



Appraisal log

Economic Development Queensland Retention and Disposal Schedule

Department of State Development, Infrastructure and Planning

Date: November 2014

Function No	Title	Scope Note
1	ECONOMIC DEVELOPMENT LAW MANAGEMENT	<p>The function associated with developing and managing laws in accordance with the <i>Economic Development Act 2012</i>.</p> <p>A by-law is only required for a Declared Development Area in special circumstances. The purpose of the by-law or interim local law is to give the department the ability to conduct specific activities in relation to a development. These laws are specific to the development and are only in operation until the Priority Development Area (PDA) has been revoked.</p> <p>The process is as follows:</p> <ol style="list-style-type: none"> 1. The need for a by-law or interim local law is established; 2. The Economic Development Board decides whether to make a by-law or interim local law; 3. The decision is either supported by the Minister or not; 4. EDQ develops the by-law in conjunction with other agencies as required. This step involves consultation as required; 5. The by-law or interim local law is managed by EDQ; 6. The by-law is repealed when the PDA or Provisional Priority Development Area (PPDA) has been revoked. <p><i>See the General Retention and Disposal Schedule for Administrative Records for records relating to enforcement and litigation.</i></p>
Activity		
1.1 By-laws		

Ref. No	Description of record and retention period	Justification for retention period
1.1.1	<p><i>By-laws - declared development area</i></p> <p>Records relating to the development, adoption, amendment, review and repeal</p>	<p>Background/business process:</p> <p>Economic Development Queensland (EDQ) can develop by-laws and interim local laws for a development area in accordance with the <i>Economic Development Act 2012</i>. This process has currently occurred only once, resulting in the development of the <i>Economic Development (Vegetation Management) By-law 2013</i>. The department has not yet repealed a by-law, nor has it yet invoked powers to create an interim local law. This class may need to be re-evaluated when this process does occur.</p>

Ref. No	Description of record and retention period	Justification for retention period
	<p>of by-laws and interim local laws managed for a declared development area in accordance with the <i>Economic Development Act 2012</i>.</p> <p>Disposal action – Retain permanently.</p>	<p>Regulatory Requirements: s.54 of the <i>Economic Development Act 2012</i> provides the Minister for Economic Development with the ability to make by-laws for priority development areas about any matter for which a local law may be made, including the creation of offences (the terminology used in the <i>Economic Development Queensland Act 2012</i>).</p> <p>Business requirements: The department has not as yet conducted a by-law process from adoption to revocation, however this class covers all records associated with by-laws that have been adopted. By-laws are developed by EDQ and go through an approval process. They are development specific and only apply to that particular development. This class does not cover by-laws for other agencies.</p> <p>Permanent retention criteria (where applicable): These records meet the following criteria for permanent retention under the QSA Appraisal Statement: Characteristic 1 – Authority, Foundation and Structure of Government Characteristic 5 – Substantial Contribution to Community Memory Characteristic 6 – Environmental Management and Change</p> <p>Community expectation: Provides evidence of EDQ’s coordination of activities conducted as part of the development of significant areas in Queensland and consultation with the local government authority to ensure consistent standards.</p> <p>Consistency with other schedules: <i>Local Government Sector Retention and Disposal Schedule QDAN 480 v.4</i> Reference 19.7.1(Local Laws adopted) - Retain permanently.</p> <p>Other comments/factors for consideration: This class covers the regulations in place at the time of a development. They are of ongoing value to the department and the state and the retention period is consistent with other jurisdictions.</p>

Function No	Title	Scope Note
2	ECONOMIC DEVELOPMENT PROJECT MANAGEMENT	<p>The function associated with collaborating with industry and businesses to carry out residential, industrial and urban projects. These projects involve:</p> <ul style="list-style-type: none"> • 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 outcomes, for example, the Commonwealth Games Village. <p>The project management element of EDQ follows this basic structure for all projects including residential, urban and industrial:</p> <ol style="list-style-type: none"> 1. A project of significance is identified. 2. EDQ conducts an investigation to determine the feasibility of the potential project. This information is presented to the Deputy Director General/General Manager and the Economic Development Board for approval to proceed with further stages of investigation. 3. An acquisition business case is developed to acquire the land required for the particular development, which is again presented to the Board for approval. 4. At either stage 2 or 3 the project can be 'declined' by the Deputy Director General and General Manager and will not proceed. <p>Should the project proceed the following stages occur:</p> <ol style="list-style-type: none"> 1. Acquisition of land as required. 2. Design phase commences. 3. Construction phase of the project commences. 4. Project handover. This can include a maintenance period where EDQ retains responsibility for maintaining the area until the formal handover has occurred. <p>The following activities are conducted throughout the entire project. These records are not included in this schedule as they are covered by the <i>General Retention and Disposal Schedule for Administrative Records</i>.</p> <ul style="list-style-type: none"> • Board and meetings • Community liaison

Function No	Title	Scope Note
		<ul style="list-style-type: none"> • Financial management • Marketing, events and production • Tendering.
Activities		
2.1 Acquisition and disposal 2.2 Design and construction coordination 2.3 Investigations		
Ref. No	Description of record and retention period	Justification for retention period
2.1.1	<p><i>Acquisition and disposal of land</i></p> <p>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 	<p>Background/business process:</p> <p>When land is required EDQ will negotiate with the land owner regarding the acquisition. The land may be owned privately, by the state or by local government etc.</p> <p>This negotiation could involve a purchase of land or a transfer of land between state departments; alternatively it could result in a joint venture between departments, local governments or organisations.</p> <p>At the end of the project the department can dispose of the land. This can include leasing (covered under the GRDS) and selling.</p> <p>Regulatory requirements:</p> <p>s.17 of the <i>Economic Development Act 2012</i> indicates that the Minister for Economic Development Queensland has the authority to acquire and dispose of land or other properties as required. The Minister for Economic Development Queensland is established as a corporation under the Act.</p> <p>s.22 of the <i>Economic Development Act 2012</i> indicates that the Minister for Economic Development Queensland acquires or otherwise becomes entitled to land or other property as security for, or in satisfaction, liquidation or discharge of, a debt owing to the Minister that the Minister may hold the land or property until it can be advantageously disposed of.</p> <p>Business requirements:</p> <p>There is a requirement to maintain records of the acquisition of land and related information permanently as these records demonstrate EDQ's compliance with legislation regarding the acquisition of land and that the acquisition was in the interest of the economic and social development of Queensland. The business has a requirement to maintain records of the sale of land as part of residential, urban or industrial projects. This</p>

Function No	Title	Scope Note
	<ul style="list-style-type: none"> • lease records • licences • negotiations • particulars reports on land • reports • settlement documentation • survey reports • valuations. <p>Disposal action – Retain permanently.</p>	<p>provides supporting information and context for the project throughout its lifecycle.</p> <p>Permanent retention criteria (where applicable):</p> <p>These records meet the following criteria for permanent retention under the QSA Appraisal Statement:</p> <p>Characteristic 3 – Enduring rights and entitlements</p> <p>Characteristic 4 – Significant impact on individuals</p> <p>Characteristic 5 – Substantial contribution to community memory</p> <p>Community expectation:</p> <p>Provides evidence of EDQ’s management of land acquisition, the history of land ownership and the development of significant areas of Queensland.</p> <p>Consistency with other schedules:</p> <p><i>State Records New South Wales Functional Retention and Disposal Authority FA245 issued to Department of Planning Reference 3.1.1 - Records relating to the acquisition of property for key public projects – Required as State archives.</i></p> <p><i>State Records New South Wales General Retention and Disposal Authority: Local Government records GA39 Reference 5.2.1 Records relating to the resumption, acquisition or disposal of property that is significant - Required as State archives.</i></p> <p><i>Local Government Sector Retention and Disposal Schedule QDAN 480 v.4</i></p> <ul style="list-style-type: none"> • Reference 5.2.1 (Acquisition - historically significant) - Retain permanently. • Reference 5.2.5 (Disposal – historically significant) – Retain permanently. <p><i>General Retention and Disposal Schedule for Administrative Records QDAN249 v.6 Reference 7.4.1 Records relating to joint ventures of major significance to the State – Retain permanently.</i></p> <p><i>Coordinator General Retention and Disposal Schedule QDAN 703 v1</i></p> <ul style="list-style-type: none"> • Reference 1.1.1 Acquisition of land – Retain permanently • Reference 1.1.2 Disposal of land - Retain permanently. <p>Other comments/factors for consideration:</p> <p>Because of the significance of the projects conducted on the land acquired it is recommended that the retention period remains consistent with other jurisdictions and that records are retained permanently.</p>
2.2.1	Concept design	Background/business process:

Function No	Title	Scope Note
	<p>Records relating to the coordination of the design and approval of all structures and infrastructure required for an approved residential, urban or industrial project.</p> <p>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. <p>Disposal action – Retain permanently.</p>	<p>The information captured within this class is related to the design phase of the project. This phase includes:</p> <ul style="list-style-type: none"> • Concept design, including master plans, business plans etc • Tendering process to engage with design consultants • Development of the all aspects of the project by design consultants including civil engineering, road infrastructure, transport etc. • Authorisation of the designs by EDQ. <p>Tendering is standard process during this stage, however these records are covered by the <i>General Retention and Disposal Schedule for Administrative Records</i>.</p> <p>Regulatory Requirements:</p> <p>s.13 of the <i>Economic Development Act 2012</i> indicates the Minister Economic Development Queensland's other functions for facilitating economic development and development for community purposes include coordinating the provision of, or providing, infrastructure and other services; and planning for, and developing and managing land in priority development areas.</p> <p>Business requirements:</p> <p>This is one specific phase of the entire project and, while EDQ outsource the majority of the activities conducted, they are responsible for the approval and acceptance of all designs. The concept designs hold the same value as draft policies as they show the history from the initial concept to the final design. Concept designs are provided for every project and this documentation is retained with the rest of the project documentation.</p> <p>Permanent retention criteria (where applicable):</p> <p>These records meet the following criteria for permanent retention under the QSA Appraisal Statement:</p> <p>Characteristic 5 – Substantial contribution to community memory</p> <p>Characteristic 6 – Environmental management and change</p> <p>Community expectation:</p> <p>Provides evidence of EDQ's decisions during the design phase of an industrial, residential or urban project.</p> <p>Consistency with other schedules:</p> <p><i>State Records New South Wales General Retention and Disposal Authority: Local Government records GA39</i> Reference 8.9.1 Records relating to the organisation's involvement in special, one-off and unique economic development projects – Required as State archives</p>

Function No	Title	Scope Note
		<p><i>Public Record Office Victoria Retention and Disposal Authority for records of Vic Urban PROS05/06 Reference 1.0.0 Development Projects – Retain as State archives</i></p> <p>Other comments/factors for consideration:</p> <p>The records captured as part of this class document a separate activity conducted throughout the project. The recommended retention period of permanent is consistent with other jurisdictions.</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>Disposal action – Retain permanently.</p>	<p>Background/business process:</p> <p>EDQ maintains a project management role for the construction phase including the tendering process to engage with design consultants to design the required development and the disposal of land/assets once construction is completed.</p> <p>Tendering records are covered by the <i>General Retention and Disposal Schedule for Administrative Records</i>.</p> <p>Regulatory requirements:</p> <p>s.13 of the <i>Economic Development Act 2012</i> indicates the Minister for Economic Development Queensland's other functions, for facilitating economic development and development for community purposes, include— coordinating the provision of, or providing, infrastructure and other services; and planning for, and developing and managing land, in priority development areas.</p> <p>Business requirements:</p> <p>This is one specific phase of the entire project and, while EDQ outsource the majority of the activities conducted, they are responsible for ensuring that the project is constructed in accordance with the approved designs. For context reasons, this documentation is retained with the rest of the project documentation.</p> <p>Permanent retention criteria:</p> <p>These records meet the following criteria for permanent retention under the QSA Appraisal Statement:</p> <p>Characteristic 5 – Substantially contribution to community memory</p> <p>Characteristic 6 – Environmental management and change</p> <p>Community expectation:</p> <p>Provides evidence of EDQ's decisions during the construction phase of an industrial, residential or urban project.</p> <p>Consistency with other schedules:</p> <p><i>State Records New South Wales General Retention and Disposal Authority: Local Government records GA39 Reference 8.9.1</i> Records relating to the organisation's involvement in special, one-off and unique economic</p>

Function No	Title	Scope Note
		<p>development projects – Required as State archives <i>Public Record Office Victoria Retention and Disposal Authority for records of Vic Urban PROS05/06 Reference 1.0.0 Development Projects – Retain as State archives</i> <i>Public Record Office Victoria Retention and Disposal Authority for Records of the Department of Infrastructure PROS00/02 Reference 1.2.2 Projects Requiring Economic Reform Committee (ERC) Approval – Retain as State archives</i></p> <p>Other comments/factors for consideration: The records captured as part of this class document a separate activity conducted throughout the project. The recommended retention period of permanent is consistent with other jurisdictions.</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>Disposal action – Retain for 10 years after last action.</p>	<p>Background/business process: This class covers records where a project is proposed to or by EDQ but does not proceed. This generally occurs when the due diligence and/or investigation process concludes that the project would not be viable. The decision to not proceed is part of the Board meeting minutes or departmental briefing note.</p> <p>Regulatory Requirements: s.13 of the <i>Economic Development Act 2012</i> indicates the Minister for Economic Development Queensland's other functions, for facilitating economic development and development for community purposes, include— coordinating the provision of, or providing, infrastructure and other services; and planning for, and developing and managing land, in priority development areas.</p> <p>Business requirements: The business does not need to permanently retain all records for projects that are not proceeded with. The recommended 10 year retention period ensures the records will be available should the applicant review the proposal and re-issue it to the department.</p> <p>Permanent retention criteria (where applicable): N/A</p> <p>Community expectation: Provides evidence that EDQ are investigating and only conducting projects that will provide benefit to the greater community.</p> <p>Consistency with other schedules: <i>Local Government Sector Retention and Disposal Schedule QDAN 480 v.4 Reference 8.5.2 Other Economic</i></p>

Function No	Title	Scope Note
		<p>Development projects including unsuccessful ones - Retain for 10 years after last action <i>State Records New South Wales General Retention and Disposal Authority: Local Government records GA39</i></p> <ul style="list-style-type: none"> • Reference 8.9.2 Economic development projects that are not special, one-off and unique –Retain minimum of 10 years after action completed, then destroy • Reference 8.9.1 Economic development projects that are special, one-off and unique. Includes planning for projects that do not proceed or are not successful – Required as State archives <p>Other comments/factors for consideration:</p> <p>The retention period allocated provides sufficient time for the department to review any additional requests for the same proposal for a project. In addition, it is consistent with most other jurisdictions for projects not considered significant or those that don't proceed.</p>

Function No	Title	Scope Note
3	ECONOMIC DEVELOPMENT STRATEGIC PLANNING	<p>The function of strategically planning and developing land within a priority development area in cooperation with local government authorities under the <i>Economic Development Act 2012</i>.</p> <p>This process applies to a series of activities throughout this schedule.</p> <p>The approval process of a Priority Development Area (PDA)/Provisional Priority Development Area (PPDA) is as follows:</p> <ol style="list-style-type: none"> 1. Proposal for a declaration is provided to EDQ for assessment by anyone, eg. Local Government Authority, Minister, members of the public etc. If the proposal comes directly from a member of the public, the Minister will refer the proposal owner to the Local Government Authority (LGA). 2. A Consultation period is held between EDQ and the LGA on the viability of the declaration for the economy and/or community. A decision will be made whether or not to proceed. 3. If the request is approved, a written request is provided to the Minister Economic Development Queensland. The request will include but is not limited to: <ul style="list-style-type: none"> • The type of declaration - PDA or PPDA • Maps • Demonstration that it meets the requirements of the <i>Economic Development Act 2012</i> • Outline of the LGA's preferred role and expectations of the State's role • Identification of key stakeholders • Any potential issues • Resourcing etc. 4. Draft PPDA/PDA (including Interim Land Use Plan and Provisional Land Use Plan) area developed by the preferred authority (EDQ or LGA) 5. Draft PPDA/PDA is circulated to state agencies for feedback 6. PPDA/PDA is reviewed and amended as required. 7. The Minister Economic Development Queensland reviews plans and either approves or rejects the plans. If the plan is approved, the process proceeds to step 8. If the plan is rejected, the process returns to step 6 to review and amend the plan as required, with further consultation with all parties involved. 8. If approved, EDQ/LGA finalises the PPDA/PDA

		<p>9. Statutory documentation is created by EDQ</p> <p>10. Communication material is prepared. This includes but is not limited to:</p> <ul style="list-style-type: none"> • Site information • Maps • Frequently asked questions • Media release <p>11. Minister Economic Development Queensland approves the PPDA/PDA and prepares for submission to the Governor in Council</p> <p>12. The Governor in Council declares the PPDA/PDA and the material is published on the department's website and the local newspaper.</p> <p>13. Delegations of ownership and responsibility are established after the PPDA/PDA has been declared. The delegation designed is unique for each declaration, for example the Local Government Authority can have planning responsibilities and the Department implementation responsibilities and vice versa. There is no standard delegation structure.</p> <p>14. Based on delegations established, the relevant party develops the implementation tasks (i.e. stakeholder engagement, DA practices etc)</p>
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Activities

- 3.1 Control Records
- 3.2 Declarations
- 3.3 Planning

Ref. No	Description of record and retention period	Justification for retention period
3.1.1	<p>Registers</p> <p>Registers retained by Economic Development Queensland in accordance with the <i>Economic Development Act 2012</i>:</p> <ul style="list-style-type: none"> • by-laws 	<p>Background/business process:</p> <p>This class aims is to capture the details of the following as guided by the <i>Economic Development Act 2012</i>:</p> <ul style="list-style-type: none"> (a) provisional land use plans, as amended from time to time; (b) interim land use plans, as amended from time to time; (c) each proposed development scheme or proposed amendments of development schemes under chapter 3, part 3; (d) reports on development schemes under section 63(2);

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	<ul style="list-style-type: none"> • 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. <p>Disposal action – Retain permanently.</p>	<p>(e) development schemes that have taken effect; (f) PDA development applications; (g) PDA development approvals; (h) by-laws; (i) special rates and charges; (j) directions given under sections 127 and 128</p> <p>Regulatory Requirements: s.172 of the <i>Economic Development Act 2012</i> - Registers as defined above s.173 of the <i>Economic Development Act 2012</i> – Access to registers</p> <p>(1) The Minister Economic Development Queensland must— (a) keep each register open for inspection by the public during office hours on business days at the places the Minister Economic Development Queensland considers appropriate; and (b) allow a person to search and take extracts from the register; and (c) give a person who asks for it a copy of all or part of a document or information held in the register, on payment of the fee decided by the Minister Economic Development Queensland .</p> <p>Business requirements: The business requires that all applicable entries are captured within the said registers and that they are maintained and are accessible to the public as required.</p> <p>Permanent retention criteria (where applicable): These records meet the following criteria for permanent retention under the QSA Appraisal Statement: Characteristic 2 – Primary Functions and Programs of Government Characteristic 5 – Substantial contribution to community memory</p> <p>Community expectation: The community can access the registers as required and be provided with the ability to copy all or part of it upon a fee payable to the department.</p> <p>Consistency with other schedules: <i>Local Government Sector Retention and Disposal Schedule QDAN 480 v.4</i></p> <ul style="list-style-type: none"> • Reference 5.10.1 (Property registers) – Retain permanently

Ref. No	Description of record and retention period	Justification for retention period
		<ul style="list-style-type: none"> Reference 5.10.2 (Register of resumptions and compulsory acquisition of land) – Retain permanently Reference 5.10.3 (Register of leases for reserves) – Retain permanently <p><i>Public Records Office Victoria Retention and Disposal Authority for Records of the Department of Sustainability and Environment PROS 05/09 Reference 12.3.0 Planning Schemes and Planning Permits - Registration and Control – Retain as State archives.</i></p> <p><i>Public Record Office Victoria Retention and Disposal Authority for Records of the Department of Infrastructure PROS00/02 Reference 17.3.0 Planning Scheme – registration and control – Transfer to PROV after administrative use is concluded.</i></p> <p><i>State Records New South Wales Functional Retention and Disposal Authority FA245 issued to Department of Planning Reference 5.8.1 Records relating to summary records of programs and projects developed by the government or the department to address strategic planning issues – Required as State archives.</i></p> <p>Other comments/factors for consideration:</p> <p>A permanent retention period ensures that summary data for all projects is available, including those that have not proceeded.</p>
3.2.1	<p><i>Priority development area and provisional priority development area – successful</i></p> <p>Records relating to investigations into proposals made to the department for the 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. Also includes declarations for a priority development area or</p>	<p>Background/business process:</p> <p><i>Provisional Priority Development Area (PPDA)</i></p> <p>A Provisional Priority Development Area (PPDA) declaration is made for a discrete site to be used for a discrete purpose where there is a community or economic need to expedite the proposed development. A PPDA is a smaller scale project which is consistent with the Local Government’s planning scheme.</p> <p>This class covers all records from the point the proposal is accepted to the point it is declared by the Governor in Council.</p> <p>For every PPDA a Provisional Land Use Plan (PLUP) must be developed to regulate the development within the declared area.</p> <p><i>Priority Development Area (PDA)</i></p> <p>A Priority Development Area (PDA) declaration is made for sites which are likely to be larger and more complex than a PPDA, however, unlike a PPDA, the intent for a PDA does not need to be consistent with the council’s planning scheme</p> <p>For every PDA an Interim Land Use Plan (ILUP) must be developed to regulate the development within the declared area. The ILUP is only valid for 12 months after which a Development Scheme must be developed to replace the ILUP.</p>

Ref. No	Description of record and retention period	Justification for retention period
	<p>provisional priority development area where there has been a revocation or reduction in the declaration.</p> <p>Disposal action – Retain permanently.</p>	<p>There is no limitation or expiry of a PDA as per the <i>Economic Development Act 2012</i>, however a PDA can be revoked as part of s.41 of the <i>Economic Development Act 2012</i>.</p> <p>The development of a PLUP is not included as part of this class.</p> <p>Regulatory Requirements:</p> <p>s.34 of the <i>Economic Development Act 2012</i> - Declaration - (1) A regulation (a declaration regulation) may declare a part of the State to be a provisional priority development area.</p> <p>s.37 of the <i>Economic Development Act 2012</i> – Declaration - (1) A regulation (a declaration regulation) may declare a part of the State to be a priority development area.</p> <p>s.42 of the <i>Economic Development Act 2012</i> - Revocation or reduction of priority development area - (1) This section applies if it is proposed to amend or revoke a declaration regulation under section 34 or 37 (the PDA change) so that land in a priority development area will no longer be in a priority development area.</p> <p>S.41 of the <i>Economic Development Act 2012</i> – Cessation of provisional priority development area - (1) A provisional priority development area ceases to be a provisional priority development area 3 years after its declaration.</p> <p>Business requirements:</p> <p>The department takes responsibility for projects for various reasons including the inability of another agency to operate the project or because the project is significant. Projects may be deemed significant because:</p> <ul style="list-style-type: none"> • the construction aroused controversy • it has environmental value, e.g. unique eco-friendly construction techniques • it has recognised historical, cultural, scientific or technical value • it has received a major architectural or design award • it has high aesthetic characteristics valued by the community • it has Indigenous importance, e.g. spiritual significance to the community <p>Permanent retention criteria (where applicable):</p> <p>These records meet the following criteria for permanent retention under the QSA Appraisal Statement:</p> <p>Characteristic 4 – Significant impact on individuals</p> <p>Characteristic 5 – Substantial contribution to community memory</p> <p>Characteristic 6 – Environmental management and change</p>

Ref. No	Description of record and retention period	Justification for retention period
		<p>Community expectation: Provides evidence of EDQ's declaration and management of PDA/PPDAs, and the decisions made that impact infrastructure, land, and planning and the development of Queensland over time. Declaring a project also takes into consideration public interest and potential environmental effects.</p> <p>Consistency with other schedules: <i>State Records New South Wales Functional Retention and Disposal Authority FA245 issued to Department of Planning</i> Reference 3.14.1 Records relating to the development of programs and projects relating to land management - Required as State archives. <i>Department of Environment and Resource Management Retention and Disposal Schedule QDAN 653 v.1</i> Reference 7.6.7 Wild River Declarations – Retain permanently <i>Department of Environment and Resource Management Retention and Disposal Schedule QDAN 653 v.1</i> Reference 9.5.2 Declarations of areas of high nature conservation – Retain permanently <i>Coordinator General Retention and Disposal Schedule QDAN 703 v1</i></p> <ul style="list-style-type: none"> • Reference 1.5.1 Declarations – Coordinated and prescribed projects – Retain permanently • Reference 1.5.4 Declarations – State development areas – Retain permanently. <p>Other comments/factors for consideration: The department believes that the value of these records to the state and community means they require a permanent retention. Therefore it is recommended that all records relating to the declaration of a PDA/PPDA are retained permanently</p>
3.2.2	<p><i>Priority development area and provisional priority development area – unsuccessful</i></p> <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</p>	<p>Background/business process: This is the first stage in the PPD/PDA process. Anyone can propose a PDA to the department or the Minister. This proposal is analysed to determine viability and whether it meets the requirements of a PDA in accordance with s. 34 of the <i>Economic Development Act 2012</i>. If the proposed PDA does not meet the criteria it does not proceed.</p> <p>Regulatory Requirements: s.13 of the <i>Economic Development Act 2012</i> Minister for Economic Development Queensland Functions - (3) In planning for, or developing land in, priority development areas, the Minister must consult with each relevant local government.</p>

Ref. No	Description of record and retention period	Justification for retention period
	<p>accordance with the <i>Economic Development Act 2012</i>, where the proposal is unsuccessful.</p> <p>Disposal action – Retain for 10 years after last action.</p>	<p>s.34 of the <i>Economic Development Act 2012</i> – Declaration - (3) Also, a declaration may be made under subsection (1) only if—</p> <p>(a) the area is a discrete site proposed to be used for a discrete purpose; and</p> <p>(b) the type, scale, intensity and location of proposed development on the site is consistent with the relevant local government’s planning scheme for the area; and</p> <p>(c) there is an overriding economic or community need to start the proposed development quickly</p> <p>Business requirements: The business needs to maintain these declined PDA’s for a short period of time. Should the PDA’s be accepted to proceed to the next states, all records associated to the investigation will be transferred and retained in accordance with the declaration.</p> <p>Community expectation: Provide evidence of a decision not declaring a PPDA or PDA.</p> <p>Consistency with other schedules: <i>Local Government Sector Retention and Disposal Schedule QDAN 480 v.4</i></p> <ul style="list-style-type: none"> • Reference 7.5.5 Building works - refused - Retain for 5 years after refusal. • Reference 7.14.5 Private certifiers – refused - Retain for 5 years after refusal. <p>Other comments/factors for consideration: The recommended timeframe is greater than other jurisdictions but is suitable for the requirements of EDQ as it provides sufficient time for the client to re-submit their proposal and for the records to be available for comparison.</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</p>	<p>Background/business process: <i>Interim Land Use Plan (ILUP)</i> An Interim Land Use Plan (ILUP) is required as part of a declaration of a PDA. The responsibility for the ILUP is determined during the unofficial discussions which are part of the investigation. Formal delegations are established on the day or after the declaration of a PDA. The purpose of the ILUP is to control the development while the development scheme is being prepared. The purpose of this class is to cover the development stages of the ILUP.</p> <p><i>Provisional Land Use Plan (PLUP)</i></p>

Ref. No	Description of record and retention period	Justification for retention period
	<p>declared Provisional Priority Development Area where the department has been delegated responsibility.</p> <p>Disposal action – Retain for 5 year after plan is approved.</p>	<p>A Provisional Land Use Plan (PLUP) is developed when a PPDA has been declared. The purpose is to regulate the development within the declared area.</p> <p>The PLUP along with the PPDA ceases three (3) years after the declaration.</p> <p>Regulatory Requirements:</p> <p>s.35 of the <i>Economic Development Act 2012</i> – Provisional land use plan required for provisional priority development area - (1) A declaration regulation must make a provisional land use plan regulating development in a provisional priority development area declared under it.</p> <p>s.38 of the <i>Economic Development Act 2012</i> – Interim Land Use Plan required - (1) A declaration regulation must make an interim land use plan regulating development in the priority development area declared under it. (2) The interim land use plan may provide for any matter mentioned in section 57(2)(a) or (3). (3) The interim land use plan has effect until the earlier of the following— (a) a development scheme for the area takes effect; (b) the interim land use plan expires under section 39.</p> <p>s.39 of the <i>Economic Development Act 2012</i> indicates (1) An interim land use plan for a priority development area expires 12 months after it commences. (2) However, if a caretaker period occurs during the period mentioned in subsection (1), the period before the interim land use plan expires is extended by a further period equal to the caretaker period plus 20 business days.</p> <p>S.41 of the <i>Economic Development Act 2012</i> – Cessation of provisional priority development area - (1) A provisional priority development area ceases to be a provisional priority development area 3 years after its declaration.</p> <p>s.191 of the <i>Economic Development Act 2012</i> includes all interim land use plans that were approved under s.8 of the repealed <i>Urban Land Development Authority Act 2007</i></p> <p>s.191 of the <i>Economic Development Act 2012</i> indicates the interim land use plan expires in accordance with s.9 of the repealed <i>Urban Land Development Authority Act 2007</i>.</p> <p>Business requirements:</p> <p>These records only apply to ILUP's and PLUP's where the department has been delegated responsibility. The business has a need to retain these records for a period after the plan has been approved, as it provides the department sufficient time to review any development records prior to the finalisation and expiry of the plan.</p> <p>Community expectation:</p> <p>Provides evidence of EDQ's decisions during development of a provisional and interim land use plan.</p>

Ref. No	Description of record and retention period	Justification for retention period
		<p>Consistency with other schedules:</p> <p><i>Local Government Sector Retention and Disposal Schedule QDAN 480 v.4</i></p> <ul style="list-style-type: none"> • Reference 18.3.6 Planning Scheme Development – Retain for 15 Years after last action • Reference 8.3.1 Regional development – Retain for 10 Years after last action • Reference 8.5.2 Projects Other – Retain for 10 years after last action. <p><i>State Records New South Wales General retention and disposal authority: local government records GA39</i></p> <p>Reference 18.3.2 Development of planning instruments - Retain minimum of 10 years after action completed, then destroy.</p> <p>Other comments/factors for consideration:</p> <p>These records are of low ongoing value to the department.</p> <p>The ILUP is only valid for up to 12 months and the PLUP is only valid for up to 3 years, therefore an extended retention period is not warranted.</p> <p>Whilst, the recommended retention period of 5 years after the plan is finalised is less than other jurisdictions, it provides the department sufficient time to review any development records prior to the finalisation and expiry of the plan.</p>
3.3.2	<p><i>Interim and provisional land use plans – final</i></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>Disposal action – Retain permanently.</p>	<p>Background/business process:</p> <p>As above. The purpose of this class is to cover the final versions of the ILUP and PLUP.</p> <p>Regulatory Requirements:</p> <p>In addition to above S.41 of the <i>Economic Development Act 2012</i> - Cessation of provisional priority development area - (1) A provisional priority development area ceases to be a provisional priority development area 3 years after its declaration.</p> <p>Business requirements:</p> <p>The business has a requirement to maintain all final, interim and provisional land use plans permanently to ensure that a complete picture of the development is available. The plans provide an authorisation to take action within the allocated timeframe and, while they are considered temporary plans, they provide context as to what was agreed to prior to the development scheme being approved. This provides ongoing consistency in the delivery of service to the community.</p> <p>Permanent retention criteria (where applicable):</p> <p>These records meet the following criteria for permanent retention under the QSA Appraisal Statement:</p>

Ref. No	Description of record and retention period	Justification for retention period
		<p>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 EDQ's approval, implementation and variation of Interim and provisional land use plans within a declared provisional priority development area and priority development area. Also provides an historical record of the planning and development decisions within an area.</p> <p>Consistency with other schedules: <i>Local Government Sector Retention and Disposal Schedule QDAN 480 v.4</i></p> <ul style="list-style-type: none"> • Reference 18.3.7 Planning Scheme Final – Retain permanently. • Reference 8.5.1 Projects Significant – Retain permanently • Reference 8.5.2 Projects Others – Retain for 10 years after last action. <p><i>State Records Office of Western Australia General Disposal Authority for Local Government Records RD2010046</i></p> <ul style="list-style-type: none"> • Reference 124.2.1 Town Planning Scheme – Master Copy – Permanent within local government • Reference 124.3.1 District Structure Plans – Archive 5 years after last action • Reference 124.3.2 Local Structure Plans – Archive 5 years after last action. <p><i>State Records New South Wales General retention and disposal authority: local government records GA39</i> Reference 18.3.1 Key planning instruments – includes final – Required as State archives.</p> <p>Other comments/factors for consideration: Given the nature of these records and the role of the department, it is recommended that these plans are retained permanently as they provide ongoing value to the community and state.</p>
3.3.3	<p><i>Development scheme – development</i></p> <p>Records relating to the development of a development scheme for a Priority</p>	<p>Background/business process: When a PDA is declared the required ILUP is created. However, the department must prepare a development scheme (DS). The DS must be developed within 12 months of the declaration. When a PDA is declared the ILUP takes precedence over the Planning Scheme (PS) that may apply over the land. The purpose of the DS is to facilitate the <i>Economic Development Act 2012</i>, for the purpose of the</p>

Ref. No	Description of record and retention period	Justification for retention period
	<p>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>Disposal action – Retain for 15 years after last action.</p>	<p>development project.</p> <p>Regulatory Requirements:</p> <p>s.56 of the <i>Economic Development Act 2012</i> – <u>Development scheme required</u> - (1) Subject to the other provisions of this division, the Minister must make a development scheme for the area as soon as practicable after the making of the declaration.</p> <p>s.57 of the <i>Economic Development Act 2012</i>– <u>Content of development scheme</u> (1) The development scheme may provide for any matter that the Minister considers will promote the proper and orderly planning, development and management of the area. (2) The development scheme must include— (a) a land use plan regulating development in the area; and (b) a plan for infrastructure in the area; and (c) an implementation strategy to achieve the main purpose of this Act for the area, to the extent it is not achieved by the land use plan or the plan for infrastructure.</p> <p>s.58 of the <i>Economic Development Act 2012</i>– <u>preparation of proposed development scheme</u> - (1) Minister for Economic Development Queensland must, as soon as practicable, prepare a proposed development scheme for the area.</p> <p>s.59 of the <i>Economic Development Act 2012</i>– Public notification</p> <p>s.60 of the <i>Economic Development Act 2012</i>– submission on proposed scheme</p> <p>s.61 of the <i>Economic Development Act 2012</i>– Consideration of submissions</p> <p>s.62 of the <i>Economic Development Act 2012</i>–Amendment of proposed scheme</p> <p>s.63 of the <i>Economic Development Act 2012</i>–Making of scheme</p> <p>s.64 of the <i>Economic Development Act 2012</i>– when proposed scheme takes effect</p> <p>s.65 of the <i>Economic Development Act 2012</i>– notice of development scheme</p> <p>s.66 of the <i>Economic Development Act 2012</i>– Power to amend</p> <p>s.69 of the <i>Economic Development Act 2012</i>– Notice of amendment</p> <p>s.70 of the <i>Economic Development Act 2012</i>–Tabling and inspection requirements.</p> <p>s.71 of the <i>Economic Development Act 2012</i>- If there is a conflict between a development scheme and any of the following instruments, the development scheme prevails to the extent of the inconsistency (a) a planning instrument; (b) a plan, policy or code made under the Sustainable Planning Act or another Act.</p> <p>Business requirements:</p> <p>The business requires these records for a significant period of time after the last action to ensure that any</p>

Ref. No	Description of record and retention period	Justification for retention period
		<p>amendments that are proposed can be investigated thoroughly.</p> <p>Community expectation: Provides evidence of the planning, development and management of significant resources within Queensland.</p> <p>Consistency with other schedules: <i>Local Government Sector Retention and Disposal Schedule QDAN 480 v.4</i></p> <ul style="list-style-type: none"> • Reference 18.3.6 Planning Scheme Development – Retain for 15 Years after Last action • Reference 8.3.1 Regional development – Retain for 10 Years after last action • Reference 8.5.2 Projects Others – Retain for 10 years after last action. <p><i>State Records Office of Western Australia General Disposal Authority for Local Government Records RD2010046</i> Reference 117.3 Urban Design concepts and working documents – Destroy 10 years after last action</p> <p>Other comments/factors for consideration: The retention period for these records is greater than that for most other jurisdictions as the details included as part of this are of a more critical nature. Therefore it is recommended that these records are retained for a longer period.</p>
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>Disposal action – Retain permanently.</p>	<p>Background/business process: As Above The purpose of this class is to cover the final versions of the Development Scheme.</p> <p>Regulatory Requirements: As above</p> <p>Business requirements: As above</p> <p>Permanent retention criteria (where applicable): These records meet the following criteria for permanent retention under the QSA Appraisal Statement: Characteristic 5 – Substantially contribution to community memory Characteristic 4 – Significant impact on individuals Characteristic 6 – Environmental management and change</p>

Ref. No	Description of record and retention period	Justification for retention period
		<p>Community expectation: Provides evidence of EDQ's approval, implementation and variation of development schemes within a declared PPDA or PDA. Also provides an historical record of the planning and development decisions within an area.</p> <p>Consistency with other schedules: <i>Local Government Sector Retention and Disposal Schedule QDAN 480 v.4</i> Reference 18.3.7 Planning Scheme Final – Retain permanently. <i>Local Government Sector Retention and Disposal Schedule QDAN 480 v.4</i> Reference 8.5.1 Projects Significant – Retain permanently <i>State Records Office of Western Australia General Disposal Authority for Local Government Records RD2010046</i> Reference 124.2.1 Town Planning Scheme – Master Copy– Permanent <i>State Records Office of Western Australia General Disposal Authority for Local Government Records RD2010046</i> Reference 124.3.1 District Structure Plans – Archive 5 years after last action <i>State Records Office of Western Australia General Disposal Authority for Local Government Records RD2010046</i> Reference 124.3.2 Local Structure Plans – Archive 5 years after last action.</p> <p>Other comments/factors for consideration: Due to the nature of these records and the role of the department, it is recommended that these plans be retained permanently as they provide ongoing value to the community and state.</p>