



Appraisal log

Seqwater Retention and Disposal Schedule

Seqwater

Date: February 2015

Function No	Title	Scope Note
1	WATER INFRASTRUCTURE ASSET MANAGEMENT	<i>The function of current and future water infrastructure development encompassing asset design, construction, improvement and maintenance throughout the asset's lifecycle until it's decommission. Assets can range from dams to pump stations to toilet blocks and land purchases.</i>

Activities

- 1.1 Commissioning and Decommissioning
- 1.2 Construction
- 1.3 Design process
- 1.4 Infrastructure and asset monitoring
- 1.5 Infrastructure improvements
- 1.6 Land management

Ref. No	Description of record and retention period	Justification for retention period
1.1.1	<p><i>Infrastructure commissioning and decommissioning - significant</i></p> <p>Records relating to the commissioning and decommissioning of equipment, facility, infrastructure assets and/or plant assets that have a major significance and/or historical significance.</p> <p>Disposal action - Retain permanently.</p>	<p>Background/business process:</p> <p>The commissioning and decommissioning of the organisations infrastructure and assets that have a significant impact on the community and the environment including impacts on water and land quality. The process involves safety recording and data analyses, soil testing analyses before and after, infrastructure and asset performance records, maintenance reports and environmental fauna and flora testing.</p> <p>Regulatory requirements:</p> <p><i>South East Queensland Water (Restructuring) Act 2007</i></p> <p>Business requirements:</p> <p>The public authority requires these records for the lifecycle of the asset from commissioning to decommissioning for monitoring safety and performance of the asset. These public records are used for future referencing in case there is a natural disaster, an unplanned accident and future planning.</p> <p>Permanent retention criteria:</p> <p>Characteristic 2 – Primary Functions & Programs of Government. Characteristic 6 – Environmental Management & Change</p>

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		<p>Community expectation: Keeping these records meets community expectations that the public authority is ensuring safety of the community.</p> <p>Comparison with other schedules' retention period: <i>SunWater Retention and Disposal Schedule QDAN650 v.1</i> References 8.1.1 Commissioning and 8.4.1 Decommissioning – Retain permanently. <i>NSW Functional Retention and Disposal Authority Water resources management (Department of Water and Energy) FA256</i> Reference 4.5.1 Records relating to design and construction, including commissioning - significant – Required as State Archives. <i>PROS 12/06 Retention & Disposal Authority for Records of the Water Industry Functions</i> Reference 7.3.1 Final records of the design, construction or refurbishment of water supply infrastructure assets, including commissioning – Retain as State Archives.</p>
1.1.2	<p>Infrastructure commissioning and decommissioning - other Records relating to the commissioning and decommissioning of equipment, facility, infrastructure assets and/or plant assets that do not have major significance and/or historical significance as described in reference 1.1.1 (e.g. toilet blocks or kiosks). .</p> <p>Disposal action - Retain for 7 years after the transfer, disposal or demolition of the water infrastructure asset.</p>	<p>Background/business process: The commissioning and decommissioning of the organisations infrastructure and assets that do not have a significant impact on the community and the environment including impacts on water and land quality. The process involves safety recording and data analyses, infrastructure and asset performance records, and maintenance reports. The life stage of an infrastructure asset is commissioning, constructing and then decommissioning.</p> <p>Regulatory requirements: <i>South East Queensland Water (Restructuring) Act 2007</i></p> <p>Business requirements: The public authority requires these records for the lifecycle of the asset from commissioning to decommissioning for monitoring safety and performance of the asset.</p> <p>Community expectation: See above.</p> <p>Comparison with other schedules' retention period: <i>SunWater Retention and Disposal Schedule QDAN650 v.1</i> References 8.1.2 Water Infrastructure Assets other and 8.4.2 Water Infrastructure assets – Retain for 7 years after the transfer, disposal or demolition of the water infrastructure asset. <i>NSW Functional Retention and Disposal Authority Water resources management (Department of Water and Energy) FA256</i> Reference 4.5.2 Records relating to the design and construction of structures or items of</p>

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		<p>equipment which are not significant - Retain minimum of 7 years after structure is disposed of or until equipment is no longer in use, then destroy.</p> <p><i>PROS 12/06 Retention & Disposal Authority for Records of the Water Industry Functions Reference 7.3.2</i> Records documenting the drafting, planning and design for the implementation of new or the refurbishing of existing water supply infrastructure assets - Destroy 7 years after infrastructure has been decommissioned.</p>
1.2.1	<p>Infrastructure construction - significant</p> <p>Records relating to the construction of new infrastructure assets that have major significance.</p> <p>Disposal action - Retain permanently.</p>	<p>Background/business process:</p> <p>The constructing of the organisations infrastructure and assets has a significant impact on the community and the environment including impacts on water and land quality. The process involves construction programs, reports and inspection records, submissions to the board and government, maintenance reports and environmental fauna and flora testing. The life stage of an infrastructure asset is commissioning, constructing and then decommissioning.</p> <p>Business requirements:</p> <p>The public authority requires these records for the lifecycle of the asset from commissioning to decommissioning for monitoring safety and performance of the asset. These public records are used for future referencing in case there is a natural disaster, an unplanned accident and future planning.</p> <p>Permanent retention criteria:</p> <p>Characteristic 2 – Primary Functions & Programs of Government. Characteristic 6 – Environmental Management & Change</p> <p>Community expectation:</p> <p>See above.</p> <p>Comparison with other schedules' retention period:</p> <p><i>SunWater Retention and Disposal Schedule: QDAN650 v.1 Reference 8.3.1</i> Water Infrastructure assets – Significant – Retain permanently.</p> <p><i>Local Government Sector Retention and Disposal Schedule: QDAN480 v.4 Reference 5.4.2</i> Buildings – historically significant – Retain permanently.</p> <p><i>NSW Functional Retention and Disposal Authority Water resources management (Department of Water and Energy) FA256 Reference 4.5.1</i> Records relating to design and construction, including commissioning - significant – Required as State Archives.</p> <p><i>PROS 12/06 Retention & Disposal Authority for Records of the Water Industry Functions Reference 7.3.1</i> Final records of the design, construction or refurbishment of water supply infrastructure assets, including commissioning - Retain as State Archives.</p>

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1.2.2	<p>Infrastructure construction - other</p> <p>Records relating to the construction of new infrastructure assets that do not have a major significance and/or historical significance as described in reference 1.2.1 (e.g. toilet blocks or kiosks).</p> <p>Disposal action - Retain for 7 years after the transfer, disposal or demolition of the water infrastructure asset.</p>	<p>Background/business process:</p> <p>The commissioning and decommissioning of the organisations infrastructure and assets that do not have a significant impact on the community and the environment including impacts on water and land quality. The process involves safety recording and data analyses, infrastructure and asset performance records, and maintenance reports. The life stage of an infrastructure asset is commissioning, constructing and then decommissioning.</p> <p>Business requirements:</p> <p>The public authority requires these records for the lifecycle of the asset from commissioning to decommissioning for monitoring safety and performance of the asset.</p> <p>Community expectation:</p> <p>See above.</p> <p>Comparison with other schedules' retention period:</p> <p><i>SunWater Retention and Disposal Schedule QDAN650 v.1</i> Reference 8.3.2 Water Infrastructure Assets – other - Retain for 7 years after the transfer, disposal or demolition of the water infrastructure asset.</p> <p><i>Local Government Sector Retention and Disposal Schedule: QDAN480 v.4</i> Reference 5.4.3 Buildings – other - Retain for 7 years after the building or structure is demolished, removed or disposed of.</p> <p><i>NSW Functional Retention and Disposal Authority Water resources management (Department of Water and Energy) FA256</i> Reference 4.5.2 Records relating to the design and construction of structures or items of equipment which are not significant - Retain minimum of 7 years after structure is disposed of or until equipment is no longer in use, then destroy.</p> <p><i>PROS 12/06 Retention & Disposal Authority for Records of the Water Industry Functions</i> Reference 7.3.2 Records documenting the drafting, planning and design for the implementation of new or the refurbishing of existing water supply infrastructure assets - Destroy 7 years after infrastructure has been decommissioned.</p>
1.3.1	<p>Design</p> <p>Records relating to the designing and mapping of equipment, facility, infrastructure and/or plant assets</p> <p>Disposal action - Retain</p>	<p>Background/business process:</p> <p>These records relate to the design, creation and mapping of the infrastructure assets. The process involves original design drawings and then the regular design drawing changes over its lifetime. Also includes the design models of the infrastructure assets. This process involves original design geotechnical, structure, hydrologic and hydraulic models and changes over its lifetime The life stage of an infrastructure asset is commissioning, constructing and then decommissioning. These records have significant history reference to the community.</p> <p>Business requirements:</p>

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	permanently.	<p>The public authority requires these records for the lifecycle of the asset from commissioning to decommission monitoring safety and performance of the asset. These public records are used for future referencing in case there is a natural disaster, an unplanned accident and future planning.</p> <p>Permanent retention criteria: Characteristic 2 – Primary Functions & Programs of Government Characteristic 6 – Environmental Management & Change</p> <p>Community expectation: See above.</p> <p>Comparison with other schedules' retention period: <i>SunWater Retention and Disposal Schedule QDAN 650 v.1</i> Reference 8.5.1 Water infrastructure assets – significant – design – Retain permanently. <i>SunWater Retention and Disposal Schedule QDAN 650 v.1</i> Reference 8.9.1 Water Infrastructure assets – significant – modelling – Retain permanently. <i>NSW Functional Retention and Disposal Authority Water resources management (Department of Water and Energy) FA256</i> Reference 4.5.1 Records relating to design and construction, including commissioning - significant – Required as State Archives. <i>PROS 12/06 Retention & Disposal Authority for Records of the Water Industry Functions</i> Reference 7.3.1 Final records of the design, construction or refurbishment of water supply infrastructure assets, including commissioning - Retain as State Archives.</p>
1.3.2	<p>Surveying - built infrastructure</p> <p>Records relating to surveying land to determine nature, boundaries and the extent of the construction of Seqwater equipment, facility, infrastructure and/or plant asset for the purpose of water storage, water treatment and/or water supply, where the infrastructure has been built.</p>	<p>Background/business process:</p> <p>The records include land surveying to determine nature, boundaries and the extent of the construction. This class contains only surveying records where the infrastructure has been built.</p> <p>Business requirements:</p> <p>The public authority requires these records as reference for the lifecycle of the asset from commissioning to decommissioning for monitoring safety and performance of the asset.</p> <p>Permanent retention criteria: Characteristic 2 – Primary Functions & Programs of Government Characteristic 6 – Environmental Management & Change</p> <p>Community expectation: See above.</p>

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	<p>Disposal action - Retain permanently.</p>	<p>Comparison with other schedules' retention period: <i>SunWater Retention and Disposal Schedule QDAN650 v.1</i> Reference 8.14.2 Records relating to land surveys and mapping undertaken for the construction of water infrastructure assets that do not have major significance - Retain for 7 years after the transfer, disposal or demolition of the water infrastructure asset. <i>NSW Functional Retention and Disposal Authority Water resources management (Department of Water and Energy) FA256</i> Reference 2.4.1 Records relating to survey work carried out by the agency to support the development of maps, plans and drawings - Retain in agency.</p>
1.3.3	<p>Surveying - infrastructure not built Records relating to surveying land to determine nature, boundaries and the extent of the construction of Seqwater equipment, facility, infrastructure and/or plant asset for the purpose of water storage, water treatment and/or water supply, where the infrastructure has not been built.</p> <p>Disposal action - Retain for 25 years from last action date.</p>	<p>Background/business process: The records include land surveying to determine nature, boundaries and the extent of the construction. These records relate to infrastructure that has not been built. For example, a pipeline may be surveyed and designed as a result of drought. In the event of rain or flood, the pipeline would not be constructed.</p> <p>Business requirements: Survey and design work may be required for reference purposes should the project be resurrected. Engineers have requested a lengthy retention period.</p> <p>Community expectation: See above.</p> <p>Comparison with other schedules' retention period: <i>SunWater Retention and Disposal Schedule QDAN650 v.1</i> Reference 8.14.2 Records relating to land surveys and mapping undertaken for the construction of water infrastructure assets that do not have major significance - Retain for 7 years after the transfer, disposal or demolition of the water infrastructure asset. <i>NSW Functional Retention and Disposal Authority Water resources management (Department of Water and Energy) FA256</i> Reference 2.4.1 Records relating to survey work carried out by the agency to support the development of maps, plans and drawings - Retain in agency.</p>
1.4.1	<p>Inspection and monitoring Records relating to the inspection and monitoring of the ongoing condition of Seqwater's infrastructure and assets to determine routine maintenance requirements and performance management.</p>	<p>Background/business process: The records relate to the inspection and monitoring of the ongoing condition of Seqwater's infrastructure and assets to determine routine maintenance requirements and performance management. The life stage of an infrastructure asset is commissioning, constructing and then decommissioning.</p> <p>Business requirements: The public authority requires these records as reference for the lifecycle of the asset from commissioning to decommissioning for monitoring safety and performance of the asset.</p>

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	<p>Disposal action - Retain for 7 years after the transfer, disposal or demolition of the water infrastructure asset.</p>	<p>Community expectation: See above.</p> <p>Comparison with other schedules' retention period: <i>SunWater Retention and Disposal Schedule QDAN650 v.1</i> Reference 8.2.1 Records relating to monitoring the condition of water infrastructure assets to determine maintenance needs - Retain for 7 years after the transfer, disposal or demolition of the water infrastructure asset.</p>
1.4.2	<p>Strategic plans and processes Records relating to plans, systems and processes developed and implemented to manage infrastructure assets.</p> <p>Disposal action - Retain for 10 years after last revision.</p>	<p>Background/business process: These records refer to the plans, systems and process development for the infrastructure assets. The life stage of an infrastructure asset is commissioning, constructing and then decommissioning.</p> <p>Business requirements: Plans and processes have review dates ranging from 2 years to 5 years. The documents may be required for reference for a period of up to 10 years after last revision to see how processes impacted on any incident.</p> <p>Community expectation: See above.</p> <p>Comparison with other schedules' retention period: <i>SunWater Retention and Disposal Schedule: QDAN650 v.1</i> Reference 8.6.1 Records relating to the finalisation of water infrastructure projects, including design and construction reports, operations and maintenance manuals - Retain for 7 years after the transfer, disposal or demolition of the water infrastructure asset. <i>NSW Functional Retention and Disposal Authority Water resources management (Department of Water and Energy) FA256</i> Reference 4.5.2 Records relating to the design and construction of structures or items of equipment. Includes design and construction plans - Retain minimum of 7 years after structure is disposed of or until equipment is no longer in use, and then destroy. <i>PROS 12/06 Retention & Disposal Authority for Records of the Water Industry Functions</i> Reference 6.2.2 Records documenting the drafting, planning and design phase for the implementation of new or the refurbishing of existing wastewater infrastructure assets - Destroy 7 years after infrastructure has been decommissioned.</p>
1.4.3	<p>Maintenance Records relating to the maintenance carried out on the current condition of Seqwater's</p>	<p>Background/business process: These records refer to the maintenance carried out on the infrastructure assets over their life cycle. These records include work orders and completion, notifications of work needed and the surveillance reports needed to carry out the work. The life stage of an infrastructure asset is commissioning, constructing and then</p>

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	<p>infrastructure and assets to meet maintenance requirements.</p> <p>Disposal action - Retain for 7 years after the transfer, disposal or demolition of the water infrastructure asset.</p>	<p>decommissioning.</p> <p>Business requirements: The public authority requires these records as reference for the lifecycle of the asset from commissioning to decommissioning for monitoring safety and performance of the asset.</p> <p>Community expectation: See above.</p> <p>Comparison with other schedules' retention period: <i>SunWater Retention and Disposal Schedule QDAN650 v.1</i> Reference 8.6.1 Records relating to monitoring the condition of water infrastructure assets to determine maintenance needs - Retain for 7 years after the transfer, disposal or demolition of the water infrastructure asset.</p>
1.4.4	<p>Asset testing</p> <p>Records relating to the testing of components and systems ensuring they meet specified requirements.</p> <p>Disposal action - Retain for 7 years after the transfer, disposal or demolition of the water infrastructure asset.</p>	<p>Background/business process: These records refer to the testing of the infrastructure assets and systems. This includes but is not limited to the compliance audit testing and the calibration testing of equipment before use. The life stage of an infrastructure asset is commissioning, constructing and then decommissioning.</p> <p>Business requirements: The public authority requires these records as reference for the lifecycle of the asset from commissioning to decommissioning for monitoring safety and performance of the asset.</p> <p>Community expectation: See above.</p> <p>Comparison with other schedules' retention period: <i>SunWater Retention and Disposal Schedule QDAN650 v.1</i> Reference 8.15.1 Records relating to engineering tests of water supply and distribution infrastructure components and systems against specified requirements - Retain for 7 years after the transfer, disposal or demolition of the water infrastructure asset.</p>
1.5.1	<p>Infrastructure improvements - significant</p> <p>Records relating to the improvement of Seqwater equipment, facility, infrastructure and/or plant asset.</p>	<p>Background/business process: These records relate to significant changes made to improve an infrastructure asset. The life stage of an infrastructure asset is commissioning, constructing and then decommissioning. These records have significant history reference to the community.</p> <p>Business requirements: The public authority requires these records for the lifecycle of the asset from commissioning to decommissioning for monitoring safety and performance of the asset. These public records are used for future</p>

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	<p>Disposal action - Retain permanently.</p>	<p>referencing in case there is a natural disaster, an unplanned accident and future planning.</p> <p>Permanent retention criteria (where applicable): Characteristic 2 – Primary Functions & Programs of Government Characteristic 6 – Environmental Management & Change</p> <p>Community expectation: See above.</p> <p>Comparison with other schedules' retention period: <i>Local Government Sector Retention and Disposal Schedule: QDAN480 v.4</i> Reference 5.5.1 Records relating to major maintenance, conservation and repairs that affect the structure of buildings and structures that are historically significant – Retain permanently.</p>
1.6.1	<p>Land management Records relating to the management of land owned by Seqwater.</p> <p>Disposal action - Retain for 7 years after land is disposed of.</p>	<p>Background/business process: These records refer to the management of organisational owned land. These records include leasehold plans, boundary plans, adjustment plans and the easement plans.</p> <p>Regulatory Requirements: <i>South East Queensland Water (Restructuring) Act 2007</i></p> <p>Business requirements: The public authority requires these records as reference for the history of the land. For example leasehold relates to the external leases held on each parcel of land owned.</p> <p>Community expectation: The public authority is responsible for ensuring the land is kept and maintained in the public's best interest. This also includes the third parties that the organisation may contract to.</p> <p>Comparison with other schedules' retention period: <i>PROS 12/06 Retention & Disposal Authority for Records of the Water Industry Functions</i> Reference 4.2.1 Summary records of subdivision and planning permit applications and conditions for approval - Retain as State Archives.</p>

Function No	Title	Scope Note
2	INFRASTRUCTURE AND ASSET OPERATIONS	<i>The function of operating Seqwater's Infrastructure and Assets.</i>

Activities
2.1 Hydrography 2.2 Infrastructure operations 2.3 Monitoring and management 2.4 Ecological monitoring 2.5 Water distribution 2.6 Water treatment and quality 2.7 Licensing management 2.8 Recreation operations and maintenance 2.9 Fire management

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2.1.1	<p>Analysis Records relating to surface water analysis.</p> <p>Disposal action - Retain for 10 years from last action date.</p>	<p>Background/business process: These records relate to the general hydrographical analysing of the physical conditions, boundaries, flow and related characteristics of surface water including the mapping of bodies of water.</p> <p>Business requirements: The public authority requires these records to justify its decision and actions.</p> <p>Community expectation: Keeping these records meets community expectations that the public authority is ensuring safety of the community.</p> <p>Comparison with other schedules' retention period: <i>SunWater Retention and Disposal Schedule QDAN650 v.1</i> Reference 9.8.1 Records relating to describing</p>

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		<p>and analysing the characteristics of surface water - Retain for 7 years after the transfer, disposal or demolition of the water infrastructure asset.</p> <p><i>NSW Functional Retention and Disposal Authority Water resources management (Department of Water and Energy) FA256 Reference 3.4.1</i> Records relating to the testing and analysis of samples - Retain minimum of 3 years after last action, then destroy.</p> <p><i>PROS 12/06 Retention & Disposal Authority for Records of the Water Industry Functions Reference 7.6.2</i> Records of water quality sampling, testing, analysis and reporting - Retain as State Archives.</p>
2.2.1	<p>Operations</p> <p>Records relating to monitoring and operating infrastructure and assets as water demand supply solutions.</p> <p>Disposal action - Retain for 7 years after the transfer, disposal or demolition of the water infrastructure asset.</p>	<p>Background/business process:</p> <p>These records relate to the evaluation, monitoring and operating of infrastructure and assets.</p> <p>Business requirements:</p> <p>The public authority requires these records for the lifecycle of the infrastructure asset including the monitoring and operating evaluations.</p> <p>Community expectation:</p> <p>See above.</p> <p>Comparison with other schedules' retention period:</p> <p><i>SunWater Retention and Disposal Schedule: QDAN650 v.1 Reference 9.2.1</i> Records relating to managing and operating dams as water demand supply solutions - Retain for 7 years after the transfer, disposal or demolition of the water infrastructure asset.</p> <p><i>PROS 12/06 Retention & Disposal Authority for Records of the Water Industry Functions Reference 7.4.1</i> Records documenting the monitoring and optimisation of water supply infrastructure assets to ensure it can meet the demands placed upon it - Destroy 7 years after action completed.</p>
2.2.2	<p>Approved failure impact assessments (category 1 and 2)</p> <p>Records relating to failure impact assessments (FIA) of existing and proposed category 1 and category 2 dams in accordance with the <i>Water Supply (Safety and Reliability) Act 2008</i>.</p>	<p>Background/business process:</p> <p>These records relate to the Failure Impact Assessment of a water storage dam under the <i>Water Supply (Safety and Reliability) Act 2008</i> to determine the number of people whose safety could be at risk should a dam fail. The results of the assessment are used to determine whether a dam is referable and the failure impact rating of a dam i.e. category 1 – between 2 to 100 people at risk or category 2 – more than 100 people at risk by the dam failing.</p> <p>Business requirements:</p> <p>The public authority requires these records for the lifecycle of the infrastructure asset including the monitoring and operating evaluations.</p>

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	<p>Disposal action - Retain for 7 years after the transfer, disposal or demolition of the water infrastructure asset.</p>	<p>Community expectation: See above.</p> <p>Comparison with other schedules' retention period: <i>SunWater Retention and Disposal Schedule QDAN650 v.1</i> Reference 9.2.1 Records relating to managing and operating dams as water demand supply solutions, including failure impact assessments - Retain for 7 years after the transfer, disposal or demolition of the water infrastructure asset. <i>Department of Environment and Resource Management Retention and Disposal Schedule QDAN653 v.1</i> Reference 2.3.1 Preliminary Failure Impact Assessments - Retain for 13 years after the failure impact assessment is approved or the dam is decommissioned. <i>Department of Environment and Resource Management Retention and Disposal Schedule QDAN653 v.1</i> Reference 2.3.2 Approved Failure Impact Assessments (Category 1 and 2) - Retain for 13 years after the failure impact assessment is approved or the dam is decommissioned.</p>
2.2.3	<p>Rejected failure impact assessments Records relating to rejected failure impact assessments (FIA) of existing and proposed dams under the <i>Water Supply (Safety and Reliability) Act 2008</i>.</p> <p>Disposal action - Retain for 2 years from last action date and until all appeal processes have been completed.</p>	<p>Background/business process: These records relate to the CEO's decision for rejecting the failure impact assessment. A rejected failure impact assessment may be because of incompleteness in accordance with the guidelines as set out in the failure impact assessment request, i.e. not certified by a registered professional engineer or the assessment did not take into account downstream residential development.</p> <p>Business requirements: These records are retained for reference purposes only.</p> <p>Community expectation: See above.</p> <p>Comparison with other schedules' retention period: <i>Department of Environment and Resource Management Retention and Disposal Schedule: QDAN653 v.1</i> Reference 2.3.3 Rejected Failure Impact Assessments - Retain until all appeal processes have been completed.</p>
2.2.4	<p>Dam safety procedures Master set of procedures required for dam safety regulation under <i>the Water Supply (Safety and Reliability) Act 2008</i>.</p>	<p>Background/business process: These records relate to the master set of procedures required for dam safety subject to the regulation requirements.</p> <p>Business requirements: Dam safety procedures are core reference documents and are required to be retained for a period following</p>

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	<p>Disposal action - Retain for 14 years after last revision.</p>	<p>the approval of new procedures.</p> <p>Community expectation: See above.</p> <p>Comparison with other schedules' retention period: <i>NSW Functional Retention and Disposal Authority Water resources management (Department of Water and Energy) FA256</i> Reference 4.12.1 Records relating to the development and review of internal policies relating to the management and protection of water resources and the regulation of water access and usage, such as investigation and compliance policies - Required as State archives. <i>Department of Environment and Resource Management Retention and Disposal Schedule: QDAN653 v.1</i> Reference 2.11.1 Dam Safety Procedures – Retain permanently by department.</p>
2.3.1	<p>Drought management Records relating to developing, implementing and managing alternative water supply arrangements during a drought.</p> <p>Disposal action - Retain permanently.</p>	<p>Background/business process: These records relate to the arrangements made regarding droughts. These records have significant history reference to the community.</p> <p>Business requirements: The public authority requires these records for reference and justifications for decisions made.</p> <p>Permanent retention criteria (where applicable): Characteristic 2 – Primary Functions & Programs of Government. Characteristic 6 – Environmental Management & Change</p> <p>Community expectation: See above.</p> <p>Comparison with other schedules' retention period: <i>SunWater Retention and Disposal Schedule: QDAN650 v.1</i> References 9.3.1 Drought Management Plans – Retain for 7 years after superseded and 9.3.2 Records relating to developing, implementing and managing alternative water supply arrangements during a drought - Retain for 3 years after last action. <i>PROS 12/06 Retention & Disposal Authority for Records of the Water Industry Functions</i> Reference 7.5.1 Records monitoring storage levels and the controlled release of water to mitigate flood or drought conditions - Retain as State Archives.</p>
2.4.1	<p>Energy consumption and efficiency management Records relating to identifying,</p>	<p>Background/business process: These records include the development, execution and reporting on energy consumption production and management programs including carbon accounting, emissions trading, energy efficiency and greenhouse</p>

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	<p>developing, executing, and reporting on energy consumption, production and management programs associated with Seqwater's operations. This includes carbon accounting, emissions trading and energy efficiency opportunities as well as greenhouse gas emissions.</p> <p>Disposal action - Retain for 10 years from last action date.</p>	<p>gas emissions.</p> <p>Business requirements: The public authority requires these records for reference and justifications for decisions made.</p> <p>Community expectation: See above.</p> <p>Comparison with other schedules' retention period: <i>SunWater Retention and Disposal Schedule QDAN650 v.1</i> Reference 9.5.1 Energy Consumption Efficiency - Retain for 8 years after last action.</p>
2.4.2	<p>Fauna management Records relating to deaths of fauna found on Seqwater premises.</p> <p>Disposal action - Retain for 25 years from last action date.</p>	<p>Background/business process: These records relate to the deaths of fauna found on the organisation's property. This can include endangered species. Seqwater initially requested a permanent retention period. The reason the environment team requested a permanent retention is if a fish or other fauna is found dead in one of Seqwater's facilities then the testing of the water and levels hasn't been performed properly or there is an issue with the water contamination. If this is the case then the general public may have been affected having either used Seqwater's public dams or the contamination could have leaked through to the drinking water. A court of law if there is an incident can request all the records of recorded deaths of fish or fauna found at the time of contamination. A court case might not happen for some number of years after the event.</p> <p>Business requirements: The public authority requires these records for reference and justifications for decisions made.</p> <p>Community expectation: See above.</p> <p>Comparison with other schedules' retention period: <i>Forestry Plantations Queensland Retention and Disposal Schedule QDAN633 v.1</i> Reference 2.6.2 Records relating to minor flora, fauna and ecosystem protection programs implemented by Forestry Plantations Queensland including programs for common or non-specific species - Retain for 7 years after last action. <i>South Bank Corporation Retention and Disposal Schedule QDAN675 v.1</i> Reference 3.5.2 Records relating to the monitoring and management of the animals native to South Bank - Retain for 20 years after last action.</p>

Ref. No	Description of record and retention period	Justification for retention period
2.4.3	<p>Hazardous substances Records relating to monitoring the impact of hazardous substances on the ecosystem, including aquatic flora and fauna.</p> <p>Disposal action - Retain permanently.</p>	<p>Background/business process: These records relate to the impact of hazardous substances used by Seqwater on the ecosystem.</p> <p>Business requirements: The public authority requires these records for reference and justifications for decisions made. These public records are used for future referencing in case there is a natural disaster, an unplanned accident and future planning.</p> <p>Permanent retention criteria (where applicable): Characteristic 2 – Primary Functions & Programs of Government. Characteristic 6 – Environmental Management & Change</p> <p>Community expectation: See above.</p> <p>Comparison with other schedules' retention period: <i>SunWater Retention and Disposal Schedule: QDAN650 v.1</i> Reference 9.4.1 Records relating to monitoring the impact of hazardous substances on the ecosystem, including aquatic flora and fauna – Retain permanently. <i>PROS 12/06 Retention & Disposal Authority for Records of the Water Industry Functions</i> Reference 2.1.1 Final records of reports required for environment and sustainability reporting purposes – Retain as State Archives. <i>PROS 12/06 Retention & Disposal Authority for Records of the Water Industry Functions</i> Reference 2.2.1 Summary records of environmental activities undertaken to meet compliance requirements for legislative, operational, research and development purposes which are measured over time – Retain as State Archives. <i>PROS 12/06 Retention & Disposal Authority for Records of the Water Industry Functions</i> Reference 2.2.2 Records of environmental monitoring activities undertaken to meet compliance requirements for legislative, operational and research and development purposes – Retain as State Archives.</p>
2.4.4	<p>Pest and weed management Records relating to the biological, physical and chemical control of pests and weeds, including spraying, baiting, fumigating and trapping</p>	<p>Background/business process: These records refer to the removal and control of harmful pest weeds and pest control.</p> <p>Business requirements: The public authority requires these records for reference and justifications for decisions made.</p> <p>Community expectation: See above.</p>

Ref. No	Description of record and retention period	Justification for retention period
	<p>Disposal action - Retain for 25 years from last action date.</p>	<p>Comparison with other schedules' retention period: <i>SunWater Retention and Disposal Schedule QDAN650 v.1</i> Reference 9.18.1 Noxious pest weeds - Retain for 25 years after last action. <i>South Bank Corporation Retention and Disposal Schedule QDAN675 v.1</i> Reference 3.10.1 Pest control methods - Retain for 25 years after last action.</p>
2.4.5	<p>Native Title areas Records relating to the development and management of Native Title including assessments by the relevant Queensland or federal government department.</p> <p>Disposal action - Retain permanently.</p>	<p>Background/business process: These records refer to Native Title Areas and applications to perform work on these lands under the Indigenous Land Use Agreements.</p> <p>Business requirements: The public authority requires these records for reference and justifications for decisions made. These public records are used for future referencing in case there is a natural disaster, an unplanned accident and future planning.</p> <p>Permanent retention criteria (where applicable): Characteristic 2 – Primary Functions & Programs of Government. Characteristic 3 - Enduring Rights & Entitlements. Characteristic 6 – Environmental Management & Change</p> <p>Comparison with other schedules' retention period: <i>South Bank Corporation Retention and Disposal Schedule QDAN675 v.1</i> Reference 3.9.1 Native Title areas – Retain permanently. <i>Department of Environment and Resource Management Retention and Disposal Schedule: QDAN653 v.1</i> Reference 8.2.1 Indigenous land use agreements - Retain permanently.</p>
2.4.6 and 2.4.7	<p>Water monitoring Records relating to monitoring the impact of water supply and distribution infrastructure operations on the ecosystem, including aquatic flora and fauna.</p> <p>Disposal action - Retain for 10</p>	<p>Background/business process: These records relate to the monitoring of impacts on water supply and distribution infrastructure operations on the ecosystem. This includes habitat, fauna and flora. The wastewater management includes the treatment of wastewater, human waste and chemicals.</p> <p>Business requirements: The public authority requires these records for reference and justifications for decisions made.</p> <p>Community expectation: Keeping these records meets community expectations that the public authority is ensuring safety of the</p>

Ref. No	Description of record and retention period	Justification for retention period
	<p>years from last action date.</p> <p>Wastewater management Records relating to managing the treatment of wastewater, human waste and chemicals, including water that flows through sewers.</p> <p>Disposal action - Retain for 10 years from last action date.</p>	<p>community.</p> <p>Comparison with other schedules' retention period: <i>SunWater Retention and Disposal Schedule QDAN650 v.1</i> Reference 9.4.2 Records relating to monitoring the impact of water supply and distribution infrastructure operations on the ecosystem, including aquatic flora and fauna - Retain for 10 years after last action. <i>SunWater Retention and Disposal Schedule QDAN650 v.1</i> Reference 9.14.1 Records relating to the treatment of wastewater, including used water, human waste and other chemicals - Retain for 7 years after the transfer, disposal or demolition of the water infrastructure asset. <i>PROS 12/06 Retention & Disposal Authority for Records of the Water Industry Functions</i> Reference 6.3.1 Records documenting the monitoring of wastewater infrastructure assets - Destroy 7 years after action completed. <i>PROS 12/06 Retention & Disposal Authority for Records of the Water Industry Functions</i> Reference 6.4.1 Records relating to the collection of trade waste and the routine/random sampling and analysis of wastewater flows to monitor compliance with the terms and conditions of the trade waste agreement - Destroy 25 years after action completed. <i>PROS 12/06 Retention & Disposal Authority for Records of the Water Industry Functions</i> Reference 6.4.2 Records relating to the collection and routine/random sampling and analysis of wastewater flows from households, undertaken to monitor quantity to ensure that the infrastructure is able to meet the demands being placed upon it - Destroy 7 years after action completed.</p>
2.5.1	<p>Water distribution Records relating to water distribution services, including monitoring to ensure water quality.</p> <p>Disposal action - Retain for 15 years from last action date.</p>	<p>Background/business process: These records refer to the distribution of water to the authorities' customers. Includes the Water Supply Declaration which to ensures water supply needs are met.</p> <p>Regulatory requirements: <i>Water Act 2000</i></p> <p>Business requirements: The public authority requires these records for reference and justifications for decisions made.</p> <p>Community expectation: See above.</p> <p>Comparison with other schedules' retention period: <i>SunWater Retention and Disposal Schedule: QDAN650 v.1</i> Reference 9.15.1 Records relating to water distribution services to SunWater customers - Retain for 7 years after the transfer, disposal or demolition of</p>

Ref. No	Description of record and retention period	Justification for retention period
		<p>the water infrastructure asset.</p> <p><i>Local Government Sector Retention and Disposal Schedule: QDAN480v.4 Reference 32.14.1</i> Records relating to negotiations with other local governments to supply water - Retain for 7 years after last action.</p> <p><i>PROS 12/06 Retention & Disposal Authority for Records of the Water Industry Functions Reference 7.4.1</i> Records documenting the monitoring and optimisation of water supply infrastructure assets to ensure it can meet the demands placed upon it - Destroy 7 years after action completed.</p>
2.6.1	<p>Treatment and water quality levels</p> <p>Records relating to the treatment and testing of water and supplies, including the use of disinfectants, antioxidants, coagulants, flocculants, algaecides, oxidants and chemicals for softening, pH adjustment, fluoridation, chlorination and scale prevention purposes.</p> <p>Also includes monitoring of water quality for chemicals, substances and micro-organisms e.g. blue green algae.</p> <p>Disposal action - Retain for 50 years from last action date.</p>	<p>Background/business process:</p> <p>These records relate to how the water was treated to make it safe for consumption. This includes all the chemicals used or exposed to the water. Also includes the supply of quality drinking water to the state. Records include the volume supplied to the customers with the guarantee that the water is safe for consumption. The authority needs to record how much water is being produced and the volumes passed on to the customer.</p> <p>Business requirements:</p> <p>The public authority requires these records for reference and justifications for decisions made. These public records are used for future referencing in case there is a natural disaster, an unplanned accident and future planning. The 50 year retention period provides evidence of exposure to chemicals in water over a lifetime. International studies on the health effects of exposure have been done using these types of data sets.</p> <p>Community expectation:</p> <p>See above.</p> <p>Comparison with other schedules' retention period:</p> <p><i>SunWater Retention and Disposal Schedule QDAN650 v.1 Reference 9.17.1</i> Treatment – Retain permanently.</p> <p><i>SunWater Retention and Disposal Schedule QDAN650 v.1 Reference 9.16.2</i> Records relating to the monitoring of water quality levels. Includes, but is not limited to, the monitoring of chemicals, substances and micro-organisms e.g. blue green algae - Retain for 15 years after last action.</p> <p><i>Local Government Sector Retention and Disposal Schedule QDAN480 v.4 Reference 32.7.2</i> Analysis – water supply - Retain for 15 years after last action.</p> <p><i>NSW Functional Retention and Disposal Authority Water resources management (Department of Water and Energy) FA256 Reference 3.4.1</i> Records relating to the testing and analysis of samples - Retain minimum of 3 years after last action, then destroy.</p> <p><i>PROS 12/06 Retention & Disposal Authority for Records of the Water Industry Functions Reference 7.6.2</i></p>

Ref. No	Description of record and retention period	Justification for retention period
		<p>Records of water quality sampling, testing, analysis and reporting – Retain as State Archives. <i>PROS 12/06 Retention & Disposal Authority for Records of the Water Industry Functions</i> Reference 7.7.1 Summary records of monitoring data collected following the water treatment process – Retain as State Archives. <i>PROS 12/06 Retention & Disposal Authority for Records of the Water Industry Functions</i> Reference 7.7.2 Records of monitoring and analysis of the quality of water following the treatment process - Destroy 10 years after action completed.</p>
2.6.2	<p><i>Drinking Water Quality Management Plan</i> Records relating to the Drinking Water Quality Management Plan developed and submitted to the water regulator.</p> <p>Disposal action - Retain for 15 years after superseded.</p>	<p>Background/business process: These records relate to the water quality management plan submitted to the water regulator for ensuring the drinking water is consistently maintained.</p> <p>Business requirements: The public authority requires these records for reference and justifications for decisions made.</p> <p>Community expectation: See above.</p> <p>Comparison with other schedules' retention period: <i>SunWater Retention and Disposal Schedule QDAN650 v.1</i> Reference 9.16.1 Drinking Water Quality Management Plan - Retain for 5 years after plan is superseded. <i>NSW Functional Retention and Disposal Authority Water resources management (Department of Water and Energy) FA256</i> Reference 3.5.2 Master copies of laboratory quality assurance manuals documenting policies, practices and procedures developed by the agency - Retain minimum of 3 years after last action, then destroy.</p>
2.6.3	<p><i>Equipment calibration</i> Records relating to the calibration of equipment used to test and monitor the quality of water supplies.</p> <p>Disposal action - Retain for 5 years from last action date.</p>	<p>Background/business process: These records relate to the calibration of the equipment used to test and monitor the water supplies. This equipment is different to the equipment used to maintain the infrastructure and asset.</p> <p>Business requirements: The public authority requires these records for reference and justifications for decisions made.</p> <p>Community expectation: See above.</p> <p>Comparison with other schedules' retention period: <i>SunWater Retention and Disposal Schedule QDAN650 v.1</i> Reference 9.16.4 Equipment Calibration - Retain</p>

Ref. No	Description of record and retention period	Justification for retention period
		<p>for 3 years after last action.</p> <p><i>Local Government Sector Retention and Disposal Schedule QDAN480 v.4 Reference 24.5.2 Equipment Calibration - Retain for 3 years after last action.</i></p> <p><i>NSW Functional Retention and Disposal Authority Water resources management (Department of Water and Energy) FA256 Reference 3.4.1 Records relating to the testing and analysis of samples, including calibrations - Retain minimum of 3 years after last action, then destroy.</i></p> <p><i>PROS 12/06 Retention & Disposal Authority for Records of the Water Industry Functions Reference 7.4.1 Records documenting the monitoring and optimisation of water supply infrastructure assets to ensure it can meet the demands placed upon it, including equipment calibration - Destroy 7 years after action completed.</i></p>
2.6.4	<p>Purified recycled water</p> <p>Records relating to water that is mechanically filtered or processed to be cleaned for consumption suitable for beneficial use.</p> <p>Disposal action - Retain for 15 years from last action date.</p>	<p>Background/business process:</p> <p>These records relate to the treatment of waste for water usage ensuring that it meets quality fit for drinking water or other beneficial usage – i.e. irrigation.</p> <p>Business requirements:</p> <p>The public authority requires these records for reference and justifications for decisions made.</p> <p>Community expectation:</p> <p>See above.</p> <p>Comparison with other schedules' retention period:</p> <p>N/A</p>
2.7.1	<p>Licences, permits and approvals</p> <p>Records relating to the granting of licenses, permits and approvals to undertake Seqwater activities.</p> <p>Includes:</p> <ul style="list-style-type: none"> • environmental activities • storage of flammable and combustible liquids • use of explosives 	<p>Background/business process:</p> <p>These records relate to the applications for licences or applications required to perform daily activities for producing quality water for consumption and usage. These licenses are not the normal requirements as in a car licence.</p> <p>Business requirements:</p> <p>The public authority requires these records for reference and justifications for decisions made.</p> <p>Community expectation:</p> <p>See above.</p> <p>Comparison with other schedules' retention period:</p> <p><i>SunWater Retention and Disposal Schedule: QDAN650 v.1 Reference 11.2 Licensing and Approvals - Retain for 7 years after surrender, cancellation or transfer of the licence.</i></p>

Ref. No	Description of record and retention period	Justification for retention period
	<ul style="list-style-type: none"> • specialised drivers licenses • electrical licenses • service provider licenses • riparian licenses • riverine protection permits • water operations licenses • water licenses and water permits. <p>Disposal action - Retain for 7 years after the expiry, surrender, cancellation or transfer of the licence.</p>	<p><i>NSW Functional Retention and Disposal Authority Water resources management (Department of Water and Energy) FA256 Reference 4.8.4</i> Records relating to Water Act licences that do not create intense media or political interest, result in formal inquiries, relate to aboriginal historical or cultural significant sites, or relate to major water users such as water supply authorities, major utilities or mines - Retain minimum of 10 years after licence is cancelled and/or new licence is issued, then destroy.</p> <p><i>PROS 12/06 Retention & Disposal Authority for Records of the Water Industry Functions Reference 7.1.4</i> Records of applications submitted to the agency for water shares, water-use licenses, water-use registration, delivery shares, works licenses and take and use licenses - Destroy once entitlement expires or is superseded.</p>
2.7.2	<p>Licence register</p> <p>Records relating to the licences held by an individual working on a Seqwater site.</p> <p>Disposal action - Retain for 7 years after the expiry, surrender, cancellation or transfer of the licence.</p>	<p>Background/business process:</p> <p>These records relate to the register that Seqwater keeps to track who has a licence, was the licence sighted and when the licence expires. This activity is an auditable activity. Entries are deleted from the system.</p> <p>Business requirements:</p> <p>The public authority requires these records for audit requirements, and reference and justifications for decisions made.</p> <p>Community expectation:</p> <p>See above.</p> <p>Comparison with other schedules' retention period:</p> <p><i>SunWater Retention and Disposal Schedule QDAN650 v.1 Reference 7.3.3</i> Electrical Licence Register - Retain for 5 years after licence holder ceases to be employed by SunWater.</p> <p><i>NSW Functional Retention and Disposal Authority Water resources management (Department of Water and Energy) FA256 Reference 4.8.5</i> Water licensing registers - Retain in agency.</p>
2.8.1	<p>Car park facilities</p> <p>Records relating to usage of the car parks within the recreational</p>	<p>Background/business process:</p> <p>These records relate to any activity that happens in the car parking facility on Seqwater's recreational facilities. These records could range from how many people park there, copy of notices or parking fines.</p>

Ref. No	Description of record and retention period	Justification for retention period
	<p>areas.</p> <p>Disposal action - Retain for 7 years from last action date.</p>	<p>Business requirements: The public authority requires these records for reference and justifications for decisions made. In case of an injury or duty of care issue, the customer has up to 7 years to pursue a court case.</p> <p>Comparison with other schedules' retention period: <i>South Bank Corporation Retention and Disposal Schedule QDAN675 v.1</i> Reference 3.3.1 Car park facilities - Retain for 3 years after last action.</p>
2.8.2	<p>Recreational use Records relating to applications for use of recreational areas for commercial and leisure use.</p> <p>Disposal action - Retain for 7 years from last action date.</p>	<p>Background/business process: These records relate to applications from the public or other businesses to use our recreational facilities. Applications could range from fundraising events to weddings.</p> <p>Business requirements: The public authority requires these records for reference and justifications for decisions made.</p> <p>Community expectation: Keeping these records meets community expectations that the public authority is ensuring safety of the community.</p> <p>Comparison with other schedules' retention period: <i>SunWater Retention and Disposal Schedule QDAN650 v.1</i> Reference 9.11.2 Leisure use – Retain for 5 years after last action. <i>South Bank Corporation Retention and Disposal Schedule QDAN675 v.1</i> Reference 3.7.5 Facilities usage - Retain for 5 years after last action.</p>
2.8.3	<p>Facilities and equipment use Records relating to the use of facilities and equipment</p> <p>Disposal action - Retain for 7 years from last action date.</p>	<p>Background/business process: These records relate to maintenance and inspections performed on the authority's recreational facilities and equipment. Also includes the register that the authority uses to track when a facility was used.</p> <p>Business requirements: The public authority requires these records for reference and justifications for decisions made.</p> <p>Community expectation: See above.</p> <p>Comparison with other schedules' retention period: <i>SunWater Retention and Disposal Schedule QDAN650 v.1</i> Reference 9.11.2 Leisure use – Retain for 5 years after last action.</p>

Ref. No	Description of record and retention period	Justification for retention period
		<i>South Bank Corporation Retention and Disposal Schedule QDAN675 v.1 Reference 3.7.5 Facilities usage - Retain for 5 years after last action.</i>
2.8.4	<p>Hygiene services Records relating to the planning for and management of hygiene services.</p> <p>Disposal action - Retain for 7 years from last action date.</p>	<p>Background/business process: These records relate to the cleaning management of Seqwater's facilities. These records also include the collection of sharps and other hygienic services requiring collecting.</p> <p>Business requirements: The public authority requires these records for reference and justifications for decisions made. In case a customer claims that they caught anything or injured themselves on our property due to the facilities being unhygienic or not cleaned properly. Sharps collection is another reason as well. If a customer claims later on that they caught anything due to our sharps bins not being collected etc.</p> <p>Community expectation: See above.</p> <p>Comparison with other schedules' retention period: <i>South Bank Corporation Retention and Disposal Schedule QDAN675 v.1 Reference 3.7.6 Hygiene services - Retain for 5 years after last action.</i></p>
2.8.5	<p>Road closures Records relating to the permanent and temporary road closures.</p> <p>Disposal action - Retain for 7 years from last action date.</p>	<p>Background/business process: These records relate to the closure of roads on the authority's land. This could include permanent closures or temporary closures for work to be performed.</p> <p>Business requirements: The public authority requires these records for reference and justifications for decisions made.</p> <p>Community expectation: See above.</p> <p>Comparison with other schedules' retention period: <i>South Bank Corporation Retention and Disposal Schedule QDAN675 v.1 Reference 3.7.5 Facilities Usage - Retain for 5 years after last action.</i></p>
2.9.1	<p>Fire buildings Records relating to the documentation of the design of buildings and structures for fire</p>	<p>Background/business process: These records relate to the buildings constructed for the purpose of fire fighting. Buildings may include fire fighting towers.</p> <p>Business requirements:</p>

Ref. No	Description of record and retention period	Justification for retention period
	<p>management purposes including final plans.</p> <p>Disposal action - Retain for 7 years after demolition or removal of building or structure.</p>	<p>The public authority requires these records for reference and justifications for decisions made.</p> <p>Community expectation: See above.</p> <p>Comparison with other schedules' retention period: <i>Forestry Plantations Queensland Retention and Disposal Schedule QDAN633 v.1</i> Reference 3.2.2 Records documenting the design of buildings and structures for fire management purposes, including final plans - Retain for 7 years after demolition or removal of building or structure.</p>
2.9.2	<p>Fire compliance</p> <p>Records relating to failure of, or breaches issued by Seqwater for offences such as illegal lighting of fires.</p> <p>Disposal action - Retain for 7 years from last action date.</p>	<p>Background/business process: These records relate to the notifications that the authority may receive relating to lighting illegal fires on the authority's property by members of the public.</p> <p>Business requirements: The public authority requires these records for reference and justifications for decisions made.</p> <p>Community expectation: Keeping these records meets community expectations that the public authority is ensuring safety of the community.</p> <p>Comparison with other schedules' retention period: <i>Forestry Plantations Queensland Retention and Disposal Schedule QDAN 633 v.1</i> Reference 3.1.2 Records documenting failure of, or breaches by, Forestry Plantations Queensland to meet compliance requirements, such as the illegal lighting of fires - Retain for 7 years after last action. <i>PROS 12/06 Retention & Disposal Authority for Records of the Water Industry Functions</i> Reference 1.2.3 Notifications, including fire - Destroy 7 years after incident.</p>
2.9.3	<p>Fire detection</p> <p>Records relating to the development, management and implementation of programs and actions for the detection and minimisation of fires including air spotting and lightning location system programs.</p>	<p>Background/business process: These records relate to the way the authority manages to detect and minimise fires early.</p> <p>Business requirements: The public authority requires these records for reference and justifications for decisions made.</p> <p>Community expectation: See above.</p> <p>Comparison with other schedules' retention period: <i>Forestry Plantations Queensland Retention and Disposal Schedule QDAN633 v.1</i> Reference 3.3.1 Records</p>

Ref. No	Description of record and retention period	Justification for retention period
	<p>Disposal action - Retain for 5 years from last action date.</p>	<p>relating to the development, management and implementation of programs and actions for the detection and minimisation of fires including air spotting and lightning location system - Retain for 5 years after last action.</p>
2.9.4	<p>Fire equipment Records relating to the construction or manufacture of new equipment or facilities for fire management purposes.</p> <p>Disposal action - Retain for 7 years from last action date.</p>	<p>Background/business process: These records relate to the manufacturing of equipment especially for the purpose of fighting fires on the authority's premises.</p> <p>Business requirements: The public authority requires these records for reference and justifications for decisions made.</p> <p>Community expectation: See above.</p> <p>Comparison with other schedules' retention period: <i>Forestry Plantations Queensland Retention and Disposal Schedule QDAN633 v.1</i> Reference 3.2.3 Records relating to the construction or manufacture of new equipment or facilities for fire management purposes - Retain for 7 years after last action.</p>
2.9.5	<p>Investigations - significant fires Records relating to investigations into major fires that have a significant impact on Seqwater e.g. major wildfires that cause a significant loss of life, plantation or property.</p> <p>Disposal action - Retain permanently.</p>	<p>Background/business process: These records relate to major fires, including wildfires that have an impact on the authority's premises. These fires may have a result of loss of life, damage to property or loss of plantation and wildlife. Wildfires are defined as a large, destructive fire that spreads quickly over woodland or bush.</p> <p>Business requirements: The public authority requires these records for reference and justifications for decisions made. These public records are used for future referencing in case there is a natural disaster, an unplanned accident and future planning.</p> <p>Permanent retention criteria (where applicable): Characteristic 4 – Significant Impact on Individuals. Characteristic 6 – Environmental Management & Change</p> <p>Community expectation: See above.</p> <p>Comparison with other schedules' retention period: <i>Forestry Plantations Queensland Retention and Disposal Schedule QDAN633 v.1</i> Reference 3.4.1 Major fires</p>

Ref. No	Description of record and retention period	Justification for retention period
		<p>– Retain permanently.</p> <p><i>PROS 12/06 Retention & Disposal Authority for Records of the Water Industry Functions</i> Reference 1.2.1 Records documenting the issuing, receipt and actioning of incident notifications for emergency situations that cause critical impacts to water or wastewater infrastructure assets or the natural environment or is one of a series of similar emergencies forming a significant pattern of disruption to water quality or the provision of water services to the community - Retain as State Archives.</p>
2.9.6	<p>Investigations - other fires Records relating to investigations into minor fires that have a minimal impact on Seqwater e.g. wildfires that require little or no action or impact a small area.</p> <p>Disposal action - Retain for 5 years from last action date.</p>	<p>Background/business process: These records relate to minor fires that have minimal impact on the authority's premises. These fires have no loss of life, minimal damage to property or loss of plantation and wildlife.</p> <p>Business requirements: The public authority requires these records for reference and justifications for decisions made.</p> <p>Community expectation: See above.</p> <p>Comparison with other schedules' retention period: <i>Forestry Plantations Queensland Retention and Disposal Schedule QDAN633 v.1</i> Reference 3.4.2 Minor Fires - Retain for 5 years after last action. <i>PROS 12/06 Retention & Disposal Authority for Records of the Water Industry Functions</i> Reference 1.2.3 Records documenting the issuing, receipt and actioning of incident notifications for emergency situations that cause minor damage to infrastructure, water or wastewater infrastructure assets or the natural environment - Destroy 7 years after incident.</p>
2.9.7	<p>Prescribed burning Records relating to the development, management and application of prescribed burning programs.</p> <p>Disposal action - Retain for 7 years from last action date.</p>	<p>Background/business process: These records relate to the authorised prescribed fires before and after they are performed. Prescribed fire is defined as the knowledgeable and controlled application of fire to a specific land area to accomplish planned resource management objectives. These fires are managed in such a way as to minimize the emission of smoke and maximize the benefits to the site.</p> <p>Business requirements: The public authority requires these records for reference and justifications for decisions made.</p> <p>Community expectation: See above.</p> <p>Comparison with other schedules' retention period:</p>

Ref. No	Description of record and retention period	Justification for retention period
		<i>Forestry Plantations Queensland Retention and Disposal Schedule QDAN633 v.1</i> Reference 3.6.1 Records relating to the development, management and application of prescribed burning programs - Retain for 7 years after last action.

Function No	Title	Scope Note
3	BOARD MANAGEMENT AND CORPORATE GOVERNANCE	<i>The functions of providing administrative and secretariat support to the Seqwater Board of Directors and its subcommittees established to manage the operational, management planning and strategic direction of Seqwater. The Board is also responsible for providing advice to the shareholding Ministers.</i>

Activities

- 3.1 Advice
- 3.2 Appointments

Ref. No	Description of record and retention period	Justification for retention period
3.1.1	<p>Ministerial directions Records relating to the directions received from Seqwater's shareholding Ministers.</p> <p>Disposal action - Retain permanently.</p>	<p>Background/business process: Records relating to the directions issued by Seqwater's Shareholding Ministers. These directions will have an impact on the strategic direction of the corporation. Seqwater is a statutory authority, but follows closely the guidelines relating to government owned corporations.</p> <p>Regulatory requirements: <i>South East Queensland Water (Restructuring) Act 2007</i></p> <p>Business requirements: The public authority requires these records for reference and to justify and prove any decision that was made. These public records are used for future referencing in case there is a natural disaster, an unplanned accident and for future planning.</p> <p>Permanent retention criteria (where applicable): Characteristic 2 – Primary Functions & Programs of Government</p> <p>Community expectation: Keeping these records meets community expectations that the public authority is ensuring that justification and accountability is being held.</p> <p>Comparison with other schedules' retention period: <i>SunWater Retention and Disposal Schedule QDAN650 v.1 Reference 1.1.1 Ministerial Directions -</i></p>

Ref. No	Description of record and retention period	Justification for retention period
		Significant - Retain permanently.
3.1.2	<p>Operational advice Records relating to advice received or provided by the Seqwater Board concerning operational matters.</p> <p>Disposal action - Retain for 10 years from last action date.</p>	<p>Background/business process: The records relating to this class are around advice given by the board relating to operational matters. SunWater's retention and disposal schedule was originally for 7 years however given the current class actions and the 2011 Flood Event these decisions and advice should be kept a bit longer.</p> <p>Business requirements: The public authority requires these records to refer back to in case a customer claims to have not been notified of anything.</p> <p>Community expectation: Keeping these records meets community expectations that the public authority is ensuring we are delivering on a customer focused business.</p> <p>Comparison with other schedules' retention period: <i>SunWater Retention and Disposal Schedule QDAN650 v.1</i> Reference 1.1.2 Routine Operational Matters - Retain for 7 years after last action. <i>General Retention and Disposal Schedule for Administrative Records QDAN249 v.7</i> Reference 9.1.4 Other legal advice not covered under reference number 9.1.3 - Retain for 10 years after last action. <i>Queensland Law Society Retention and Disposal Schedule QDAN674 v1</i> Reference 4.1.1 Advocacy and advice – other matters - Retain for 10 years after last action.</p>
3.2.1	<p>Board of Directors Records relating to the nomination and appointment of members to the Seqwater Board of Directors.</p> <p>Disposal action - Retain for 25 years from last action date.</p>	<p>Background/business process: These records relate to the decisions made on why an appointment of a particular board director was made.</p> <p>Regulatory requirements: <i>South East Queensland Water (Restructuring) Act 2007</i></p> <p>Business requirements: The public authority requires these records for reference in evaluating its decisions and actions around appointing a Board Director.</p> <p>Community expectation: Keeping these records meets community expectations that the public authority is ensuring that justification and accountability is being held.</p>

Ref. No	Description of record and retention period	Justification for retention period
		<p>Comparison with other schedules' retention period: <i>SunWater Retention and Disposal Schedule QDAN650 v.1</i> Reference 1.2.1 Records relating to the nomination and appointment of members to the SunWater Board of Directors - Retain for 25 years after last action.</p>
3.2.2	<p>Board member separation notice Records relating to the separation of a Board member from Seqwater.</p> <p>Disposal action - Retain for 7 years from last action date.</p>	<p>Background/business process: These records relate to the decisions made on the resignation of a Board member resigning from official duties.</p> <p>Regulatory requirements: <i>South East Queensland Water (Restructuring) Act 2007</i></p> <p>Business requirements: The public authority requires these records for reference in evaluating its decisions and actions around why a board member officially resigned from their appointment of official duties.</p> <p>Community expectation: See above.</p> <p>Comparison with other schedules' retention period: N/A</p>

Function No	Title	Scope Note
4	CUSTOMER MANAGEMENT	<i>The function of account management, billing and customer liaison provided to customers by Seqwater.</i>

Activities
4.1 Accounting and billing 4.2 Customer liaison

Ref. No	Description of record and retention period	Justification for retention period
4.1.1	<p>Customer billing records Records relating to customer billing, including supporting documents and working papers.</p> <p>Disposal action - Retain for 7 years after expiry or cancellation of customer agreement or closure of customer account.</p>	<p>Background/business process: These records relate to the customer billing facility within Seqwater. Records include charges, statements, invoicing data, information sent to customers on minimum charges and information around these charges. The records are needed for supporting evidence and are required to be kept. All these records provide evidence and history around a customer's contract with Seqwater.</p> <p>Business requirements: The public authority requires these records for the reference back with a customer. This could be in case of a dispute or reference for payments.</p> <p>Community expectation: Keeping these records meets community expectations that the public authority is ensuring the pricing is kept accurate and correct. It also ensures that consistent information is passed onto the community.</p> <p>Comparison with other schedules' retention period: <i>SunWater Retention and Disposal Schedule QDAN650 v.1</i> Reference 4.1.1 Customer billing records - Retain for 7 years after expiry or cancellation of customer agreement or closure of customer account. <i>SunWater Retention and Disposal Schedule: QDAN650 v.1</i> Reference 4.1.2 Supporting documents - Retain for 5 years after last action. <i>PROS 12/06 Retention & Disposal Authority for Records of the Water Industry Functions</i> Reference 5.2.1 Meter reading and special meter reading records used to monitor customer consumption for chargeback purposes - Destroy 7 years after action completed.</p>

Ref. No	Description of record and retention period	Justification for retention period
4.2.1	<p>Customer debt and disputes Records relating to the management and collection of debts, including any disputes that may involve negotiation, arbitration or disconnection.</p> <p>Disposal action - Retain for 7 years after expiry or cancellation of customer agreement or closure of customer account.</p>	<p>Background/business process: Records relating to customers non-payment of accounts. Records may include recovery actions for the outstanding debt, disconnection of water supply, formal directions, arbitration and supporting documentation</p> <p>Business requirements: The public authority requires these records for the reference back with a customer. This could be in case of a dispute or reference for payments.</p> <p>Community expectation: See above.</p> <p>Comparison with other schedules' retention period: <i>SunWater Retention and Disposal Schedule QDAN650 v.1</i> Reference 4.4.1 Customer debt - Retain for 7 years after last action. <i>SunWater Retention and Disposal Schedule QDAN650 v.1</i> Reference 4.5.1 Records relating to managing customer disputes, including negotiations, arbitration and disconnections - Retain for 7 years after expiry or cancellation of customer agreement or closure of customer account. <i>PROS 12/06 Retention & Disposal Authority for Records of the Water Industry Functions</i> Reference 5.3.2 Records of water and sewage rate notices issued by the agency, including; notices of overdue rates, reminder notices and penalty interest notifications - Destroy 7 years after action completed. <i>PROS 12/06 Retention & Disposal Authority for Records of the Water Industry Functions</i> Reference 5.3.3 Records associated with the payment of an issued rates notice and the management of debt recovery following a period of unpaid notices - Destroy 7 years after resolution of matter. <i>PROS 12/06 Retention & Disposal Authority for Records of the Water Industry Functions</i> Reference 5.3.4 Records relating to the enforcement of rate payments where routine penalties are exacted upon the ratepayer and property is not acquired as a penalty - Destroy 7 years after resolution of matter. <i>PROS 12/06 Retention & Disposal Authority for Records of the Water Industry Functions</i> Reference 5.3.5 Records relating to the enforcement of rate payments where an agency has obtained a court order permitting sale or assumption of ownership of the land to recover the debt - Destroy 15 years after resolution of matter.</p>
4.2.2	<p>Customer notifications Records relating to notifying customers of upcoming water events and activities.</p>	<p>Background/business process: The records relate to the notifications given to the customers on the upcoming water events. For example there will be a water outage on x day for x amount of time. This will also include the address list databases being kept up to date and the issuing of newsletters on a regular basis to customers.</p>

Ref. No	Description of record and retention period	Justification for retention period
	<p>Disposal action - Retain for 3 years from last action date.</p>	<p>Business requirements: The public authority requires these records to refer back to in case a customer claims to have not been notified of anything.</p> <p>Community expectation: Keeping these records meets community expectations that the public authority is ensuring we are delivering on a customer focused business.</p> <p>Comparison with other schedules' retention period: <i>SunWater Retention and Disposal Schedule QDAN650 v.1</i> Reference 4.3.1 Records relating to notifying customers of upcoming water events and activities - Retain for 3 years after last action.</p>
4.2.3	<p>Customer relationships Records relating to the liaising with and maintaining Seqwater's relationship with its customers and clients, including customer service standards.</p> <p>Disposal action - Retain for 7 years from last action date.</p>	<p>Background/business process: The records relate to the interaction with the public authority and its customers. The public authority will regularly seek feedback from its customers and the community in relation to its performance and customer satisfaction. This is essential in being able to better its service to the community. This will be regularly reviewed after feedback is received.</p> <p>Regulatory requirements: <i>Water Supply (Safety and Reliability) Act 2008</i></p> <p>Business requirements: The public authority requires these records for reference in evaluating its progression forward from when it started to date. This is a good way to be able to set standards and deliverables and set the expectations of the Public Authorities customer service standards higher.</p> <p>Community expectation: The public authority requires these to be able to prove to the community that it is delivering a high standard of customer service in the communities best interests.</p> <p>Comparison with other schedules' retention period: <i>SunWater Retention and Disposal Schedule QDAN650 v.1</i> Reference 4.2.1 Records relating to liaising with and maintaining SunWater's relationship with its customers and clients - Retain for 7 years after last action. <i>SunWater Retention and Disposal Schedule QDAN650 v.1</i> Reference 4.6.1 Records relating to customer service standards, prepared by SunWater for customers without a contractual agreement for the provision of services, in accordance with the <i>Water Supply (Safety and Reliability) Act 2008</i> - Retain for 7 years after standard is superseded.</p>

Function No	Title	Scope Note
5	FLOOD MANAGEMENT	<i>The function relating to any process or action to manage, control or monitor the release or overflow of water from any of our dams related to a flood event.</i>

Activities

5.1 Flood mitigation

Ref. No	Description of record and retention period	Justification for retention period
5.1.1, 5.1.3 and 5.1.6	<p><i>Flood mitigation and drainage</i> Records relating to the prevention of floods, including the planning and implementation of mitigation and drainage measures, and the development of flood mitigation structures.</p> <p>Disposal action - Retain permanently.</p> <p><i>Floods - raw data</i> Records relating to the information and raw data collected and used in the analysis and development of flood management planning.</p> <p>Disposal action - Retain permanently.</p>	<p>Background/business process: These records relate to the lengths that are taken to try to prevent floods from occurring. These records also include a collection of data to assist in aiding future floods.</p> <p>Business requirements: The public authority requires these records for reference in current and future court cases around sensitive and complex issues that could re-arise in the future. These public records are used for future referencing in case there is a natural disaster, an unplanned accident and future planning.</p> <p>Permanent retention criteria (where applicable): Characteristic 2 – Primary Functions & Programs of Government Characteristic 4 – Significant Impact on Individuals Characteristic 5 - Substantial Contribution to Community Memory Characteristic 6 – Environmental Management & Change</p> <p>Community expectation: Keeping these records meets community expectations that the public authority is legally holding itself accountable for actions and representing the community and itself appropriately.</p> <p>Comparison with other schedules' retention period: <i>SunWater Retention and Disposal Schedule QDAN650 v.1</i> Reference 9.6.1 Records relating to the management of floods, including the planning and implementation of control measures to minimise and control the impact of flooding - Retain permanently. <i>SunWater Retention and Disposal Schedule QDAN650 v.1</i> Reference 9.7.1 Records relating to the prevention of floods, including the planning and implementation of mitigation and drainage measures, and the</p>

Ref. No	Description of record and retention period	Justification for retention period
	<p>Rainfall readings - master set Master set of rainfall readings where the information is retained by Seqwater and not provided to the Bureau of Meteorology.</p> <p>Disposal action - Retain permanently.</p>	<p>development of flood mitigation structures - Retain permanently. <i>NSW Functional Retention and Disposal Authority Water resources management (Department of Water and Energy) FA256</i> Reference 4.10.2 Records relating to the testing, monitoring and measurement of water, including flows, usage, rainfall, flood levels and volumes - Required as State Archives. <i>PROS 12/06 Retention & Disposal Authority for Records of the Water Industry Functions</i> Reference 7.5.1 Records monitoring storage levels and the controlled release of water to mitigate flood or drought conditions - Retain as State Archives.</p>
5.1.2	<p>Flood mitigation manuals Records relating to flood mitigation manuals, prepared in accordance with the <i>Water Supply (Safety and Reliability) Act 2008</i>. Includes notifications and amendments to the flood mitigation manual.</p> <p>Disposal action - Retain for 14 years after last revision.</p>	<p>Background/business process: Records relating to the flood mitigation manuals and amendments made to these manuals. A flood mitigation manual is used by flood engineers during a flood event. A flood mitigation manual has an objective to ensure the structural safety of the dams, provide optimum protection of urbanised areas from inundation, minimise disruption to rural life in the valleys of the associated rivers, retain storage at full supply level at the conclusion of the flood event and minimise impacts to riparian flora and fauna during the drain down phase of the flood event.</p> <p>Regulatory requirements: <i>Water Supply (Safety and Reliability) Act 2008</i>. A manual is approved for a period of 5 years.</p> <p>Business requirements: The public authority requires these records for reference to justify and prove any decision that was made.</p> <p>Community expectation: Keeping these records meets community expectations that the public authority is ensuring that justification and accountability is being held.</p> <p>Comparison with other schedules' retention period: <i>SunWater Retention and Disposal Schedule QDAN650 v.1</i> Reference 9.7.2 Flood mitigation manuals - Retain for 7 years after the transfer, disposal or demolition of the water infrastructure asset.</p>
5.1.4	<p>Floods - summary records Summary records relating to the monitoring of flood heights, levels and locations.</p>	<p>Background/business process: These records relate to the summary after a flood event has happened. The summary documents the effects leading up to and during the flood event across the state.</p> <p>Business requirements:</p>

Ref. No	Description of record and retention period	Justification for retention period
	<p>Disposal action - Retain permanently.</p>	<p>The public authority requires these records to justify, document and summarise the events leading up to and during a flood event. These records may be used in a legal case should the event be catastrophic such as the Flood Event 2011. These public records are used for future referencing in case there is a natural disaster, an unplanned accident and future planning.</p> <p>Permanent retention criteria (where applicable): Characteristic 2 – Primary Functions & Programs of Government Characteristic 4 – Significant Impact on Individuals Characteristic 5 – Substantial Contribution to Community Memory Characteristic 6 – Environmental Management & Change</p> <p>Community expectation: Keeping these records meets community expectations that the public authority is ensuring we are delivering on a customer focused business.</p> <p>Comparison with other schedules' retention period: <i>PROS 12/06 Retention & Disposal Authority for Records of the Water Industry Functions</i> Reference 2.2.1 Summary records of environmental activities undertaken to meet compliance requirements for legislative, operational, research and development purposes which are measured over time. Records include; flood management plans, flood warning systems, quantity and quality flow, drought management plans and water savings and conservation plans – Retain as State Archives. <i>Local Government Sector Retention and Disposal Schedule QDAN480 v.4</i> Reference 29.7.1 Floods – summary records - Retain permanently.</p>
5.1.5	<p>Funding assistance - major incidents Reports regarding major incidents and emergencies, such as floods and bushfires, prepared by the authority to apply for special assistance from the state government.</p> <p>Disposal action - Retain for 20 years from last action date.</p>	<p>Background/business process: These records relate to the applications by the authority for funding from the State Government after a major event.</p> <p>Business requirements: The public authority requires these records as after a major event applications can be made to the state for funding for disaster recovery to start.</p> <p>Community expectation: Keeping these records meets community expectations that the public authority is ensuring that justification and accountability is being held.</p> <p>Comparison with other schedules' retention period:</p>

Ref. No	Description of record and retention period	Justification for retention period
		<i>Local Government Sector Retention and Disposal Schedule: QDAN480 v.4</i> Reference 9.10.1 Funding assistance - major incidents - Retain for 20 years after last action.
5.1.7	<p>Significant advice Records relating to advice issued and received on dam safety matters that have a significant impact on the policies and strategic direction of the department.</p> <p>Disposal action - Retain permanently.</p>	<p>Background/business process: The records relating to advice given and received on dam safety matters in relation to a flood event. This advice may have an impact on a current policies and future strategic direction of the department.</p> <p>Business requirements: When a major event happens, the advice received from the Premier and other state departments etc often results in changes to the policies and strategic direction of the organisation.</p> <p>Permanent retention criteria (where applicable): Characteristic 2 – Primary Functions & Programs of Government</p> <p>Community expectation: See above.</p> <p>Comparison with other schedules' retention period: <i>General Retention and Disposal Schedule for Administrative Records QDAN249 v.7</i> Reference 9.1.3 Legal advice from inside and outside the public authority relating to interpretations of legislation administered by the public authority; major issues of public interest, precedents, or matters which have a major impact on the public authority's policy and procedures - Retain permanently. <i>NSW Functional Retention and Disposal Authority Water resources management (Department of Water and Energy) FA256</i> Reference 4.1.1 Records relating to the receipt and provision of advice on significant policy developments, controversial issues or innovative practices concerning the management, usage, conservation, allocation of or access to water resources - Required as State Archives.</p>