

Coordinator-General Retention and Disposal Schedule

Responsible public authority: Department of State Development, Infrastructure and Planning

Queensland Disposal Authority Number (QDAN)	703	Version	1
Date of approval	7 August 2014		
Approved by State Archivist	Darren Crombie		
QSA File Reference	QSA14/328		

Scope of Retention and Disposal Schedule

This schedule covers records specifically created for Coordinator-General activities. The Coordinator-General is responsible for planning, delivering and coordinating large-scale infrastructure projects, while ensuring their environmental impacts are properly managed.

This schedule includes records relating to the acquisition and disposal of land, applications for approval to use land, claims for compensation, the drafting and finalisation of development schemes, and the declaration of state development areas, and projects which include: coordinated and prescribed projects, private infrastructure facilities, and prescribed developments.

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

References to repealed legislation within this Schedule may be taken to be a reference to current legislation if the context permits.

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

Record formats

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

Queensland State Archives

Department of Science, Information Technology, Innovation and the Arts



Authority

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

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

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

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

Revocation of previously issued disposal authorities

Any previously issued disposal authority which covers disposal classes described in this retention and disposal schedule is revoked. Department of State Development, Infrastructure and Planning should take measures to withdraw revoked disposal authorities from circulation.

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

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

Retention of records

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

Public records must be retained for longer if:

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

This list is not exhaustive.

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

Records which are subject to a Right to Information application are to be retained for the period specified in section 9 – INFORMATION MANAGEMENT of the *General Retention and Disposal Schedule for Administrative Records* in addition to their required retention period according to an approved retention

and disposal schedule. The two periods run concurrently, and may result in a longer required retention period overall. This is in order to cover all appeal and review processes. Even though the records subject to an application may be ready for disposal according to an approved retention and disposal schedule at the time of the Right to Information application, the additional Right to Information retention requirements must still be applied. See section 8 – INFORMATION MANAGEMENT of the [General Retention and Disposal Schedule for Administrative Records](#) for records of Right to Information applications.

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

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

Records created before 1950

Records described in QDAN 703 v.1 that were created before 1950 should be referred to Queensland State Archives for further appraisal before any disposal action is taken by the public authority. For further advice please refer to the Public Records Brief: [Pre-1950s public records](#) which is available from the Queensland State Archives' website.

Transfer of public records to Queensland State Archives

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

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

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1. 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.

Reference	Description of records	Status	Disposal action
1.1	<p>ACQUISITION AND DISPOSAL</p> <p><i>The activity of acquiring and disposing of land by the state for large scale industry, resource and tourism infrastructure projects as regulated by the Acquisition of Land Act 1967 and the State Development and Public Works Organisation Act 1971. Also includes the conversion and rehabilitation of land from one use to another.</i></p> <p><i>See the General Retention and Disposal Schedule for Administrative Records for the acquisition and disposal of capital assets other than land.</i></p>		
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>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • crown land agreements • critical infrastructure agreements easement • indigenous land use agreements • land acquisition agreements • power to use and access land agreements • transfer agreements • voluntary environment agreements. • registration and confirmation statements • instructions to undertake land projects • associated correspondence to land owners and stakeholders including negotiation documentation • briefing notes 	Permanent	Retain permanently.

Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none"> • calculations relating to compensation • copies of claims for compensation • consultation records • notifications, such as: gazette, notice, statutory and public notices • applications of objection • leases • appeals • background information and research, such as: market research, title searches company extracts, survey plans and investigation documents • financial information. <p><i>See reference number 1.4.1 for records relating to managing claims for compensation.</i></p>		
1.1.2	<p><i>Disposal of land</i></p> <p>Records relating to the disposal of land by the Coordinator-General in accordance with the <i>State Development and Public Works Organisation Act 1971</i>.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • applications • use of land agreements • decision notices. 	Permanent	Retain permanently.
1.2	<p>APPLICATIONS</p> <p><i>The activities associated with the assessment of applications made to the Coordinator-General to change the use of land within a declared State development area in accordance with the State Development and Public Works Organisation Act 1971.</i></p>		
1.2.1	<p><i>Application for use of land</i></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 reused and approved applications.</p> <p>Records may include, but are not limited to:</p>	Permanent	Retain permanently.

Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none"> • applications and supporting documentation, such as material change of use • notices of decisions • register of applications. <p><i>See reference number 1.6.1 for records relating to development schemes.</i></p> <p><i>See reference number 1.5.7 for records relating to the declaration of a State development area.</i></p>		
1.3	<p>APPOINTMENTS</p> <p><i>The activities of appointing a person under the State Development and Public Works Organisation Act 1971.</i></p> <p><i>See the General Retention and Disposal Schedule for Administrative Records for records relating to the delegation of authority.</i></p>		
1.3.1	<p><i>Instruments of appointment</i></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>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • competency assessments and supporting documentation • approvals • instruments of appointment • notice of appointment. <p><i>See the General Retention and Disposal Schedule for Administrative Records for records relating to employee service history and instrument of delegations.</i></p>	Temporary	Retain for 20 years after appointment ceases.
1.4	<p>CLAIMS</p> <p><i>The activities of claiming compensation for land acquired in accordance with the State Development and Public Works Organisation Act 1971. Also includes claiming compensation for a loss in land value as a result of the effect of the operation of an approved development scheme within a State development area in accordance with the State Development and Public Works Organisation Act 1971.</i></p>		
1.4.1	<p><i>Claims for compensation</i></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</i></p>	Temporary	Retain for 7 years after finalisation of all claims and appeals.

Reference	Description of records	Status	Disposal action
	<p><i>Development and Public Works Organisation Act 1971.</i></p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • claims for compensation • compensation deeds or agreements • calculations relating to compensation • notification of decisions • research results including: benefits; conditions; limitations; and market research • notices of appeal. <p><i>See section 1.1 for records relating to the acquisition and disposal of land.</i></p>		
1.5	<p>DECLARATIONS</p> <p><i>The activity of declaring a project, facility or area in accordance with the State Development and Public Works Organisation Act 1971. Also includes planning and approving a program of works.</i></p> <p><i>These include, but are not limited to:</i></p> <ul style="list-style-type: none"> • <i>coordinated project</i> • <i>prescribed project</i> • <i>private infrastructure facility</i> • <i>State development area</i> • <i>prescribed development</i> • <i>investigator's authority.</i> 		
1.5.1	<p>Coordinated projects</p> <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>	Permanent	Retain permanently.

Reference	Description of records	Status	Disposal action
	<p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • agreements • applications and supporting documentation • associated letters to other government agencies or government owned corporations • checklists • stakeholder engagement strategy including consultation, feedback or comments from the public or advisors • declaration or declaration seal and supporting documentation, such as imposed conditions, pre-feasibility assessment • information declaration acknowledgement • referrals • statements including: environmental impact statements and environmental impact statement summaries and supplementary environmental impact statements; initial advice statements; social impact statements • submissions and submission review registers • terms of reference, including draft and generic • Coordinator-General's report. <p><i>See reference number 1.5.3 for records relating to lapsed projects.</i> <i>See reference number 1.5.9 for records relating to program of works.</i></p>		
1.5.2	<p><i>Prescribed projects</i></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 critical infrastructure project, and projects that have been cancelled, repealed or refused.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • agreements • applications and supporting documentation 	Permanent	Retain permanently.

Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none"> • associated letters to other government agencies or government owned corporations • stakeholder engagement strategy including consultation, feedback or comments from the public or advisors • declaration or declaration seal and supporting documentation, such as imposed conditions, pre-feasibility assessment • notifications such as, notice to decide, progression notice, gazette notice and public notices • referrals • submissions and submission review registers <p><i>See reference number 1.5.3 for records relating to lapsed projects.</i></p> <p><i>See reference number 1.5.9 for records relating to program of works.</i></p>		
1.5.3	<p><i>Coordinated and prescribed projects – lapsed</i></p> <p>Records relating to a coordinated and prescribed project 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 1.5.1 and 1.5.2.</p> <p><i>See reference number 1.5.9 for records relating to program of works.</i></p>	Temporary	Retain for 5 years after the lapse of the project.
1.5.4	<p><i>Private infrastructure facilities</i></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 Development 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>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • application and supporting information 	Permanent	Retain permanently.

Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none"> • background information and research such as, checklists, land valuation records, reports on financial analysis • consultation records • notice of decision and supporting documentation • objections and response to objections • recommendations and statement of giving reason • submissions • correspondence between proponents to land owner, including negotiations • gazette notices. <p><i>See reference number 1.1.1 for records relating to the acquisition of land.</i></p> <p><i>See reference number 1.5.1 for records relating to coordinated projects.</i></p> <p><i>See reference number 1.5.5 for records relating to investigator's authority.</i></p> <p><i>See reference number 1.5.9 for records relating to program of works.</i></p>		
1.5.5	<p><i>Investigator's authority</i></p> <p>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>.</p> <p>Includes projects that have been cancelled or refused.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • application and supporting information • background information and research such as, checklists, land valuation records, reports on financial analysis • consultation records • notice of decision and supporting documentation • objections and response to objections • recommendations and statement of giving reason • submissions 	Permanent	Retain permanently.

Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none"> • correspondence between proponents to land owner, including negotiations • gazette notices. <p><i>See reference number 1.5.4 for records relating to private infrastructure facilities.</i></p>		
1.5.6	<p><i>Investigator's authority – lapsed</i> Records relating to an investigator's authority where the process has lapsed prior to the Coordinator-General's report. Records may include, but are not limited to those indicated in reference number 1.5.5.</p>	Temporary	Retain for 5 years after the lapse of the project.
1.5.7	<p><i>State development areas</i> 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>. Also includes planning, establishing and managing these areas throughout Queensland. Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • amendments or variations • consultation, feedback or comments from the public or advisors • decision to make state development area including recommendations • declaration • notifications and notices, including gazette notice and public notices • pre-feasibility study • plans • terminations including revocation. <p><i>See reference number 1.6.1 for records relating to development schemes.</i> <i>See reference number 1.2.1 for records relating to development applications.</i> <i>See reference number 1.1.1 for records relating to the acquisition of land.</i> <i>See reference number 1.5.9 for records relating to program of works.</i></p>	Permanent	Retain permanently.
1.5.8	<p><i>Prescribed developments</i> Records relating to the declaration of a proposal for the development or processing of</p>	Permanent	Retain permanently.

Reference	Description of records	Status	Disposal action
	<p>mineral or energy resources as a prescribed development by 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>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • applications and supporting documentation • infrastructure coordination plans. <p><i>See reference number 1.5.9 for records relating to program of works.</i></p>		
1.5.9	<p>Program of works</p> <p>Records relating to the 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>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • program of works notification • instrument of delegation • discussion papers • briefing notes • reports. 	Permanent	Retain permanently.
1.6	<p>PLANNING</p> <p><i>The activity of formulating a strategy for infrastructure projects in accordance with the State Development and Public Works Organisation Act 1971.</i></p>		
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.</p> <p>Includes variations made to an approved development scheme and development schemes which have been abrogated.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • decisions 	Permanent	Retain permanently.

Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none">• land use precincts• maps• notifications, notices, including gazette notice and public notices• policies• priority infrastructure plan• amendments• assessments• consultation, feedback or comments from the public or advisors• decisions• objections• planning study• reports• resolutions• submissions• variations. <p><i>See reference number 1.5.7 for records relating to the declaration of a State development area.</i></p> <p><i>See reference number 1.2.1 for records relating to the use of land within a state development area.</i></p>		