

Economic Development Queensland Retention and Disposal Schedule

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

Queensland Disposal Authority Number (QDAN)	712	Version	1
Date of approval	21 November 2014		
Approved by A/State Archivist	Darren Crombie		
QSA File Reference	QSA14/328		

Scope of Retention and Disposal Schedule

This schedule covers the core records created by the Economic Development Queensland, a Division of the Department of State Development, Infrastructure and Planning. This schedule excludes activities associated with the other divisions of the department, i.e. State Strategic Planning, or Coordinator General.

Economic Development Queensland facilitates investment and economic development throughout Queensland. The department also undertakes a series of strategic planning functions for priority development areas and provisional priority development areas and works closely with local governments to undertake planning within these areas.

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References to repealed legislation within this schedule may be taken to be a reference to current legislation if the context permits.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

Queensland State Archives

Department of Science, Information Technology, Innovation and the Arts



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 QDAN 712 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.

Contents

1. ECONOMIC DEVELOPMENT LAW MANAGEMENT	5
2. ECONOMIC DEVELOPMENT PROJECT MANAGEMENT	6
3. ECONOMIC DEVELOPMENT STRATEGIC PLANNING	11

1. ECONOMIC DEVELOPMENT LAW MANAGEMENT

The function associated with developing and managing laws in accordance with the Economic Development Act 2012.

See the [General Retention and Disposal Schedule for Administrative Records](#) for records relating to enforcement and litigation.

Reference	Description of records	Status	Disposal action
1.1	<p>BY-LAWS <i>The activities associated with managing by-laws in accordance with the Economic Development Act 2012.</i></p>		
1.1.1	<p><i>By-laws – declared development area</i> Records relating to the development, adoption, amendment, review and repeal of by-laws and interim local laws managed for a declared development area in accordance with the <i>Economic Development Act 2012</i>. Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • approvals • consultation documentation • notifications • proposals • resolutions • significant drafts i.e. drafts with significant amendments or change • submissions. 	Permanent	Retain permanently.

2. ECONOMIC DEVELOPMENT PROJECT MANAGEMENT

The function associated with collaborating with industry and businesses to carry out residential, industrial and urban projects. These projects involve:

- working with business and industry professionals to develop land for residential purposes
- developing, selling and leasing industrial real estate in Queensland
- taking a master developer role to work with private developers to deliver urban development projects and renew urban parcels of land through the rejuvenation of under-utilised government-owned sites by bringing them to market to facilitate private industry development.
- facilitating economic development through retail or commercial development, for example, the Commonwealth Games Village.

Refer to the [General Retention and Disposal Schedule for Administrative Records](#) for records associated with:

- board and meetings
- community liaison
- financial management
- marketing, events and production
- tendering.

Reference	Description of records	Status	Disposal action
2.1	<p>ACQUISITION AND DISPOSAL</p> <p>The activity of acquiring and disposing of land by the state for major infrastructure projects including residential, urban and industrial projects regulated by the Economic Development Act 2012.</p> <p>See General Retention and Disposal Schedule for Administrative Records for the acquisition and disposal of capital assets other than land.</p> <p>See General Retention and Disposal Schedule for Administrative Records for records relating to managing leases and contracts in relation to use of land agreements in accordance with the Economic Development Act 2012.</p>		

Reference	Description of records	Status	Disposal action
2.1.1	<p><i>Acquisition and disposal of land</i> Records relating to the acquisition or disposal of land by Economic Development Queensland in accordance with the <i>Economic Development Act 2012</i>. Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • agreements (including compensation agreements) • contracts • documentation of conditions related to the acquisition or disposal • lease records • licences • negotiations • particulars reports on land • reports • settlement documentation • survey reports • valuations. 	Permanent	Retain permanently.
2.2	<p>DESIGN AND CONSTRUCTION COORDINATION <i>The activity of coordinating the design and construction phases of residential, urban and industrial projects.</i></p>		
2.2.1	<p><i>Concept design</i> Records relating to the coordination of the design and approval of all structures and infrastructure required for an approved residential, urban or industrial project. Concept design projects include, but are not limited to:</p> <ul style="list-style-type: none"> • civil engineering • environmental management • landscape architecture • town planning • traffic management • urban designing. 	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"> • approvals • concept plans • conditions • consultation notes • records relating to media relations • rendered images • reports • risk analysis. <p>See the <i>General Retention and Disposal Schedule for Administrative Records for records relating to tenders.</i></p>		
2.2.2	<p>Construction administration</p> <p>Records relating to the coordination of construction for all structures and infrastructure required for an approved residential, urban or industrial project.</p> <p>Includes but is not limited to:</p> <ul style="list-style-type: none"> • building works • civil works • electrical works • landscape works • scope of works • site preparation or remediation • telecommunications and associated works. <p>Records may include but are not limited to:</p> <ul style="list-style-type: none"> • approvals • building specifications and construction plans • certificates • consultation notes • documentation of conditions 	Permanent	Retain permanently.

Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none"> • negotiations • project handover documentation • records relating to due diligence • records relating to media relations • reports • settlement documentation. <p><i>See the <u>General Retention and Disposal Schedule for Administrative Records</u> for records relating to tender, financial management, construction schedules and workplace health and safety.</i></p>		
2.3	<p>INVESTIGATIONS</p> <p><i>The activity of investigating potential new residential, urban or industrial projects. Includes the pre-feasibility, due diligence, investigation and business case preparation stages within the project.</i></p> <p><i>See section <u>2.2</u> for records relating to projects that do proceed in accordance with the Economic Development Act 2012.</i></p>		
2.3.1	<p><i>Projects not proceeded with</i></p> <p>Records relating to the planning, reviewing and undertaking of a due diligence and investigation process to assess potential development projects in accordance with the <i>Economic Development Act 2012</i> where the decision to progress with the project is not approved by the Board or General Manager.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • business case • business plans • consultation notes • data analysis • decisions • feasibility studies • market analysis • media relations • needs assessments 	Temporary	Retain for 10 years after last action.

Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none">• recommendations• reports• requests• risk analysis• statistics• valuations.		

3. ECONOMIC DEVELOPMENT STRATEGIC PLANNING

The function of strategically planning and developing land within a priority development area in cooperation with local government authorities under the Economic Development Act 2012.

Refer to the [General Retention and Disposal Schedule for Administrative Records](#) for records associated with:

- *Media Releases*
- *External and Community Communications.*

Reference	Description of records	Status	Disposal action
3.1	CONTROL RECORDS <i>The activity of maintaining control records of strategic planning activities conducted within the department.</i>		
3.1.1	Registers Registers retained by Economic Development Queensland in accordance with the <i>Economic Development Act 2012</i> for: <ul style="list-style-type: none"> • by-laws • development schemes that have taken effect • directions given • interim land use plans, as amended from time to time • priority development application - development applications • priority development application - development approvals • proposed development schemes or proposed amendments of development schemes • provisional land use plans, as amended from time to time • reports on development schemes • special rates and charges. 	Permanent	Retain permanently.
3.2	DECLARATIONS <i>The activity of declaring a priority development area or a provisional priority development area to support the economic or community need for a proposed development in accordance with the Economic Development Act 2012.</i>		
3.2.1	Priority development area and provisional priority development area - successful Records relating to investigations into proposals made to the department for the	Permanent	Retain permanently.

Reference	Description of records	Status	Disposal action
	<p>declaration of a Priority Development Area or a Provisional Priority Development Area, in accordance with the <i>Economic Development Act 2012</i>, where the proposal is successful.</p> <p>Also includes declarations for a Priority Development Area or Provisional Priority Development Area where there has been a revocation or reduction in the declaration.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • applications • approvals • assessments • boundary maps • briefing session notes • consultation notes • decisions • delegations of responsibility • feasibility studies • feedback • initial proposals • investigations • notices • notifications • proposals • recommendations • reports • submissions. <p>See reference number 3.2.2 for records where the declaration for a priority development area or provisional priority development area has been unsuccessful.</p> <p>See reference number 3.3.1 for records relating to a provisional land use plan.</p>		
3.2.2	Priority development area and provisional priority development area - unsuccessful	Temporary	Retain for 10 years after the decision has been made.

Reference	Description of records	Status	Disposal action
	<p>Records relating to investigations into proposals made to the department for the declaration of a priority development area or provisional priority development area, in accordance with the <i>Economic Development Act 2012</i>, where the proposal is unsuccessful.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • assessments • consultation notes • decisions • feasibility studies • initial proposals • investigations • notifications. <p>See reference number 3.2.1 for records where the declaration for a priority development area or provisional priority development area has been successful.</p>		
3.3	<p>PLANNING</p> <p><i>The activity of preparing and planning for a declared Priority Development Area or Provisional Priority Development Area in accordance with the Economic Development Act 2012.</i></p>		
3.3.1	<p><i>Interim and provisional land use plans – development</i></p> <p>Records relating to the development of an Interim Land Use Plan required for a declared Priority Development Area and a Provisional Land Use Plan required for a declared Provisional Priority Development Area where the department has been delegated responsibility.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • amendments • consultation records • draft plans • reports • supporting documentation • working papers. 	Temporary	Retain for 5 year after plan is approved.

Reference	Description of records	Status	Disposal action
	See reference number 3.3.2 for the final version of the interim or provisional land use plan.		
3.3.2	<p>Interim and provisional land use plans – final</p> <p>Records relating to maintaining the final Interim Land Use Plan required for a declared Priority Development Area prior to the development of a development scheme where the department has been delegated responsibility.</p> <p>Records may include but are not limited to:</p> <ul style="list-style-type: none"> • environmental impact statements • final plans • notices • reports. <p>See reference number 3.3.1 for the records associated with the development of the interim or provisional land use plan.</p>	Permanent	Retain permanently.
3.3.3	<p>Development scheme – development</p> <p>Records relating to the development of a development scheme for a Priority Development Area where the department has been delegated responsibility in accordance with the <i>Economic Development Queensland Act 2012</i>.</p> <p>Includes but is not limited to the following:</p> <ul style="list-style-type: none"> • implementation strategy • infrastructure plan • land use plan <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • amendments • consultation notes • drafts • submissions • supporting documentation • working papers. 	Temporary	Retain for 15 years after last action.

Reference	Description of records	Status	Disposal action
3.3.4	<p><i>Development scheme – final</i></p> <p>Records relating to the final Development Scheme required for a declared Priority Development Area where the department has been delegated responsibility in accordance with the <i>Economic Development Queensland Act 2012</i>.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none">• environmental impact statements• final plans• notices• reports.	Permanent	Retain permanently.