



Appraisal log

Coordinator-General Retention and Disposal Schedule
Department of State Development, Infrastructure and Planning

Date: 5 August 2014

| Function No | Title | Scope Note |
|-------------|------------------------------------|---|
| 1 | Land and Infrastructure Management | The function of managing Coordinator-General projects which involves acquiring and disposing of land, declaring, planning, delivering and coordinating large scale industry, resource and tourism infrastructure projects while ensuring their environmental and social impacts are properly managed. |

| Activities |
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| <ul style="list-style-type: none"> 1.1 Acquisition and disposal 1.2 Applications 1.3 Appointments 1.4 Claims 1.5 Declarations 1.6 Planning |

| Ref. No | Description of record and retention period | Justification for retention period |
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| 1.1.1 | <p>Acquisition of land</p> <p>Records relating to the acquisition of land or easements by the Coordinator-General in accordance with the <i>Acquisition of Land Act 1967</i> and the <i>State Development and Public Works Organisation Act 1971</i>.</p> <p>Includes land which was compulsorily acquired.</p> <p>Disposal action - Retain permanently.</p> | <p>Background/business process:</p> <p>The Coordinator-General facilitates many of the large-scale infrastructure projects that underpin Queensland's economic development. The Coordinator-General may acquire, or take, the land on which these projects are to be built. The Coordinator-General can take land with any type of tenure, including freehold, and compulsorily acquire land for undertaking works, state development areas, or other purposes listed under s.125 of the <i>State Development and Public Works Organisation Act 1971</i>. Compulsory acquisition of land may be made by the Coordinator-General if an organisation and land owner/s cannot come to an agreement regarding an acquisition.</p> <p>Regulatory requirements:</p> <p><i>State Development and Public Works Organisation Act 1971</i> <i>Acquisition of Land Act 1967</i></p> <p>Business requirements:</p> <p>The acquisition of land relating to significant large-scale infrastructure projects for both public and private works provide evidence of economic and social development in Queensland. Many of these projects have stemmed from rising world demand for Queensland's natural resources, most notably coal and coal seam gas. The Office of the Coordinator-General requires these records to demonstrate its compliance in acquiring land and that the purpose of the acquisition was in the interest of economic and social development of Queensland and/or Australia.</p> <p>Permanent retention criteria in accordance with Queensland State Archives Appraisal Statement</p> <p>Characteristic 3 – Enduring rights and entitlements Characteristic 4 – Significant impact on individuals Characteristic 5 – Substantial contribution to community memory.</p> <p>Community expectation:</p> <p>Provides evidence of the Coordinator-General's management of acquiring land, the history of land ownership and the development of significant areas of Queensland.</p> <p>Comparison with other schedules:</p> <p>The recommended retention period aligns with the:</p> <p>Queensland State Archives <i>Local Government Sector Retention and Disposal Schedule</i> (QDAN 480v.4) for</p> |

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| | | <p>acquisitions deemed historically significant - reference number 5.2.1 - retain permanently.</p> <p>Queensland State Archives <i>Department of Environment and Resource Management</i> (QDAN 653v.1) for the acquisition and disposal of land – reference number 6.8.1 - retain permanently.</p> <p>State Records Authority of New South Wales <i>Functional Retention and Disposal Authority Planning and Development</i> (FA245) for records relating to the process of gaining ownership or use of property for key public projects or to protect natural assets – reference number 3.1.1 - required as State archives.</p> <p>State Records Authority of New South Wales <i>Functional Retention and Disposal Authority Department of Local Government</i> (DA185) for records relating to land acquisitions by councils – reference number F5.1.1 - required as State archives.</p> <p>Archives Office of Tasmania <i>Department of Infrastructure, Energy and Resources Disposal Schedule</i> (No. 43) for records relating to properties acquired by the agency for projects and facilities - reference number 2.2.1 – retain permanently.</p> <p>Public Record Office Victoria <i>Retention and Disposal Authority for Records of the Department of Infrastructure</i> (PROS 00/02) for the acquisition and disposal of land - reference number 5.3.0 - retain permanently.</p> <p>Public Record Office Victoria <i>Retention and Disposal Authority for Records of the Department of Sustainability and Environment</i> (PROS 05/09) for the acquisition and disposal of land - reference number 16.3.0 - retain as State archives.</p> <p>Australian Capital Territory <i>Records Disposal Schedule Land Development Records</i> (NI2006-136) for records relating to acquisition of land – reference number 2.1.1 – retain as Territory archives.</p> <p>State Records of South Australia <i>Records Disposal Schedule Department for Transport, Energy and Infrastructure</i> (RDS 2010/12v1) for records relating to land acquisition by any means including subsequent disposal – reference number 3.1.9 – retain permanently.</p> <p>Other comments/factors for consideration: See reference number 1.4.1 for records relating to managing claims for compensation.</p> |
| 1.1.2 | <p>Disposal of land</p> <p>Records relating to the disposal of land by the Coordinator-</p> | <p>Background/business process:</p> <p>If land, or any part of it, was taken or held by the Coordinator-General and is no longer required for the purpose for which it was taken the Coordinator-General may sell, lease or otherwise dispose of land with the approval of the Governor in Council. The notice to dispose of land and its intended purpose is published by</p> |

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| | <p>General in accordance with the <i>State Development and Public Works Organisation Act 1971</i>.</p> <p>Disposal action - Retain permanently.</p> | <p>gazette notice.</p> <p>Regulatory requirements: <i>State Development and Public Works Organisation Act 1971</i> <i>Acquisition of Land Act 1967</i></p> <p>Business requirements: The Office of the Coordinator-General requires these records to demonstrate compliance in disposing of land that no longer meets the purpose originally acquired for significant large-scale infrastructure projects.</p> <p>Permanent retention criteria in accordance with Queensland State Archives Appraisal Statement: Characteristic 3 – Enduring rights and entitlements Characteristic 4 – Significant impact on individuals Characteristic 5 – Substantial contribution to community memory</p> <p>Community expectation: Provides evidence of the Coordinator-General's management of disposing of acquired land, the history of land ownership and the development of significant areas of Queensland.</p> <p>Comparison with other schedules: The recommended retention period aligns with the:</p> <p>Queensland State Archives <i>Local Government Sector Retention and Disposal Schedule</i> (QDAN 480v.4) for records relating to the disposal of land that has historical significance - reference number 5.2.5 – retain permanently.</p> <p>Australian Capital Territory <i>Records Disposal Schedule Land Development Records</i> (NI2006-136) for records relating to sale of land – reference number 3.45.3 – retain as Territory archives.</p> <p>State Records Authority of New South Wales <i>Functional Retention and Disposal Authority Planning and Development</i> (FA245) for records relating to the disposal of property identified for key public projects – reference number 3.5.1 - required as State archives.</p> <p>State Records of South Australia <i>Records Disposal Schedule Department for Transport, Energy and Infrastructure</i> (RDS 2010/12v1) for records relating to land acquisition by any means including subsequent disposal – reference number 3.1.9 – retain permanently.</p> |

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| 1.2.1 | <p>Application for use of land</p> <p>Records relating to development applications, assessed by the Coordinator-General, to use land in a State development area not included as part of the development scheme in accordance with the <i>State Development and Public Works Organisation Act 1971</i>.</p> <p>Includes refused and approved applications.</p> <p>Disposal action - Retain permanently.</p> | <p>Background/business process:</p> <p>The Coordinator-General assesses and decides all development (material change of use) applications in State development areas, rather than local councils. Land declared as a State development area cannot be used for anything other than what it has been assigned to be used for in accordance with the declaration.</p> <p>Regulatory requirements:</p> <p><i>State Development and Public Works Organisation Act 1971</i></p> <p>Business requirements:</p> <p>These records provide evidence of the decisions made regarding the use of land within State development areas. Even though the approvals are valid for up to four years they have ongoing value to the State of Queensland in terms of land development and the government's role in promoting and supporting economic development within particular areas.</p> <p>Permanent retention criteria in accordance with Queensland State Archives Appraisal Statement:</p> <p>Characteristic 4 – Significant impact on individuals Characteristic 6 – Environmental management and change</p> <p>Community expectation:</p> <p>Provides evidence of the decisions and justification issued by the Coordinator-General for the approval to use land in a State development area.</p> <p>Comparison with other schedules:</p> <p>The recommended retention period aligns with the:</p> <p>Queensland State Archives <i>Local Government Sector Retention and Disposal Schedule</i> (QDAN 480v.4) for records relating to development applications for a material change of use – reference number 7.6.1 – retain until development approval is superseded.</p> <p>Public Record Office Victoria <i>Retention and Disposal Authority for Records of the Department of Infrastructure</i> (PROS 00/02) for regulating the planned use of land or buildings through the issue of permits - reference number 17.2.0 - retain 7 years after last action or date of issue.</p> <p>Public Record Office Victoria <i>Retention and Disposal Authority for Records of the Department of Sustainability and Environment</i> (PROS 05/09) for planning permit management Minister as responsible authority - reference number 12.2.0 - retain 75 years after issue of permit or 15 years after land use discontinued, whichever is</p> |

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| | | <p>later.</p> <p>State Records Authority of New South Wales <i>Functional Retention and Disposal Authority Crown Lands Management</i> (FA253) for records relating to the assessment of development applications (successful or unsuccessful) – reference number 2.5.1 - required as State archives.</p> <p>State Records Authority of New South Wales <i>Functional Retention and Disposal Authority Planning and Development</i> (FA245) for records relating to the assessment of development applications for major infrastructure and other projects (approved or rejected) – reference number 2.2.2 - required as State archives.</p> <p>Australian Capital Territory <i>Records Disposal Schedule Land, Planning and Building Records</i> (NI2004-91) for records relating to successful development applications for approvals for the development and use of Territory land – reference number 3.14.2 – retain as Territory archives.</p> <p>State Records of South Australia <i>Records Disposal Schedule Department for Transport and Urban Planning</i> (RDS 2003/7v1) for records relating to refused, lapsed or withdrawn land use applications – reference number 1.6.4 – retain permanently.</p> |
| 1.3.1 | <p>Instruments of appointment</p> <p>Records relating to the process of appointing a person by the Coordinator-General to help in the performance or exercise of the Coordinator-General's functions or powers in accordance with the <i>State Development and Public Works Organisation Act 1971</i>.</p> <p>Disposal action - Retain for 20 years after appointment ceases.</p> | <p>Background/business process:</p> <p>The Coordinator-General may appoint any person to help the Coordinator-General in the performance or exercise of his or her functions or powers under the <i>State Development and Public Works Organisation Act 1971</i>. These people are not appointed under the <i>Public Service Act 2008</i>. In appointing a person under the <i>State Development and Public Works Organisation Act 1971</i> the Coordinator-General must consult with the commission chief executive under the <i>Public Service Act 2008</i>.</p> <p>The wages and conditions of employment comply with the requirements of a material award of an industrial tribunal or agreement. The Coordinator-General may determine the wages and conditions if there is no award or agreement.</p> <p>Regulatory requirements:</p> <p><i>State Development and Public Works Organisation Act 1971</i></p> <p>Section 14 indicates that the Coordinator-General may appoint a person to exercise his or her functions or powers outlined in section 10.</p> <p>Business requirements:</p> <p>These records are required to document who is appointed by the Coordinator-General under the Act. The</p> |

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| | | <p>retention period ensures adequate records are retained in the event that proof is required as to who was appointed to perform a particular role at a certain time. These records relate to the process of appointing a person. Due to the nature of the functions and powers the person will undertake these records should be retained in accordance with the appointment of Senior Executive Officers covered under the Public Service Commission Retention and Disposal Schedule.</p> <p>Community expectation: Provides evidence that suitably qualified and experienced personnel are appointed to undertake certain functions and powers of the Coordinator-General.</p> <p>Comparison with other schedules: The recommended retention period aligns with the:</p> <p>Queensland State Archives <i>Public Service Commission Retention and Disposal Schedule</i> (QDAN662v1) for records relating to the appointment of Senior Executive Officers – reference number 1.2.2 – retain for 20 years after last action.</p> <p>Queensland State Archives <i>Ports Sector Retention and Disposal Schedule</i> (QDAN 695v1) for records relating to authorised officers – reference number 3.1.1 – retain for 10 years after last action.</p> <p>Queensland State Archives <i>Maritime Safety Sector Retention and Disposal Schedule</i> (QDAN690v1) for records relating to the appointment as a shipping inspector – reference number 6.2.3 – retain for 50 years after appointment ceases.</p> <p>State Records Authority of New South Wales <i>Functional Retention and Disposal Authority Land and Property Information Management, Survey Regulation and Geographic Naming</i> (FA238) for records relating to delegation of the powers and functions of the Registrar-General to nominated persons – reference number 8.6.1 – retain 30 years after expiry or revocation of authorisation, then destroy.</p> <p>Australian Capital Territory <i>Records Disposal Schedule Land, Planning and Building Records</i> (NI2004-91) for records relating to the selection of persons to fill a vacancy or designating a person or position as holder of specific power – reference number 3.3.1 – destroy 10 years after appointment superseded.</p> <p>Other comments/factors for consideration: This class covers the recruitment records of a person employed under the <i>State Development and Public Works Organisation Act 1971</i>.</p> |

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| 1.4.1 | <p>Claims for compensation</p> <p>Records relating to claims for compensation made to the Coordinator-General for land acquired in accordance with the <i>Acquisition of Land Act 1967</i> and the <i>State Development and Public Works Organisation Act 1971</i>.</p> <p>Disposal action - Retain for 7 years after finalisation of all claims and appeals.</p> | <p>Background/business process:</p> <p>Persons who have a legal interest in land taken for reasons covered under the <i>State Development and Public Works Organisation Act 1971</i> can make a claim for compensation to the Office of the Coordinator-General. A person who is dissatisfied with the Coordinator-General's decision on a claim for compensation may appeal against the decision to the Planning and Environment Court within 20 days after the day notice of the decision was given.</p> <p>Regulatory requirements:</p> <p><i>State Development and Public Works Organisation Act 1971</i> <i>Acquisition of Land Act 1967</i></p> <p>Business requirements:</p> <p>A copy of the claim for compensation record is kept on the acquisition file and provides enough evidence of any compensation claims. A claim can be disputed or appealed for up to 3 years and 3 months after a claim is submitted. The disposal action is triggered after the claim is finalised, which means the claim could be finalised in 1 year or 10 years. The retention period covers the processing and appeal time and provides consistency with financial records.</p> <p>Community expectation:</p> <p>Provides evidence of the Coordinator-General's decisions regarding claims for compensation.</p> <p>Comparison with other schedules:</p> <p>The recommended retention period aligns with the:</p> <p>Queensland State Archives <i>Department of Environment and Resource Management Retention and Disposal Schedule</i> (QDAN 653v1) for claims made for compensation - reference numbers 1.6.1, 2.4.1, 5.4.1, 7.8.1 - retain for 7 years after last action.</p> <p>Australian Capital Territory <i>Records Disposal Schedule Land Development Records</i> (NI2006-136) for records relating to claims – reference number 1.8.1 – destroy 7 years after finalisation or withdrawal of claim.</p> <p>Australian Capital Territory <i>Records Disposal Schedule Land Development Records</i> (NI2006-136) for records relating to the preparation and payment of money in relation to land development – reference number 2.38.1 – destroy 7 years after last action.</p> |
| 1.5.1 | <p>Coordinated projects</p> | <p>Background/business process:</p> |

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| | <p>Records relating to the application, decision, declaration and management of coordinated projects in accordance with the <i>State Development and Public Works Organisation Act 1971</i>.</p> <p>Includes both coordinated projects which require an environmental impact statement and those that do not require an environmental impact statement. Also includes records where referral has been made to the Commonwealth Minister for the Environment.</p> <p>Includes projects that have been cancelled, repealed or refused.</p> <p>Disposal action - Retain permanently.</p> | <p>A coordinated project is a project declared by the Coordinator-General that requires rigorous and comprehensive environmental impact assessment involving whole-of-government coordination. Characteristics that may declare a 'coordinated project' are:</p> <ul style="list-style-type: none"> • complex approval requirements, involving local, state and federal governments • significant environmental impacts • strategic significance to the locality, region or state, including for the infrastructure, economic and social benefits, capital investment or employment opportunities it may provide • significant infrastructure requirements. <p>If a project has the potential to have a significant impact on matters of national environmental significance the Coordinator-General's report on the environmental impact statement is submitted to the Commonwealth Environment Minister.</p> <p>Regulatory requirements: <i>State Development and Public Works Organisation Act 1971</i> <i>Environmental Protection and Biodiversity Conservation Act 1999.</i></p> <p>Business requirements: These records provide evidence of the Coordinator-General's decision to declare a coordinated project, along with the management of government processes of projects that have significance nationally and/or to the State. Also evidence the Coordinator-General was acting in a responsible manner in accordance with all regulatory requirements. Due to the involvement of some of these projects they can range from a few years to a few decades. The records are used to assist with future projects, particularly through lessons learned.</p> <p>Permanent retention criteria in accordance with Queensland State Archives Appraisal Statement: Characteristic 4 – Significant impact on individuals Characteristic 5 – Substantial contribution to community memory Characteristic 6 – Environmental management and change</p> <p>Community expectation: Provides evidence of the Coordinator-General's declaration and management of a project, and the decisions that impact infrastructure, land, and planning and development of Queensland over time. Declaring a project also takes into consideration public interest and potential environmental effects.</p> <p>Comparison with other schedules: The recommended retention period aligns with the:</p> |

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| | | <p>Queensland State Archives <i>Maritime Safety Sector Retention and Disposal Schedule (QDAN690v1)</i> for development approval for port infrastructure declared significant under the <i>State Development and Public Works Organisation Act 1971</i> – reference number 11.2.1 – retain permanently.</p> <p>Queensland State Archives <i>Local Government Sector Retention and Disposal Schedule (QDAN 480v.4)</i> for significant projects - reference number 8.5.1 - retain permanently.</p> <p>State Records Authority of New South Wales <i>Functional Retention and Disposal Authority Planning and Development (FA245)</i> – for records relating to statutory action by the Minister or Director General relating to the assessment and approval or rejection of developments relating to major projects - reference number 2.3.1 - required as State archives.</p> <p>State Records Authority of New South Wales <i>Functional Retention and Disposal Authority Planning and Development (FA245)</i> – for records relating to the development of programs and projects relating to land management - reference number 3.14.1 - required as State archives.</p> <p>State Records Authority of New South Wales <i>Functional Retention and Disposal Authority Department of Primary Industries (FA258)</i> - for records relating to authorities for exploration or mining activities located in or impacting on sensitive environments or which have long term cumulative or wide ranging impacts - reference number 4.2.3 – required as State Archives.</p> <p>Public Record Office Victoria <i>Retention and Disposal Authority Department of Sustainability and Environment (PROS 05/09)</i> for construction projects – environmental impact statements - reference number 9.4.1 - retain as state archives.</p> |
| 1.5.2 | <p>Prescribed projects</p> <p>Records relating to the application, decision, declaration and management of prescribed projects in accordance with the <i>State Development and Public Works Organisation Act 1971</i>.</p> <p>Also includes a prescribed project that has been declared a</p> | <p>Background/business process:</p> <p>A prescribed project is one which is of significance, particularly economically and socially, to Queensland or a region. The purpose of declaring a project a prescribed project is to overcome any unreasonable delays in obtaining project approvals. It enables the Coordinator-General, if necessary, to intervene in the approval process to ensure timely decision-making for the prescribed project.</p> <p>If a prescribed project is considered to be critical or essential for economic, social or environmental reasons to Queensland it may also be declared a critical infrastructure project. The declaration of a prescribed project suspends the jurisdiction of a local body enabling the Coordinator-General to, if necessary, take control of government processes and decisions.</p> <p>Regulatory requirements:</p> |

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| | <p>critical infrastructure project, and projects that have been cancelled, repealed or refused.</p> <p>Disposal action - Retain permanently.</p> | <p>Part 5A of the <i>State Development and Public Works Organisation Act 1971</i> <i>Environmental Protection and Biodiversity Conservation Act 1999</i>.</p> <p>Business requirements: These records provide evidence of the Coordinator-General's decision to declare a coordinated and prescribed project, along with the management of government processes of projects that have significance nationally and/or to the State. Also evidence the Coordinator-General was acting in a responsible manner in accordance with all regulatory requirements. Due to the involvement of some of these projects they can range from a few years to a few decades. The records are used to assist with future projects, particularly through lessons learned.</p> <p>Permanent retention criteria in accordance with Queensland State Archives Appraisal Statement: Characteristic 4 – Significant impact on individuals Characteristic 5 – Substantial contribution to community memory Characteristic 6 – Environmental management and change</p> <p>Community expectation: Provides evidence of the Coordinator-General's declaration and management of a project, and the decisions that impact infrastructure, land, and planning and development of Queensland over time. Declaring a project also takes into consideration public interest and potential environmental effects.</p> <p>Comparison with other schedules: The recommended retention period aligns with the:</p> <p>Queensland State Archives <i>Maritime Safety Sector Retention and Disposal Schedule (QDAN690v1)</i> for development approval for port infrastructure declared significant under the <i>State Development and Public Works Organisation Act 1971</i> – reference number 11.2.1 – retain permanently.</p> <p>Queensland State Archives <i>Local Government Sector Retention and Disposal Schedule (QDAN 480v.4)</i> for significant projects - reference number 8.5.1 - retain permanently.</p> <p>State Records Authority of New South Wales <i>Functional Retention and Disposal Authority Planning and Development (FA245)</i> – for records relating to statutory action by the Minister or Director General relating to the assessment and approval or rejection of developments relating to major projects - reference number 2.3.1 - required as State archives.</p> <p>State Records Authority of New South Wales <i>Functional Retention and Disposal Authority Planning and</i></p> |

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| | | <p><i>Development (FA245)</i> – for records relating to the development of programs and projects relating to land management - reference number 3.14.1 - required as State archives.</p> <p>State Records Authority of New South Wales <i>Functional Retention and Disposal Authority Department of Primary Industries (FA258)</i> - for records relating to authorities for exploration or mining activities located in or impacting on sensitive environments or which have long term cumulative or wide ranging impacts - reference number 4.2.3 – required as State Archives.</p> <p>Public Record Office Victoria <i>Retention and Disposal Authority Department of Sustainability and Environment (PROS 05/09)</i> for construction projects – environmental impact statements - reference number 9.4.1 - retain as state archives.</p> |
| 1.5.3 | <p>Coordinated and prescribed projects – lapsed</p> <p>Records relating to a coordinated and prescribed project where the process has lapsed prior to the Coordinator-General's report.</p> <p>Disposal action - Retain for 5 years after the lapse of the project.</p> | <p>Background/business process: This class covers coordinated and prescribed projects that have not progressed through the entire process and have lapsed. A lapsed project is when additional information is requested by the Coordinator-General to progress with the assessment but is not supplied within the stipulated timeframe.</p> <p>Regulatory requirements: <i>State Development and Public Works Organisation Act 1971</i></p> <p>Business requirements: These records provide evidence of the reason a project lapsed prior to it being declared a coordinated or prescribed project by the Coordinator-General. The records are required by the Coordinator-General for the same period of a declaration, which is 4 years from the day the declaration was made.</p> <p>Community expectation: Provide evidence of the reason a coordinated or prescribed project did not proceed.</p> <p>Comparison with other schedules: The recommended retention period aligns with the: <i>Australian Capital Territory Records Disposal Schedule Land Development Records (NI2006-136)</i> for records relating construction activities not proceeded with – reference number 2.16.3 – destroy 7 years after decision to suspend construction activities. <i>Australian Capital Territory Records Disposal Schedule Land Development Records (NI2006-136)</i> for records relating unsuccessful bids relating to work undertaken through a capital works program for major</p> |

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| | | <p>infrastructure – reference number 2.28.4 – destroy 5 years after last action.</p> <p>Queensland State Archives <i>Local Government Sector Retention and Disposal Schedule</i> (QDAN 480v.4) for material change of use – lapsed after approval - reference number 7.6.5 - retain for 5 years after approval lapsed.</p> <p>Queensland State Archives <i>Local Government Sector Retention and Disposal Schedule</i> (QDAN 480v.4) for material change of use – cancelled - reference number 7.6.6 - retain for 5 years after cancellation.</p> <p>Other comments/factors for consideration: A Coordinator-General’s report is an evaluation made by the Coordinator-General of an environmental impact statement.</p> |
| 1.5.4 | <p>Private infrastructure facilities</p> <p>Records relating to the assessment of a project as a private infrastructure facility by the Coordinator-General in accordance with the <i>State and Public Works Organisation Act 1971</i>.</p> <p>Private infrastructure facilities include: road, railway, bridge or other transport facility; electricity generation, transmission or distribution facilities; oil or gas storage transmission or distribution facilities.</p> <p>Also includes records relating to infrastructure facilities that were approved under the former infrastructure facilities of significance provisions.</p> | <p>Background/business process:</p> <p>The Coordinator-General may recommend the Governor in Council to approve a project as a private infrastructure facility and to take land required for the facility. The project must be declared a coordinated project and the Coordinator-General has publicly notified the Coordinator-General’s report for the project. The project must also have economic or social significance and economic or social benefits to Australia, the State or the region in which the project is to be undertaken.</p> <p>Types of infrastructure facilities that may qualify for consideration as a private infrastructure facility include:</p> <ul style="list-style-type: none"> • road, railway, bridge or other transport facility • electricity generation, transmission or distribution facilities • oil or gas storage, transmission or distribution facilities. <p>If a facility is approved it means the proponent must negotiate with the registered owner of the land and/or native title holder to purchase the land needed for the facility and/or enter into an indigenous land use agreement. If these negotiations are unsuccessful the Coordinator-General may, on behalf of the proponent, compulsorily acquire the land in question.</p> <p>Prior to 21 December 2012, when amendments to the <i>State Development and Public Works Organisation Act 1971</i> took effect, proponents could apply for approval of their project as an infrastructure facility of significance. From 21 December 2012, proponents can no longer apply to have their infrastructure facilities approved as an infrastructure facility of significance. Instead, proponents must seek approval as a private infrastructure facility. However, projects previously approved as an infrastructure facility of significance or for which an application for approval was made prior to the commencement of the amendments remain subject to</p> |

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| | <p>Disposal action – Retain permanently.</p> | <p>the former infrastructure facility of significance provisions.</p> <p>Regulatory requirements: <i>State Development and Public Works Organisation Act 1971</i></p> <p>Business requirements: These records provide evidence of the Coordinator-General's decision to approve a project as a private infrastructure facility and the negotiation and interaction with all concerned parties. The records also provide evidence of the Coordinator-General's actions in accordance with all regulatory requirements. Retaining these records permanently will ensure a historical account of the decisions and management of facilities and land within a particular area.</p> <p>Permanent retention criteria in accordance with Queensland State Archives Appraisal Statement: Characteristic 4 – Significant impact on individuals Characteristic 5 – Substantial contribution to community memory Characteristic 6 – Environmental management and change</p> <p>Community expectation: Provides evidence of the Coordinator-General's decisions in deciding whether the project has economic or social significance and benefits of the proposed infrastructure facility from the persons affected by it. Also the project's potential to contribute to community wellbeing, economic growth or employment and the contribution the project may make to agricultural, industrial, resource or technological development in Australia, the State or a region.</p> <p>These records provide evidence of consultation undertaken by the Coordinator-General with affected persons and registered owners of the land.</p> <p>Comparison with other schedules: The recommended retention period aligns with the: <i>Queensland State Archives Local Government Sector Retention and Disposal Schedule (QDAN 480v.4)</i> for significant and unique projects - reference number 8.5.1 - retain permanently. <i>State Records Authority of New South Wales Functional Retention and Disposal Authority Planning and Development (FA245)</i> – for records relating to statutory action by the Minister or Director General relating to the assessment and approval or rejection of developments relating to major projects - reference number 2.3.1 - required as State archives.</p> |

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| | | <p>Other comments/factors for consideration: Once declared a private infrastructure facility the process is then referred to land acquisition (see 1.1.1). The Coordinator-General prepares a statement giving reasons for the decision and tables the statement in legislative assembly within three sitting days after the gazette.</p> |
| 1.5.5 | <p>Investigator's authority Records relating to the application, decision, declaration and management of an investigator's authority in accordance with the <i>State Development and Public Works Organisation Act 1971</i>. Includes projects that have been cancelled or refused.</p> <p>Disposal action – Retain permanently.</p> | <p>Background/business process: This class covers persons authorised by the Coordinator-General to enter land to investigate the land's potential and suitability for the development of an infrastructure facility, for which a proponent is proposing to apply for approval under section 153AC (application for a project to be approved as a private infrastructure facility). A person applies for an authority if they can not successfully negotiate entry to the land with the owner. Examples of things authorised by the authority: to conduct surveys, investigate and take samples; to clear vegetation, or otherwise disturb the land, to the extent reasonably necessary.</p> <p>Regulatory requirements: Division 7, Subdivision 1 of the <i>State Development and Public Works Organisation Act 1971</i>.</p> <p>Business requirements: These records provide evidence of the Coordinator-General's decision to assess an application for an investigator's authority. Includes the decision to grant or refuse an application, and the conditions that may be set by the Coordinator-General. These records need to be retained with the records relating to the private infrastructure facility (1.5.4).</p> <p>Permanent retention criteria in accordance with Queensland State Archives Appraisal Statement: Characteristic 4 – Significant impact on individuals Characteristic 6 – Environmental management and change</p> <p>Community expectation: Provides evidence of the authorisation issued to a person to enter a land and the conditions set by the Coordinator-General. Includes evidence of the justification to grant or refuse an investigator's authority.</p> <p>Comparison with other schedules: The recommended retention period aligns with the: <i>State Records Authority of New South Wales Functional Retention and Disposal Authority Planning and</i></p> |

| Ref. No | Description of record and retention period | Justification for retention period |
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| | | <p><i>Development (FA245)</i> for records relating to statutory action by the Minister or Director General relating to the assessment and approval or rejection of developments relating to major projects, or urban and tourism developments within specified areas – reference number 2.3.1 - required as State archives.</p> <p>Australian Capital Territory <i>Records Disposal Schedule Land, Planning and Building Records (NI2004-91)</i> for records relating to developing long-term strategic directions for land, infrastructure and development of the ACT including development and variation of area plans – reference number 4.28.2 – retain as Territory archives.</p> |
| 1.5.6 | <p>Investigator’s authority – lapsed</p> <p>Records relating to an investigator’s authority where the process has lapsed prior to the Coordinator-General’s report.</p> <p>Records may include, but are not limited to those indicated in reference number 1.5.5.</p> <p>Disposal action - Retain for 5 years after the lapse of the project.</p> | <p>Background/business process: Section 141 conditions that in order to apply for an Investigator’s Authority a proponent must also be proposing to make an application for a Private Infrastructure Facility (1.5.4). An Investigator’s Authority application could (and has previously) lapsed as the proponent has decided to progress with a Private Infrastructure Facility application instead</p> <p>Regulatory requirements: s.144 and s.141 of the <i>State Development and Public Works Organisation Act 1971</i></p> <p>Business requirements: The business has requested the records be held for 5 years after the lapse of the project because in the past they have had to go back and look at the Investigator’s Authority application when assessing the Private Infrastructure Facility application to clarify issues that a land owner may have followed a consultation process undertaken under either process.</p> <p>Community expectation: Provide evidence of the reason an authority did not proceed.</p> <p>Comparison with other schedules: The recommended retention period aligns with the:</p> <p>Australian Capital Territory <i>Records Disposal Schedule Land Development Records (NI2006-136)</i> for records relating construction activities not proceeded with – reference number 2.16.3 – destroy 7 years after decision to suspend construction activities.</p> <p>Australian Capital Territory <i>Records Disposal Schedule Land Development Records (NI2006-136)</i> for records relating unsuccessful bids relating to work undertaken through a capital works program for major</p> |

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| | | <p>infrastructure – reference number 2.28.4 – destroy 5 years after last action.</p> <p>Queensland State Archives <i>Local Government Sector Retention and Disposal Schedule</i> (QDAN 480v.4) for material change of use – lapsed after approval - reference number 7.6.5 - retain for 5 years after approval lapsed.</p> <p>Other comments/factors for consideration: A Coordinator-General’s report is an evaluation made by the Coordinator-General of an environmental impact statement.</p> |
| 1.5.7 | <p>State development areas</p> <p>Records relating to the declaration, variation and revocation of a State development area made by the Coordinator-General in accordance with the <i>State Development and Public Works Organisation Act 1971</i>.</p> <p>Also includes planning, establishing and managing these areas throughout Queensland.</p> <p>Disposal action – Retain permanently.</p> | <p>Background/business process:</p> <p>State development areas are clearly defined areas of land (for industry, infrastructure corridors and major public works) established by the Coordinator-General to promote economic development in Queensland. The Coordinator-General is responsible for the planning, establishment and ongoing management of these areas throughout Queensland. Within a State development area, the Coordinator-General:</p> <ul style="list-style-type: none"> • controls land-use activities • implements the development scheme • assesses and approves all development, or material change of use, applications • has compulsory land acquisition powers. <p>The Coordinator-General has the option of revoking a declaration and repealing its development scheme when a State development area has achieved its objectives. Responsibility for planning and development is handed back to the relevant local council.</p> <p>Regulatory requirements: s.77 of the <i>State Development and Public Works Organisation Act 1971</i>. <i>State Development and Public Works Organisation (State Development Areas) Regulation 2009</i></p> <p>Business requirements: These records provide evidence of the planning and development decisions undertaken within a declared area. Retaining these records permanently will ensure a historical account of the planning and ongoing management of the area, which is used to support future development schemes undertaken by either the Coordinator-General or local council.</p> <p>Permanent retention criteria in accordance with Queensland State Archives Appraisal Statement: Characteristic 4 – Significant impact on individuals</p> |

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| | | <p>Characteristic 6 – Environmental management and change</p> <p>Community expectation: Provides evidence of the planning, establishment and ongoing management of State development areas throughout Queensland.</p> <p>Comparison with other schedules: The recommended retention period aligns with the:</p> <p>Queensland State Archives <i>Local Government Sector Retention and Disposal Schedule</i> (QDAN 480v.4) for development control plans - reference number 18.3.1 - retain permanently.</p> <p>Queensland State Archives <i>Local Government Sector Retention and Disposal Schedule</i> (QDAN 480v.4) for final version of planning scheme/town plans – reference number 18.3.7 - retain permanently.</p> <p>State Records Authority of New South Wales <i>Functional Retention and Disposal Authority Planning and Development</i> (FA245) for records relating to statutory action by the Minister or Director General relating to the assessment and approval or rejection of developments relating to major projects, or urban and tourism developments within specified areas – reference number 2.3.1 - required as State archives.</p> <p>Australian Capital Territory <i>Records Disposal Schedule Land, Planning and Building Records</i> (NI2004-91) for records relating to developing long-term strategic directions for land, infrastructure and development of the ACT including development and variation of area plans – reference number 4.28.2 – retain as Territory archives.</p> <p>Other comments/factors for consideration: Based on the current legislation, there is no declaration expiry for a State development area. Once it is declared the declaration does not end unless it is revoked. A lapse clause for declaration for a state development area may be considered in future legislative changes.</p> |
| 1.5.8 | <p>Prescribed developments</p> <p>Records relating to the declaration of a proposal for the development or processing of mineral or energy resources as a prescribed development by</p> | <p>Background/business process:</p> <p>A proposal for the development or processing of mineral or energy resources can be declared a prescribed development. The Coordinator-General investigates whether the proposal should be declared a prescribed development. The Governor in Council may, on the recommendation of the Minister, approve the Coordinator-General to undertake the investigation if it appears that:</p> <ul style="list-style-type: none"> • the proposal will be of major economic significance to Queensland, or • the provision of infrastructure for the proposal would place an excessive financial burden on the State or |

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| | <p>the Coordinator-General in accordance with the <i>State Development and Public Works Organisation Act 1971</i>.</p> <p>Also includes the investigation of proposals.</p> <p>Disposal action – Retain permanently.</p> | <p>significantly affect the State's or a local body's ability to provide services or facilities.</p> <p>A regulation may declare the proposed development as a prescribed development.</p> <p>Declaration of prescribed developments is covered under Part 5 of the <i>State Development and Public Works Organisation Act 1971</i> however to date no investigations have been requested and no prescribed developments have been declared.</p> <p>Regulatory requirements: Part 5 of the <i>State Development and Public Works Organisation Act 1971</i></p> <p>Business requirements: Even though the Coordinator-General is yet to create records relating to prescribed development, these records would provide evidence of the investigation into whether the development or processing of mineral or energy resources can be declared a prescribed project. If declared the records would include all development applications made within this area. Mineral and energy resources are considered to be of major economic significance to Queensland therefore retaining these records permanently will ensure a historical account of the development, planning and management within these areas.</p> <p>Permanent retention criteria in accordance with Queensland State Archives Appraisal Statement: Characteristic 4 – Significant impact on individuals Characteristic 6 – Environmental management and change</p> <p>Community expectation: Provides evidence of the planning, development and management of significant resources within Queensland.</p> <p>Comparison with other schedules: The recommended retention period aligns with the: <i>State Records Authority of New South Wales Functional Retention and Disposal Authority Planning and Development (FA245)</i> for records relating to assessment of applications for major infrastructure and other projects, such as power stations, mining and manufacturing industries – reference number 2.2.2 - required as State archives.</p> |
| 1.5.9 | <p>Program of works</p> <p>Records relating to the</p> | <p>Background/business process: This class covers planning undertaken by the Coordinator-General, at the direction of the Minister, on any</p> |

| Ref. No | Description of record and retention period | Justification for retention period |
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| | <p>Coordinator-General's planning and approving program of works in accordance with the <i>State Development and Public Works Organisation Act 1971</i>.</p> <p>Disposal action – Retain permanently.</p> | <p>area over which the State claims jurisdiction. The Coordinator-General undertakes an assessment of all proposed works within an area to determine what works may proceed. As a result of these assessments, the Coordinator-General can determine if a declaration will be issued, acquisition of land is needed, or applications on land use will proceed etc.</p> <p>Regulatory requirements: Part 3 of the <i>State Development and Public Works Organisation Act 1971</i>.</p> <p>Business requirements: These records provide evidence of the planning and development decisions undertaken within an area. Retaining these records permanently will ensure a historical account of the planning and ongoing management of the area, which is used to support future planning and development programs.</p> <p>Permanent retention criteria in accordance with Queensland State Archives Appraisal Statement: Characteristic 4 – Significant impact on individuals Characteristic 6 – Environmental management and change</p> <p>Community expectation: Provides evidence of the Coordinator-General's planning and development decisions within an area, and a historical record of changes within an area overtime.</p> <p>Comparison with other schedules: The recommended retention period aligns with the:</p> <p>Australian Capital Territory <i>Records Disposal Schedule Land, Planning and Building Records</i> (NI2004-91) for records relating to developing long-term strategic directions for land, infrastructure and development of the ACT including development and variation of area plans – reference number 4.28.2 – retain as Territory archives.</p> <p>Australian Capital Territory <i>Records Disposal Schedule Industry Development Records</i> (NI2006-347) for final version of plans for major projects, programs or operational activities – reference number 1.18.1 – retain as Territory Archives.</p> <p>Public Records Office of Victoria <i>Retention and Disposal Authority for Records the Department of Infrastructure</i> (PROS 00/02) for records relating to developing a vision and strategic directions regarding existing and future land use within a local government authority – reference number 15.1.0 – retain permanently.</p> |

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| 1.6.1 | <p>Development scheme</p> <p>Records relating to the development and administration of development schemes by the Coordinator-General that controls land use and infrastructure planning and development within a declared State development area.. Includes variations made to an approved development scheme and development schemes which have been abrogated.</p> <p>Disposal action – Retain permanently.</p> | <p>Background/business process:</p> <p>A development scheme is a regulatory document prepared and administered by the Coordinator-General that controls land-use and infrastructure planning and development within a State development area. The Coordinator-General prepares the development scheme and submits it to the Minister and Governor in Council for approval. This approval process also includes variations made to an approved development scheme.</p> <p>The development scheme overrides local and state government planning instruments related to the use of land. When a State development area has achieved its objectives the Coordinator-General has the option of revoking the declaration and repealing its development scheme. Responsibility for planning and development within the revoked State development area is handed back to the relevant local council. The previous or new planning schemes are activated by the local government.</p> <p>If a development scheme proves to be impracticable to implement or undesirable for the State development area to which it relates the Governor in Council may, on recommendation of the Minister, abrogate the scheme.</p> <p>Regulatory requirements: <i>State Development and Public Works Organisation Act 1971.</i></p> <p>Business requirements:</p> <p>These records provide evidence of the planning and use of land within a declared area and are used by both the Coordinator-General and local governments to support future developments. The Coordinator-General has primary carriage for the development, operation and management of land use in a State development area. When land is declared a State development area the local government relinquishes the responsibility for land use planning and land use decision making rights over that piece of land. These records need to be kept in line with the planning schemes retained by the local governments.</p> <p>Permanent retention criteria in accordance with Queensland State Archives Appraisal Statement: Characteristic 4 – Significant impact on individuals Characteristic 6 – Environmental management and change</p> <p>Community expectation:</p> <p>Provides evidence of the Coordinator-General's approval, implementation and variation of development schemes within a declared State development area. It is also a historical record of the planning and development decisions within an area.</p> |

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| | | <p>Comparison with other schedules: The recommended retention period aligns with the:</p> <p>Queensland State Archives <i>Local Government Sector Retention and Disposal Schedule</i> (QDAN 480v.4) for final version of planning scheme/town plans – reference number 18.3.7 - retain permanently.</p> <p>Public Record Office Victoria <i>Retention and Disposal Authority for Records of the Department of Infrastructure</i> (PROS 00/02) for establishing and amending a planning scheme - reference number 17.1.0 - retain permanently.</p> <p>State Records Authority of New South Wales <i>Functional Retention and Disposal Authority Planning and Development</i> (FA245) for records relating to the approval and monitoring of local environmental plans developed by councils – reference number 4.2.1 - required as State archives.</p> <p>State Records Authority of New South Wales <i>Functional Retention and Disposal Authority Planning and Development</i> (FA245) for records relating statutory plans developed by the agency – reference number 4.7.1 - required as State archives.</p> <p>Australian Capital Territory <i>Records Disposal Schedule Land, Planning and Building Records</i> (NI2004-91) for records relating to developing long-term strategic directions for land, infrastructure and development of the ACT including development and variation of area plans – reference number 4.28.2 – retain as Territory archives.</p> <p>Queensland State Archives <i>Local Government Sector Retention and Disposal Schedule</i> (QDAN 480v.4) for the development of planning scheme/town plans – reference number 18.3.6 - retain for 15 years after last action.</p> <p>Australian Capital Territory <i>Records Disposal Schedule Land, Planning and Building Records</i> (NI2004-91) for records of working papers relating to the development of plans, such as area plans – reference number 4.28.3 – destroy 50 years after last action.</p> <p>Other comments/factors for consideration: Requests to the Coordinator-General for changes to the use of land within a state development area are covered under class 1.2.1.</p> |