

# State Strategic Planning Retention and Disposal Schedule

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

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## Scope of Retention and Disposal Schedule

This schedule only covers public records specifically created for state strategic planning activities for the Department of State Development, Infrastructure and Planning and does not cover records created as part of the Coordinator-General, Local Government and Economic Development Queensland activities.

The role of planning is to prepare and manage the planning activities for the state of Queensland. This is conducted through the development of state wide policies and regulations and through the approval process of development applications.

This schedule includes records relating to development application approvals, assessments and directions made by the relevant Ministers in accordance with the *Sustainable Planning Act 2009*; strategic and state planning including concept and master plans, local planning instruments, regional plans, standard planning scheme provisions, state planning policies and state planning regulatory provisions.

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References to repealed legislation within this Schedule may be taken to be a reference to current legislation if the context permits.

## Queensland State Archives

Department of Science, Information Technology, Innovation and the Arts



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.

### **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.

### **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 8 – 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 699 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. DEVELOPMENT APPLICATION ASSESSMENT

*The function of managing the development application process for applicants including appeals for the State in accordance with the Sustainable Planning Act 2009 and the Economic Development Queensland Act 2012, the Economic Development Act 2012 and the repealed Urban Land Development Authority Act.*

Reference	Description of records	Status	Disposal action
1.1	<p><b>APPEALS</b></p> <p><i>The activity of managing appeals made to a higher authority against decisions made in accordance with legislation.</i></p>		
1.1.1	<p><b>Appeals – significant</b></p> <p>Records associated with appeals to the Department against decisions which are sent to the Department and forwarded to the Planning and Environment Court that set a precedent or result in significant changes to policies and/or standards or arouse a high level of public interest or controversy. Includes appeals that are not upheld.</p> <p>Appeals may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• appeal by advice agency</li> <li>• appeal against conditions</li> <li>• changing or cancelling conditions imposed by assessment manager or concurrence agency</li> <li>• charges for infrastructure</li> <li>• compliance assessment appeals</li> <li>• condition imposed and particular decisions</li> <li>• decision on request for compliance assessment</li> <li>• development application appeals</li> <li>• enforcement notices</li> <li>• extension for development approval and permissible changes</li> <li>• master plan appeals</li> </ul>	Permanent	Retain permanently.

Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none"> <li>• permissible changes and changing or cancelling conditions imposed by assessment manager or concurrence agency</li> </ul> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• copies of the development application</li> <li>• correspondence between parties</li> <li>• decisions</li> <li>• legal advice</li> <li>• legal briefs.</li> </ul>		
1.1.2	<p><b><i>Appeals – not significant or precedent setting</i></b></p> <p>Records associated with appeals against decisions which are sent to the Department and forwarded to the Planning and Environment Court which <b>do not</b> set a precedent, result in significant changes to policies and/or standards or arouse a high level of public interest or controversy. Includes appeals that are not upheld.</p> <p>Appeals may include but are not limited to those indicated in reference number 1.1.1.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• copies of the development application</li> <li>• correspondence between parties</li> <li>• decisions</li> <li>• legal advice</li> <li>• legal briefs.</li> </ul>	Temporary	Retain for 12 years after the conclusion of the appeals process.
1.2	<p><b>ASSESSMENTS</b></p> <p><i>The activity of managing the lodgement, assessment and decisions for development applications where the state has a jurisdiction in accordance with legislation. Also includes where the department acts as an Assessment Manager or Referral Agency.</i></p> <p><i>See section 1.1 for records relating to appeals made to the Planning and Environment Court.</i></p>		

Reference	Description of records	Status	Disposal action
1.2.1	<p><b><i>Development applications</i></b></p> <p>Records associated with the assessment of development applications where the department acts as either the Assessment Manager or Referral Agency.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• applications</li> <li>• consultation notes with other agencies</li> <li>• decisions</li> <li>• notices or written statements</li> <li>• responses</li> <li>• submissions</li> <li>• supporting documentation.</li> </ul> <p><i>See section 1.3 for records regarding Ministerial directions.</i></p>	Permanent	Retain permanently.
1.3	<p><b>MINISTERIAL DIRECTIONS</b></p> <p><i>The activity of managing directions made by the Minister to an assessment manager, concurrence agency or applicant regarding a development application or any state planning or local planning activities in accordance with legislation.</i></p>		
1.3.1	<p><b><i>Ministerial directions – development applications and local and state planning</i></b></p> <p>Records associated with the exercising of ministerial powers for a development application and for local and state planning.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• briefs</li> <li>• consultation notes</li> <li>• copies of documents tabled in Parliament</li> <li>• development applications</li> <li>• maps</li> <li>• notices and written statements</li> </ul>	Permanent	Retain permanently.

Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none"><li>• parliamentary questions</li><li>• reports</li><li>• submissions</li><li>• supporting documentation.</li></ul>		



## 2. SUSTAINABLE DEVELOPMENT STRATEGIC PLANNING

*The function of developing, implementing and maintaining strategies to support the sustainable development of Queensland. Includes Local Planning, Regional Planning, State Planning, Master Plan Areas, Land Use Planning, State Planning instruments, Statutory guidelines and Priority development Areas.*

Reference	Description of records	Status	Disposal action
2.1	<p><b>LOCAL GOVERNMENT PLANNING</b></p> <p><i>The activity of developing, approving and/or implementing local planning instruments and or specific Local Government Plans in accordance with the Sustainable Planning Act 2009 and the Townsville City Council (Douglas Land Development) Act 1993. Includes but is not limited to:</i></p> <ul style="list-style-type: none"> <li>• <i>concept plans</i></li> <li>• <i>master planned areas</i></li> <li>• <i>master plans</i></li> <li>• <i>planning scheme policies</i></li> <li>• <i>planning schemes</i></li> <li>• <i>structure plans</i></li> <li>• <i>temporary local planning instruments.</i></li> </ul>		
2.1.1	<p><b><i>Concept and master plans</i></b></p> <p>Records associated with the review, endorsement and approval of concept plans and master plans in accordance with the <i>Townsville City Council (Douglas Land Development) Act 1993</i>.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• amendments</li> <li>• consultation notices with state agencies or the public</li> <li>• copies of concept plans or master plans</li> <li>• endorsements</li> <li>• notices or written statements.</li> </ul>	Temporary	Retain for 10 years after last action.

Reference	Description of records	Status	Disposal action
2.1.2	<p><b>Local planning instruments</b></p> <p>Records associated with the review and decisions made by the Minister in relation to local planning instruments for local government authorities in accordance with the <i>Sustainable Planning Act 2009</i>.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• amendments, including minor amendments</li> <li>• records of conditions</li> <li>• consultation notices with state agencies or the public</li> <li>• decisions</li> <li>• drafting documents</li> <li>• endorsement documents</li> <li>• final approved planning scheme amendments</li> <li>• temporary local planning instrument, planning scheme policies and planning schemes.</li> </ul>	Permanent	Retain permanently.
2.2	<p><b>STATE PLANNING</b></p> <p><i>The activity of developing, approving and/or implementing state planning instruments and Plans in accordance with the Sustainable Planning Act 2009. Includes but is not limited to:</i></p> <ul style="list-style-type: none"> <li>• <i>state planning regulatory provisions</i></li> <li>• <i>regional plans</i></li> <li>• <i>standard planning scheme provisions</i></li> <li>• <i>state planning policy</i></li> <li>• <i>temporary state planning policy.</i></li> </ul>		
2.2.1	<p><b>Regional plans</b></p> <p>Records associated with the development, endorsement, implementation, review and finalisation of statutory and non-statutory regional plans in accordance with the</p>	Permanent	Retain permanently.

Reference	Description of records	Status	Disposal action
	<p><i>Sustainable Planning Act 2009.</i></p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Amendments</li> <li>• Consultation records</li> <li>• Drafts</li> <li>• Environmental Impact Statements</li> <li>• Finals</li> <li>• Supporting documentation</li> <li>• Working papers.</li> </ul>		
2.2.2	<p><b><i>Standard planning scheme provisions</i></b></p> <p>Records associated with the development and finalisation of standard planning scheme provisions or Queensland planning provisions in accordance with the <i>Sustainable Planning Act 2009</i>.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• amendments</li> <li>• consultation records</li> <li>• drafts</li> <li>• final state planning scheme provision</li> <li>• supporting documentation</li> <li>• working papers.</li> </ul>	Permanent	Retain permanently.
2.2.3	<p><b><i>State planning policy</i></b></p> <p>Records associated with the development and finalisation of a state planning policy or a temporary state planning policy in accordance with the <i>Sustainable Planning Act 2009</i>.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• amendments</li> </ul>	Permanent	Retain permanently.

Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none"> <li>• consultation records</li> <li>• drafts</li> <li>• environmental impact statements</li> <li>• final state planning policy</li> <li>• temporary state planning policy</li> <li>• supporting documentation</li> <li>• working papers.</li> </ul>		
2.2.4	<p><b><i>State planning regulatory provisions</i></b></p> <p>Records associated with the development, approval, management and finalisation of state planning regulatory provisions associated with the implementation of the regional plan in accordance with the <i>Sustainable Planning Act 2009</i>.</p> <p>Records may include but are not limited to:</p> <ul style="list-style-type: none"> <li>• amendments</li> <li>• consultation with other state agencies</li> <li>• drafts</li> <li>• finals</li> <li>• supporting documentation</li> <li>• working papers.</li> </ul>	Permanent	Retain permanently.