

Environment Retention and Disposal Schedule

Responsible public authority: Department of Environment and Heritage Protection

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Scope of retention and disposal schedule

This schedule applies to environment protection and management portfolio, including biodiversity management, coasts and waterways management, landscape management and wildlife conservation functions and activities. It includes accrediting, licensing, authorising and registering environmentally sensitive activities, mitigating impacts of environmentally relevant activities through environmental authorities, offsets and conditions, environmental resource authorities and input into environmentally damaging resource activities, and resolving disputes between resource activity parties. It includes overseeing compliance activities in protection mode, with enforcement, audit, inspections, investigations and prosecution of offences, declaration of regulatory requirements, and appointment of compliance oversight officers to undertake them. Oversight responsibilities also include ensuring rehabilitation assurances are kept, by monitoring rehabilitation status and progress, and conducting restoration activities and customised contaminated sites management, claiming recovery of costs from liable parties, and responding, within scope of authority, to major incidents and emergencies affecting the environment. Research, partnerships, agreements and planning, along with construction, development controls and infrastructure development, provide critical support mechanisms to achieving environmental goals, with monitoring success of these goals through the implementation of targeted protection programs through performance monitoring. Supporting activities also including providing customised advice, engaging stakeholders in relevant consultation processes, mapping relevant areas and maintenance of facilities and areas of environmental concern.

This schedule is to be used in conjunction with the *General Retention and Disposal Schedule* (GRDS).

References to repealed legislation within this schedule may be taken to be a reference to current legislation if the context permits.

The Department of Environment and Heritage Protection is the responsible agency for the Environment Retention and Disposal Schedule at the time of approval of the schedule. However, 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) 3037 6630 or rkqueries@archives.qld.gov.au.

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 an agency.

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. The Department of Environment and Heritage Protection should take measures to withdraw revoked disposal authorities from circulation. This includes, but is not limited to:

- QDAN502 (relevant sections) – Environmental Protection Agency
- QDAN653 (relevant sections) – Department of Environment and Resource Management.
- QDAN733 v.2

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) 3037 6630 or rkqueries@archives.qld.gov.au.

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 INFORMATION MANAGEMENT of the General Retention and Disposal Schedule 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 INFORMATION MANAGEMENT of the General Retention and Disposal Schedule 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) 3037 6630 or rkqueries@archives.qld.gov.au.

Records created before 1950

Records described in QDAN733 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 Environment and Heritage Protection' 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) 3037 6630 or rkqueries@archives.qld.gov.au for further details.

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1. COMMON ACTIVITIES

These activities are common across all environment-related functions and can be used to sentence or dispose of records that are classified under any environment-related function. The records classes covered by these activities often have similar purposes and outcomes. They may have different processes but often create broadly similar records. Alternatively, there are records classes that have unique content or different disposal actions (which might otherwise be expected to be covered by a common activity) and these are covered by the relevant activity under environment-related functions (later in the schedule).

Reference	Description of records	Status	Disposal action
1.1	<p>ADVICE</p> <p><i>The activities associated with preparing and communicating advice providing information and guidance to the public as individual and business clients and industry members about matters within the scope of functional responsibility. Advice is often tailored to particular circumstances and can be upon request or as a proactive response to a perceived or known need for assistance. Includes offering opinions by or to the organisation as to an action or judgement. Include the process of advising.</i></p> <p><i>See the General Retention and Disposal Schedule for Administrative Records (GRDS) for advice records relating to financial management matters, legislation formulated by other agencies, general administrative matters and Crown law and legal advice.</i></p>		
1.1.1	<p><i>Environmental advice – significant*</i></p> <p>Records relating to the provision of significant advice relating to the management and protection of the State’s natural environments, which is not related to a specific enforcement or monitoring action or case file.</p> <p>Significant environmental advice includes, but is not limited to:</p> <ul style="list-style-type: none"> • land and landscapes • coasts, waterways, and reefs • flora and fauna • wildlife conservation • forests • nature conservation • wildlife • commercial wildlife management practices, e.g. macropods. <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • advice on state assessed development applications (agency advice) • advice correspondence 	Permanent	Retain permanently.

Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none"> • research notes, advice notices, fact sheets • copies of policies, standards and procedures. <p><i>* Refer to Appendix: Definition of Significant Versus Other.</i></p> <p><i>See <u>Enforcement</u> for records relating to issuing directives, orders, fines, penalties, exemptions and other enforcement actions under relevant legislation.</i></p> <p><i>See <u>Monitoring and Surveillance</u> for planning and undertaking compliance programs to monitoring the behaviour of licensees, entities and community members in general to identify enforcement actions required.</i></p>		
1.1.2	<p>Environmental advice – other~</p> <p>Records relating to the provision of other advice relating to the management and protection of the State’s natural environments, which is not related to a specific enforcement or monitoring action or case file.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • advice on state assessed development applications (agency advice) • advice correspondence • research notes, advice notices, fact sheets • copies of policies, standards and procedures. <p><i>~ Refer to Appendix: Definition of Significant Versus Other</i></p> <p><i>See <u>Enforcement</u> for records relating to issuing directives, orders, fines, penalties, exemptions and other enforcement actions under relevant legislation.</i></p> <p><i>See <u>Monitoring and Surveillance</u> for planning and undertaking compliance programs to monitoring the behaviour of licensees, entities and community members in general to identify enforcement actions required.</i></p>	Temporary	Retain for 7 years after action completed.
1.2	<p>AGREEMENTS</p> <p><i>The activities associated with establishing, maintaining, reviewing and negotiating agreements. Includes agreements as foundational and facilitative documents for collaborative arrangements, partnerships, outputs, products and services. Includes memoranda of understanding, informal agreements, signed documents and legal contracts.</i></p> <p><i>See <u>Biodiversity Management – Agreements</u> for records relating to biodiversity benefit sharing agreements.</i></p>		

Reference	Description of records	Status	Disposal action
	<p><i>See the <u>General Retention and Disposal Schedule for Administrative Records (GRDS)</u> for records relating to the negotiation, establishment, maintenance and review of agreements relating to financial management and agreements about the performance of agency functions between the agency and other government entities. Includes contracts under seal that are not considered significant.</i></p>		
1.2.1	<p>Agreements – significant*</p> <p>Records relating to significant agreements related to the management and protection of the State’s natural environments between the department and other entities that proceed.</p> <p>Includes the establishment, negotiation, maintenance, review and variation of agreements and application, renewals, changes, surrenders, cancellations and terminations.</p> <p>Significant agreements include, but are not limited to:</p> <ul style="list-style-type: none"> • land and landscapes conservation (reserved, leasehold, freehold, licensed) • nature refuges • coasts, waterways, and reefs • flora and fauna • waste disposal and landfill sites • wildlife conservation, including protected and endangered species • captive wildlife breeding • environmental offset agreements • activity agreements • cooperative agreements, e.g. Lake Eyre Basin (agreement area) with responsibilities and interests of Commonwealth, state and local governments • environmental planning agreements • Australia’s international responsibilities, and intergovernmental agreements and instruments. <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • contracts (sealed and unsealed) • variations • memorandum of understanding. 	Permanent	Retain permanently.

Reference	Description of records	Status	Disposal action
	<p><i>* Refer to Appendix: Definition of Significant Versus Other.</i></p> <p>See <u>Agreements-not proceeded with</u> for records relating to agreements that do not go ahead.</p> <p>See <u>Partnerships</u> for records relating to partnership agreements.</p>		
1.2.2	<p>Agreements – other~</p> <p>Records relating to other agreements for the management and protection of the State’s natural environments between the department and other entities that proceed. Includes the establishment, negotiation, maintenance, review and variation of agreements and application, renewals, changes, surrenders, cancellations and terminations.</p> <p>Excludes contracts under seal that are not significant.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • contracts (sealed and unsealed) • variations • memorandum of understanding. <p><i>~ Refer to Appendix: Definition of Significant Versus Other</i></p> <p>See <u>Agreements-not proceeded with</u> for records relating to agreements that do not go ahead.</p> <p>See <u>Partnerships</u> for records relating to partnership agreements.</p> <p>See the <u>General Retention and Disposal Schedule for Administrative Records (GRDS)</u> for records relating to contracts under seal that are not considered significant.</p>	Temporary	Retain for 7 years after agreement terminated or expired.
1.2.3	<p>Agreements – not proceeded with</p> <p>Records relating to agreements related to the management and protection of the State’s natural environments between the department and other entities that do not proceed.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • draft contracts • draft memorandum of understanding 	Temporary	Retain for 2 years after decision not to proceed.

Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none"> • draft negotiation papers • withdrawn offers • proposals. <p>See <i>Agreements-significant</i> or <i>Agreements-other</i> for records relating to agreements that proceeded.</p> <p>See <i>Partnerships</i> for records relating to partnership agreements.</p>		
1.3	<p>APPOINTMENTS</p> <p><i>The activities associated with nominating and appointing candidates to representative, authorised and legislated positions within the organisation and to statutory authorities, councils, boards of management, committees etc. Includes recruiting, nominating, selecting and electing appointees. Also includes determining terms, conditions, powers, limitation and remuneration of appointments.</i></p> <p>See the <i>General Retention and Disposal Schedule for Administrative Records (GRDS)</i> for employment history.</p>		
1.3.1	<p>Authorised and accredited officers</p> <p>Records relating to the appointment of officers and inspectors authorised or accredited to undertake the management and protection of the State's natural environments.</p> <p>Authorised and accredited officers include, but are not limited to:</p> <ul style="list-style-type: none"> • conservation officers, including honorary protectors and special conservation officers • auditors • authorised officers • enforcement and compliance officers • inspectors and investigators • monitoring and enforcement of breaches of legislation. <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • appointment notices and instruments including temporary appointments • qualifications and experience statements • records of termination, variations or resignation • investigations and background checks 	Temporary	Retain for 7 years after appointment ceased.

Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none">• conditions.		

Reference	Description of records	Status	Disposal action
1.4	<p>AUDIT</p> <p><i>The activities associated with checking quality assurance and operational records in an official, systematic way to ensure they have been kept and maintained in accordance with agreed legislation and standards and correctly record the events, processes and business of the organisation in a specified period. Includes compliance audits, financial audits, operational audits, recordkeeping audits, skills audits, system audits, quality assurance audits, as well as recommendations for changes in policy and/or procedures as a result of an audit.</i></p>		
1.4.1	<p>Audits – significant *</p> <p>Records relating to conducting audits of environment and environmental impacting authorities, licences, facilities and professions, to monitor compliance to environmental management legislation and licences and authorities conditions and requirements, where significant recommendations and findings were made resulting in significant changes to processes, policies and procedures.</p> <p>Significant audits include, but are not limited to:</p> <ul style="list-style-type: none"> • environmental • compliance • environmental authority • resource activity • waste • re-audits • quality assurance of accredited organisations, individuals, products and schemes. <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • environmental audit reports • audit reports, papers and notices • recommendations and findings. <p><small>* Refer to Appendix: Definition of Significant Versus Other.</small></p>	Permanent	Retain permanently.

Reference	Description of records	Status	Disposal action
1.4.2	<p>Audits – other ~</p> <p>Records relating to conducting audits of environment and environmental impacting authorities, licences, facilities and professions, to monitor compliance to environmental management legislation and licences and authorities conditions and requirements, where observations and action recommendations were made resulting in insignificant changes.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • environmental audit reports • audit reports, papers and notices • recommendations and findings. <p><i>~ Refer to Appendix: Definition of Significant Versus Other</i></p>	Temporary	Retain for 7 years after action completed.
1.5	<p>AUTHORISATION</p> <p><i>The activities associated with seeking and granting permission to undertake a requested action. Includes assessing and approving a range of authorities, charges, claims, benefits, interests, permissions and rights. Includes rejecting applications.</i></p>		
1.5.1	<p>Granted rights – environmental offsets and conditions</p> <p>Records relating to the granting of environmental-related authorisations. Includes applications, transfers, surrenders, suspensions and cancellations.</p> <p>Granted rights include, but are not limited to:</p> <ul style="list-style-type: none"> • environmental offsets, i.e. activities to counterbalance significant residual impact of prescribed activities on prescribed environmental matters for prescribed areas • offset conditions, i.e. activities undertaken to directly conserve the environment or counterbalance adverse environmental outcomes of activities, including complementary environment-related outcomes, e.g. research, education in place of other offsets/conditions • financial assurances of offsets/conditions, i.e. refundable security monies, financial settlements in lieu of action. <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • authorisation applications 	Permanent	Retain permanently.

Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none"> • renewals, changes and releases • assessments, information notices • submissions and referrals. <p>See Licensing for records relating to the licensing of environmental authorities.</p>		
1.5.2	<p>Granted rights – environmental activities/occupations</p> <p>Records relating to granting of activity and occupational-based related authorisations. Includes applications, transfers, surrenders, suspensions and cancellations. Granted rights include, but are not limited to:</p> <ul style="list-style-type: none"> • activity-based authorisations including but not limited to: <ul style="list-style-type: none"> ○ quarry material allocations, e.g. dredging, removing under tidal waters ○ resource authorities, e.g. beneficial waste use approvals, removing, disposing contaminated soil • occupational-based authorisations including but not limited to: <ul style="list-style-type: none"> ○ suitable operators (for carrying out environmentally relevant activities (ERAs)) ○ auditors • product stewardship schemes • resource that has a beneficial use other than disposal. <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • authorisation applications • renewals, changes, transfers and surrenders • cancellations, terminations and releases • assessments, information notices • submissions and referrals. 	Permanent	Retain permanently.

Reference	Description of records	Status	Disposal action
1.5.3	<p><i>Unsuccessful and withdrawn applications – environment-related</i></p> <p>Records relating to unsuccessful and withdrawn applications for environment-related authorisations, such as environmental offsets, conditions, activities and occupations.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • applications • assessments • information notices. 	Temporary	Retain for 7 years after authority refused or withdrawn.
1.6	<p>CLAIMS MANAGEMENT</p> <p><i>The activities associated with administering and managing payments sought as compensation for injury, death or denial of rights of a person, damage to or destruction of property, resumption of land or property, or for any actions of government employees where those actions result in a compensable claim. Includes disputes over rights and ownership, and recompense sought for stolen or lost property. Also includes claims for damages from excise of inspectorate powers and recovery of compliance costs incurred by the Department.</i></p>		
1.6.1	<p><i>Compensation claims – significant*</i></p> <p>Records relating to significant claims for compensation of costs, damage or loss incurred under relevant legislation for the management and protection of the State's natural environments.</p> <p>Significant claims include, but are not limited to:</p> <ul style="list-style-type: none"> • damage to critical habitats • damage to cultural or natural resource areas • land impacts under interim conservation orders or conservation plans • land interests injured by restriction or prohibition under declarations or regulations including management plans for World Heritage management areas or international agreement areas. <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • assessments, notifications • compensation claim applications/requests • claim approvals, advice payments • gazette notices. 	Permanent	Retain permanently.

Reference	Description of records	Status	Disposal action
1.6.2	<p><i>* Refer to Appendix: Definition of Significant Versus Other.</i></p> <p>Compensation claims – other~</p> <p>Records relating to other claims for compensation of costs, damage or loss incurred under relevant legislation for the management and protection of the State’s natural environments.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • assessments, notifications • compensation claim applications/requests • claim approvals, advice payments • gazette notices. <p><i>~ Refer to Appendix: Definition of Significant Versus Other</i></p>	Temporary	Retain for 7 years after claim resolved/written off.
1.6.3	<p>Recovery of monies incurred by the State</p> <p>Records relating to recovering monies from licence holders for fees, costs, losses, interest and expenses incurred by the State (the Department) under relevant legislation for the management and protection of the State’s natural environments. Includes applying costs to any security monies to recover money and filing recovery orders in Magistrates Court.</p> <p>Recovering of costs includes, but is not limited to:</p> <ul style="list-style-type: none"> • rehabilitation of damaged areas • removal and disposal of property • unpaid fees and court orders • court awarded costs • other instances of regulatory non-compliance • rehabilitation or restoration of critical habitats, and cultural or natural resource areas • contravened or terminated conservation agreements (as contrary to legislative requirements). <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • recovery claim notifications • claim investigations • court orders. 	Temporary	Retain for 10 years after claim determined.

Reference	Description of records	Status	Disposal action
	See the <u>General Retention and Disposal Schedule for Administrative Records (GRDS)</u> for records relating to the processing of these monies.		
1.7	<p>CONTROL</p> <p><i>The activities associated with creating, maintaining and evaluating control mechanisms over the business processes of both administrative and core functions. Includes procedural tools such as forms, data entry aids, metadata schemas, lists, dictionaries, catalogues, indexes and registers.</i></p>		
1.7.1	<p>Regulatory requisites</p> <p>Records relating to applying for and maintaining regulatory requirements for relevant regulatory instruments (licences, accreditations, authorisations, permits, permissions, etc.) for the Department to conduct its environmental management functions and associated business processes.</p> <p>Requisites include, but are not limited to:</p> <ul style="list-style-type: none"> • laboratory accreditations • scientific and technical certifications • development approvals, e.g. to commence construction work on a new laboratory • other authorities (not administered by Department). <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • applications prepared by agency • agency-commissioned studies • agency-held licences, permits, authorisations, accreditations etc. 	Temporary	Retain for 7 years after requisite statutory instrument expires/ceases.
1.8	<p>DECLARATIONS</p> <p><i>The activities associated with declaring projects, developments, facilities, areas, etc. with particular statuses and conditions, in accordance with legislation. Includes declarations of land areas as land designated for particular purposes which may transcend changes to ownership. Includes declarations made for emergency, safety or quarantining purposes, for example, people or animals designated in or out of particular areas.</i></p>		

Reference	Description of records	Status	Disposal action
1.8.1	<p><i>Environment declarations</i></p> <p>Records relating to declarations made by the department related to the management and protection of the State's natural environments.</p> <p>Declarations include, but are not limited to:</p> <ul style="list-style-type: none"> • restricted or prohibited access areas • land management intents, e.g. designated scientific, Aboriginal land, recovering, conservation parks, coordinated conservation, resources reserves • nature refuges • Aboriginal land, Torres Strait Islander land, indigenous joint management areas • harvest periods and conditions for protected plants and wildlife, e.g. Australasian kangaroo and wallaby (macropod) • hazardous substances in dams • wild river areas, e.g. high preservation and preservation areas, special floodplain and floodplain management area, subartesian management areas. <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • notifications and signed approvals • declaration notices. 	Permanent	Retain permanently.
1.9	<p>DEVELOPMENT</p> <p><i>The activities associated with encouraging development initiatives, often across various industries. Includes strategic planning and investment attraction to assist particular industries and the growth of the Queensland economy as a whole. Also includes receiving, assessing, commenting and/or approving (or otherwise) development applications of proposed development projects.</i></p>		
1.9.1	<p><i>Environment-related development approvals – significant*</i></p> <p>Records relating to assessing development applications for environment-related works and infrastructure under the <i>Sustainable Planning Act 2009</i> and <i>Environmental Protection Act 1994</i>.</p> <p>Development approvals include, but are not limited to:</p> <ul style="list-style-type: none"> • engaging in a concurrence environmentally relevant activity (prescribed ERAs) • conducting tidal works or development in a coastal management district 	Permanent	Retain permanently.

Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none"> • development involving contaminated land or land where a notifiable activity has or is to occur • engaging in certain agricultural or animal husbandry activities in wild river areas • conducting high impact earthworks in a Great Barrier Reef wetland protection area. <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • development applications, approvals, rejections • feasibility, environmental and socioeconomic impact studies • geological and site investigation reports, technical specifications and evaluations • surveying records and drawings. <p><i>* Refer to Appendix: Definition of Significant Versus Other. See Appendix 2 for more details of natural water resources development approvals.</i></p>		
1.9.2	<p><i>Environment-related development approvals – other~</i></p> <p>Records relating to assessing other development applications for environment-related works and infrastructure under <i>Sustainable Planning Act 2009</i> and <i>Environmental Protection Act 1994</i>.</p> <p>Includes approvals for works requiring development approvals.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • development applications, approvals, rejections • feasibility, environmental and socioeconomic impact studies • geological and site investigation reports, technical specifications and evaluations • surveying records and drawings. <p><i>~ Refer to Appendix: Definition of Significant Versus Other</i></p>	Temporary	Retain for 25 years after development approval ceases/expires.

Reference	Description of records	Status	Disposal action
1.10	<p>DISPOSAL</p> <p><i>The activities associated with disposing of property or commodities no longer required by the organisation, by sale, transfer, termination of lease, auction, donation or destruction. Includes arrangements for disposal of waste, including animal by-products, carcasses, excrement as well as hazardous and radioactive, in a safe and approved manner. Also includes disposal of seized and forfeited evidence.</i></p> <p><i>See Enforcement for issuing enforcement notices, including infringement notices, directives, orders, fines, penalties and exemptions.</i></p> <p><i>See Inspections for making official examinations to check compliance and identify standard offences or breaches of legislation.</i></p> <p><i>See Investigations for records relating to making authorised, often responsive assessments of accidents, incidents or allegations relating to infringements, breaches or offences.</i></p> <p><i>See ENVIRONMENTAL MANAGEMENT-Site Restoration for records relating to managing hazardous substances through decontamination processes.</i></p>		
1.10.1	<p>Hazardous waste</p> <p>Records relating to the disposal of hazardous waste and products seized under enforcement, inspection and investigation activities under the relevant legislation for the management and protection of the State's natural environments.</p> <p>Includes asbestos, radioactive waste and illegal dumping.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • seized evidence summary sheets and seizure receipts • copies of enforcement notices and orders • disposal registers • hazardous material data sheets. 	Permanent	Retain permanently.
1.10.2	<p>Property, products and waste</p> <p>Records relating to the disposal of property, products and waste seized under enforcement, inspection and investigation activities under the relevant legislation for the management and protection of the State's natural environments.</p> <p>Excludes hazardous waste.</p> <p>Property, products and waste may include, but are not limited to:</p> <ul style="list-style-type: none"> • plant and property • cultural or natural resources • protected wildlife 	Temporary	Retain for 7 years after action completed.

Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none"> • seized and forfeited evidence and property • waste • resources or wildlife owned by the State for the wildlife's welfare interests and protection, including wildlife forfeited to the State. <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • seized evidence summary sheets and seizure receipts • copies of enforcement notices and orders • disposal registers • hazardous material data sheets. <p>See <i>Hazardous waste</i> for records relating to the disposal of hazardous waste.</p>		
1.11	<p>ENFORCEMENT</p> <p><i>The activities associated with identifying regulatory compliance issues within area and scope of enforcement parameters, and issuing enforcement notices, including infringement notices, directives, orders, fines, penalties & exemptions.</i></p> <p>See <i>Disposal</i> for records relating to the disposing of evidence seized under relevant legislation.</p> <p>See <i>Inspections</i> for making official examinations to check compliance and identify standard offences or breaches of legislation.</p> <p>See <i>Investigations</i> for making authorised, often responsive assessments of accidents, incidents or allegations relating to infringements, breaches or offences.</p> <p>See <i>Monitoring and Surveillance</i> for planning and undertaking compliance programs to monitoring the behaviour of licensees, entities and community members in general to identify enforcement actions required.</p>		
1.11.1	<p>Significant environmental protection orders</p> <p>Records relating to issuing significant environmental protection orders including significant direction notices, clean-up notices and cost recovery notices.</p> <p><i>For other environmental protection orders and enforcement actions. See <u>1.11.2</u>.</i></p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • direction notices • clean-up notices • cost recovery notices 	Permanent	Transfer to QSA after business action completed.

Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none"> • enforcement action orders, assessments and reports • maps and photographs. 		
1.11.2	<p>Regulatory enforcement</p> <p>Records relating to issuing directives, orders, fines, penalties or exemptions for matters under relevant legislation related to the management and protection of the State's natural environments.</p> <p>Enforcement includes, but is not limited to:</p> <ul style="list-style-type: none"> • approving and erecting notices for bans or controls • issuing fines and penalties for breaches of legislation, authorities, licences and compliance directions issued by inspectorate, including conditions of environmental authorities, including rehabilitation and restoration of environments • seizing property as evidence or to inhibit unlawful activities • referring reports of designated accidents and incidents to inspectors • emergency notices directing urgent action to restore water supply to water bores with impaired capacity, or prevent/minimise likelihood of impaired capacity. <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • check point and road closure information • enforcement action orders, assessments and reports • maps and photographs. 	Temporary	7 years after business action completed.
1.12	<p>INCIDENT AND EMERGENCY RESPONSES</p> <p><i>The activities associated with responding to incidents and emergencies, including disease outbreaks and natural disasters.</i></p> <p><i>See Monitoring and Surveillance for planning and undertaking compliance programs to monitoring the behaviour of licensees, entities and community members in general to identify enforcement actions required.</i></p>		

Reference	Description of records	Status	Disposal action
1.12.1	<p><i>Incident and emergency responses – significant*</i></p> <p>Records relating to managing significant incidents, emergencies and natural disasters that impact on the State’s environment.</p> <p>Significant incidents may include, but are not limited to:</p> <ul style="list-style-type: none"> • incidents threatening marine environments, e.g. oil spills, ship wreckage • incidents and natural disasters, e.g. bushfires, earthquakes, droughts • environmental consequences for human health and welfare, including human fatalities. <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • incident notifications • duration and post-incident reports • community advice notices, advertisements and publications. <p><i>* Refer to Appendix: Definition of Significant Versus Other.</i></p>	Permanent	Retain permanently.
1.12.2	<p><i>Incident and emergency responses – other~</i></p> <p>Records relating to managing other incidents, emergencies and natural disasters that do not have a significant impact on the State’s environments.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • incident notifications • duration and post-incident reports • community advice notices, advertisements and publications. <p><i>~ Refer to Appendix: Definition of Significant Versus Other.</i></p>	Temporary	Retain for 7 years after action completed.
1.13	<p>INSPECTIONS</p> <p><i>The activities associated with making official examinations of animals, facilities, equipment and items, to ensure compliance with agreed standards and objectives relating to functions or legislative requirements. Often involves pre-set criteria, factors or checklists against which the inspection is made, and identifies standard offences or breaches of legislation, which can be handled mostly via enforcement notices.</i></p> <p><i>See Audit for audit-related activities conducted by inspection officers assisting independent auditors.</i></p> <p><i>See Disposal for records relating to the disposing of evidence seized under relevant legislation.</i></p>		

Reference	Description of records	Status	Disposal action
	<p>See <i>Investigations</i> for incident-responsive assessments of offences or breaches of legislation requiring intensive investigation or not explored fully by inspections, and which often require escalation to prosecution for outcomes.</p> <p>See <i>Monitoring and Surveillance</i> for planning and undertaking compliance programs to monitor the behaviour of licensees, entities and community members in general to identify enforcement actions required.</p>		
1.13.1	<p>Inspections – significant*</p> <p>Records relating to conducting inspections related to the management and protection of the State’s natural environment for compliance to relevant legislation.</p> <p>Significant inspections include, but are not limited to:</p> <ul style="list-style-type: none"> • inspecting, researching or reporting on protected, international or prohibited wildlife, critical habitats or areas of major interest • testing and treating critical aspects of ecosystems, e.g. water quality. <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • inspection notices • inspection assessments and reports • inspection notes. <p><i>* Refer to Appendix: Definition of Significant Versus Other</i></p>	Permanent	Retain permanently.
1.13.2	<p>Inspections – other~</p> <p>Records relating to conducting other inspections related to the management and protection of the State’s natural environments.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • inspection notices/requests • inspection assessments and reports • inspection notes. <p><i>~ Refer to Appendix: Definition of Significant Versus Other.</i></p>	Temporary	Retain for 7 years after action completed.
1.14	<p>INVESTIGATIONS</p> <p><i>The activities associated with making authorised, often responsive assessments of accidents, incidents or allegations relating to infringements, breaches or offences of any legislation, standard, code, business or workplace policy, which may or may not lead to further formal action. Includes reports prepared by persons undertaking investigations.</i></p>		

Reference	Description of records	Status	Disposal action
	<p>See <i>Disposal</i> for records relating to the disposing of evidence seized under relevant legislation.</p> <p>See <i>Inspections</i> for making official examinations often with pre-set criteria, factors or checklists to identify standard offences or breaches of legislation which can be handled mostly via enforcement notices.</p> <p>See <i>Monitoring and Surveillance</i> for planning and undertaking compliance programs to monitor the behaviour of licensees, entities and community members in general to identify enforcement actions required.</p> <p>See <i>Prosecution</i> for cases that have proceeded through to a court.</p>		
1.14.1	<p>Investigations – significant*</p> <p>Records relating to investigations involving offences under relevant legislation related to the management and protection of the State’s natural environment.</p> <p>Significant investigations include, but are not limited to:</p> <ul style="list-style-type: none"> • unauthorised interference with cultural or natural resources • unlawfully conducting activities within protected areas • polluting and misusing water • illegal clearing. <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • investigation reports • interview transcripts • warrants. <p><i>* Refer to Appendix: Definition of Significant Versus Other</i></p>	Permanent	Retain permanently.
1.14.2	<p>Investigations – other~</p> <p>Records relating to investigating other offences under relevant legislation related to the management and protection of the State’s natural environment.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • investigation reports • interview transcripts • warrants. <p><i>~ Refer to Appendix: Definition of Significant Versus Other</i></p>	Temporary	Retain for 7 years after action completed.

Reference	Description of records	Status	Disposal action
1.15	<p>LICENSING</p> <p><i>The activities associated with granting or denying licensing instruments giving authority to undertake particular actions or occupations in line with the authority of the licensing instrument, and bestow special rights of ownership, financial responsibility and/or environmental accountability and other terms and conditions with the licence. Includes permits to own or use something or carry out particular actions. Includes but is not limited to licences, permits, leases, rights, authorities, certifications, exemptions, clearances etc.</i></p> <p><i>See Monitoring and Surveillance for planning and undertaking compliance programs to monitor the behaviour of licensees, entities and community members in general to identify enforcement actions required.</i></p>		
1.15.1	<p>Granted rights – environment related activities and authorities</p> <p>Records relating to environment-related authorisations including, but not limited to:</p> <ul style="list-style-type: none"> • environmental resource activities (ERAs) • environmental authorities • environmental authorities (prescribed ERAs), e.g. small sewage treatment plants, quarries, poultry farms and meat processing facilities • environmental authorities (mining activities, level 1 mining projects, level 2 mining projects) • environment related authorities, allocations, approvals and exemptions. <p>Includes applications, transfers, surrenders, suspensions, cancellations; assessing environmental plans, environmental impact statements (EIS) and similarly purposed and related documents, including EIS terms of reference and assessment reports; calculating financial assurance amounts (to cover and top up rehabilitation, residual risks etc.), obtaining other advice of status, providing rehabilitation directions and final assessments; assessing, amending and replacing plans of operations for relevant activities under environmental authority and assessing annual renewals, returns and notices.</p> <p>Also includes recognising and converting previous authorities:</p> <ul style="list-style-type: none"> • existing rights from transitional arrangements for legislative changes • consolidating conditions and previous approvals, e.g. from registration certificates, development approvals 	Permanent	Retain permanently.

Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none"> • previously code compliant conditions, standard environmental conditions, non-code compliant applications • exploration, mineral development and mining lease environmental authorities. <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • applications (successful) • renewals, changes, transfers and surrenders • cancellations, terminations and releases • assessments, information notices • submissions and referrals. <p>See Authorisation for environment-related authorisations. See Appendix 4 for more details about environment-related authorisations.</p>		
1.15.2	<p>Granted permits, licences and authorities – native plants and animals</p> <p>Records relating to approving and issuing permits, licences and authorities regulating the protection, management and use of Queensland’s native plants and animals.</p> <p>Includes assessing and approving plans and reports created, approved and monitored as conditions of licence; processing exemption applications and fee waivers to licensing requirements for particular persons/cases and managing submissions, renewals, transfers, releases, changes, surrenders, cancellations, and terminations of licences and permits.</p> <p>Excludes permits, licences and authorities relating to protected areas, e.g. marine parks, national parks, heritage areas (except for biodiversity collection) and wet tropics heritage area permits issued by Wet Tropics Management Authority.</p> <p>Protected animal activities include:</p> <ul style="list-style-type: none"> • commercial, e.g. harvesting, interaction, trade of live and dead protected wildlife, farming certain protected animals • recreational, e.g. keeping certain protected wildlife as pets, recreational harvesting 	Temporary	Retain for 7 years after licence/permit/authority expires or ceases.

Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none"> • rehabilitation, e.g. looking after and rehabilitating sick, injured or orphaned protected animals • damage mitigation, e.g. removing, relocating, culling or dispersing protected animals. <p>Protected plant activities, e.g. clearing threatened or near threatened protected plants and their supporting habitat, taking and using threatened, near threatened, or special least concern protected plants for recreational or commercial harvesting or propagation include:</p> <ul style="list-style-type: none"> • scientific and educational research/purposes, e.g. herbarium and museum activities, scientific research, educational activities or display • biodiversity collection purposes, e.g. taking native biological resources from State land/waters*, taking protected animals for use in defence force survival exercises, keeping dead protected wildlife for reference purposes. <p><i>* Covering all Queensland land and waters (except that subject to freehold title, lease or exclusive native title), and covers protected areas, national parks, marine parks, etc.</i></p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • applications (successful) • assessments • information notices • renewals. <p>See Authorisation for environment-related authorisations.</p> <p>See Wildlife Conservation-Licensing for processing and supplying wildlife management licence holder requisites, e.g. tags.</p> <p>See Appendix 3 for more information regarding native plants and animals permits, licences and authorities.</p>		
1.15.3	<p>Environmental management plans, tools and aids</p> <p>Records relating to assessing environmental management plans, tools and aids for approval to fulfil process roles in environmental authorisations under relevant legislation.</p> <p>Includes applications, renewals, refusals, suspensions, cancellations, terminations, plan approvals, amendments, replacements and annual reporting requirements.</p>	Temporary	Retain for 7 years after superseded of last plans, documents, tools or aids.

Reference	Description of records	Status	Disposal action
	<p>Also includes unsuccessful and withdrawn applications. Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • applications and certificates • information notices and approval conditions • periodic reports. 		
1.15.4	<p><i>Unsuccessful and withdrawn applications</i> Records relating to unsuccessful and withdrawn applications for licences and permits related to the management and protection of the State's natural environments. Unsuccessful and withdrawn applications include, but are not limited to:</p> <ul style="list-style-type: none"> • environmental licences and permits • environment-related activities and authorities • environmental management plans, procedures, tools and other aids of unapproved licences, permits and authorities, etc. <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • applications (unsuccessful, refused and withdrawn) • assessments and information notices. <p>See <i>Environmental management plans, tools and aids</i> for records relating to unsuccessful assessments.</p>	Temporary	Retain for 2 years after licence/permit refused/withdrawn.
1.16	<p>MAPPING <i>The activities associated with analysing and representing spatial data in graphical form. Includes collecting spatial data, conducting field surveys and drawing maps. Mapping can be specified further by district, region, site, map, sheet series name, project map etc.</i></p>		
1.16.1	<p><i>Maps – significant*</i> Records relating to original and historically significant maps created in the management and protection of the State's natural environments. Significant maps include, but are not limited to:</p> <ul style="list-style-type: none"> • designated koala districts, koala habitat areas • horse riding trails across the State • wild river areas. 	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"> • aerial photographs and maps • survey plans and land descriptions • property information reports. <p><i>* Refer to Appendix: Definition of Significant Versus Other</i></p>		
1.16.2	<p>Maps – other~</p> <p>Records relating to creating other maps for the management and protection of the State’s natural environments.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • aerial photographs and maps • survey plans and land descriptions • property information reports. <p><i>~ Refer to Appendix: Definition of Significant Versus Other</i></p>	Temporary	Retain whilst current and then 7 years after action completed.
1.17	<p>MONITORING AND SURVEILLANCE</p> <p><i>The activities associated with planning compliance programs and conducting regular surveillance of resources, environments, systems, markets and communities, and observing activities covered by legal, regulatory or quality standards which the Department administers. Includes safeguarding resources ensuring they are used responsibly. Includes enabling checks and on-the-spot inspections and combined with other enforcement activities, to ensure transparent overview of community compliance status. Includes monitoring particular persons, entities or parties to reduce or eliminate their impact and identify offences against the legislation.</i></p> <p><i>See <u>Enforcement</u> for the issuing of directives, orders, fines, penalties & exemptions (generally on-the-spot) through monitoring and surveillance.</i></p> <p><i>See <u>Incident and Emergency Responses</u> for responding to incidents and emergencies, including disease outbreaks and natural disasters.</i></p> <p><i>See <u>Inspections</u> for conducting of inspections as official examinations.</i></p> <p><i>See <u>Investigations</u> for authorised assessment of accidents, incidents or allegations related to infringements of legislation, standards, codes, policies etc.</i></p> <p><i>See <u>Licensing</u> for records relating to the licensing of environmental authorities and the use of native flora and fauna.</i></p>		
1.17.1	Environmental monitoring – significant*	Permanent	Retain permanently.

Reference	Description of records	Status	Disposal action
	<p>Records relating to the monitoring and administering compliance of licensees under relevant legislation and licence conditions, and monitoring community adherence to the management and protection of the State’s natural environment.</p> <p>Includes developing, implementing and maintaining compliance programs and environmental surveillance programs.</p> <p>Significant environmental monitoring includes, but is not limited to:</p> <ul style="list-style-type: none"> • koala populations and conservation measures • prohibited and threatening wildlife activities and processes • humane culling, taking and use of wildlife, including prohibited wildlife • animal health and wellbeing, numbers and breeding patterns, e.g. impacts of weather, natural disasters, water and feed availability, predator numbers • underground water impacts from water rights of petroleum tenure holders, e.g. impacts on water bores, aquifers and springs • health of wild rivers and their catchments, e.g. impacts of regulated activities and taking of natural resources • environmental impacts of natural events, e.g. storm tide impacts • waste transportation, e.g. tracking hazardous waste. <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • compliance monitoring programs and schedules • enforcement data and analysis • area maps and photographs. <p><i>* Refer to Appendix: Definition of Significant Versus Other.</i></p>		
1.17.2	<p><i>Environmental monitoring – other~</i></p> <p>Records relating to the monitoring and administering compliance of licensees under relevant legislation and licence conditions, and monitoring community adherence to the management and protection of the State’s natural environment.</p> <p>Includes developing, implementing and maintaining compliance programs and environmental surveillance programs.</p> <p>Environmental monitoring includes, but is not limited to:</p>	Temporary	Retain for 7 years after licence/permit ceases/expires.

Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none"> • air quality • water quality • waste transportation, e.g. tracking waste. <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • compliance monitoring programs and schedules • enforcement data and analysis • area maps and photographs. <p><i>~ Refer to Appendix: Definition of Significant Versus Other</i></p>		
1.18	<p>PARTNERSHIPS</p> <p><i>The activities associated with managing joint collaborations for agreed outcomes in areas of joint interest or responsibility, where there are agreed responsibilities, agreements, joint contribution of funds and/or time. Includes operations between departments, either within the organisation or with other organisations, or with the government. Also includes private sector ventures with public sector organisations, and co-research or collaboration between inter-departmental units, departments or organisations.</i></p> <p><i>See Agreements for records relating to making environment agreements between the department and other entities.</i></p>		
1.18.1	<p>Partnerships – significant*</p> <p>Records relating to managing significant joint operations by the department with other organisations (both private sector and government) through contracts, joint contribution of funds, time, co-research or collaboration which provides a significant contribution to outcomes for the management and protection of the State’s natural environment.</p> <p>Includes working in formal arrangements with other States to ensure preservation of wild rivers crossing State borders.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • partnership agreements • performance reports • funding proposals. <p><i>* Refer to Appendix: Definition of Significant Versus Other</i></p>	Permanent	Retain permanently.

Reference	Description of records	Status	Disposal action
1.18.2	<p>Partnerships – other~</p> <p>Records relating to managing other joint operations by the department with other organisations (private sector and government) contributing to outcomes for the management and protection of the State’s natural environment.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • partnership agreements • performance reports • funding proposals. <p><i>~ Refer to Appendix: Definition of Significant Versus Other</i></p>	Temporary	Retain for 7 years after partnership expires.
1.19	<p>PLANNING</p> <p><i>The activities associated with making decisions about future directions, actions and goals to be achieved, and organising activities to reach desired goals. Involves the creation and maintenance of planning documents, i.e. plans. Includes formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.</i></p>		
1.19.1	<p>Planning – significant*</p> <p>Records relating to planning significant development initiatives, programs, strategies, priorities and activities for the management and protection of the State’s natural environment.</p> <p>Includes preparing management plans and consultation processes with community and key stakeholders.</p> <p>Significant plans include, but are not limited to:</p> <ul style="list-style-type: none"> • educational and management strategies for survival of koala populations • koala management programs • management principles, declared management intents and conservation plans, e.g. Reef Water Quality Protection Plan for catchments adjacent to Great Barrier Reef World Heritage Area • wild river preservation plans (to keep and restore natural values of wild rivers), e.g. Lake Eyre basin rivers • programs and strategies for the allocation and consumption of water 	Permanent	Retain permanently.

Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none"> • strategies, programs and measures aimed at restoring and remediating environmentally degraded sites • programs and strategies for the storage, removal and collection of waste • minimisation of prevention of environmental harm by pollutants. <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • plans and strategies • planning reports • implementation programs and schedules. <p><i>* Refer to Appendix: Definition of Significant Versus Other</i></p> <p>See Authorisation and Licensing for plans created, approved and monitored as conditions and processing of licences and authorities.</p>		
1.19.2	<p>Planning – other~</p> <p>Records relating to planning other development initiatives, programs, strategies, priorities and activities for the management and protection of the State’s natural environment.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • plans and strategies • planning reports • implementation programs and schedules. <p><i>~ Refer to Appendix: Definition of Significant Versus Other</i></p>	Temporary	Retain for 7 years after action completed.
1.20	<p>PROSECUTION</p> <p><i>The activities associated with pursuing a legal course of action against a person/s alleged to have committed a crime or broken a law. Includes acting on recommendations of authorised investigating officers, prosecuting defendants by legal counsel for the Department, in front of relevant Court with jurisdiction over such matters. Includes overseeing appeals of prosecutions and case appeals of prosecuted matters.</i></p> <p>See Investigations for cases that do not proceed to a prosecution.</p>		
1.20.1	<p>Prosecution – significant*</p> <p>Records relating to prosecuting significant offences under relevant legislation for the management and protection of the State’s natural environment.</p>	Permanent	Retain permanently.

Reference	Description of records	Status	Disposal action
	<p>Includes precedent setting cases.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none">• case papers and legal notes• evidence exhibits• court transcripts. <p><i>* Refer to Appendix: Definition of Significant Versus Other</i></p>		

Reference	Description of records	Status	Disposal action
1.20.2	<p>Prosecution – other~</p> <p>Records relating to prosecuting other offences under relevant legislation for the management and protection of the State’s natural environment.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • case papers and legal notes • evidence exhibits • court transcripts. <p><i>~ Refer to Appendix: Definition of Significant Versus Other</i></p>	Temporary	Retain for 7 years after action completed.
1.21	<p>REGISTRATION</p> <p><i>The activities associated with receiving, processing, granting and refusing applications for registration of objects, people, businesses, entities or legal instruments in electronic and/or physical registers for particular purposes as required by business and legislation. Includes purposes of process control, unique identification and public search requirements. Includes registering flora, fauna, people, land and geographical features. Includes registering licence holders, maps, licence areas, and investigation and prosecution cases and outcomes.</i></p>		
1.21.1	<p>Land and property related registers</p> <p>Records relating to registering parks and area related licences, plans, agreements and other information against land areas, property and premises for the management of the State’s natural environment.</p> <p>Includes applications, renewals, transfers, releases, changes, surrenders, cancellations, terminations and deletions.</p> <p>Registration includes, but is not limited to:</p> <ul style="list-style-type: none"> • conservation covenants with land title registry • management statements, management plans and conservation plans • critical habitats, areas of major interest, captive breeding agreements in force • interim conservation orders • Planning and Environment Court declarations, orders and enforcement orders about conservation plans or management plans, authorities, licences, permits or other authorities and activities (to protect, restore or rehabilitate land) • revocations of agreements, declarations, regulations, and plans for specified private land. 	Permanent	Retain permanently.

Reference	Description of records	Status	Disposal action
	<p>Registers include, but are not limited to:</p> <ul style="list-style-type: none"> • environmental management register, including registration of contaminated sites • previous contaminated sites register under the <i>Contaminated Land Act 1991</i> • accredited product stewardship schemes • approvals of resource for beneficial use • benefit sharing agreements. <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • register entries • register applications and releases • statutory declarations. 		
1.21.2	<p><i>Investigations and prosecutions registers</i></p> <p>Records relating to registering investigations and prosecutions including results of investigating and prosecuting offences under relevant legislation for the management and protection of the State's natural environment.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • register entries • register applications and releases. <p>See <i>Investigations</i> for authorised assessment of accidents, incidents or allegations related to infringements of legislation, standards, codes, policies etc.</p> <p>See <i>Prosecution</i> for records relating to prosecutions made under relevant environment legislation.</p>	Temporary	Retain for 25 years after action completed.
1.21.3	<p><i>Licence holder registers</i></p> <p>Records relating to registering licensees and sub-licensees under relevant legislation for the management of the State's natural environments.</p> <p>Includes applications, renewals, transfers, releases, changes, surrenders, cancellations and terminations, licence returns of operations and other documents as conditions of licences and licence holders (licensees and sub-licensees).</p>	Temporary	Retain for 25 years after action completed.

Reference	Description of records	Status	Disposal action
	<p>Licences include, but are not limited to:</p> <ul style="list-style-type: none"> • propagators • recreational wildlife demonstrator • recreational wildlife exhibitor • wildlife demonstrator (crocodiles) • macropod tanner • macropod taxidermist • macropod harvester • commercial wildlife licences, e.g. macropod shooters and dealers. <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • register entries, register applications and releases • statutory declarations. <p>See <i>Licensing</i> for records relating to the licensing of environmental authorities and the use of native flora and fauna.</p>		
1.22	<p>RESEARCH</p> <p><i>The activities associated with investigating or enquiring into a subject or area of interest and working creatively in a systematic way to increase and use knowledge to devise new applications, establish or confirm facts, reaffirm results of previous work, expand past work done in the field, solve new or existing problems, support theorems, develop new theories, test the validity of instruments, procedures, or experiments. Includes research and development (R&D). Includes research of better research methods and systems. Includes scientific, humanities, artistic, economic, social, business, practitioner research etc. Includes supporting development of projects, standards, guidelines etc., and the business activities of the organisation in general. Includes following up enquiries relating to organisational research programs, projects, working papers, literature searches etc.</i></p>		
1.22.1	<p>Research – significant*</p> <p>Records relating to researching and enquiring into significant environment management related research areas to discover facts, theories and principles that support improved community and environment industry outcomes and business activities.</p> <p>Significant research includes, but is not limited to:</p> <ul style="list-style-type: none"> • protected, international or prohibited wildlife 	Permanent	Retain permanently.

Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none"> • critical habitats • conservation of marine mammals. <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • research reports and publications • original data • findings and observations. <p><i>* Refer to Appendix: Definition of Significant Versus Other.</i></p>		
1.22.2	<p>Research – other~</p> <p>Records relating to researching and enquiring into other research areas relating to environment management activities that are not considered significant.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • research reports and publications • original data • findings and observations. <p><i>~ Refer to Appendix: Definition of Significant Versus Other.</i></p>	Temporary	Retain for 7 years after action completed.

2. BIODIVERSITY MANAGEMENT

The function of maintaining biological diversity including actions taken to maintain the variability among living organisms from all sources, including terrestrial, marine and other aquatic ecosystems and the ecological complexes of which they are part; this includes diversity within species, between species and of ecosystems. These actions include identification and monitoring sustainable use of components of biological diversity, impact assessment and minimising adverse impacts, access to genetic resources and handling of biotechnology. Also includes management of wetlands, and forestry and fisheries issues.

See WILDLIFE CONSERVATION for specific wildlife management issues which focus on particular species.

For other biodiversity management activities, see Common Activities (1.0).

Reference	Description of records	Status	Disposal action
2.1	<p>AGREEMENTS</p> <p><i>The activities associated with establishing, maintaining, reviewing and negotiating agreements. Includes agreements as foundational and facilitative documents for collaborative arrangements, partnerships, outputs, products and services. Includes memoranda of understanding, informal agreements, signed documents and legal contracts.</i></p>		
2.1.1	<p><i>Biodiversity benefit sharing agreements</i></p> <p>Records relating to establishing, maintaining, reviewing and negotiating biodiversity benefit sharing agreements where the Department is party to the agreement and includes:</p> <ul style="list-style-type: none"> • providing rights to other entities to use native biological material for biodiscovery • agreeing that rights are conditional on entities providing benefits of biodiscovery • receiving the benefits of biodiscovery as per agreements. <p>Agreements include, but are not limited to:</p> <ul style="list-style-type: none"> • living organisms from all sources, including terrestrial, marine and other aquatic ecosystems • genetic diversity • species diversity, within and between species • ecosystem diversity and ecological complexity. <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • biodiversity sharing agreements 	Temporary	Retain for 30 years after agreement has lapsed/ expired.

Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none"> negotiation records. 		
2.2	<p>CONSERVATION <i>The activities involved in the preservation, protection, maintenance, restoration and, enhancement of environments, ecosystems, flora and fauna, designed to protect and enhance inherent biological diversity, associated with particular land, places, sites and properties.</i></p>		
2.2.1	<p>Natural environments Records relating to the preservation, protection, restoration and enhancement of natural environments, places, sites and property, including:</p> <ul style="list-style-type: none"> natural environments, including restoration or rehabilitation of areas, e.g. world heritage protected sites, endangered habitats Aboriginal burial sites, including repatriation of aboriginal burial remains Aboriginal and Torres Strait cultural heritage sites. <p>Includes care, control and management of places and maintenance activities and follow ups, including those with specialised conservation purposes and actions. Records may include, but are not limited to:</p> <ul style="list-style-type: none"> conservation reports construction, maintenance and work plans (drawings) and schedules onsite nature observations. <p>See <u>ENVIRONMENTAL MANAGEMENT-Site restoration</u> for records relating to the restoration of contaminated sites.</p>	Permanent	Retain permanently.

3. COASTS AND WATERWAYS MANAGEMENT

The function of managing, maintaining and protecting coastal zones, rivers and streams, and any other body of water not contained within a Protected Area. Includes integrated catchment, management, dune conservation, erosion minimisation, dredging and reclamations, coastal, management plans and approvals for building private works and commercial facilities.

See [BIODIVERSITY MANAGEMENT](#) for wetlands conservation and management.

For other coasts and waterways management activities, see [Common Activities](#) (1.0).

Reference	Description of records	Status	Disposal action
3.1	<p>REVOCAION</p> <p><i>The activity of managing change to the tenure of coastal zones, rivers and streams, and any other body of water not contained within a Protected Area. Includes wild river declarations under the Wild Rivers Act 2005.</i></p>		
3.1.1	<p>Land changes</p> <p>Records relating to the revocation of tenures and managing changes to coastal zones, rivers, streams and other bodies of water not protected by a Protected Area status.</p> <p>Includes wild river declarations under the repealed <i>Wild Rivers Act 2005</i>.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • land titling extracts and certificates • revocation notices • received submissions and consultation reports. 	Permanent	Retain permanently.

4. ENVIRONMENTAL MANAGEMENT

The function of regulating projects and operations which may have an impact on the state of the environment. Includes managing and controlling environmental components of, development proposals and commercial operations, monitoring and assessing those elements which impact on the state of the environment. Also includes licensing, contaminated land, remediation, environmental compliance and audits, Environmental Impact Assessments, Integrated Planning Act assessments, annual returns for licences and Environmentally Relevant Activities (ERA). Includes planning for a clean, safe and healthy environment, and developing policies to protect it against damaging influences.

Reference	Description of records	Status	Disposal action
4.1	<p>ACCREDITATION</p> <p><i>The activities associated with granting formal recognition that a person or organisation is certified as competent to carry out specific tasks or provides a certified measurement of an organisation's quality and performance. Accreditation usually has a safety and quality aspect, i.e. organisations are certified as accredited organisations with appropriate quality management measures and procedures to ensure safety risks are managed.</i></p> <p><i>See Licensing for records relating to the licensing of environmental authorities and the use of native flora and fauna.</i></p>		
4.1.1	<p><i>Environmental schemes – hazardous waste</i></p> <p>Records relating to assessing environmental schemes involving hazardous waste for accreditation and certification as suitable to fulfil environmental protection and improvement responsibilities in particular industries and organisations under relevant legislation.</p> <p>Includes waste product stewardship schemes (voluntary participation/by invitation), draft scheme statements, amendments, replacements, approvals, revocations, applications, renewals, changes, suspensions, cancellation and terminations.</p> <p>Environmental improvement schemes include those with aims of:</p> <ul style="list-style-type: none"> • better waste management • better handling of hazardous/toxic substances • reduced waste • more efficient product consumption • reduced environmental impacts • decreased waste processing costs. <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • accreditation applications and certificates 	Temporary	Retain for 100 years after accreditation expired, withdrawn, surrendered, cancelled or rejected.

Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none"> • scheme information • approval conditions. 		
4.1.2	<p><i>Environmental schemes</i></p> <p>Records relating to assessing environmental schemes for accreditation and certification as suitable to fulfil environmental protection and improvement responsibilities in particular industries and organisations under relevant legislation. Includes waste product stewardship schemes (voluntary participation/by invitation), draft scheme statements, amendments, replacements, approvals, revocations and applications, renewals, changes, suspensions, cancellation, terminations.</p> <p>Environmental improvement schemes include those with aims of:</p> <ul style="list-style-type: none"> • better waste management • reduced waste • more efficient product consumption • reduced environmental impacts • decreased waste processing costs. <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • accreditation applications and certificates • scheme information • approval conditions. <p>See <i>Environmental schemes-hazardous waste</i> for records relating to assessing environmental schemes involving hazardous waste.</p>	Temporary	Retain for 7 years after accreditation expired, withdrawn, surrendered, cancelled or rejected.
4.1.3	<p><i>Environment impacting providers and products</i></p> <p>Records relating to assessing organisations and/or individuals for accreditation, and certification as competent to fulfil environment impacting roles and services which include the provision of appropriate products, in relevant retail, wholesale, manufacturing, and growing industries, under relevant legislation.</p> <p>Accreditation includes, but is not limited to:</p> <ul style="list-style-type: none"> • service providers (accredited entities), e.g. retailers and manufacturers of wood burning stoves in solid fuel-burning equipment industry 	Temporary	Retain for 7 years after accreditation expired, withdrawn, surrendered, cancelled or rejected.

Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none"> • product certifications and standards, e.g. wood burning stoves • applications, renewals, changes, suspensions, cancellation and terminations. <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • accreditation applications and certificates • information notices and approval conditions • periodic accreditation reports. 		
4.2	<p>CONTAMINATED SITES MANAGEMENT</p> <p><i>The activities associated with identifying and managing sites which have been contaminated by hazardous substances (such as arsenic, DDT or oil) which may pose a risk to human health or the environment. Sites include service stations, cattle dips, and landfill and refuse tips.</i></p>		
4.2.1	<p>Contaminated site restoration</p> <p>Records related to repairing damage done to the environment, through contamination of specific land sites and waterways, by licence holders, licensed activities and liable offenders (prosecuted or otherwise under relevant legislation). Excludes conducting remedial and rehabilitation works, restoring soil, landscapes, vegetation, groundwater, waterway functions, ecological functions, wildlife habitats, land contours, and water flows etc., reintroducing wildlife species (as appropriate), not associated with contamination.</p> <p>Site restoration includes, but is not limited to:</p> <ul style="list-style-type: none"> • scheduling and overseeing works by licensee • organising and conducting reparation works • removing contaminants, contaminated soil and water • managing hazardous substances through decontamination processes • finalising environmental assessments and audits • managing contaminated site, e.g. access, maintenance. <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • site assessments • site restoration plans • environmental impact studies 	Permanent	Retain permanently.

Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none"> • environmental assessments and reports • financial costing and reports • restoration plans. <p>See Claims Management for recovering costs of site restoration from liable parties.</p> <p>See BIODIVERSITY MANAGEMENT-Conservation for records relating to conservation of natural environments.</p> <p>See ENVIRONMENTAL MANAGEMENT-Restoration for records relating to the restoration of the environment to its natural and usual state.</p>		
4.3	<p>DISPUTE RESOLUTION</p> <p><i>The activities associated with handling disagreements pertaining to particular areas and jurisdictions of responsibility in which an arbitrator (or other judicial representative) determines an outcome, which is enforceable but also appealable. Disputes involve perceived legal rights, legal wrongdoing, or threat of legal action against the parties, and can include awards, agreements, demarcation issues, breaches of injunctions etc.</i></p>		
4.3.1	<p>Final decisions</p> <p>Records relating to final decisions of dispute resolutions between parties from cases of environmental concern, rehabilitation, contaminated sites management, restoration agreements and licensing conflicts.</p> <p>Includes tenure holders and land owners about ‘making good’ agreements in relation to water bores under <i>Water Act 2000</i> (Chapter 3). Also includes conciliation, mediation and alternative dispute resolution processes.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • final decisions • final reports. 	Permanent	Retain permanently.
4.3.2	<p>Case histories and working papers</p> <p>Records relating to case histories and working papers of dispute resolutions between parties about cases environmental concern, rehabilitation, contaminated sites management, restoration agreements and licensing conflicts.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • conference election notices 	Temporary	Retain for 7 years after action completed.

Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none"> • case histories • negotiation details and agreements. 		
4.4	<p>ENVIRONMENTAL PROTECTION</p> <p><i>The activities involved in protecting the environment and natural resources to ensure sustainable and responsible resource development efforts over a long term basis.</i></p> <p><i>See Authorisation for granted rights to perform certain activities.</i></p> <p><i>See Enforcement for issuing enforcement notices, including infringement notices, directives, orders, fines, penalties and exemptions.</i></p> <p><i>See Monitoring and Surveillance for planning and undertaking compliance programs to monitoring the behaviour of licensees, entities and community members in general to identify enforcement actions required.</i></p> <p><i>See Planning for records relating to planning and management of the State's natural environment.</i></p> <p><i>See Research for records relating to research undertaken on the State's natural environment.</i></p>		
4.4.1	<p><i>Environmental protection – significant*</i></p> <p>Records relating to managing and influencing the performance of significant environmental management, sustainability and responsible resource programs.</p> <p>Significant issues include, but are not limited to:</p> <ul style="list-style-type: none"> • environmental degradation and impacts • ecology, ecosystems, catchments, reserves and sanctuaries • flora and fauna, including wildlife management programs. <p>Environmental protection includes, but is not limited to:</p> <ul style="list-style-type: none"> • systematic monitoring of results of activities • collecting and analysing information to track progress toward planning results and inform programs • creating environmental impact assessments of pending developments • studying, protecting and enhancing environment and natural resources. <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • performance reports • environmental studies • environmental data. 	Permanent	Retain permanently.

Reference	Description of records	Status	Disposal action
	* Refer to Appendix: Definition of Significant Versus Other		
4.4.2	<p>Environmental protection – other~</p> <p>Records relating to managing performance of other environmental management programs and operations.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • performance reports • environmental studies and data. <p>~ Refer to Appendix: Definition of Significant Versus Other</p>	Temporary	Retain for 7 years after action completed.
4.5	<p>EXTENSION SERVICES</p> <p><i>The activities associated with intensively targeting particular groups of industry members with particular needs to lift their productivity based on training, increased knowledge and use of resources. Includes visiting geographical regions and client locations identified as suitable for intensive work. Includes directing a strong flow of customised information and training at particular groups and clients. Includes building up their knowledge and to increasing their capacity to better manage and use the organisation's resources. Includes focusing on particular industries (industry bodies, producer groups, producers and associated input and output industries) and geographically defined communities for its clients. Includes working individually with producers and others where the work provides wider benefits for the industry, or the community as a whole.</i></p>		
4.5.1	<p>Specialised information products and services</p> <p>Records relating to the provision of specialised information products and services to identified industries and communities to better manage and use the department's environmental management resource. Includes extension services to industry bodies, producer groups and individual producers.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • information notices, fact sheets and publications • training courses schedules and delivery notes • consultation records. 	Temporary	Retain for 7 years after action completed.

Reference	Description of records	Status	Disposal action
4.6	<p>RESTORATION</p> <p><i>The activities associated with assisting the environment return to its natural and usual state. Includes planning restoration activities, identifying appropriate environmental, horticulture, water and land restoration practices, undertaking restorative plans, and maintaining and monitoring return of site to its natural, or a similar comparative, state. Includes the restoration of contaminated sites. Includes the restoration of degraded areas and mining sites. Includes restoring contaminated and damaged sites from damage caused by licence holder activities or offences against legislation. Includes overseeing licence holders rehabilitate affected areas. Includes project managing contracted workers to remedy problems after licence holder has left site.</i></p> <p><i>See Claims Management for recovering costs of site restoration from liable parties.</i></p> <p><i>See BIODIVERSITY MANAGEMENT-Conservation for records relating to conservation of natural environments.</i></p> <p><i>See ENVIRONMENTAL MANAGEMENT-Site restoration for records relating to repairing damage to the environment through contamination.</i></p>		
4.6.1	<p>Restoration – significant*</p> <p>Records relating to the restoration of significantly damaged or degraded sites to an agreed optimum and environmental priority given their original state and environmental significance.</p> <p>Excludes managing contaminated sites and materials.</p> <p>Restoration includes, but is not limited to:</p> <ul style="list-style-type: none"> • conducting remedial and rehabilitation works • restoring soil, landscapes, vegetation, groundwater, waterway functions, ecological functions, wildlife habitats, land contours and water flows etc. • reintroducing wildlife species (as appropriate). <p>Significant sites include, but are not limited to:</p> <ul style="list-style-type: none"> • sites of particular significance • sites with best case management outcomes as example cases • sites of particular environmental importance. <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • restoration reports • construction, maintenance and work plans (drawings) and schedules • environment impact assessments. 	Permanent	Retain permanently.

Reference	Description of records	Status	Disposal action
	* Refer to Appendix: Definition of Significant Versus Other		
4.6.2	<p>Restoration – other~</p> <p>Records relating to the restoration of other damaged or degraded sites to an agreed optimum and environmental priority.</p> <p>Excludes managing contaminated sites and materials, sites of particular significance, including sites with best case management outcomes as example cases and sites of particular environmental importance.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • restoration reports • construction, maintenance and work plans (drawings) and schedules • environment impact assessments. 	Temporary	Retain for 7 years after action completed.

5. WILDLIFE CONSERVATION

The function of managing plants and animals in their natural habitats to ensure their conservation and sustainable use covering native, imported and domestic species of protected, threatened, common and pest wildlife. Includes consideration of genetic diversity, undertaking research, management and administration of permits/licences, and development and implementation of management and recovery plans.

For other wildlife conservation activities, see [Common Activities \(1.0\)](#).

Reference	Description of records	Status	Disposal action
5.1	<p>LICENSING</p> <p><i>The activities associated with granting or denying licensing instruments giving authority to undertake particular actions or occupations in line with the authority of the licensing instrument, and bestow special rights of ownership, financial responsibility and/or environmental accountability and other terms and conditions with the licence. Includes permits to own or use something or carry out particular actions. Includes but is not limited to licences, permits, leases, rights, authorities, certifications, exemptions, clearances etc.</i></p> <p><i>See Licensing for records relating to the licensing of environmental authorities and the use of native flora and fauna.</i></p> <p><i>See Transitory Records and Short Term Retention and Disposal Schedule (QDAN720 v.1) for records relating to unused documents with previous departmental branding and accountable form books.</i></p>		
5.1.1	<p>Requisites and supplies</p> <p>Records relating to supplying wildlife management authority holders with items requisite to fulfilling their roles and authority conditions under legislation including but not limited to <i>Nature Conservation Act 1992</i>.</p> <p>Includes processing returned and completed items.</p> <p>Requisites and supplies include, but are not limited to:</p> <ul style="list-style-type: none"> • issuing shooter/dealer animal tags and skin templates • processing returns of operations • processing shooter/dealer returns • processing movement advice notices • collecting wildlife data • collecting protected plant harvest or trade information. <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • return books (completed and unused) • movement advice forms. 	Temporary	Retain completed documents for 2 years after close of relevant management period, e.g. harvest period; statutory period for return of document.

Appendix 1: Definition of Significant Versus Other

* **Significant**

Significance may be determined by a number of factors:

- Department is the lead agency with another government agency or private organisation
- Substantial changes or influences government policy or direction
- Results in a significant government project or program
- Significant contribution to the body of knowledge on a particular subject
- Considerable economic impact (e.g. major government contracts, corporatisation of government assets)
- Notable environmental impact (e.g. drought, salinity, genetically modified crops, heritage buildings/places, world heritage listings, national parks/reserves)
- Extent of profound changes to lives of individuals, families or communities (e.g. Native Title)
- Public reaction or sensitivity
- Serious impact or consequence (e.g. deaths, a large case)
- Precedent setting prosecutions, court cases (e.g. first of its kind)

If on balance of the factors, the records represent significant issue/s, retain as “Significant”.

If in doubt, seek advice or keep as default with review until more information becomes available.

~ **Other**

Also known as non-State significant, not significant, minor, low value, low risk, routine etc. Non-significance may be determined by a number of factors:

- Lesser in size, scope or importance
- Represents one individual’s opinion on topic of low value to community
- Not serious, i.e. routine, duplicable, low value, short applicability, short term relevance
- Not resulting in changes to Government or agency policy, or minor changes only
- Not generating or outlaying significant funds
- Not substantial public interest in the context of the definitions of ‘significant’ above
- Low value to community
- Inconsequential or low risk if records not kept
- Minor operational details
- Routine matters
- Working papers, audio, video or other recordings used as working notes only

If on balance of the factors, the records represent non-significant issues, retain as “Other”.

If in doubt, seek advice or keep as default with review until more information becomes available.

Appendix 2: Natural Water Resources Development Approvals

Works requiring development approvals:

- protected marine park activities in marine park zoning plans, e.g. construction of jetties and pontoons, installation and operation of structures, moorings, repairs, dredging and dumping
- conducting environmentally relevant activities (ERAs):
 - includes ERAs that are prescribed activities, prescribed ERA projects, resource activities, or resource projects
 - prescribed activities are ERAs defined by legislation
 - resource activities are activities that involving geothermal, greenhouse gas storage, mining or petroleum activity
- environmentally relevant activities (ERAs) for industrial activities, mining activities or other resource activities have potential to release contaminants into the environment
 - includes but are not limited to:
 - chemical manufacturing
 - waste treatment
 - coal mining
 - mineral mining or extraction
 - petroleum and gas activities
 - agricultural activities, e.g. piggeries, prawn farms and cattle feedlots.

Appendix 3: Licences, Permits and Authorities – Native plants and animals

Licences, permits and authorities includes, but are not limited to:

Authorised operators including:

- propagators
- herbariums.

Commercial marine park activities including:

- whale watching, tourism
- education programs, research, collecting
- traditional hunting
- waste discharges
- anchoring and mooring for extended periods.

Commercial plant licences including:

- taking whole, stock, or parts of protected plants
- harvesting, trading, using protected plants.

Commercial wildlife licences including:

- trade of live and dead wildlife
 - macropods, e.g. tanning, taxidermist, harvesting dealing, interaction, mobile
 - crocodiles, e.g. catching, dealing with, euthanizing problem crocodiles, reporting deaths

Damage mitigation permits including:

- animals, e.g. removing, relocating, culling, dispersing wildlife
- wildlife property management, e.g. flying-fox roost management
- plants, e.g. clearing.

Scientific and educational licences including:

- protected areas
- protected animals, plants and resources, e.g. taking, using, keeping or interfering with resources including flora, fauna, soil and water
- native wildlife kept in classrooms.

Recreational wildlife licences including:

- macropods, e.g. harvesting, demonstrating, exhibiting, farming, museum

- crocodiles, e.g. demonstrating, limited interaction
- protected animals, e.g. harvesting, taking, keeping, using or moving native and exotic wildlife
- protected plants, e.g. clearing, harvesting, growing, tagging, moving, taking, using under conservation plans and agreements.

Wildlife authorities including:

- biodiversity collection authorities, e.g. collecting, using native biological resources from State lands or waters
- permitted plant parts
- cultural or natural resources, e.g. taking, using, keeping, interfering with resources including flora, fauna, soil and water

Wildlife licences including:

- keeping, e.g. care and homing of native wildlife
- rescue and rehabilitation, e.g. care and rehoming of native wildlife
- farming, e.g. breeding of native wildlife.

See Development for licences associated with development works. For example, infrastructure and structures on protected areas, construction of jetties and pontoons, installation and operation of structures, moorings, repairs, dredging and dumping in protected marine park activities.

Appendix 4: Environment Related Authorisations

Environmental authorities:

- environmental authorities including corporate, local government and project authorities
- environmental authorities for:
 - CSG activity (previously coal seam gas environmental authority)
 - eligible ERA subject to the standard conditions (previously code compliant authority)
 - eligible ERA subject to varied standard conditions (previously non-code compliant authority)
 - resource activity, other than a mining activity (previously environmental authority (chapter 5A activities))
 - mining activity relating to an exploration permit (previously environmental authority (exploration))
 - mining activity relating to a mineral development licence (previously environmental authority (mineral development))
 - mining activity (previously environmental authority (mining activities))
 - mining activity relating to a mining claim (previously environmental authority (mining claim))
 - mining activity relating to a mining lease (previously environmental authority (mining lease))
 - prescribed conditions for small scale mining activity (previously environmental authority (prospecting)).

Environmental resource activities (ERAs):

- agricultural environmental resource activities (ERAs) – commercial sugar cane growing, large cattle grazing
- industrial environmental resource activities (ERAs) – manufacturing, leather tanning
- environmental authorities (for prescribed ERAs), e.g. small sewage treatment plants, quarries, poultry farms and meat processing facilities.

Environmental authorities (mining related):

- environmental authorities – mining projects
- resource activity other than a mining activity (previously chapter 5A activity)
- ERA projects for resource activities other than mining activities (previously chapter 5A activity project)
- special agreement environmental authorities (mining)
- resource project for mining activity (previously known as mining project)
- resource project for mining activity that is ineligible ERA (previously known as level 1 mining project)
- resource activity, other than mining activity, that is ineligible ERA (previously known as level 1 chapter 5A activity)
- resource project for mining activity that is eligible ERA (previously known as level 2 mining project)
- resource activity, other than mining activity, that is eligible ERA (previously known as level 2 chapter 5A activity)

- other mining related environmental authorities.

Environment related authorities, allocations, approvals and exemptions

- quarry material allocations from coastal areas
- emissions estimation techniques and mandatory data approvals (for use by reporting facilities)
- disclosure exemptions
- environmental impact statements (EIS) approvals for land interests and resource activities (including petroleum, geothermal, greenhouse gas storage)
- watercourse diversions associated with mining projects
- temporary emissions approvals to release contaminants into the environment in response to an event, e.g. natural or sabotage, not foreseen when particular conditions were imposed on environmental authority
- waste management, including waste transportation, e.g. transporting asbestos
- other authorities, allocations, approvals, and exemptions.