



11. ENVIRONMENTAL MANAGEMENT

This function relates to the management of air, soil and water quality and the conservation of environmentally sensitive areas such as remnant bushlands, waterways, beaches and foreshores. It includes the development of environment management plans and programs to preserve the natural environment and to protect existing plant and animal life in accordance with the Environmental Protection Act 1994.

See General Retention and Disposal Schedule for Administrative Records for records relating to:

- *Advice*
- *Auditing*
- *Committees*
- *Conferences*
- *Contracting*
- *Legislation*
- *Meetings*
- *Policy*
- *Procedures*
- *Publications*
- *Reporting*
- *Standards*
- *Tendering*



Reference	Description of records	Status	Disposal Action
11.1	Agreements <i>The activity of establishing, maintaining, reviewing and negotiating agreements.</i>		
11.1.1	Stock route water facility agreements Water facility agreements entered into by the local government with landowners, in accordance with s.163 of the <i>Land Protection (Pest and Stock Route Management) Act 2002</i> . Includes related correspondence.	Temporary	Retain for 7 years after expiry of agreement.
11.1.2	Declared pest fence agreements Agreements relating to openings in declared pest fences entered into by the local government in accordance with s.52 of the <i>Land Protection (Pest and Stock Route Management) Act 2002</i> . Includes related correspondence.	Temporary	Retain for 7 years after expiry of agreement.
11.2	Authorisations <i>The activity of local government seeking permission to undertake an action.</i>		
11.2.1	Pest control – proscribed chemicals and poisons Records relating to the authorisation obtained by local government to use proscribed chemicals and poisons for the purpose of pest control, in accordance with the <i>Chemical Usage (Agricultural and Veterinary) Control Act 1988</i> and the <i>Agricultural and Veterinary Chemicals (Queensland) Act 1994</i> . Records may include, but are not limited to, applications, renewals, decision notices and correspondence with the relevant authority.	Temporary	Retain for 7 years after authorisation ceases.



Reference	Description of records	Status	Disposal Action
11.3	Boundaries <i>The activity of establishing, monitoring and reviewing boundaries within the local government area.</i>		
11.3.1	Urban districts – destruction of dogs Maps showing urban districts within the local government area relating to the control and destruction of dogs in accordance with s.96 of the <i>Land Protection (Pest and Stock Route Management) Act 2002</i> .	Temporary	Retain until superseded.
11.4	Campaigns <i>The activity of educating or raising public awareness about an environmental issue or law.</i>		
11.4.1	Environmental issues Records relating to raising public awareness of environmental issues, conservation programs and laws such as, but not limited to, beach erosion, tree planting, threatened species, pest control and catchment management.	Temporary	Retain for 5 years after last action.



Reference	Description of records	Status	Disposal Action
11.5	<p>Design and Construction</p> <p><i>The activity of designing, constructing and commissioning specifically designed and/or purpose built buildings, structures and facilities used to control and manage travelling stock and pests.</i></p> <p><i>Records may include, but are not limited to:</i></p> <ul style="list-style-type: none">• <i>as-constructed plans;</i>• <i>contracts;</i>• <i>consultants/engineers reports;</i>• <i>inspection records;</i>• <i>specifications;</i>• <i>surveys; and</i>• <i>tenders.</i> <p><i>Buildings, structures and facilities may include, but are not limited to:</i></p> <ul style="list-style-type: none">• <i>gates;</i>• <i>pest fences;</i>• <i>grids/grills;</i>• <i>vehicle and machinery washdown facilities; and</i>• <i>holding yards;</i>• <i>watering facilities.</i>		
11.5.1	<p>Travelling stock and pest management structures and facilities</p> <p>Records relating to the design and construction of travelling stock and pest management buildings, structures and facilities.</p>	Temporary	Retain for 7 years after disposal of building, structure or facility.



Reference	Description of records	Status	Disposal Action
11.6	<p>Licensing</p> <p><i>This activity relates to the registration of operators by the local government to conduct environmentally relevant activities in accordance with the Environmental Protection Act 1994.</i></p> <p><i>An environmentally relevant activity involves the release of a contaminant that may cause environmental harm.</i></p> <p><i>See section 7 – DEVELOPMENT AND BUILDING CONTROLS for environmental matters related to a development application.</i></p>		
11.6.1	<p>Environmentally relevant activities - successful</p> <p>Records relating to successful applications for registration to conduct an environmentally relevant activity, submitted to the local government in accordance with the <i>Environmental Protection Act 1994</i>.</p> <p>Includes records relating to the approval, cancellation, transfer, amendment, renewal, suspension and surrender of registration certificates.</p> <p>Also includes all associated environmental reports, local government notifications and decisions, written representations against a decision, audit statements and associated correspondence.</p>	Temporary	Retain for 30 years after registration ceases.
11.6.2	<p>Environmentally relevant activities - unsuccessful</p> <p>Records relating to unsuccessful applications for registration to carry out an environmentally relevant activity, submitted to the local government in accordance with the <i>Environmental Protection Act 1994</i>.</p> <p>Includes applications withdrawn by the applicant prior to approval.</p>	Temporary	Retain for 2 years after last action.



Reference	Description of records	Status	Disposal Action
11.7	<p>Maintenance</p> <p><i>The activity of repairing, servicing and preserving specifically designed and/or purpose built buildings, structures and facilities used to control and manage travelling stock and pests.</i></p> <p><i>Records may include, but are not limited to:</i></p> <ul style="list-style-type: none">• <i>contracts;</i>• <i>consultants/engineers reports;</i>• <i>inspection records;</i>• <i>maintenance requests;</i>• <i>specifications;</i>• <i>surveys; and</i>• <i>tenders.</i> <p><i>Buildings, structures and facilities may include, but are not limited to:</i></p> <ul style="list-style-type: none">• <i>gates;</i>• <i>grids/grills;</i>• <i>holding yards;</i>• <i>pest fences;</i>• <i>vehicle and machinery washdown facilities; and</i>• <i>watering facilities.</i>		
11.7.1	<p>Travelling stock and pest management structures and facilities</p> <p>Records relating to the maintenance of travelling stock and pest management structures and facilities.</p> <p>Includes records relating to the maintenance of pasture on the stock route network.</p>	Temporary	Retain for 7 years after last action.



Reference	Description of records	Status	Disposal Action
11.7.2	<p>Equipment calibration</p> <p>Records relating to the calibration of equipment used to undertake environmental monitoring.</p> <p>Includes equipment used to monitor contaminated land or test water quality in local government waterways.</p> <p>Records may include, but are not limited to, calibration results and certificates.</p> <p><i>See reference number 11.8.2 for water quality testing in local government waterways and reference number 5.6.1 for monitoring of contaminated land.</i></p>	Temporary	Retain for 15 years after last action.
11.8	<p>Monitoring</p> <p><i>The activity of checking, observing or recording the operation of equipment, services, infrastructure or systems.</i></p>		
11.8.1	<p>Declared pests</p> <p>Records relating to the monitoring of the prevalence and spread of declared pests including reports of infestations from landowners.</p>	Temporary	Retain for 5 years after last action.
11.8.2	<p>Water quality</p> <p>Records relating to the monitoring of water quality in waterways within the local government area including stormwater, lakes, rivers, streams and catchment areas.</p> <p>Records may include water quality reports, testing results and raw data.</p> <p><i>See reference number 11.7.2 for calibration of testing equipment and reference numbers 32.7.1 and 32.7.2 for monitoring of drinking water.</i></p>	Temporary	Retain for 15 years after last action.



Reference	Description of records	Status	Disposal Action
11.9	Notifications <i>The activity of notifying businesses, ratepayers and residents of a failure to comply with local government standards, regulations and local laws; inappropriate practices or an intention to take action. Also includes statutory notifications and the management of notices.</i>		
11.9.1	Contaminated land – Environmental Management Register Records relating to notifications regarding contaminated land in the local government area that is included on the Environmental Management Register managed by the Environmental Protection Agency. Includes notifications issued by and to the local government.	Temporary	Retain until land removed from the Environmental Management Register.
11.9.2	Contaminated land - other Records relating to notifications regarding contaminated land in the local government area that is not included in the Environmental Management Register managed by the Environmental Protection Agency. Includes notifications issued by and to the local government.	Temporary	Retain for 7 years after last action.



Reference	Description of records	Status	Disposal Action
11.9.3	<p>Declared pests</p> <p>Records relating to the declaration by the local government, of an animal or plant as a declared pest under a local law.</p> <p>Records may include, but are not limited to, classification records, notifications, inspections and reports of an outbreak or infestation.</p> <p><i>See section 19 – LAWS AND ENFORCEMENT for the development of related local laws.</i></p>	Permanent	Retain permanently.
11.10	<p>Permits</p> <p><i>The activity of managing permission to undertake an activity or process.</i></p>		
11.10.1	<p>Trees and vegetation – removal and lopping</p> <p>Records relating to applications or requests for the removal or lopping of trees from public and/or private land, which do not form part of a development application.</p> <p>Includes successful and unsuccessful applications.</p> <p><i>See section 7 – DEVELOPMENT AND BUILDING CONTROLS for tree removal applications submitted as part of a development application.</i></p>	Temporary	Retain for 2 years after last action.



Reference	Description of records	Status	Disposal Action
11.10.2	<p><i>Trees and vegetation – protected</i></p> <p>Records relating to applications for a permit to undertake activities that will cause damage to trees, vegetation or other natural assets under a protection order or within a declared preservation area, which do not form part of a development application.</p> <p>Includes successful and unsuccessful applications.</p> <p><i>See section 7 – DEVELOPMENT AND BUILDING CONTROLS for applications submitted as part of a development application.</i></p> <p><i>See reference numbers 11.12.13 and 11.12.14 for the declaration of preservation areas and the issue of protection orders.</i></p>	Temporary	Retain for 7 years after permit expires.
11.11	<p>Planning</p> <p><i>The activity of formulating strategies to achieve an objective or outcome.</i></p> <p><i>See reference number 5.7.2 for site management plans for contaminated land.</i></p>		



Reference	Description of records	Status	Disposal Action
11.11.1	<p>Environmental Management Programs - approved</p> <p>Records relating to approved Environmental Management Programs voluntarily submitted to the Environmental Protection Agency by the local government in accordance with the <i>Environmental Protection Act 1994</i>.</p> <p>See section 7- DEVELOPMENT AND BUILDING CONTROLS for Environmental Management Programs submitted by an applicant as part of a development application.</p> <p>See reference number 11.15.2 for statutory reports.</p>	Temporary	Retain for 7 years after program completed or activity ceases.
11.11.2	<p>Environmental Management Programs - unapproved</p> <p>Records relating to unapproved Environmental Management Programs voluntarily submitted to the Environmental Protection Agency by the local government in accordance with the <i>Environmental Protection Act 1994</i>.</p> <p>See section 7- DEVELOPMENT AND BUILDING CONTROLS for Environmental Management Programs submitted by an applicant as part of a development application.</p> <p>See reference number 11.15.2 for statutory reports.</p>	Temporary	Retain for 5 years after last action.
11.11.3	<p>Pest management plans</p> <p>Records relating to the development and implementation of pest management plans by the local government in accordance with s.25 of the <i>Land Protection (Pest and Stock Route Management) Act 2002</i></p>	Temporary	Retain for 5 years after superseded.



Reference	Description of records	Status	Disposal Action
11.11.4	Stock route management plans Records relating to the development and implementation of stock route management plans by the local government in accordance with s.104 of the <i>Land Protection (Pest and Stock Route Management) Act 2002</i> .	Temporary	Retain for 5 years after superseded.
11.12	Programs <i>The activity of managing a group of related projects under a common business strategy to achieve a desired outcome.</i>		
11.12.1	Animal welfare Records of programs and services for animal welfare in the local government area, e.g. koala protection. Excludes records relating to zoos or wildlife parks owned or managed by the local government.	Temporary	Retain for 5 years after last action.
11.12.2	Beach protection recommendations Beach Protection Authority or Environmental Protection Agency recommendations for beach sand control, construction of groynes, beach and bar management and control plans.	Temporary	Retain for 5 years after last action.



Reference	Description of records	Status	Disposal Action
11.12.3	<p>Beach protection programs</p> <p>Reports and correspondence with the Beach Protection Authority or Environmental Protection Agency relating to beach management and protection programs.</p> <p><i>See reference numbers 11.12.6 and 11.12.7 for records relating to erosion control.</i></p>	Temporary	Retain for 2 years after last action.
11.12.4	<p>Declared pests</p> <p>Records relating to programs, including partnerships with external agencies, aimed at the management and control of pests and feral animals.</p> <p>Records may include, but are not limited to, reports, evaluation documentation and correspondence with other environmental bodies relating to specific programs.</p> <p><i>See General Retention and Disposal Schedule for Administrative Records for pest management of local government buildings and facilities.</i></p>	Temporary	Retain for 7 years after program or project completion.



Reference	Description of records	Status	Disposal Action
11.12.5	<p><i>Pest control methods</i></p> <p>Records relating to the local government's use of biological, physical and chemical pest control methods including, but not limited to, spraying, baiting, fumigation, trapping and shooting.</p> <p>Includes, but is not limited to, records of:</p> <ul style="list-style-type: none">• environmental assessments;• chemical usage and/or misuse;• chemical concentrations;• precautions;• locations;• risk mitigation measures;• landowner and property owner consents; and• statistics and results. <p><i>See reference number 11.2.1 for authorisations relating to the use of regulated chemicals.</i></p> <p><i>See reference number 24.3.4 and 24.3.5 for records relating to major investigations resulting from complaints about pest control methods.</i></p> <p><i>See General Retention and Disposal Schedule for Administrative Records for records relating to the contracting-out of pest control activities (e.g. spraying, fence construction, quotes)</i></p>	Temporary	Retain for 25 years after last action.



Reference	Description of records	Status	Disposal Action
11.12.6	<p><i>Erosion control and reclamation – long term impact</i></p> <p>Records relating to local government projects to control erosion or to reclaim public land that have long term environmental significance on the ecological landscape of the region. Includes the reclamation of beaches and dunes.</p> <p>Records may include, but are not limited to, summary and final reports, evaluations and monitoring records.</p> <p>Factors that can determine a permanent retention include:</p> <ul style="list-style-type: none">• activities that aroused controversy such as protests on a large scale or attracted extensive media attention;• environmental value or impact (can be indicated by environmental impact studies or assessments), e.g. land provides habitat for rare flora of fauna;• importance to the community, such as the first project undertaken to control erosion or reclaim public land in the local government area.	Permanent	Retain permanently.
11.12.7	<p><i>Erosion control and reclamation – short term impact</i></p> <p>Records relating to local government projects to control erosion or to reclaim public land that have short term environmental significance. Includes the reclamation of beaches and dunes.</p> <p>Records may include summary and final reports, evaluations and related documentation.</p>	Temporary	Retain for 10 years after last action.



Reference	Description of records	Status	Disposal Action
11.12.8	<p>Environmental regeneration and restoration</p> <p>Records relating to the regeneration or restoration of land and waterways in the local government area.</p> <p>This may include, but is not limited to:</p> <ul style="list-style-type: none">• restoration of land to its former capacity, e.g. restoration of quarried or mined land once the activity has ceased;• vegetation regeneration, e.g. regeneration of bushland or dunes;• wetlands or waterways rehabilitation, e.g. regeneration of waterways to encourage the return of flora and fauna. <p>Records may include summary and final reports, evaluations and related documentation.</p>	Permanent	Retain permanently.
11.12.9	<p>National parks</p> <p>Files on individual national parks, including information on facilities.</p>	Temporary	Retain for 5 years after last action.
11.12.10	<p>Trees, vegetation and natural assets – heritage listed</p> <p>Records relating to trees and other vegetation that are, or have been, listed on the National Trust Heritage Register or Queensland Heritage Register, with the Australian Heritage Council or on a local government heritage register.</p>	Permanent	Retain permanently.
11.12.11	<p>Trees and vegetation – planting projects</p> <p>Records relating to tree or vegetation planting projects including the selection of plots and land for planting.</p>	Temporary	Retain for 5 years after last action.



Reference	Description of records	Status	Disposal Action
11.12.12	<p>Free trees/plants</p> <p>Records relating to requests made to the local government for supply of free trees or plants.</p>	Temporary	Retain for 1 year after last action.
11.12.13	<p>Trees, vegetation and natural assets – approved protection orders</p> <p>Records relating to the protection of trees, vegetation and other natural assets on freehold land through the declaration of preservation areas, or by issuing protection orders.</p> <p>Records may include, but are not limited to, applications, submissions, expert reports, interim orders, notifications, appeal records and decisions.</p> <p><i>See reference number 11.10.2 for permits to undertake activities that impact on protected natural assets.</i></p> <p><i>See General Retention and Disposal Schedule for Administrative Records for records relating to planning and policy development for protected natural assets.</i></p>	Permanent	Retain permanently.
11.12.14	<p>Trees, vegetation and natural assets – unapproved protection orders</p> <p>Records relating to the protection of trees, vegetation and other natural assets on freehold land through the declaration of preservation areas, or the issue of protection orders, where the application is rejected or the interim order is revoked or not confirmed by resolution.</p> <p>Records may include, but are not limited to, applications, submissions, expert reports, interim orders, appeal records and decisions.</p>	Temporary	Retain for 2 years after last action.



Reference	Description of records	Status	Disposal Action
11.13	Public Reaction <i>The activity of handling public reaction, complaints, suggestions and compliments about local government policies, facilities or services.</i>		
11.13.1	Complaints – contaminated land, air and water Records relating to complaints regarding contaminated air, water and land that are resolved by immediate action and do not require further investigation or monitoring. <i>See reference numbers 24.3.4 and 24.3.5 for complaints that require further investigation.</i>	Temporary	Retain for 10 years after last action.
11.14	Registration <i>The activity of recording, cataloguing or listing for control or legislative purposes and the management of registers.</i>		
11.14.1	Environmentally relevant activities Register of registration certificates issued by the local government for environmentally relevant activities in accordance with the <i>Environmental Protection Act 1994</i> . <i>See section 11.6 for a definition of environmentally relevant activities.</i>	Permanent	Retain permanently.
11.14.2	Environmental evaluation reports Register of environmental reports for environmental evaluations commissioned or conducted by the local government in accordance with the <i>Environmental Protection Act 1994</i> .	Temporary	Retain for 30 years after all activities cease.



Reference	Description of records	Status	Disposal Action
11.14.3	<i>Environmental monitoring programs</i> Register of environmental monitoring programs in accordance with the <i>Environmental Protection Act 1994</i> .	Temporary	Retain for 30 years after all programs completed.
11.14.4	<i>Environmental monitoring program results</i> Register of results of environmental monitoring programs in accordance with the <i>Environmental Protection Act 1994</i> .	Temporary	Retain for 30 years after all programs completed.
11.14.5	<i>Environmental management programs</i> Register of environmental management programs in accordance with the <i>Environmental Protection Act 1994</i> .	Temporary	Retain for 30 years after all programs completed.
11.14.6	<i>Water facility agreements</i> Register of water facility agreements entered into by local governments in accordance with s.164 of the <i>Land Protection (Pest and Stock Route Management Act) 2002</i> . <i>See reference number 11.1.1 for water facility agreements.</i>	Temporary	Retain for 7 years after all agreements have expired.



Reference	Description of records	Status	Disposal Action
11.14.7	<p>Vegetation Protection Register</p> <p>Vegetation Protection Register relating to protected trees, vegetation and natural assets on freehold land.</p> <p>Register may include, but is not limited to, details of :</p> <ul style="list-style-type: none">• declared preservation areas;• protection orders;• vegetation permits.	Permanent	Retain permanently.
11.15	<p>Reporting</p> <p><i>The activity of providing a formal response to a situation, request or legislative requirement.</i></p>		
11.15.1	<p>Advisory committee reports</p> <p>Advisory committee reports submitted to local government and related correspondence in accordance with s.12 of the repealed <i>Cultural Record (Landscapes Queensland and Queensland Estate) Act 1987</i>.</p>	Temporary	Retain for 5 years after last action.
11.15.2	<p>Environmental reports</p> <p>Records relating to statutory reports provided to regulatory authorities by the local government relating to environmental management.</p> <p>Includes statutory reports relating to pest and stock route management.</p>	Temporary	Retain for 5 years after last action.
11.16	<p>Service Delivery</p> <p><i>The activity of delivering services by the local government on a long term basis or by other agencies.</i></p>		



Reference	Description of records	Status	Disposal Action
11.16.1	Pounds – operation Records relating to the development and operation of animal refuges.	Temporary	Retain for 1 year after the demolition of buildings and structures.
11.16.2	Pound-keeper Pound-keeper's book.	Temporary	Retain for 7 years after last action.
11.16.3	Pound releases Pound releases receipt book.	Temporary	Retain for 5 years after last action.
11.16.4	Impounding Records relating to animal impoundings. Records may include, but are not limited to, impounding notices, statements, authorities to sell or destroy impounded animals, complaints and inquiries.	Temporary	Retain for 2 years after last action.
11.16.5	Dog obedience assessments Records relating to dog obedience assessments for unruly or vicious animals.	Temporary	Retain for 5 years after last action.
11.17	Surveying <i>The activity of conducting surveys to determine boundaries and document the geographical landscape of the local government area.</i>		



Reference	Description of records	Status	Disposal Action
11.17.1	<i>Aerial & satellite photography</i> Aerial and satellite photographs which document the environment of the local government area.	Temporary	Retain until reference ceases.
11.17.2	<i>Hydrographic surveys - data</i> Raw and processed data for hydrographic surveys undertaken by, or on behalf of, the local government.	Temporary	Retain until superseded.
11.17.3	<i>Hydrographic surveys - plans</i> Plans of hydrographic surveys undertaken by, or on behalf of, the local government, including x, y, z (coordinates) data and/or field notes.	Temporary	Retain for 10 years after last action.