and disposal of such items in line with legislative and procedural requirements for handling said items.</p> <p>Illustrative process:</p> <ul style="list-style-type: none"> <li>• Obtain warrants; collect evidence; seize property and waste; list and store evidence; list and store seized/forfeited items; issue seizure receipts/forfeiture notices; issue disposal notices; seek approvals; destroy items; certify destruction.</li> </ul> <p><b>Regulatory requirements:</b></p> <p><i>Liquid Fuel Supply Act 1984 – s40</i></p> <p><b>Business requirements:</b></p> <p>Energy Division (DEWS) requires these records to be retained for 7 years as they:</p> <ul style="list-style-type: none"> <li>• support the decisions of the business</li> <li>• ensure records are available in the event of a claim for damages or loss</li> <li>• ensure legal reference, including standard appeals of decisions, judicial review and other court processes under s10 of the <i>Limitation of Actions Act 1974</i>.</li> </ul> <p>It is also consistent with the IT Partners business requirements of other approved schedules.</p> <p>.</p> <p><b>Comparison with other schedules:</b></p> <p><i>Agriculture Retention and Disposal Schedule QDAN719 v.1</i> Reference 2.1.1 Evidence, products, animals, carcasses and waste – Retain for 7 years after action completed</p> <p><i>Forestry Retention and Disposal Schedule QDAN725 v.1</i> Reference 1.9.1 Disposal of seized property, products and waste – Retain for 7 years after action completed</p>

Ref. No	Description of record and retention period	Justification for retention period
1.12	<b>Dispute resolution</b>	
1.12.1	<p><b>Final decisions</b></p> <p>Records relating to final decisions of cases of dispute resolution between, and with, energy entities and other entities about energy related activities under relevant legislation.</p> <p><b>Disposal action</b> – Retain permanently.</p>	<p><b>Background/business process:</b></p> <p>Dispute resolution records are created as a result of other processes, for example, agreements, partnerships, licensing, where the State has taken on a role as disagreement mediator in order to facilitate a smooth flow of these processes, or where it is in the community’s best interest to have order, rather than see conflicts escalate to unproductive legal action for parties. The State is potentially further involved resolving information discovery orders for court action. Disputes can be resolved using processes of mediation or arbitration.</p> <p>Illustrative process:</p> <ul style="list-style-type: none"> <li>Identify issue, assess issue, reject or accept issues for mediation/arbitration, investigate issue, refer issue to investigation, investigate, communicate with parties, write up outcomes, organise meetings, conduct meetings, write up outcomes, recommendations and/or agreements, repeat communication and meetings as required, write up final decision, refer unresolved cases to further arbitration if appropriate <i>e.g. tribunal, court.</i></li> </ul> <p>Unresolved cases for dispute resolution are heard by the Energy and Water Ombudsman Queensland.</p> <p><b>Regulatory requirements:</b></p> <p><i>Electricity Act 1994 – s63, 117</i></p> <p><i>Gas Supply Act 2003 – s258, 268-269</i></p> <p><b>Business requirements:</b></p> <p>Energy Division (DEWS) requires these records to be retained permanently as they:</p> <ul style="list-style-type: none"> <li>provide long term reference value</li> <li>document the history of the department’s significant work.</li> <li>dispute cases may cross jurisdictions, boundaries, land titles or land use.</li> </ul> <p>The retention period is consistent with Tasmania and the Energy and Water Ombudsman.</p> <p><b>Permanent retention criteria:</b></p> <p>Meets the following characteristics of the QSA Appraisal Statement:</p>

Ref. No	Description of record and retention period	Justification for retention period
		<ul style="list-style-type: none"> <li>• 3 - Enduring Rights and Entitlements</li> <li>• 4 - Significant Impact on Individuals</li> <li>• 5 - Substantial Contribution to Community Memory.</li> </ul> <p><b>Comparison with other schedules:</b>  <i>Disposal schedule for functional records of the Office of the Tasmania Economic Regulator no. 2384 Reference 02.09.01 Records documenting disputes including first and second stage dispute resolution processes – Permanent Energy and Water Ombudsman Queensland Retention and Disposal Schedule QDAN700 v.1</i></p> <ul style="list-style-type: none"> <li>• Reference 1.2.2 Resulting in an agreement-significant – Retain permanently</li> <li>• Reference 1.2.4 Resulting in an order – Retain permanently</li> </ul>
1.12.2	<p><b>Case histories and working papers</b>  Records relating to case histories and working papers of cases of dispute resolution between, and with, energy entities and other entities about energy related activities under relevant legislation.  Includes disputes between:</p> <ul style="list-style-type: none"> <li>• electricity entities, including distributors, transmitters, generators, retailers</li> <li>• energy entities and public entities, including the State.</li> </ul> <p>Disputes and objections include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• rights, obligations and jurisdictions of various parties</li> <li>• authority/licensing conflicts</li> <li>• infrastructure work, scope and costs, including proposed work</li> <li>• land and property access for assessments and works</li> </ul>	<p><b>Background/business process:</b>  See above.</p> <p><b>Regulatory requirements:</b>  See above.</p> <p><b>Business requirements:</b>  Energy Division (DEWS) requires these records to be retained for 7 years as they:</p> <ul style="list-style-type: none"> <li>• need to be retained to support the decisions of the business.</li> <li>• ensure legal reference, including standard appeals of decisions, judicial review and other court processes under s 10 of the <i>Limitation of Actions Act 1974</i>.</li> </ul> <p>The retention period is consistent with NSW, Victoria and there is precedent in Queensland with Energy &amp; Water Ombudsman Queensland (QDAN700 v.1) and Residential Tenancies (QDAN706 v.1).</p> <p><b>Comparison with other schedules:</b>  <i>State Records Authority of NSW Alternative Dispute Resolution Directorate FA338 Reference 1.2.1 Records relating to dispute cases/matters – Retain minimum of 7 years after action completed, then destroy</i>  <i>PROV Retention and Disposal Authority for records of alternative dispute resolution services PROS15/04 Reference 1.2 Records documenting the ADR process – Destroy 5 years after last action</i></p>

Ref. No	Description of record and retention period	Justification for retention period
	<ul style="list-style-type: none"> <li>• State property access and use</li> <li>• consumer related responsibilities, including those:                             <ul style="list-style-type: none"> <li>○ referred by Energy Ombudsman</li> <li>○ not covered by Energy Ombudsman complaints management scope</li> <li>○ not conducted by Queensland Consumer Authority.</li> </ul> </li> </ul> <p>Activities include:</p> <ul style="list-style-type: none"> <li>• conciliation, mediation and alternative dispute resolution processes</li> <li>• referrals to Governor in Council</li> <li>• referrals of disputes to mediation or arbitration by other parties</li> <li>• recommendations for further action, e.g. court processes.</li> </ul> <p><b>Disposal action</b> – Retain for 7 years after action completed.</p>	<p><i>Energy and Water Ombudsman Queensland Retention and Disposal Schedule QDAN700 v.1 Reference 1.2.3 Resulting in an agreement-minor – Retain for 7 years after investigation is finalised</i></p> <p><i>Residential Tenancies Retention and Disposal Schedule QDAN706 v.1 Reference 2.1.1 Conciliation – Retain for 7 years after finalisation of conciliation process or bond, whichever is latest</i></p>

Ref. No	Description of record and retention period	Justification for retention period
1.13	<b>Enforcement</b>	
1.13.1	<p><b>Regulatory enforcement</b></p> <p>Records relating to issuing directives, orders, fines, penalties or exemptions for energy related matters under relevant legislation.</p> <p>Enforcement includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• enforcement orders</li> <li>• emergency orders</li> <li>• orders to stop, remove, demolish, restore or rehabilitate</li> <li>• orders to ration energy, including gas and electricity</li> <li>• actions taken against electricity entities for contravention of compliance directions and non-compliance with conditions of authority</li> <li>• action taken to remedy matters of non-compliance.</li> </ul> <p><b>Disposal action</b> - Retain for 7 years after action completed.</p>	<p><b>Background/business process:</b></p> <p>Enforcement related records are created during compliance monitoring processes to ensure adherence to legislative requirements, enable actions, remedy inactions or contraventions, and take punitive action against offenders.</p> <p>Illustrative process:</p> <ul style="list-style-type: none"> <li>• As part of monitoring and surveillance programs, and conducting inspection or investigation processes, on-the-spot notices, such as directives, orders, fines, penalties and exemptions, are issued</li> <li>• Identify breach/issue; communicate breach/issue to relevant person; issue notices; register issued notices; communicate issued notices to other business processes; follow up notices with action requirements; collect payment requirements; follow up payments.</li> </ul> <p><b>Regulatory requirements:</b></p> <p><i>Electricity Act 1994 – s124, 135AF (emergency rationing)</i></p> <p><i>Electricity Regulation 2006 – s249 (electric line)</i></p> <p><i>Gas Supply Act 2003 - s270ZD (actions against entities)</i></p> <p><i>Nuclear Facilities Prohibition Act 2007 – s10, 13, 15 (land and buildings)</i></p> <p><b>Business requirements:</b></p> <p>Energy Division (DEWS) requires these records to be retained 7 years as they:</p> <ul style="list-style-type: none"> <li>• are required to be retained for financial reasons as they are linked to the receipt of monies and are therefore required to be retained for the same period of time as the related financial records which is 7 years within the <i>General Retention and Disposal Schedule for Administrative Records</i></li> <li>• support the decisions of the business</li> <li>• ensure legal reference, including standard appeals of decisions, judicial review and other court processes under s10 of the <i>Limitation of Actions Act 1974</i></li> <li>• under s16 of the <i>Nuclear Facilities Prohibition Act 2007</i>, the registrar must keep records showing that the enforcement order has been made.</li> </ul>



Ref. No	Description of record and retention period	Justification for retention period
		<p>It is also consistent with the IT Partners business requirements of other approved schedules.</p> <p><b>Comparison with other schedules:</b></p> <p><i>Agriculture Retention and Disposal Schedule QDAN719 v.1</i> Reference 1.10.1 Regulatory enforcement – Retain for 7 years after action completed</p> <p><i>Fisheries Retention and Disposal Schedule QDAN724 v.1</i> Reference 5.2.1 Regulatory enforcement – Retain for 7 years after action completed</p> <p><i>Forestry Retention and Disposal Schedule QDAN725 v.1</i> Reference 1.10.1 Regulatory enforcement – Retain for 7 years after action completed</p>

Ref. No	Description of record and retention period	Justification for retention period
1.14	<b><i>Incident and emergency response</i></b>	
1.14.1	<p><b><i>Incident and emergency response - significant*</i></b></p> <p>Records relating to managing significant incidents, emergencies and natural disasters that impact on community energy supplies with consequences to human health and welfare.</p> <p>Significant incident and emergency responses may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• coordinating an emergency response and managing emergency situation in an assistive capacity, including providing advice e.g. assisting police and emergency services with energy network information, taking action and providing situational reporting</li> <li>• having industry discussions and making decisions to enact emergency powers e.g. rationing</li> <li>• ensuring appropriate continuity of energy supply to community and business, with Department's role in assumption of control of energy supply in emergency situations (at ministerial behest and including ministerial briefings), and managing criticalities for the time of the emergency, including activities and roles to: <ul style="list-style-type: none"> <li>○ provide, operate, control, regulate and direct relevant energy services, including gas, electricity and renewable energy sources</li> <li>○ requisition or prohibition of land, buildings, structures and equipment for</li> </ul> </li> </ul>	<p><b>Background/business process:</b></p> <p>Incident/emergency response records are created in one off processes, designed around the incident or emergency at hand. Significant incidents or emergencies generally involve loss of life or significant loss of property, however energy emergencies can revolve not only around a large scale incident/disaster, but could be the systemic failure of one or more providers to provide energy needs with massive impact on community and economy, with or without a particular incident or disaster.</p> <p>Illustrative process:</p> <ul style="list-style-type: none"> <li>• Receive incident/emergency notification; assemble incident/emergency team; prepare recordkeeping framework; meet to discuss and delegate; organise incident/emergency taskforce; develop action plan; undertake delegated roles; liaise with police; emergency services; inspectors/investigators and ground staff; communicate internally; prepare and send media releases; complete action plan; close incident/emergency; review responses; identify improvements for next incident/emergency.</li> <li>• coordinating an emergency response and managing emergency situation in an assistive capacity, including providing advice <i>e.g. assisting police and emergency services with energy network information</i>, taking action and providing situational reporting</li> <li>• having industry discussions and making decisions to enact emergency powers e.g. rationing</li> <li>• ensuring appropriate continuity of energy supply to community and business, with Department's role in assumption of control of energy supply in emergency situations (at ministerial behest and including ministerial briefings), and managing criticalities for the time of the emergency, including activities and roles to: <ul style="list-style-type: none"> <li>○ provide, operate, control, regulate and direct relevant energy services, including gas, electricity and renewable energy sources</li> <li>○ requisition or prohibition of land, buildings, structures and equipment for use in energy service provision in relation to declared emergencies</li> </ul> </li> </ul>

Ref. No	Description of record and retention period	Justification for retention period
	<p>use in energy service provision in relation to declared emergencies</p> <ul style="list-style-type: none"> <li>○ extraction, production, supply, distribution, sale, purchase, use, consumption and storage of energy relating to declared emergencies, including for example: <ul style="list-style-type: none"> <li>▪ allocating liquid fuel supplies to bulk customers in declared emergencies</li> <li>▪ directing purchase, blend, and use of ethanol by sellers and operators of oil refineries or facilities for bulk motor spirit storage</li> </ul> </li> <li>• maintain ongoing storage, upkeep, repair and maintenance of property, commodities and equipment for energy production for the period of declared emergencies.</li> </ul> <p><b>Disposal action</b> - Retain permanently.</p>	<ul style="list-style-type: none"> <li>○ extraction, production, supply, distribution, sale, purchase, use, consumption and storage of energy relating to declared emergencies, including for example: <ul style="list-style-type: none"> <li>▪ allocating liquid fuel supplies to bulk customers in declared emergencies</li> <li>▪ directing purchase, blend, and use of ethanol by sellers and operators of oil refineries or facilities for bulk motor spirit storage</li> </ul> </li> <li>• maintain ongoing storage, upkeep, repair and maintenance of property, commodities and equipment for energy production for the period of declared emergencies.</li> </ul> <p><b>Regulatory requirements:</b>  <i>Liquid Fuel Supply Act 1984 - s 24, 30, 34</i></p> <p><b>Business requirements:</b>  Energy Division (DEWS) requires these records to be retained permanently as they:</p> <ul style="list-style-type: none"> <li>• provide long term reference value for future incidents</li> <li>• provides evidence of the department’s response in the event of legal challenges</li> <li>• document the history of the department’s work in their response to significant incidents.</li> </ul> <p>It is also consistent with the IT Partners business requirements of other approved schedules.</p> <p><b>Permanent retention criteria:</b>  Meets the following characteristics of the QSA Appraisal Statement:</p> <ul style="list-style-type: none"> <li>• 2 - Primary Functions and Programs of Government</li> <li>• 3 - Enduring Rights and Entitlements</li> <li>• 4 - Significant Impact on Individuals</li> <li>• 6 – Environmental management &amp; change.</li> </ul> <p><b>Comparison with other schedules:</b>  <i>Agriculture Retention and Disposal Schedule QDAN719 v.1</i> Reference 1.12.1 Incident and emergency responses-significant – Retain permanently</p>

Ref. No	Description of record and retention period	Justification for retention period
		<p><i>Fisheries Retention and Disposal Schedule QDAN724 v.1</i> Reference 4.4.1 Incident and emergency responses-significant – Retain permanently</p> <p><i>Forestry Retention and Disposal Schedule QDAN725 v.1</i> Reference 1.11.1 Incident and emergency responses-significant – Retain permanently</p>
1.14.2	<p><b><i>Incident and emergency response - other~</i></b> Records relating to managing other incidents, emergencies and natural disasters not included in 1.14.1.</p> <p><b>Disposal action</b> - Retain for 7 years after action completed.</p>	<p><b>Background/business process:</b> See 1.14.1.</p> <p><b>Business requirements:</b> Energy Division (DEWS) requires these records to be retained 7 years as they:</p> <ul style="list-style-type: none"> <li>• are required for future business enhancement and improvement of emergency and incident response handling.</li> <li>• support the decisions of the business.</li> <li>• ensure legal reference, including standard appeals of decisions, judicial review and other court processes under s10 of the <i>Limitation of Actions Act 1974</i>.</li> </ul> <p>It is also consistent with the IT Partners business requirements of other approved schedules.</p> <p><b>Comparison with other schedules:</b> <i>Agriculture Retention and Disposal Schedule QDAN719 v.1</i> Reference 1.12.2 Incident and emergency responses-other – Retain for 7 years after action completed <i>Fisheries Retention and Disposal Schedule QDAN724 v.1</i> Reference 4.2.2 Incident and emergency response-other – Retain for 7 years after action completed <i>Forestry Retention and Disposal Schedule QDAN725 v.1</i> Reference 1.11.2 Incident and emergency response-other – Retain for 7 years after action completed</p>

Ref. No	Description of record and retention period	Justification for retention period
1.15	<b>Inspections</b>	
1.15.1	<p><b>Inspections - significant*</b></p> <p>Records relating to conducting significant energy related inspections for compliance with legislation. Significant inspections may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• inspecting energy entities for compliance to legislation, including regulated industry activities and practices for: <ul style="list-style-type: none"> <li>○ demand management, energy efficiency</li> <li>○ energy and service provision, e.g. network services, supply conditions, disconnection/reconnection conditions, energy qualities, standby supplies</li> <li>○ designs, builds, operations and maintenance, e.g. power stations, works, substations, meters, control apparatus</li> </ul> </li> <li>• inspecting testing services for compliance, e.g. testing electrical equipment services.</li> </ul> <p><b>Disposal action</b> - Retain for 25 years after action completed.</p>	<p><b>Background/business process:</b></p> <p>Inspection records are created during compliance enforcement processes to inspect premises, vehicles, equipment and other items under relevant legislation.</p> <p>Illustrative process:</p> <ul style="list-style-type: none"> <li>• Schedule inspection; collect required inspection documentation; mobilise to inspection site; observe/monitor inspection site; complete inspection documentation; draft inspection report; report inspection results; communicate inspection report.</li> </ul> <p><b>Regulatory requirements:</b></p> <p><i>Electricity Act 1994 - s120AA, 135IZ, 152A</i>  <i>Electricity Regulation 2006 – s154</i>  <i>Gas Supply Act 2003 – s310</i></p> <p><b>Business requirements:</b></p> <p>Energy Division (DEWS) requires these records to be retained for 25 years as they:</p> <ul style="list-style-type: none"> <li>• are required for long term business need based on industry cycles of renewal and regeneration</li> <li>• cover the department for risks associated with the government’s responsibility to check and catch problems. Inspectors can uncover significant risks and undue exposure to the community, environment and workforce during routine inspections</li> <li>• directly relate to or provide background information to significant incidents or investigations</li> <li>• represent industry cycles over time required for reference to effectively assess long-term impacts including environmental impacts and outcomes.</li> </ul> <p>It is also consistent with the IT Partners business requirements of other approved schedules.</p> <p><b>Comparison with other schedules:</b></p>

Ref. No	Description of record and retention period	Justification for retention period
		<p><i>Agriculture Retention and Disposal Schedule QDAN719 v.1</i> Reference 1.13.1  Inspections-significant – Retain for 25 years after action completed</p> <p><i>Fisheries Retention and Disposal Schedule QDAN724 v.1</i> Reference 1.6.1  Inspections-significant – Retain for 25 years after action completed</p> <p><i>Forestry Retention and Disposal Schedule QDAN725 v.1</i> Reference 1.12.1  Inspections-significant – Retain for 25 years after action completed</p>
1.15.2	<p><b>Inspections - other~</b>  Records relating to conducting other inspections not included in 1.15.1.</p> <p><b>Disposal action</b> - Retain for 7 years after action completed.</p>	<p><b>Background/business process:</b>  See 1.15.1.</p> <p><b>Regulatory requirements:</b>  See 1.15.1.</p> <p><b>Business requirements:</b>  Energy Division (DEWS) requires these records to be retained for 7 years as they:</p> <ul style="list-style-type: none"> <li>• support the decisions of the business</li> <li>• ensure legal reference, including standard appeals of decisions, judicial review and other court processes under s10 of the <i>Limitation of Actions Act 1974</i>.</li> </ul> <p>The retention period is consistent with the Energy Sector schedule (QDAN618 v.1). It is also consistent with the IT Partners business requirements of other approved schedules.</p> <p><b>Comparison with other schedules:</b></p> <p><i>Energy Sector Retention and Disposal Schedule QDAN618 v.1</i> Reference 4.3.1  Customer installations – Retain for 5 years after last action</p> <p><i>Agriculture Retention and Disposal Schedule QDAN719 v.1</i> Reference 1.13.2  Inspections-other – Retain for 7 years after action completed</p> <p><i>Fisheries Retention and Disposal Schedule QDAN724 v.1</i> Reference 1.6.2  Inspections-other – Retain for 7 years after action completed</p> <p><i>Forestry Retention and Disposal Schedule QDAN725 v.1</i> Reference 1.12.2  Inspections-other – Retain for 7 years after action completed</p>

Ref. No	Description of record and retention period	Justification for retention period
1.16	<b>Investigations</b>	
1.16.1	<p><b>Investigations - significant*</b></p> <p>Records relating to significant energy related investigations involving offences under relevant legislation.</p> <p>Significant investigations may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• nuclear facilities and waste</li> <li>• emergency and post-emergency incidents and disasters involving or impacting on energy provision and supply networks.</li> </ul> <p><b>Disposal action</b> - Retain permanently</p>	<p><b>Background/business process:</b></p> <p>Investigation records are created as part of compliance enforcement processes, where an investigating officer finds a cause or evidence to open a case to investigate further, or has a case referred by other authorised officers (inspectors, complaint conciliators) with a view to successfully prosecute for an offence under relevant legislation. A case proceeds to prosecution if a worthy case has been made and is likely to succeed through the courts.</p> <p>Illustrative process:</p> <ul style="list-style-type: none"> <li>• Receive complaint/notification of potential offence; conduct investigations; conduct interviews; collect evidence; compile case; make recommendations for prosecution; refer to prosecutors.</li> </ul> <p>Even though there are no nuclear facilities in Queensland, there may be investigations into the illegal operation of a nuclear facility.</p> <p><b>Regulatory requirements:</b></p> <p><i>Electricity Act 1994 – s 20R, 69, 87-88, 88A, 90A, 91A, 111, 120AC, 120ZE, 120ZJ, 131, 135AL, 166, 176, 227-241, 334</i></p> <p><i>Electricity Regulation 2006 – s9, 26-30, 143, 162-166</i></p> <p><i>Gas Supply Act 2003 – s43, 126, 137, 169-175, 231-232, 234, 237, 240, 242, 244, 246-247, 255, 268, 270ZA-ZB, 270ZE, 277, 286-292, 294-298, 317-318, 329</i></p> <p><i>Liquid Fuel Supply Act 1984 – s8-10, 14, 17, 19- 21, 24-25, 27, 29-33, 38, 40-43, 47, 52</i></p> <p><i>Nuclear Facilities Prohibition Act 2007 – s7, 13, 23</i></p> <p><b>Business requirements:</b></p> <p>Energy Division (DEWS) requires these records to be retained permanently as they:</p> <ul style="list-style-type: none"> <li>• are required for long term business need based on industry cycles of renewal and regeneration</li> <li>• represent industry cycles over time required for reference to effectively assess long-term impacts. They are the foundations for corporate memory for</li> </ul>

Ref. No	Description of record and retention period	Justification for retention period
		<p>enhancement and improvement of economic and environmental impacts and outcomes</p> <ul style="list-style-type: none"> <li>• provide evidence of decisions, support actions, and provide a history of the investigations relating to energy providers and properties</li> <li>• are required for long term reference for generational change</li> <li>• support other business processes including complaint conciliation, mediation, enforcement and dispute resolution processes.</li> </ul> <p>The retention period is consistent with Tasmania. It is also consistent with the IT Partners business requirements of other approved schedules.</p> <p><b>Permanent retention criteria:</b> Meets the following characteristic of the QSA Appraisal Statement:</p> <ul style="list-style-type: none"> <li>• 2 – Primary functions &amp; programs of Government</li> <li>• 5 - Substantial contribution to community memory.</li> </ul> <p><b>Comparison with other schedules:</b> <i>Disposal schedule for functional records of the Office of the Tasmania Economic Regulator no. 2384 Reference 02.12.02 Records of price investigations - Permanent Agriculture Retention and Disposal Schedule QDAN719 v.1 Reference 1.14.1 Investigations-significant – Retain permanently</i> <i>Gold Coast 2018 Commonwealth Games Coordination Retention and Disposal Schedule QDAN721 v.1 Reference 1.7.1 Investigations-significant – Retain permanently</i> <i>Fisheries Retention and Disposal Schedule QDAN724 v.1 Reference 5.3.1 Investigations-significant – Retain permanently</i> <i>Forestry Retention and Disposal Schedule QDAN725 v.1 Reference 1.13.1 Investigations-significant – Retain permanently</i></p>
1.16.2	<p><b>Investigations - other~</b> Records relating to investigating other energy related offences under relevant legislation. Investigations may include, but are not limited to:</p>	<p><b>Background/business process:</b> See 1.16.1.</p> <p><b>Regulatory requirements:</b> See 1.16.1.</p>



Ref. No	Description of record and retention period	Justification for retention period
	<ul style="list-style-type: none"> <li>• energy entities, including:               <ul style="list-style-type: none"> <li>○ generators, transmitters, distributors, retailers</li> <li>○ gas and electricity providers, including renewable energy generators and providers</li> </ul> </li> <li>• energy storage and supplies</li> <li>• breaches of legislation</li> <li>• contravention of authority/licensing conditions and industry codes.</li> </ul> <p><b>Disposal action</b> - Retain for 7 years after action completed.</p>	<p><b>Business requirements:</b></p> <p>Energy Division (DEWS) requires these records to be retained for 7 years as they:</p> <ul style="list-style-type: none"> <li>• are required for future business enhancement and improvement</li> <li>• support the decisions of the business</li> <li>• ensure legal reference, including standard appeals of decisions, judicial review and other court processes under s10 of the <i>Limitation of Actions Act 1974</i>.</li> </ul> <p>It is also consistent with the IT Partners business requirements of other approved schedules.</p> <p><b>Comparison with other schedules:</b></p> <p><i>Agriculture Retention and Disposal Schedule QDAN719 v.1</i> Reference 1.14.2 Investigations-other – Retain for 7 years after action completed</p> <p><i>Gold Coast 2018 Commonwealth Games Coordination Retention and Disposal Schedule QDAN721 v.1</i> Reference 1.7.2 Investigations-other – Retain for 7 years after action completed</p> <p><i>Fisheries Retention and Disposal Schedule QDAN724 v.1</i> Reference 5.3.2 Investigations-other – Retain for 7 years after action completed</p> <p><i>Forestry Retention and Disposal Schedule QDAN725 v.1</i> Reference 1.13.2 Investigations-other – Retain for 7 years after action completed</p>

Ref. No	Description of record and retention period	Justification for retention period
1.17	<b>Licensing</b>	
1.17.1	<p><b>Granted licences and permits - successful</b> Records relating to approving and issuing energy related licences and permits. Includes the submission, renewal, transfer, release, change, surrender, cancellation, termination and surrendering of licences and permits. Licences and permits include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• permits for purchase of liquid fuel during declared emergencies</li> <li>• licences for energy provision and special approvals under activities and agreements with energy providers</li> <li>• generation authorities, transmission authorities, distribution authorities, including point-to-point distribution authorities, area distribution authorities</li> <li>• retail authorities, including area retail authorities, general retail authorities</li> <li>• special approvals to act as generation, transmission or distribution authorities (without same authorities).</li> </ul> <p><b>Disposal action</b> - Retain for 7 years after licence/permit expires or ceases.</p>	<p><b>Background/business process:</b> Licence* records are created during licensing application assessment processes. Illustrative process:</p> <ul style="list-style-type: none"> <li>• Receive licence* application; assess licence application; request further information; assess individual supporting studies and reports; consult with stakeholders; make required checks; check histories (e.g. criminal, occupational), qualifications, examination results, mutual recognition and previous licence status; grant licence; issue licence identification or certification; transfer, suspend, renew or cancel licence.</li> </ul> <p><small>* Licence is generic term covering a range of types including licences, permits, leases, certifications, exemptions, clearances, claims, charges, benefits, interests. Note: The period of currency/renewal varies with type of licence and the legislation it is issued under.</small></p> <p><b>Regulatory requirements:</b> <i>Gladstone Power Station Agreement Act 1993 – s13, 14</i> <i>Liquid Fuel Supply Act 1984 – s25</i></p> <p><b>Business requirements:</b> Energy Division (DEWS) requires these records to be retained for 7 years as they:</p> <ul style="list-style-type: none"> <li>• support the decisions of the business</li> <li>• ensure legal reference, including standard appeals of decisions, judicial review and other court processes under s10 of the <i>Limitation of Actions Act 1974</i>.</li> </ul> <p>The retention period is consistent with the Energy Sector schedule (QDAN618 v.1). It is also consistent with the IT Partners business requirements of other approved schedules.</p> <p><b>Comparison with other schedules:</b> <i>Energy Sector Retention and Disposal Schedule QDAN618 v.1</i></p> <ul style="list-style-type: none"> <li>• Reference 1.5.11 Permits to work – Retain for 5 years after expiry of permit to work</li> <li>• Reference 1.7.1 Intellectual property-trade marks – Retain for 7 years after cessation of registration</li> </ul>

Ref. No	Description of record and retention period	Justification for retention period
		<ul style="list-style-type: none"> <li>Reference 1.7.2 Plant registration-Workplace Health &amp; Safety Regulation 1997 – Retain for 7 years after cessation of registration</li> </ul> <p><i>Agriculture Retention and Disposal Schedule QDAN719 v.1</i> Reference 1.15.1 Granted licences and permits – Retain for 7 years after licence/permit ceased or expired</p> <p><i>Fisheries Retention and Disposal Schedule QDAN724 v.1</i> Reference 1.7.1 Granted licences and permits – Retain for 7 years after licence or permit expires or ceases</p> <p><i>Forestry Retention and Disposal Schedule QDAN725 v.1</i> Reference 1.14.1 Granted leases, licences and permits – Retain for 7 years after lease, licence or permit ceases or expires</p>
1.17.2	<p><b>Granted licences and permits - unsuccessful, refused and withdrawn applications</b></p> <p>Records relating to unsuccessful, refused and withdrawn applications for energy related licences and permits.</p> <p><b>Disposal action</b> - Retain for 2 years after licence/permit refused/withdrawn.</p>	<p><b>Background/business process:</b> See 1.17.1.</p> <p><b>Regulatory requirements:</b> See 1.17.1.</p> <p><b>Business requirements:</b> Energy Division (DEWS) requires these records to be retained for 2 years as they:</p> <ul style="list-style-type: none"> <li>support the decisions of the business</li> <li>ensure legal reference, including standard appeals of decisions, judicial review and other court processes under s10 of the <i>Limitation of Actions Act 1974</i>.</li> </ul> <p>It is also consistent with the IT Partners business requirements of other approved schedules.</p> <p><b>Comparison with other schedules:</b></p> <p><i>Agriculture Retention and Disposal Schedule QDAN719 v.1</i> Reference 1.15.2 Unsuccessful and withdrawn applications – Retain for 2 years after licence/permit refused or withdrawn</p> <p><i>Fisheries Retention and Disposal Schedule QDAN724 v.1</i> Reference 1.7.2 Unsuccessful and withdrawn applications – Retain for 2 years after licence or permit refused or withdrawn</p> <p><i>Forestry Retention and Disposal Schedule QDAN725 v.1</i> Reference 1.14.2 Unsuccessful and withdrawn applications – Retain for 2 years after licence or permit refused or withdrawn</p>

Ref. No	Description of record and retention period	Justification for retention period
1.18	<b>Monitoring and surveillance</b>	
1.18.1	<p><b>Monitoring energy industry participants</b></p> <p>Records relating to monitoring and administering compliance of licensees with energy related legislation and licence conditions and monitoring community adherence to energy provision requirements.</p> <p>Includes developing, implementing and maintaining compliance programs.</p> <p>Monitoring includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• work related compliance obligations of energy distributors, e.g. guards, warning lights, site restoration, maintenance</li> <li>• responsibilities of energy authorities, e.g. conditions of approvals, authorities and licences</li> <li>• the standards to which work completed e.g. in response to direction notices like gas infrastructure work direction notices</li> <li>• requirements for electricity entities, retailers or special approval holders to conduct internal audits</li> <li>• energy industry compliance generally, and in particular from advice received about emergencies and significant disruptions</li> <li>• energy authority activities as result of emergency orders</li> <li>• potential for and unlawful activities, e.g. tampering with distribution pipelines</li> </ul>	<p><b>Background/business process:</b></p> <p>Monitoring and surveillance records are created in planning and programming enforcement actions processes.</p> <p>Illustrative process:</p> <ul style="list-style-type: none"> <li>• Gather and analyse enforcement related data (e.g. remote sensors, offence demographics), report on enforcement related issues, plan enforcement priorities, design enforcement program, run enforcement program, (e.g. authorised officers duty rosters), collect enforcement work and output data, report on enforcement work outputs (e.g. planned versus actual comparisons) and outcomes (e.g. reductions/increases), review enforcement outcomes (e.g. recommendations for next program).</li> </ul> <p><b>Regulatory requirements:</b></p> <p>Monitoring and surveillance is an inferred responsibility given enforcement, inspection, investigation, and prosecution activities. However, some legislation mandates monitoring and surveillance activities:</p> <p><i>Electricity Act 1994 - s. 63, 120AA, 153, 350</i></p> <p><i>Gas Supply Act 2003 - s. 83-86, 87-88, 244</i></p> <p><i>Nuclear Facilities Prohibition Act 2007 - s. 23 (general oversight of offence provisions of Act and general monitoring e.g. parliament and the media, for Commonwealth action that activates legislative provisions for public referenda on nuclear prohibition in Qld)</i></p> <p><b>Business requirements:</b></p> <p>Energy Division (DEWS) requires these records to be retained for 7 years as they:</p> <ul style="list-style-type: none"> <li>• are required for future business enhancement and improvement</li> <li>• need to be retained to support the decisions of the business.</li> </ul> <p>The retention period is consistent with the NAA. It is also consistent with the IT Partners business requirements of other approved schedules.</p> <p><b>Comparison with other schedules:</b></p> <p><i>National Archives of Australia Department of Industry, Tourism and Resources Records Authority 2007/00307997 Reference 18368 Records documenting assistance</i></p>

Ref. No	Description of record and retention period	Justification for retention period
	<ul style="list-style-type: none"> <li>• adequacy of industry activities and practices for:                             <ul style="list-style-type: none"> <li>○ demand management</li> <li>○ energy efficiency</li> <li>○ service provision, e.g. network services, supply conditions, disconnection and reconnection conditions</li> <li>○ qualities of energy provision, e.g. electricity voltages, frequency, power factors, standby supplies</li> <li>○ designs, builds, operations and maintenance, e.g. works, substations, meters, control apparatus.</li> </ul> </li> </ul> <p><b>Disposal action</b> - Retain for 7 years after action completed.</p>	<p>provided to resolve disputes between distributors, wholesalers or retailers about the supply of motor fuel in Australia – Destroy 7 years after last action  <i>Agriculture Retention and Disposal Schedule QDAN719 v.1</i> Reference 1.16.1                      Monitoring licence holders and areas – Retain for 7 years after action completed  <i>Gold Coast 2018 Commonwealth Games Coordination Retention and Disposal Schedule QDAN721 v.1</i> Reference 1.9.1                      Monitoring compliance – Retain for 7 years after action completed  <i>Fisheries Retention and Disposal Schedule QDAN724 v.1</i> Reference 1.9.1                      Monitoring licence holders and associated areas – Retain for 7 years after action completed  <i>Forestry Retention and Disposal Schedule QDAN725 v.1</i> Reference 1.17.1                      Monitoring licence holders and areas – Retain for 7 years after action completed</p>

Ref. No	Description of record and retention period	Justification for retention period
1.19	<b>Partnerships</b>	
1.19.1	<p><b>Partnerships - significant*</b></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 energy industry management outcomes.</p> <p><b>Disposal action</b> - Retain permanently.</p>	<p><b>Background/business process:</b></p> <p>Partnership records are created in setting up arrangements to work with others in significant partnerships and joint ventures set up to carry significant energy industry development responsibilities, activities and programs.</p> <p>Illustrative process:</p> <ul style="list-style-type: none"> <li>Identify need for partnership, identify potential parties, negotiate with potential parties, agree on parties, agree on funding*, agree on roles and responsibilities, identify format of agreement (e.g. formal agreement, memorandum of understanding) , draft agreement or instrument (as required), negotiate signing*, plan and organise responsibilities under partnership, fulfil responsibilities (via other business processes), identify review date for agreement*, review agreement* (*if required)</li> </ul> <p><b>Business requirements:</b></p> <p>Energy Division (DEWS) requires these records to be retained permanently as they:</p> <ul style="list-style-type: none"> <li>provide long term reference value</li> <li>document the history of the department’s significant work.</li> </ul> <p><b>Permanent retention criteria:</b></p> <p>Meets the following characteristic of the QSA Appraisal Statement:</p> <ul style="list-style-type: none"> <li>2 - Primary Functions and Programs of Government</li> <li>5 - Substantial Contribution to Community Memory</li> <li>6 - Environmental Management and Change.</li> </ul> <p>The retention period is consistent with the Energy Sector schedule (QDAN618 v.1). It is also consistent with the IT Partners business requirements of other approved schedules.</p> <p><b>Comparison with other schedules:</b></p> <p><i>Energy Sector Retention and Disposal Schedule QDAN618 v.1</i> Reference 2.2.3 Joint venture agreements – Retain permanently  <i>Agriculture Retention and Disposal Schedule QDAN719 v.1</i> Reference 1.17.1 Partnerships-significant – Retain permanently</p>

Ref. No	Description of record and retention period	Justification for retention period
		<p><i>Gold Coast 2018 Commonwealth Games Coordination Retention and Disposal Schedule QDAN721 v.1 Reference 1.10.1 Joint ventures-significant – Retain permanently</i></p> <p><i>Small Business Development Retention and Disposal Schedule QDAN722 v.1 Reference 1.5.1 Joint ventures-significant – Retain permanently</i></p> <p><i>Fisheries Retention and Disposal Schedule QDAN724 v.1 Reference 1.10.1 Partnerships-significant – Retain permanently</i></p> <p><i>Forestry Retention and Disposal Schedule QDAN725 v.1 Reference 1.18.1 Partnerships-significant – Retain permanently</i></p>
1.19.2	<p><b>Partnerships - other~</b></p> <p>Records relating to managing other joint operations by the department with other organisations (private sector and government) where the partnership has made other contributions to energy industry management outcomes.</p> <p><b>Disposal action</b> - Retain for 7 years after partnership expires.</p>	<p><b>Background/business process:</b></p> <p>See 1.19.1.</p> <p><b>Regulatory requirements:</b></p> <p>See 1.19.1.</p> <p><b>Business requirements:</b></p> <p>Energy Division (DEWS) requires these records to be retained 7 years as they:</p> <ul style="list-style-type: none"> <li>• are required for future business enhancement and improvement</li> <li>• need to be retained to support the decisions of the business</li> <li>• ensure legal reference, including standard appeals of decisions, judicial review and other court processes under s10 of the <i>Limitation of Actions Act 1974</i>.</li> </ul> <p>It is also consistent with the IT Partners business requirements of other approved schedules.</p> <p><b>Comparison with other schedules:</b></p> <p><i>Tourism Retention and Disposal Schedule QDAN709 v.1 Reference 1.7.2 Joint ventures-other – Retain for 7 years after partnership/agreement expires</i></p> <p><i>Agriculture Retention and Disposal Schedule QDAN719 v.1 Reference 1.17.2 Partnerships-other – Retain for 7 years after partnership expires</i></p> <p><i>Gold Coast 2018 Commonwealth Games Coordination Retention and Disposal Schedule QDAN721 v.1 Reference 1.10.2 Joint ventures-other – Retain for 7 years after partnership expires</i></p> <p><i>Small Business Development Retention and Disposal Schedule QDAN722 v.1 Reference 1.5.2 Joint ventures-other – Retain for 7 years after partnership expires</i></p>

Ref. No	Description of record and retention period	Justification for retention period
		<i>Fisheries Retention and Disposal Schedule QDAN724 v.1 Reference 1.10.2</i> Partnerships-other – Retain for 7 years after partnership expires <i>Forestry Retention and Disposal Schedule QDAN725 v.1 Reference 1.18.2</i>



Ref. No	Description of record and retention period	Justification for retention period
1.20	<b>Planning</b>	
1.20.1	<p><b>Planning - significant *</b></p> <p>Records relating to planning significant energy related planning development initiatives, programs, strategies, priorities and activities for improved community outcomes in the provision of energy. Includes preparing management plans and consultation processes with community and key stakeholders.</p> <p>Significant planning may include, but is not limited to:</p> <ul style="list-style-type: none"> <li>• energy industry contingency planning, including energy reserve provisions</li> <li>• planning for shortages or anticipated shortages of liquid fuel</li> <li>• planning activities in event of emergencies to support Ministerial assuming control of extraction, production, supply, distribution, sale, purchase, use consumption and storage of energy, e.g. liquid fuels.</li> </ul> <p><b>Disposal action</b> - Retain permanently.</p>	<p><b>Background/business process:</b></p> <p>Planning records are created during planning, reviewing and evaluating energy management industry development processes.</p> <p>Illustrative process:</p> <ul style="list-style-type: none"> <li>• Research environment and markets; determine broad direction appropriate to environment and markets; develop mission statement; identify goals, objectives and strategies; draft planning document; consult with stakeholders; approve planning document; map activities; develop tactical and operational plans, task lists and work schedules; run planned work as per other business processes; monitor performance as per performance management processes; review plans.</li> </ul> <p><b>Regulatory requirements:</b></p> <p><i>Liquid Fuel Supply Act 1984 – s8</i></p> <p><b>Business requirements:</b></p> <p>Energy Division (DEWS) requires these records to be retained permanently as they:</p> <ul style="list-style-type: none"> <li>• provide long term reference value to the department including knowledge of past planning activities reducing the potential for repetition of mistakes, or unnecessary cycling through unsuccessful methodologies</li> <li>• document the history of the department’s significant work.</li> </ul> <p>The retention period is consistent with the NAA and Energy Sector schedule (QDAN618 v.1). It is also consistent with the IT Partners business requirements of other approved schedules.</p> <p><b>Permanent retention criteria:</b></p> <p>Meets the following characteristic of the QSA Appraisal Statement:</p> <ul style="list-style-type: none"> <li>• 2 - Primary functions and programs of government</li> <li>• 5 - Substantial contribution to community memory</li> <li>• 6 - Environmental management and change.</li> </ul> <p><b>Comparison with other schedules:</b></p>

Ref. No	Description of record and retention period	Justification for retention period
		<p><i>National Archives of Australia Department of Industry, Tourism and Resources Records Authority 2007/00307997 Reference 18408</i> Records documenting the development of significant plans relating to the energy and mineral resources function such as strategic industry and program implementation action plans – Retain as national archives</p> <p><i>Energy Sector Retention and Disposal Schedule QDAN618 v.1 Reference 1.6.1</i> Asset feasibility studies-environmental/geological/archaeological – Retain permanently</p> <p><i>Tourism Retention and Disposal Schedule QDAN709 v.1 Reference 1.9.1</i> Tourism and travel industry planning-significant – Retain permanently</p> <p><i>Agriculture Retention and Disposal Schedule QDAN719 v.1 Reference 1.18.1</i> Planning-significant – Retain permanently</p> <p><i>Gold Coast 2018 Commonwealth Games Coordination Retention and Disposal Schedule QDAN721 v.1 Reference 1.11.1</i> Strategic planning-significant – Retain permanently</p> <p><i>Small Business Development Retention and Disposal Schedule QDAN722 v.1 Reference 1.6.1</i> Small business industry planning-significant – Retain permanently</p> <p><i>Fisheries Retention and Disposal Schedule QDAN724 v.1 Reference 1.11.1</i> Planning-significant – Retain permanently</p> <p><i>Forestry Retention and Disposal Schedule QDAN725 v.1 Reference 1.19.1</i> Planning-significant – Retain permanently</p>
1.20.2	<p><b>Planning - other~</b> Records relating to planning other energy related development initiatives, programs, strategies, priorities, activities for improved community outcomes in the provision of energy.</p> <p><b>Disposal action</b> - Retain for 7 years after action completed.</p>	<p><b>Background/business process:</b> See 1.20.1.</p> <p><b>Regulatory requirements:</b> See 1.20.1.</p> <p><b>Business requirements:</b> Energy Division (DEWS) requires these records to be retained for 7 years as they:</p> <ul style="list-style-type: none"> <li>• are required for future business enhancement and improvement</li> <li>• support the decisions of the business</li> <li>• ensure legal reference, including standard appeals of decisions, judicial review and other court processes under s10 of the <i>Limitation of Actions Act 1974</i>.</li> </ul>

Ref. No	Description of record and retention period	Justification for retention period
		<p>The retention period is consistent with the Energy Sector schedule (QDAN618 v.1). It is also consistent with the IT Partners business requirements of other approved schedules.</p> <p><b>Comparison with other schedules:</b></p> <p><i>Energy Sector Retention and Disposal Schedule QDAN618 v.1</i> Reference 1.6.2 Asset feasibility studies-proceeded – Retain for 7 years after disposal of asset</p> <p><i>Agriculture Retention and Disposal Schedule QDAN719 v.1</i> Reference 1.18.2 Planning-other – Retain for 7 years after action completed</p> <p><i>Gold Coast 2018 Commonwealth Games Coordination Retention and Disposal Schedule QDAN721 v.1</i> Reference 1.11.2 Strategic planning-other – Retain for 7 years after action completed</p> <p><i>Small Business Development Retention and Disposal Schedule QDAN722 v.1</i> Reference 1.6.2 Small business industry planning-other – Retain for 7 years after action completed</p> <p><i>Fisheries Retention and Disposal Schedule QDAN724 v.1</i> Reference 1.11.2 Planning-other – Retain for 7 years after action completed</p> <p><i>Forestry Retention and Disposal Schedule QDAN725 v.1</i> Reference 1.19.2 Planning-other – Retain for 7 years after action completed</p>

Ref. No	Description of record and retention period	Justification for retention period
1.21	<b>Pricing and market analysis</b>	
1.21.1	<p><b>Energy related products and services</b></p> <p>Records relating to determining and reviewing prices and pricing structures of energy related products and services, including electricity, gas, liquid fuel and renewables.</p> <p>Pricing includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• developing price methodologies for determining or fixing prices for energy industry</li> <li>• determining prices and calculating rates, fees and charges, e.g. service charges, feed-in tariffs</li> <li>• fixing prices for particular industries, including standard and non-standard fees and charges, e.g. charges or fees for late or dishonoured payments, credit card surcharges for payments, connection fees, disconnection fees, reconnection fees, meter test fees</li> <li>• considering actual costs of making, producing or supplying goods or services</li> <li>• determining effect of prices on competition in the Queensland electricity market</li> <li>• apportioning costs of works between owners and customers</li> <li>• reviewing energy prices and price methodologies, e.g. notified prices</li> </ul>	<p><b>Background/business process:</b></p> <p>Pricing is the activity of determining the sale price of energy related products through the energy supply and distribution marketplace. Prices for different energy products will have unique and product-specific pricing processes and calculations.</p> <p>Illustrative process:</p> <ul style="list-style-type: none"> <li>• Research the marketplace, the consumer e.g. price buyers, value buyers, relationship buyers, and the political environment, e.g. fairer pricing, cost reductions promised; understand the internal mechanisms of energy supply including fixed and variable costs of supplying energy, including providing and maintaining infrastructure; determine price units, unit volumes, price positions, sale targets given particular demand; calculate break-even point and profit margin, convert to pricing “mechanism” e.g. formula or code (translatable into cost to different water consumers for different water products).</li> </ul> <p>The Queensland Competition Authority (QCA) is responsible for setting regulated electricity prices in the retail electricity market. The department regulates the performance of the QCA under the <i>Electricity Act 1994</i>. The department receives reports on pricing from QCA as well as doing their own analysis of the pricing determinations.</p> <p><b>Regulatory requirements:</b></p> <p><i>Electricity Act 1994 – s90</i>  <i>Gas Supply Act 2003 – s227B-227F, 228</i>  <i>Liquid Fuel Supply Act 1984 – s32</i></p> <p><b>Business requirements:</b></p> <p>Energy Division (DEWS) requires these records to be retained for 25 years as they:</p> <ul style="list-style-type: none"> <li>• are required for long term business need based on industry cycles of renewal and regeneration</li> <li>• cover the department for risks associated with the government’s responsibility to check and catch problems</li> </ul>

Ref. No	Description of record and retention period	Justification for retention period
	<ul style="list-style-type: none"> <li>• recommending pricing structures and plans including increases, caps and reductions</li> <li>• fixing prices and maximums for the sale of particular products, e.g. refined liquid petroleum</li> <li>• investigating market competition, e.g. Queensland retail gas market</li> <li>• analysing and reporting on Competition Authority pricing investigations</li> <li>• referring price determinations to QCA (within their terms of reference).</li> </ul> <p><b>Disposal action</b> - Retain for 25 years after action completed.</p>	<ul style="list-style-type: none"> <li>• directly relate to or provide background information to significant incidents or investigations</li> <li>• represent industry cycles over time required for reference to effectively assess long-term impacts including environmental impacts and outcomes.</li> </ul> <p>It is also consistent with the IT Partners business requirements of other approved schedules.</p> <p><b>Comparison with other schedules:</b>  <i>Forestry Retention and Disposal Schedule QDAN725 v.1</i> Reference 1.20.1 Price determination – Retain for 25 years after action completed</p>

Ref. No	Description of record and retention period	Justification for retention period
1.22	<b>Prosecution</b>	
1.22.1	<p><b>Prosecutions - significant*</b></p> <p>Records relating to prosecuting significant energy related offences under relevant legislation that may set a precedent.</p> <p><b>Disposal action</b> - Retain permanently.</p>	<p><b>Background/business process:</b></p> <p>Prosecution records are created when charging persons/parties with offences under relevant legislation and conducting court cases by presenting evidence and arguments to the judiciary to resolve cases and prosecute offenders as a disincentive for non-compliance to legislation and other statutory instruments.</p> <p>Significant cases include those that set a precedent or are the first of its kind.</p> <p>Illustrative process:</p> <ul style="list-style-type: none"> <li>• Receive referrals for prosecution from investigators; research and assess case; schedule agreed cases; prepare prosecution notes; conduct court case/present evidence; receive outcome; review case.</li> </ul> <p><b>Regulatory requirements:</b></p> <p><i>Gas Supply Act 2003 – s270ZD</i></p> <p><i>Nuclear Facilities Prohibition Act 2007 - s7, 10, 13, 15, 22</i></p> <p><b>Business requirements:</b></p> <p>Energy Division (DEWS) requires these records to be retained permanently as they:</p> <ul style="list-style-type: none"> <li>• provide evidence of decisions, support actions, and provide a history of repeat and habitual offenders</li> <li>• provide long term reference for generational change</li> <li>• set a precedent.</li> </ul> <p>It is also consistent with the IT Partners business requirements of other approved schedules.</p> <p><b>Permanent retention criteria:</b></p> <p>Meets the following characteristic of the QSA Appraisal Statement:</p> <ul style="list-style-type: none"> <li>• 3 - Enduring Rights and Entitlements</li> <li>• 4 - Significant Impact on Individuals</li> <li>• 5 – Substantial contribution to community memory</li> </ul> <p><b>Comparison with other schedules:</b></p>

Ref. No	Description of record and retention period	Justification for retention period
		<p><i>Agriculture Retention and Disposal Schedule QDAN719 v.1</i> Reference 1.19.1 Prosecution-significant – Retain permanently</p> <p><i>Gold Coast 2018 Commonwealth Games Coordination Retention and Disposal Schedule QDAN721 v.1</i> Reference 1.12.1 Prosecutions-significant – Retain permanently</p> <p><i>Fisheries Retention and Disposal Schedule QDAN724 v.1</i> Reference 5.4.1 Prosecution-significant – Retain permanently</p> <p><i>Forestry Retention and Disposal Schedule QDAN725 v.1</i> Reference 1.21.1 Prosecution-significant – Retain permanently</p>
1.22.2	<p><b>Prosecutions - other~</b> Records relating to prosecuting other offences under relevant legislation not included in 1.22.1.</p> <p><b>Disposal action</b> - Retain for 7 years after action completed.</p>	<p><b>Background/business process:</b> See 1.22.1.</p> <p><b>Regulatory requirements:</b> See 1.22.1.</p> <p><b>Business requirements:</b> Energy Division (DEWS) requires these records to be retained for 7 years as they:</p> <ul style="list-style-type: none"> <li>• support the decisions of the business</li> <li>• ensure legal reference, including standard appeals of decisions, judicial review and other court processes under s10 of the <i>Limitation of Actions Act 1974</i>.</li> </ul> <p>It is also consistent with the IT Partners business requirements of other approved schedules.</p> <p><b>Comparison with other schedules:</b></p> <p><i>Agriculture Retention and Disposal Schedule QDAN719 v.1</i> Reference 1.19.2 Prosecution-other – Retain for 7 years after action completed</p> <p><i>Gold Coast 2018 Commonwealth Games Coordination Retention and Disposal Schedule QDAN721 v.1</i> Reference 1.12.2 Prosecutions-other – Retain for 7 years after action completed</p> <p><i>Fisheries Retention and Disposal Schedule QDAN724 v.1</i> Reference 5.4.2 Prosecution-other – Retain for 7 years after action completed</p> <p><i>Forestry Retention and Disposal Schedule QDAN725 v.1</i> Reference 1.21.2 Prosecution-other – Retain for 7 years after action completed</p>

Ref. No	Description of record and retention period	Justification for retention period
1.23	<b>Registration</b>	
1.23.1	<p><b>Electrical equipment registers</b> Records relating to registering prescribed electricity equipment items, and recording identification information such as energy efficiency labels, under relevant legislation.</p> <p>Registration includes:</p> <ul style="list-style-type: none"> <li>• national register related activities and information</li> <li>• fixing maximum registration terms</li> <li>• changing energy efficiency labels</li> <li>• applications, approvals, renewals, transfers, releases, changes, refusals, surrenders, cancellations, terminations.</li> </ul> <p><b>Disposal action</b> - Retain permanently.</p>	<p><b>Background/business process:</b> Electrical equipment identification and registration records are created in registration processes, responsible for tracking labelling, currency and testing of prescribed electricity equipment items.</p> <p>Illustrative processes for front end processes:</p> <ul style="list-style-type: none"> <li>• Receive registration application, assess registration application, request further information, approve registration application, register entry</li> <li>• Receive change/renewal/transfer/suspension/cancellation request, assess request, request further information, approve request, register entry.</li> </ul> <p>The national register is run by the Electrical Regulatory Authorities Council as the Electrical Equipment Safety System (EESS). The EESS commenced In Queensland on 1 March 2013 with a 12 month transition period. Tasmania and Western Australia have recognised the EESS.</p> <p><b>Regulatory requirements:</b> <i>Electricity Regulation 2006 – s153</i> <i>Electrical Safety Regulation 2013 – s128</i></p> <p><b>Business requirements:</b> Energy Division (DEWS) requires these records to be retained for 25 years as Queensland’s information is included on the national Electrical Equipment Safety System (EESS) database that is maintained by the Electrical Regulatory Authorities Council. Under s153(4) of the <i>Electricity Regulation 2006</i>, the Queensland register may form part of a national register.</p> <p><b>Comparison with other schedules:</b> There is no other schedules for comparison.</p>
1.23.2	<p><b>Investigations and prosecutions registers</b> Records relating to registering investigations and prosecutions including results of investigating and prosecuting offences under energy related legislation.</p>	<p><b>Background/business process:</b> Investigation and prosecution registration records are created during investigation and prosecution processes.</p> <p>Illustrative processes for front end processes:</p>



Ref. No	Description of record and retention period	Justification for retention period
	<p>Registration includes:</p> <ul style="list-style-type: none"> <li>• enforcement orders</li> <li>• applications for removal of enforcement order particulars from register, including approvals and refusals.</li> </ul> <p><b>Disposal action</b> - Retain for 25 years after action completed.</p>	<ul style="list-style-type: none"> <li>• receive and assess registration; request further information; approve registration application; register entry</li> <li>• receive and assess change request; request further information; approve change request; register entry</li> <li>• receive deletion request (internally approved request of external advice); delete entry.</li> </ul> <p>The reasons why applications for removal of enforcement order particulars from the register are:</p> <ul style="list-style-type: none"> <li>• incorrect information recorded</li> <li>• enforcement order rescinded because: <ul style="list-style-type: none"> <li>○ replaced by/downgraded to warning</li> <li>○ replaced by more complex action, e.g. offences requiring prosecution</li> <li>○ negotiation for clean record as informant/cooperation for higher prosecution priorities of other parties, i.e. order dropped in favour of action assisting priorities.</li> </ul> </li> </ul> <p><b>Business requirements:</b></p> <p>Energy Division (DEWS) requires these records to be retained for 25 years as they:</p> <ul style="list-style-type: none"> <li>• provide long term reference value for current and previous cases including the identification of historical and contextual information about relevant parties to current investigations and prosecutions</li> <li>• document the history of the department's work.</li> </ul> <p>It is also consistent with the IT Partners business requirements of other approved schedules.</p> <p><b>Comparison with other schedules:</b></p> <p><i>Agriculture Retention and Disposal Schedule QDAN719 v.1</i> Reference 1.20.1 Investigations and prosecutions registers – Retain for 25 years after action completed</p> <p><i>Fisheries Retention and Disposal Schedule QDAN724 v.1</i> Reference 1.12.1 Investigations and prosecutions registers – Retain for 25 years after action completed</p>

Ref. No	Description of record and retention period	Justification for retention period
		<i>Forestry Retention and Disposal Schedule QDAN725 v.1</i> Reference 1.22.1 Investigations and prosecutions register – Retain for 25 years after action completed
1.23.3	<p><b>Energy authority registers</b></p> <p>Records relating to registering energy authorities, including distribution and retail authorities, under relevant legislation including applications, renewals, transfers, releases, changes, surrenders, cancellations and terminations.</p> <p>Registration includes:</p> <ul style="list-style-type: none"> <li>• industry codes</li> <li>• retailer’s standard terms</li> <li>• warning notices, including expired notices</li> <li>• code contravention notices, including expired notices</li> <li>• conduct assurances</li> <li>• expenditure required notifications (submitted by GOCs).</li> </ul> <p><b>Disposal action</b> - Retain for 25 years after action completed.</p>	<p><b>Background/business process:</b></p> <p>Authority holder registration records are created out of licensing processes.</p> <p>Illustrative processes for front end processes:</p> <ul style="list-style-type: none"> <li>• Receive registration application, assess registration application, request further information, approve registration application, register entry</li> <li>• Receive change/renewal/transfer/suspension/cancellation request, assess request, request further information, approve change/renewal/transfer/suspension/cancellation, register entry</li> <li>• Receive deletion request (internally approved request of external advice), delete entry.</li> </ul> <p><b>Regulatory requirements:</b></p> <p><i>Gas Supply Act 2003 – s308-309</i></p> <p><b>Business requirements:</b></p> <p>Energy Division (DEWS) requires these records to be retained for 25 years as they:</p> <ul style="list-style-type: none"> <li>• provide long term reference value</li> <li>• document the history of the department’s work.</li> </ul> <p>It is also consistent with the IT Partners business requirements of other approved schedules.</p> <p><b>Comparison with other schedules:</b></p> <p><i>Agriculture Retention and Disposal Schedule QDAN719 v.1</i> Reference 1.20.2 Licence holder registers – Retain for 25 years after action completed</p> <p><i>Fisheries Retention and Disposal Schedule QDAN724 v.1</i> Reference 1.12.2 Licence, authorisations, entitlements and other rights holder registers – Retain for 25 years after action completed</p>
1.23.4	<p><b>Charges, assignments, mortgages and other encumbrances register</b></p> <p>Records relating to registering charges,</p>	<p><b>Background/business process:</b></p>

Ref. No	Description of record and retention period	Justification for retention period
	<p>assignments, mortgages and other encumbrances, caveats and notations on agreement registrations relating to energy provision.</p> <p>Includes applications, transfers, releases, changes, surrenders, cancellations, terminations.</p> <p><b>Disposal action</b> - Retain for 7 years after licence/permit (to which the mortgage applies) expires or ceases.</p>	<p>Agreement registration records, including registering charges, assignments, mortgages and other encumbrances, caveats and notations, are created in licensing and authorisation processes.</p> <p>Illustrative processes for front end processes:</p> <ul style="list-style-type: none"> <li>• Receive registration application, assess registration application, request further information, approve registration application, register entry,</li> <li>• Receive change/transfer/cancellation request, assess request, request further information, approve request, register entry</li> <li>• Receive deletion request (internally approved request of external advice), delete entry.</li> </ul> <p><b>Regulatory requirements:</b> <i>Gladstone Power Station Agreement Act 1993 – s17</i></p> <p><b>Business requirements:</b> Energy Division (DEWS) requires these records to be retained for 7 years as they align with the licence retention period 1.17.1.</p> <p><b>Comparison with other schedules:</b> There is no other schedules for comparison.</p>

Ref. No	Description of record and retention period	Justification for retention period
1.24	<b>Research</b>	
1.24.1	<p><b>Research - significant*</b></p> <p>Records relating to researching and enquiring into significant energy related research areas to discover facts, theories and principles that support improved community and energy industry outcomes and business activities.</p> <p><b>Disposal action</b> - Retain permanently.</p>	<p><b>Background/business process:</b></p> <p>Research records are created in scientific experiments, trials and knowledge advancement processes which are used for the innovation, introduction and improvement of energy related services, products and processes and increasing knowledge of energy science and management, for example, using renewable energy sources.</p> <p>Research can endeavour to solve a problem, increase productivity, e.g. better yields, or form a platform of information for planning and reviewing purposes.</p> <p>Illustrative process:</p> <ul style="list-style-type: none"> <li>• Conduct scan for previous research; develop research proposal; submit research proposal; seek approvals; conduct information scan; conduct research experiments/trials; manage project; draw conclusions based on experiment/trial outcomes; draft research report; report on progress; report completion; close project.</li> </ul> <p><b>Business requirements:</b></p> <p>Energy Division (DEWS) requires these records to be retained permanently as they:</p> <ul style="list-style-type: none"> <li>• provide long term reference value to the department upon which future research is built</li> <li>• cover risks associated with challenges made to patents, commercialisation and other significant research outcomes, including transparency and repeatability of research trials and experiments</li> <li>• document the history of the department's significant work.</li> </ul> <p>The retention period is consistent with the NAA and Energy Sector schedule (QDAN618 v.1). It is also consistent with the IT Partners business requirements of other approved schedules.</p> <p><b>Permanent retention criteria:</b></p> <p>Meets the following characteristic of the QSA Appraisal Statement 5 - Substantial Contribution to Community Memory.</p> <p><b>Comparison with other schedules:</b></p>

Ref. No	Description of record and retention period	Justification for retention period
		<p><i>National Archives of Australia Department of Industry, Tourism and Resources Records Authority 2007/00307997 Reference 18420</i> Records documenting formal research projects, including scoping studies, either conducted or commissioned by the agency or undertaken in collaboration with other organisations, relating to the energy and mineral resources function – Retain as national archives</p> <p><i>Energy Sector Retention and Disposal Schedule QDAN618 v.1 Reference 2.7.1</i> Original unpublished research-summary/final reports and evaluations – Retain permanently</p> <p><i>Agriculture Retention and Disposal Schedule QDAN719 v.1 Reference 1.21.1</i> Research-significant – Retain permanently</p> <p><i>Small Business Development Retention and Disposal Schedule QDAN722 v.1 Reference 1.8.1</i> Small business industry research-significant – Retain permanently</p> <p><i>Fisheries Retention and Disposal Schedule QDAN724 v.1 Reference 1.13.1</i> Research-significant – Retain permanently</p> <p><i>Forestry Retention and Disposal Schedule QDAN725 v.1 Reference 1.23.1</i> Research-significant – Retain permanently</p>
1.24.2	<p><b>Research - other~</b> Records relating to researching and enquiring into other energy research areas. <b>Disposal action</b> - Retain for 7 years after action completed.</p>	<p><b>Background/business process:</b> See 1.24.1.</p> <p><b>Business requirements:</b> Energy Division (DEWS) requires these records to be retained for 7 years as they:</p> <ul style="list-style-type: none"> <li>• are required for future business enhancement and improvement.</li> <li>• need to be retained to support the decisions of the business.</li> </ul> <p>It is also consistent with the IT Partners business requirements of other approved schedules.</p> <p><b>Comparison with other schedules:</b> <i>Agriculture Retention and Disposal Schedule QDAN719 v.1 Reference 1.2.1.2</i> Research-other – Retain for 7 years after action completed <i>Small Business Development Retention and Disposal Schedule QDAN722 v.1 Reference 1.8.2</i> Small business industry research-other – Retain for 7 years after action completed</p>

Ref. No	Description of record and retention period	Justification for retention period
		<i>Fisheries Retention and Disposal Schedule QDAN724 v.1 Reference 1.13.2 Research-other – Retain for 7 years after action completed</i> <i>Forestry Retention and Disposal Schedule QDAN725 v.1 Reference 1.23.2 Research-other – Retain for 7 years after action completed</i>

Ref. No	Description of record and retention period	Justification for retention period
1.25	<b>Stakeholder engagement</b>	
1.25.1	<p><b>Stakeholder engagement - significant*</b></p> <p>Records relating to conducting consultative and engagement processes with external stakeholders where engagement revealed public interest matters, precedents or issues that had a significant impact on the department's decisions to initiate, develop and operate energy related initiatives.</p> <p><b>Disposal action</b> - Retain permanently</p>	<p><b>Background/business process:</b></p> <p>Stakeholder engagement records can be a subset of other records classes where consultation and liaison are part of the job, however they are also created as separate but influential records sets.</p> <p>Illustrative process:</p> <ul style="list-style-type: none"> <li>• Identify aspirations, identify stakeholders, identify champion stakeholders, identify and assess material issues and stakeholder needs, identify stakeholder participants for material issues and informing business processes, identify stakeholder roles and responsibilities (including roles of collaborating, reviewing, assessing, advising, deciding, informing, communicating, receiving), draft stakeholder plan, initiate engagement as per plan monitor stakeholder interaction (links to other business processes as per context of material issues), review engagement (links to performance management process).</li> </ul> <p><b>Business requirements:</b></p> <p>Energy Division (DEWS) requires these records to be retained permanently as they:</p> <ul style="list-style-type: none"> <li>• provide long term reference value</li> <li>• document the history of the department's significant work.</li> </ul> <p>The retention period is consistent with the NAA. It is also consistent with the IT Partners business requirements of other approved schedules.</p> <p><b>Permanent retention criteria:</b></p> <p>Meets the following characteristic of the QSA Appraisal Statement:</p> <ul style="list-style-type: none"> <li>• 3 – Enduring rights &amp; entitlements</li> <li>• 5 - Substantial Contribution to Community Memory.</li> </ul> <p><b>Comparison with other schedules:</b></p> <p><i>National Archives of Australia Department of Industry, Tourism and Resources Records Authority 2007/00307997 Reference 18377</i> Records documenting formal consultations and discussions with other agencies, organisations or groups, including indigenous communities or their representatives, and relating to the energy and mineral resources function – Retain as national archives</p>

Ref. No	Description of record and retention period	Justification for retention period
		<p><i>Tourism Retention and Disposal Schedule QDAN709 v.1</i> Reference 1.10.1 Consultation and engagement-significant – Retain permanently</p> <p><i>Agriculture Retention and Disposal Schedule QDAN719 v.1</i> Reference 1.23.1 Stakeholder engagement-significant – Retain permanently</p> <p><i>Gold Coast 2018 Commonwealth Games Coordination Retention and Disposal Schedule QDAN721 v.1</i> Reference 1.14.1 Consultation and engagement-significant – Retain permanently</p> <p><i>Small Business Development Retention and Disposal Schedule QDAN722 v.1</i> Reference 1.9.1 Consultation and engagement-significant – Retain permanently</p> <p><i>Fisheries Retention and Disposal Schedule QDAN724 v.1</i> Reference 1.14.1 Stakeholder engagement-significant – Retain permanently</p> <p><i>Forestry Retention and Disposal Schedule QDAN725 v.1</i> Reference 1.24.1 Stakeholder engagement-significant – Retain permanently</p>
1.25.2	<p><b>Stakeholder engagement - other~</b></p> <p>Records relating to conducting other consultative and engagement processes with external stakeholders.</p> <p><b>Disposal action</b> - Retain for 7 years after action completed.</p>	<p><b>Background/business process:</b></p> <p>See 1.25.1.</p> <p><b>Business requirements:</b></p> <p>Energy Division (DEWS) requires these records to be retained for 7 years as they:</p> <ul style="list-style-type: none"> <li>• are required for future business enhancement and improvement</li> <li>• support the decisions of the business</li> <li>• ensure legal reference, including standard appeals of decisions, judicial review and other court processes under s10 of the <i>Limitation of Actions Act 1974</i>.</li> </ul> <p>The retention period is consistent with the NAA. It is also consistent with the IT Partners business requirements of other approved schedules.</p> <p><b>Comparison with other schedules:</b></p> <p><i>National Archives of Australia Department of Industry, Tourism and Resources Records Authority 2007/00307997</i> Reference 18402 Records documenting routine liaison with external stakeholders relating to the energy and mineral resources function – Destroy 7 years after action completed</p> <p><i>Tourism Retention and Disposal Schedule QDAN709 v.1</i> Reference 1.10.2 Consultation and engagement-other – Retain for 7 years after action completed</p> <p><i>Agriculture Retention and Disposal Schedule QDAN719 v.1</i> Reference 1.23.2 Stakeholder engagement-other – Retain for 7 years after action completed</p>



Ref. No	Description of record and retention period	Justification for retention period
		<p><i>Gold Coast 2018 Commonwealth Games Coordination Retention and Disposal Schedule QDAN721 v.1 Reference 1.14.2 Consultation and engagement-other – Retain for 7 years after action completed</i></p> <p><i>Small Business Development Retention and Disposal Schedule QDAN722 v.1 Reference 1.9.2 Consultation and engagement-other – Retain for 7 years after action completed</i></p> <p><i>Fisheries Retention and Disposal Schedule QDAN724 v.1 Reference 1.14.2 Stakeholder engagement-other – Retain for 7 years after action completed</i></p> <p><i>Forestry Retention and Disposal Schedule QDAN725 v.1 Reference 1.24.2 Stakeholder engagement-other – Retain for 7 years after action completed</i></p>

## Appendix: 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**