



# *State Records Act 1997*

## Operational Records Disposal Schedule

**Department for Environment and Water (DEW) (and predecessor agencies)**

**Green Adelaide and Regional Landscape Boards (associated bodies and predecessor agencies)**

### **RDS 2019/09 Version 3**

Version 1 effective: 16 June 2020 to 8 November 2021

Version 2 effective: 9 November 2021 to 8 April 2025

Version 3 effective: 9 April 2025 to 1 October 2029



**Department for Environment and Water (DEW) (predecessor agencies), Green Adelaide and Regional Landscape Boards (associated bodies)**

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**Department for Environment and Water (DEW) (predecessor agencies), Green Adelaide and Regional Landscape Boards (associated bodies)**

**Preamble**

**Purpose of the Schedule**

This Operational Records Disposal Schedule (RDS) authorises arrangements for the retention or destruction of records in accordance with Section 23(2) of the *State Records Act 1997*.

**Application of the Schedule**

**Department for Environment and Water (DEW) (and predecessor agencies), Green Adelaide, Regional Landscape Boards (and associated bodies and predecessor agencies) Approved Date: 16 June 2020**

**Effective Date: 16 June 2020 to 1 October 2029**

**Authorisation by State Records**

This authorisation applies only to the disposal of the records described in the Schedule.

**State Records of South Australia contact information**

GPO Box 464  
ADELAIDE  
South Australia 5001  
Email: [staterecords@sa.gov.au](mailto:staterecords@sa.gov.au)

Ph.: +61 7322 7081



**Department for Environment and Water (DEW) (predecessor agencies), Green Adelaide and Regional Landscape Boards (associated bodies)**

**Disposal of Official Records**

**Legislation**

Section 23(1) of the *State Records Act 1997* states that an agency must not dispose of official records except in accordance with a determination made by the Manager [Director] of State Records with the approval of the State Records Council.

Section 23(2) states:

'If an agency requests the Manager to make a determination as to the disposal of official records, the Manager must, as soon as practicable:

- a) with the approval of the [State Records] Council, make a determination requiring or authorising disposal of the records in a specified manner; or
- b) make a determination requiring delivery of the records into the custody of State Records or retention of the records and later delivery into the custody of State Records.'

The contents of an RDS, once the approval process is complete, constitute a determination within the meaning of the *State Records Act 1997*.

**Functions of the Schedule**

An RDS plans the life of these records from the time of their creation to their disposal. It describes the records created and/or controlled by DEW or Landscape Entities, the disposal sentence specifying whether they are to be retained as archives or destroyed, and when this should occur.

This Operational Records Disposal Schedule has been prepared in conjunction with staff from DEW to determine the records which need to be kept because of their long term value and to enable the disposal of records once they are no longer needed for administrative purposes. The assessment of the records takes into account their administrative, legal, evidential, financial, informational and historical values. The appraisal of the records is in accordance with the State Records' *Appraisal Standard* - available from State Records' website [www.archives.sa.gov.au](http://www.archives.sa.gov.au).

The Schedule complements the General Disposal Schedules (GDS) that are issued by State Records to cover housekeeping and other administrative records common to most State Government agencies.

**Relationship to other disposal schedules**

The general disposal schedule for State Government agencies in South Australia (GDS 30, as amended) should be used by State Government agencies for common records documenting activities such as HR, financial management, policy and procedures.



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Hardcopy source records dating from 1 January 2005 that are converted to digital format (digitised) as part of business processes can be disposed of under General Disposal Schedule 21 (GDS 21) where the conditions outlined in GDS 21 are met.

State Records of South Australia issue general disposal schedules from time to time to implement disposal freezes, restricting disposal of records which might otherwise be authorised for destruction. To see the latest schedules implementing disposal freezes check the State Records of South Australia website [Disposal Freezes | State Records of South Australia \(archives.sa.gov.au\)](https://www.archives.sa.gov.au).

**Using the Schedule**

The Schedule applies only to the records described within it.

**Layout**

The decision on format and layout of this schedule is a result of analysis of organisational changes that have occurred since 2010. This analysis indicated that whilst the activities being performed by DEW were essentially constant, those activities were regularly being moved between organisational unit and functions. The decision was to produce an activity-based schedule to ensure this schedule fits the ongoing needs of the organisation.

The Schedule is laid out as follows:

- Item Number:** Numbering in the Schedule is single level
  - Activities, processes and disposal classes have a single number (e.g. 1.1)
  
- Activity/Process:** Each activity is shown in 12 point bold Arial sentence case (e.g. **Appeals**) *The activities involved in the process of appeals against decisions by application to a higher authority.*
  
- Description:** Descriptions are single level
  - definitions of activities are located adjacent to the activity title in italics e.g. Records documenting appeals by non-employees against decisions of the organisation, minister or governing bodies to relevant tribunal, court or higher authority.
  - descriptions of each disposal class are arranged in sequence under the activity definitions.
  
- Disposal Action:** Disposal actions relate to the disposal classes arranged under the activity descriptions. The status of the class is either PERMANENT or TEMPORARY with a disposal trigger and retention period given for all temporary records.



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**Retention Period of the Record**

The Schedule is used to sentence records. Sentencing involves applying the record retention periods within the RDS to the records of DEW and Landscape Entities. Decisions are made using the Schedule about whether records are to be retained and, if so, for how long, or when they are to be destroyed.

Retention periods set down in the Schedule are minimum and DEW or Landscape Entities may extend the retention period of the record if it considers there is an administrative need to do so. Where DEW or Landscape Entities wishes to retain records for substantially longer periods it should request that the Schedule be amended to reflect this requirement.

**Custody and Transfer of the Record**

**Permanent Records**

Section 19 of the *State Records Act 1997* includes provisions for the transfer of custody of an official record:

- a) when the agency ceases to require access to the record for current administrative purposes or
- b) during the year occurring 15 years after the record came into existence - whichever first occurs

Official records that have been sentenced as permanent, in accordance with an approved disposal schedule, are required to be transferred to State Records.

Agencies with valid reasons to retain permanent records for longer than 15 years should apply in writing to Director [Manager], State Records requesting either a postponement or an exemption from section 19.

It should be noted that postponement or exemption are only granted in exceptional circumstances.

**Temporary Records**

The custody of official records that have been sentenced as temporary is the responsibility of agencies. Standards for the management and storage of temporary value official records has been established by State Records and documented in [Management and Storage of Temporary Value Information Assets Standard](#).

DEW and Landscape Entities need to comply with the [Information Management Strategy and Standards](#) set by State Records of South Australia and approved by the Minister.

The custody of official records on networks or hard drives is also the responsibility of agencies. DEW and Landscape Entities need to ensure that records in electronic



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format remain accessible to authorised users for the duration of the designated retention period. State Records is examining options for the transfer of permanent value electronic records in digital form to its custody.

### **Notification of Proposed Destruction of Records**

Agencies must keep their own record of all records destroyed under this RDS, noting the relevant disposal schedule entry and the authorisation for destruction. Temporary records should only be destroyed with the approval of the CE or delegate in accordance with the [\*\*\*Destruction of Official Records – Agency Approval Process\*\*\*](#) issued by State Records of South Australia.

### **Destruction of Temporary Records**

Temporary records can only be destroyed with the approval of the CE or delegate in accordance with the *Destruction of Official Records – Agency Approval Process* issued by State Records of South Australia.

Prior to destruction, the following General Disposal Schedules (GDS) need to be consulted:

- **GDS 16 Records of relevance in relation to Native Title**
- **GDS 47 Records of relevance to allegations of Child Abuse matters.**

DEW and Landscape Entities must ensure that all destruction is secure and confidential and that a certificate confirming destruction is provided by private contractors.

Standard methods for destruction of paper are shredding, pulping or other means that are environmentally friendly.

Records in electronic format must only be destroyed by reformatting or rewriting to ensure that the data and any “pointers” in the system are destroyed. “Delete” instructions do not offer adequate security as data may be restored or recovered.

DEW and Landscape Entities should keep their own record of all records destroyed, noting the relevant disposal authority. Proof of destruction may be required for legal purposes, or in response to FOI applications. When records are destroyed systems that control them should also be updated by inputting destruction dates and relevant disposal authorities.

### **Review**

State Records’ disposal schedules apply for a period of ten years. Either DEW, Landscape Entities or State Records may propose a review of the Schedule at an earlier time, in the event of changes to functions or procedures that affect the value of the records covered by the disposal authority. Reviews are especially necessary if



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there is vast administrative change that affects the currency and use of the records and/or the records are dispersed to other agencies.

The State Records Council needs to approve all amendments to the Schedule. Officers using the Schedule should advise State Records of any necessary changes.

**Compliance with the Determination**

Failure to comply with this determination, or any directions in it, falls under Section 17 of the *State Records Act 1997*.



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**Context Statement**

**Context of the Agency Covered by the Schedule**

**DEW History and Background<sup>1</sup>**

The history of the Department for Environment and Water (2018 - current), started with the establishment of the Surveyor-General's Office and the Department of Lands in 1836.

**1836 – 1992 – Lands**

When the United Kingdom Government agreed to the foundation of South Australia it set up a Board of Colonisation Commissioners to supervise the survey and sale of land and emigration of labourers (whose passage to South Australia was to be paid from the proceeds of land sales). The Commissioners appointed a Resident Commissioner, James Hurtle Fisher, and a Surveyor-General, William Light, to carry out these functions in the Colony. They began duties in 1836.

The office of Surveyor-General has continued ever since (currently existing as part of the Land Services Group, Department of Transport, Energy and Infrastructure), and from time to time has included responsibility for various activities in addition to surveying.

To control pastoral occupation of Crown land, Charles Bonney was appointed Commissioner of Public (or Crown) Lands, independent of the Surveyor-General, in 1842. His office came to be known as the Crown Lands Department.

In 1857, following the election of the first South Australian Parliament, Bonney became the first Minister responsible for the Survey and Crown Lands Department. The ministerial title "Commissioner of Crown Lands and Immigration" continued, sometimes without the "Immigration", until it was changed to "Minister of Lands" in 1944. The Surveyor-General was the head of the Survey and Crown Lands Department, which was organised into a Survey and Land Branch (surveyors, draftsmen and the Land Office) and a Waste Lands Branch (Crown lands rangers).

There was a major re-arrangement of portfolios under the Commissioner of Crown Lands in 1917. The Survey and Crown Lands Department was renamed the Lands and Survey Department. The Surveyor-General was no longer departmental head, becoming responsible to the Secretary for Lands (a new position).

An Assistant Secretary for Lands replaced the Deputy Surveyor-General. Administrative work was concentrated under the Secretary in the Chief Clerk's

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<sup>1</sup> The DEW History and Background section of this RDS has been compiled using the administrative histories of various agencies registered as Government Agencies (GA) by State Records. Subsequent references cited below are taken from the various GA descriptions.



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Office. This reflected a shift in emphasis from surveying to land administration, as the cadastral survey had covered most of the arable land in the State and the Lands and Survey Department now supervised a large number of tenant farmers as well as pastoral lessees. After the Second World War the Chief Clerk's Office became the Correspondence Branch although the old name continued in informal use. The agricultural areas of the State were divided into seven districts each with a resident inspector to look after the Lands and Survey Department's interests and enable it to extricate its tenants from financial difficulties. This was the beginning of the present network of regional offices<sup>2</sup>.

During and after the First World War arrangements were made to settle some of the returning soldiers on the land, and the Soldier Settlement Branch was transferred from the Department of Agriculture to the Lands and Survey Department in 1919<sup>3</sup>.

In 1931 the Department name was changed to Department of Lands and the title of the permanent head to Director of Lands. At the same time the Irrigation and Drainage Commission was disbanded. Most of its staff were transferred to the Department of Lands to form the Irrigation Branch and support services to the newly created South-Eastern Drainage Board<sup>4</sup>. See Appendix 5 for history of Drainage in the South East.

The Engineering and Water Supply Department was made responsible for drainage in July 1977 and for irrigation in July 1978.

In a bold departure from previous practice, and in anticipation of plans to settle returning war servicemen on the land, the Lands Development Executive was established in 1945 to clear land and provide basic improvements, including housing, fencing and water supply, before the land was allotted to the selected applicants. By 1960 its name had become the Lands Development Branch and it was beginning to wind down, there being very little suitable virgin land left to develop<sup>5</sup>.

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<sup>2</sup> This outline administrative history was written for the Department of Land's Annual Report 1985/86. It was compiled mainly from Public Service Lists, formerly called Blue Books (GRG 44/79/1838 - 1865, then published as South Australian Parliamentary Papers (SAPP)) and the Department of Land's Annual Reports (published as SAPP since 1894).

<sup>3</sup> Le Lacheur, H.: War service land settlement in South Australia. An account of the schemes, policies and administrative arrangements after two world wars. Unpublished M.A. thesis in the Barr Smith Library, University of Adelaide.

<sup>4</sup> SAPP 5 of 1931, Public Service Commissioner's Annual Report; Acts 2000 and 2062 of 1931, South-Eastern Drainage Acts.

<sup>5</sup> Act 20 of 1943, Crown Lands Development Act: Department of Lands, South Australia, Progress in Land Development (Non Irrigation) 1961 and earlier issues.



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The War Service Land Settlement Agreement between the Commonwealth and State Governments in 1945 gave birth to the War Service Settlement Branch. This absorbed the remaining work of the Soldier Settlement Branch created after the First World War<sup>6</sup>.

The formation of the Photogrammetry Section in 1947 marked the beginning of rapid technological change that is still going on.

During the financial year 1965-1966 the Department of Lands was re-organised into divisions and reshaping of the branches was begun. By 1970 the following structure had been created:

- the Correspondence, Stores and Vermin Branches and the Land Office were gathered into the Administrative Division, which then consisted of a Secretariat, the Land Office, Standards and Stores Branch and Vermin Control Branch
- the Accounts Branch became the Finance Division
- the Surveyor-General's and Photolithographic Branches
- the Inspectors, Irrigation, War Service Settlement and Lands Development Branches were gathered into the Land Settlement Division, which had a Head Office, Superintendent Dry Lands, Superintendent Irrigation Areas, District Inspectors and District Offices
- the Land, Pastoral, and South-Eastern Drainage Boards continued with their supporting staff<sup>7</sup> (14)

Another major change took place in 1976 when the Registrar-General's and Valuation Departments were merged with the Department of Lands, and the title Director of Lands was changed to Director-General of Lands. It was changed back to Director of Lands in 1983<sup>8</sup>. (15)

The Department of Lands was abolished in 1992 and its staff transferred to the newly created Department of Environment and Land Management (see below).

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<sup>6</sup> Le Lacheur, H.: Op.cit.

<sup>7</sup> The Public Service List 1970 shows the South-Eastern Drainage Board as part of the Land Settlement Division. This may have been so for internal administrative purposes but the Board continued to report direct to the Minister, as required by its Act.

<sup>8</sup> *South Australian Government Gazette (SAGG)*, 29 April 1976 and 8 September 1983.



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**1891 - 2019 Pastoral Management**

The pastoral industry in South Australia was an extension of the industry in the eastern colonies, with many of the well-known pastoral estates in the mid-north being consolidated during the 1850's under the terms of 'special surveys'<sup>9</sup>.

In 1891 a Pastoral Lands Commission was appointed to "inquire into the best means of dealing with the available pastoral lands of this colony" after the industry had been afflicted by drought, rabbits and poor management<sup>10</sup>.

"*The Pastoral Act 1893* received the Governor's assent on 23 December 1893, and provided for the appointment of a pastoral Board and included major concessions to those in the industry, particularly by the abolition of the auction system for leases"<sup>11</sup>.

The Pastoral Board of South Australia was then productive in regulating the industry by policing the activities of pastoralists, determining the term and rent of leases, subdividing runs, valuing improvements, determining boundaries and areas of leases and reporting on applications for surrender and the issue of new leases.

The Board "was a statutory authority based within, but not part of, the Department of Lands, the Board's chairman reported directly to the Commissioner of Crown Lands, later the Minister of Lands, rather than to the head of the Department of Lands. The inaugural Chairman was the Acting Surveyor-General William Strawbridge"<sup>12</sup>.

"For most of the Pastoral Board's existence its members, other than the Surveyor-General, were responsible for pastoral inspections and spent lengthy periods away from the city office." In 1894 "two additional Boards were established, the Central Pastoral Board and the Tenant's Relief Board, to lighten the work of the members of the Board. The Central Pastoral Board was not required to make inspections and was intended to deal with lands not currently under lease, and thus members would remain in Adelaide. This Board, however, proved ineffectual and was abolished eight years later"<sup>13</sup>

The work of the Pastoral Board remained the same for many years, despite changes in legislation and membership, which altered with the fate of the industry, depending

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<sup>9</sup> *In the Interest of the Country: A History of the Pastoral Board of South Australia, 1893 - 1993*, p3.

<sup>10</sup> *Ibid.*, p31.

<sup>11</sup> *Ibid.*, p32.

<sup>12</sup> *Ibid.*, p36.

<sup>13</sup> *Ibid.*, pp39-42.



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on weather conditions. There was a Royal Commission in 1898 which resulted in an amendment to the *Pastoral Act 1893* being passed in 1904<sup>14</sup>.

In the 1930s the sustainability of the current grazing practices began to be widely and openly questioned. Short-term tenures, poor stocking practices and a run of bad seasons had all contributed to the malaise that was giving rise to these questions. The *Pastoral Act 1936* introduced stocking controls on leases for the first time<sup>15</sup>.

In 1945-46, the Pastoral Board and Stockowner's Association looked at the remaining vermin-proof fences (constructed by graziers in the late 1800's) in the northern pastoral districts. It was apparent that there existed an almost continuous 'fence' from the far west coast of South Australia to the east coast of New South Wales. The condition of the fence varied dramatically and so recommendations were made to the Government that future efforts and resources be concentrated on this 'outside' fence and that the remaining 'inside' Vermin-Fenced Districts would be disbanded.

In 1946, a Dog Fence Act was drafted and approved on 19 December; it came into operation on 17 June 1947. The legislation provided that a dog-proof fence was to be established and maintained in the northern areas of South Australia 'for the purpose of preventing the entry of wild dogs into the pastoral and agricultural areas of the State'. It did not delineate or describe the fence, but gave the Governor the power to proclaim the site of the Dog Fence on the advice of the Dog Fence Board. The re-alignment of the fence was not completed until 1960.<sup>16</sup>

In 1989 the *Pastoral Land Management and Conservation Act 1989* was passed, which placed a much stronger focus on conservation of the land in pastoral districts, to be administered by the Pastoral Board<sup>17</sup>. The Board is a statutory body but not a corporate entity. The Board is one of the oldest continually active statutory authorities in Australia.

In December 2018<sup>18</sup> the *Pastoral Land Management and Conservation Act 1989* and *Dog Fence Act 1946* transferred to the Minister for Primary Industries and Regional Development. Responsibility for the Pastoral Board and Dog Fence Boards transferred to The Department of Primary Industries and Regions in January 2019. All Records transferred to the PIRSA in March 2019 with the exception of some

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<sup>14</sup> Ibid., p50.

<sup>15</sup> *Pastoral Board of South Australia Annual Report 2011-2012*, p.6.

<sup>16</sup> Yelland, L., 2012, *Holding the Line: A history of the South Australian Dog Fence Board 1947-2012* (2nd Ed.), Primary Industries and Regions South Australia, ISBN 9781921399374

<sup>17</sup> *In the Interest of the Country: A History of the Pastoral Board of South Australia*, op cit, p184.

<sup>18</sup> *SAGG 13 December 2018*



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records retained by the Crown Tenure unit in DEW, relating to the administration of the Crown Leases for Pastoral properties.

**1972 - 1992 - Environment**

The Department of Environment and Conservation was proclaimed in February 1972, being formed by the amalgamation of the Museum Department and the State Planning Office (formerly in the Department of the Premier and of Development)<sup>19</sup>. The Office of the Director, Museum Department was abolished and a new office of Director of Environment and Conservation was created.

The Department of Environment and Conservation, whilst having a general responsibility for environmental protection and conservation, also administered the following specific functions and activities:

- Coast protection. In accordance with the provisions of the *Coast Protection Act of 1972*, a Coast Protection Board was established, responsible for the protection and restoration of the South Australian coast from erosion, damage pollution or misuse, and any development and improvement considered necessary or desirable<sup>20</sup>.
- Land Price Control. The Urban Land (Price Control) Act, which was amended in November 1973, made provision for the control of the price of urban allotments<sup>21</sup>.
- National Parks and Wildlife. With the passage of the National Parks and Wildlife Act in April 1972, administration of the Act's provisions were placed under the control of the Minister of Environment and Conservation. The National Parks and Wildlife Service was created as a Division of the Department of Environment and Conservation, under a Director of National Parks and Wildlife. The new division absorbed the functions of the former National Parks Commission, the National Pleasure Resorts of the Tourist Bureau, the Fauna and Flora Board and the fauna section of the Fisheries and Fauna Conservation Department<sup>22</sup>. The functions of the Division in general related to the management and control of all National Parks and Reserves, and the conservation of native plants and animals.
- South Australian Museum. The Museum Division was administered by the Museum Board of South Australia under the provision of the *Museum Act of 1939*. The Board was charged with exercising care and control of the South Australian Museum.

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<sup>19</sup> SAGG, 23 December 1971.

<sup>20</sup> 'Report of the Auditor-General', SAPP, no. 4, 1973-74, p. 106.

<sup>21</sup> *Ibid*, p.101.

<sup>22</sup> *South Australian Yearbook*, 1973.



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- State Planning Authority. The Authority was constituted under the Planning and Development Act and, subject to the general control and direction of the Minister, was empowered to enquire, hold, sell or otherwise dispose of property and develop land 'in any manner consistent with any authorised development plans'. The legislation also established a Planning Appeal Board which was administered as part of the Local and District Criminal Courts<sup>23</sup>.
- State Planning Office. The State Planning Office Division operated under the provisions of the Planning and Development Act and, under the control of the Director of Planning, carried out the administrative requirements of the State Planning Authority<sup>24</sup>.
- Tourism. In September 1973 the Tourist Division of the Premier's Department was transferred to the Department of Environment and Conservation. This Division was transferred to the Department of Tourism, Recreation and Sport, created on 25 October 1973. From 1 January 1976 the name of the Department of Environment and Conservation was changed to the Department for Environment, and the Botanic Gardens Department was amalgamated with it.

On 1 January 1976 the Department of Environment and Conservation was amalgamated with the Botanic Gardens Department to form the new Department for the Environment<sup>25</sup>. Over the ensuing five years the structure and functions of the Department for the Environment varied considerably:

- On 27 January 1977 the State Planning Office and the Urban Land Price Control Unit were transferred to the Department for Housing and Urban Affairs<sup>26</sup>.
- On 7 October 1977 the Botanic Gardens Division and the Museum Division were transferred to the Education Department<sup>27</sup>.
- On 1 December 1977 the Ecological Survey Unit and the Aboriginal and Historic Relics Unit of the Education Department were transferred to the Department for the Environment<sup>28</sup>.
- On 20 September 1979 the Botanic Gardens Division was transferred from the Department for Community Development to the Department for the Environment<sup>29</sup> (the Botanic Gardens Division had been transferred from

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<sup>23</sup> 'Report of the Auditor-General', *op cit*, p. 102.

<sup>24</sup> *Ibid*, p.101.

<sup>25</sup> *SAGG*, 18 December 1975, p.3280.

<sup>26</sup> *Op cit*, 27 January 1977, p.178.

<sup>27</sup> *Op cit*, 7 October 1977, p.1057.

<sup>28</sup> *Op cit*, 15 December 1977, p.2205.

<sup>29</sup> *Op cit*, 20 September 1979, p.768.



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Education Department to Department for Community Development on 25 January 1979).

- On 10 July 1980 the Air Quality Section of the Hospitals Department was transferred to the Department for the Environment<sup>30</sup>.

This shuffling of responsibilities finally ended on 11 May 1981 when the Department for the Environment and the Department of Urban Regional Affairs were amalgamated with the new Department of Environment and Planning (created administratively on 7 August 1980)<sup>31</sup>. The Department of Urban and Regional Affairs became the Development Management Division (later the Planning Division) of the new Department whilst the major divisions of the Department for the Environment continued as divisions of the new department. The Department of Environment and Planning had overall control of development planning and management, conservation and environmental issues.

On 7 July 1983 the Minister was constituted a body corporate to enable him to perform certain of the functions assigned to him by the *Planning Act 1982*<sup>32</sup>. The Department of Environment and Planning operated through seven divisions, each of which maintained its own records, under the general supervision of the central registry. These were:

- Planning Division (formerly Development Management Division)
- National Parks and Wildlife Service
- Conservation Programmes Division (including coastal management and heritage conservation)
- Pollution Management Division (including air, noise and marine pollution monitoring and subsequently becoming the Environment Protection Authority under the Department of Housing and Urban Development)
- Technical Services Division
- Community Information Service and
- Management and Administrative Services Division.

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<sup>30</sup> *Op cit*, 10 July 1980, p.117.

<sup>31</sup> *Op cit*, 7 August 1980, p.480.

<sup>32</sup> *Op cit*, 7 July 1983, p.5.



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**1992 - 1993 Environment and Land Management**

The Department of Environment and Planning was abolished on 8 October 1992 and the Department of Environment and Land Management was established. Employees of the Department of Environment and Planning, other than the employees of the Aboriginal Heritage Unit were transferred to the Office of Planning and Urban Development. The employees of the Aboriginal Heritage Unit were transferred to the newly created Office of Aboriginal Affairs which was established on 8 October 1992<sup>33</sup>. Employees from the Department of Lands were transferred to the Department of Environment and Land Management<sup>34</sup>.

On 1 July 1993, 34 employees of the Office of Planning and Urban Development were transferred to the Department of Environment and Land Management<sup>35</sup>. On 26 August 1993, employees from the Office of the Environment Protection Authority of the Department of Housing and Urban Development were also transferred to the Department of Environment and Land Management<sup>36</sup>.

**1993 -1998 Environment and Natural Resources (DENR) (I)**

The title of the Department of Environment and Land Management was changed to the Department of Environment and Natural Resources (I) on 26 August 1993<sup>37</sup>. The Department of Environment and Natural Resources included the National Parks and Wildlife Service and the Water Resources Branch of the Engineering and Water Supply Department.

The functions of DENR (I) included surveying services (which included maintenance of the State's surveying infrastructure, mapping and spatial reference systems); registration services for land and property ensuring indefeasibility of title and facilitating land related transactions; valuation services for revenue raising purposes; the acquisition and disposal of Government property; Crown land conservation, property management and tenure administration services; maintenance of the major land information computer systems such as LOTS (Land Ownership and Tenure System), TATS (Torrens Automated Title System); administration of repatriation and war concessions (transferred from the Commonwealth Department of Primary Industry); Natural Resources policy development and the establishment and maintenance of National Parks.

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<sup>33</sup> *Op cit*, 8 October 1992, p.1272.

<sup>34</sup> *Ibid*.

<sup>35</sup> *Op cit*, 24 June 1993, p.2204.

<sup>36</sup> *Op cit*, 26 August 1993, p.924.

<sup>37</sup> *Op cit*, 27 August 1993, p1018.



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Apart from Crown lands, the functions of survey and lands administration and related responsibilities transferred from DENR (I) to the newly established Land Services Group in 1997 (Land Services Group today is part of the Department of Transport, Energy and Infrastructure).

**1998 - 2000 Environment and Aboriginal Affairs**

The Department of Environment, Heritage and Aboriginal Affairs (DEHAA) was established in 1998 and reported to Minister, the Hon Dorothy Kotz MP, who held two portfolios - Environment & Heritage and Aboriginal Affairs. DEHAA encompassed the protection and management of this State through the following areas of responsibility - Land Services, Natural Resources, Water Resources, Resource Information, Environment Protection, Botanic Gardens and State Herbarium. DEHAA was responsible for advancing South Australia's environment, heritage and Aboriginal Affairs policies and priorities through partnerships with local government, community and industry groups.

**2000 - 2010 Environment and Heritage**

The Department of Environment and Heritage (DEH) was established on 14 February 2000, with the creation of a new Department for Water Resources and transfer of the Division of State Aboriginal Affairs (DEHAA) to the Department for Transport, Urban Planning and the Arts. The transfer of the Office for Recreation and Sport and the Racing Industry Development Authority to DEH from the Department of Industry and Trade, and the addition of responsibility for Volunteers, resulted in a diverse agency with principal responsibilities for: natural and built heritage; biodiversity conservation; animal welfare; environmental policy and regulation; resource information about the State's environment; managing the State's public land, both that held in the conservation reserve system and that held as Crown lands; promotion of, and participation in, recreation and sport; the development of the racing industry; and the promotion and support of volunteers. DEH was part of the Environment and Conservation Portfolio and reported to the Minister for Environment and Conservation.

On 4 December 2001, there were changes to government in the lead up to the elections in March 2002. This saw the movement of the Office of Recreation, Sport and Racing to the Department for Administrative and Information Services' portfolio.



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**2002 - 2010 Water, Land and Biodiversity Conservation**

The Department of Water, Land and Biodiversity Conservation was formed in April 2002, when the Sustainable Resources Group from the Department of Primary Industries was amalgamated with the Department for Water Resources. This also included the Pastoral Board and relevant Legislation.

The role of the Department of Water, Land and Biodiversity Conservation was to deliver a range of policies, programs and advice of practices related to the integrated management of natural resources. These are directed towards the management of the State's land and water resources, including the River Murray, in a manner that facilitates economic activity and development while ensuring the natural resources are managed in a sustainable manner.

On 1 April 2006, following the incorporation of the Minister for Sustainability and Climate Change, the Office of Sustainability was transferred from the Department of Environment and Heritage to the Department of Premier and Cabinet<sup>38</sup>.

On 17 May 2010 the Cabinet approved a number of changes to government departments to come into effect on 1 July 2010. This decision included the transfer of administrative responsibility for managing the natural resources from the Department of Water, Land and Biodiversity Conservation to the Department of Environment and Heritage, which was subsequently re-named the Department of Environment and Natural Resources (DENR). This change also created the Department for Water.

**2005 - 2012 – Natural Resources Management**

In 2004, the South Australian Government introduced legislation that established a new structure for ecologically sustainable development of the State's natural resources. The *Natural Resources Management Act 2004* came into full operations on 1 July 2005 and replaced the *Animal and Plant Control (Agricultural Protection and Other Purposes) Act 1986*, the *Soil Conservation and Land Care Act 1989* and the *Water Resources Act 1997*.

The Natural Resources Management (NRM) Council plays a lead role in the delivery of the *Natural Resources Management Act 2004* (NRM Act 2004), advising the Minister, preparing the State Natural Resources Management Plan and supporting policy development in natural resources management. Natural resources management is about striking a balance between caring for our environment and paying heed to the needs of those who make a living from these resources or use them for leisure and recreation. The natural resources comprise water, soil, plants and animals. Importantly, people are a resource too - farmers, landowners and rural and urban communities

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<sup>38</sup> SAGG, 23 April 2006, pp. 952-957.



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The Natural Resources Management (NRM) Council was established as the peak body for natural resources management. The Council prepares the State NRM Plan and works with South Australia's eight regional NRM Boards, other agencies and peak bodies to collectively implement the Plan.

Eight Regional NRM Boards were established, under the *NRM Act 2004*, across South Australia. Each Board is responsible for developing a Natural Resources Management Plan for their region. Individual plans will be put into action by local groups using local knowledge and expert advice. Projects can cover weed management, pest animals, salinity, water or biodiversity enhancement. Each NRM Board is established as a body corporate to drive regional delivery of natural resources management in accordance with the Act. The NRM Boards were established in 2005. They brought together Boards that existed under former legislation including local Catchment Water Management, Soil Conservation and Animal and Plant Control Boards. The aim of the Boards was to achieve a more integrated and coordinated approach to the management of soil, water, coastal and marine environments, native plants and animals as natural resource assets.

The role of each Board was to manage, protect and in some cases restore and sustain their region's precious natural resources for future generations.

The NRM regions were:

- Adelaide and Mount Lofty Ranges
- Alinytjara Wilurara
- Eyre Peninsula
- Kangaroo Island
- Northern and Yorke
- South Australian Arid Lands
- South Australian Murray-Darling Basin and
- South East.

Each NRM Board consisted of both community and government representatives with a wide range of skills and experience. The management of the business and operations of each Board was conducted by, or under the supervision of, a General Manager and by other staff to whom management functions are properly delegated. The General Manager was responsible for implementing Board policies and decisions, and managing the business and performance of the staff.



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**2010-2012 - Water**

On 17 May 2010 <sup>39</sup>Cabinet approved proposals for a number of changes to government departments and associated administrative units that formally came into effect on 1 July 2010. These are aimed at creating the best administrative structures to support the priorities of the Government in the key areas of water management and ecologically sustainable.

*The proposals endorsed by Cabinet include, inter alia the:*

- establishment of a single Department for Water (DFW) with responsibility for all aspects of water resources management in the State with the demise of the Department of Water, Land and Biodiversity Conservation (DWLBC)
- transfer of administrative responsibility for managing natural resources from the former DWLBC to the Department for Environment and Heritage (DEH) which was to be renamed Department of Environment and Natural Resources (DENR)
- transfer of the bio-security function from the former DWLBC to the Department of Primary Industries and Resources South Australia (PIRSA)
- transfer of the functions and activities carried out by the Office for Water Security<sup>40</sup> and resulting records to DFW; and adjustment to the role of the Commissioner for Water Security to a part-time basis with a focus on monitoring the implementation of *Water for Good*<sup>41</sup> and on promotion and education in relation to water security and water conservation.

DFW was responsible for a range of water related functions including:

- providing advice and regulatory support to Government and the community
- ensuring secure and sustainable water supplies for South Australia
- developing integrated water policy solutions.

DFW also liaised with and provided administrative support to entities that were responsible for, and/or undertake, the functions of water resources management with the State. These entities included but were not limited to Stormwater Management

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<sup>39</sup> Email 18 May by Chris Eccles, CE DPC. Government Gazette - 1 July 2010 - page 3332 - Public Sector (Reorganisation of Public Sector Operations) Notice 2010

<sup>40</sup> The Office was an 'outposted' unit of the DWLBC located in close proximity to the former Minister for Water

<sup>41</sup> Water For Good is a plan that ensures there will always be enough water in South Australia. See DFW



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Authority, Water Security Council and South Eastern Water Conservation and Drainage Board:

- The Stormwater Management Authority, a body corporate established under the *Local Government Act 1999* to undertake a number of functions in relation to Stormwater Management by Local Councils and administration of the Stormwater Management Fund
- Water Security Council The council provided an ongoing formal vehicle for issues of strategic importance on water security, including supporting an integrated approach to water resource management. Supported by SA Water since 2012.
- The South Eastern Water Conservation and Drainage Board, formerly the South Eastern Drainage Board, a body corporate established under the South Eastern *Water Conservation and Drainage Act 1992* and responsible for a number of functions relating to the management of water, salinity and drainage in the South Eastern region of South Australia.

**Water for Good** was an overarching integrated management plan for South Australia to become an internationally recognised *water-sensitive* state by 2050.

The plan contained more than 90 actions collectively designed to ensure that South Australia has a secure and reliable supply of water to support economic, social and cultural development.

A vital component of **Water for Good** was the development of water demand and supply plans for every region of the State outside of the Greater Adelaide metropolitan area. These plans sat side-by-side with **Water for Good** and supported and informed its delivery in the short, medium and long terms.

**2010 - 2012 Environment and Natural Resources (DENR (II))**

DENR (II) was formed on 1 July 2010, and is the second agency with this title. The new department was established to bring together the Department for Environment and Heritage staff, Natural Resource Management staff and State Flora staff from the Department of Water, Land and Biodiversity Conservation to integrate the government's natural resource management services into a single department.

**2012 - 2018 Environment, Water and Natural Resources**

On 1 July 2012 <sup>42</sup>the DENR (II) and the Department for Water combined to form the Department of Environment, Water and Natural Resources (DEWNR). This process also included the transfer of staff from the 8 NRM Boards to DEWNR, with DEWR

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<sup>42</sup> SAGG 28 June 2012



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responsible for the support of the NRM Boards and implementation of the NRM Plans through regional staff.

Regional NRM Boards were responsible for the development of the NRM plan for their region. The NRM plan set targets for the environment in the region. It was developed and delivered in partnership with the community and stakeholders and aims to ensure that there was a balance between the needs of people and the environment.

DEWNR was a diverse agency with principal responsibilities for natural and built heritage; environmental policy and regulation; environmental information. DEWNR's customers included: The Minister and Cabinet, the public and specific industry and community groups.

DEWNR supported the State's eight regional Natural Resources Management (NRM) boards, and a range of other statutory boards and committees. Achieving co-management of protected areas through engagement and support to Aboriginal people and communities in the management of traditional lands was a key objective, including involving the community and volunteers in projects to improve the condition of the environment and natural resources and SA's cultural assets.

**2018 – current - Department for Environment and Water (DEW)**

The Department for Environment, Water and Natural Resources was renamed the Department for Environment and Water (DEW) in March 2018 <sup>43</sup>as a result of the election of a new Government.

DEW makes a significant contribution to the social, physical and environmental well-being of South Australians. As the custodian of South Australia's national parks, biodiversity, botanic gardens and coastline, it monitors the quality of South Australia's precious water and other natural resources.

DEW has a key role in ensuring sustainable development and quality of life in this state. DEW administers and manages Crown Land for Government and acts as the agent for the Government for acquisition and disposal of Crown land.

DEW develops and promotes acceptable standards for the husbandry and welfare of all animals and administers and enforces animal welfare legislation.

DEW also develops broad policy and gives advice on environment (including water) heritage, biodiversity, Crown lands, animal welfare, national parks, and botanic gardens. It provides a leadership role in the spatial information system user community and sponsors the Spatial Information Industry Program on behalf of Government.

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<sup>43</sup> SAGG 22 March 2018



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DEW manages the development of a comprehensive, adequate and representative reserve system within national parks (including reserves); manages fire control, weeds and feral animals in national parks; provides visitor education and information services, promotes community awareness and understanding, and manages visitor facilities in national parks and botanic gardens.

DEW protects, restores and conserves historic and culturally significant sites, objects and structures and administers the *Heritage Act 1993* and the *Historic Shipwrecks Act 1981*.

DEW also implements whole of Government climate change and sustainability strategies and policies, and in partnership with other agencies co-ordinates fire management activities across the State's public land.

In 2019 the government introduced legislation to repeal the NRM Act 2004 and dissolve the eight NRM boards.

2020 – Current Landscapes

The *Landscape South Australia Act 2019* was assented to by the Governor of South Australia on Thursday 21 November 2019.

The Landscape South Australia Act 2019 replaces the *Natural Resources Management Act 2004* as the key framework for managing the state's land, water, pest plants and animals, and biodiversity across the state.

New regional boundaries for landscape boards and Green Adelaide have been determined and the new landscape management regions have been established by notice in the SA Government Gazette on 9 January 2020.

From the 1 July 2020, the nine new regional landscape boards will replace the existing NRM boards. The new boards will be responsible for administering the *Landscape South Australia Act 2019*. The Landscapes Boards are not continuation of the NRM Boards, but new entities, the *Landscape South Australia Act 2019* does require them to perform similar functions and activities. Corporate and Administrative support for the Green Adelaide and the Regional Landscape Boards is provided by DEW including records management systems and practices.

**Timeline of Departments and administrative bodies see Appendix 4**

**DEW Role and Function**

The Department for Environment and Water (DEW) leads the management of South Australia's natural resources. Our aim is to protect our environment and support healthy and productive natural resources which sustain our wellbeing and economy.

DEW works across a diverse range of issues, including climate change, water security, health of the River Murray, nature conservation, sustainable land



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management, built and cultural heritage, and the management of parks, botanic gardens and public lands.

In partnership with the State's landscape boards, DEW works to advise, inform and support community and government decision-making and to deliver services to communities.

DEW's purpose is to help South Australians conserve, sustain and prosper.<sup>44</sup>

To achieve our purpose, we've adopted four complementary roles:

- **A facilitator** of community involvement in and taking responsibility for the environment.
- **A steward** of the state's natural resources to enable sustainable development.
- **The custodian** of public parks, gardens, heritage places and crown lands for public benefit and enjoyment, and for their intrinsic value.
- **An authority** on the state's environment and natural resources to help governments, businesses and individuals make good long-term decisions.

DEW is part of the Environment and Water Portfolio and reports to the Minister for Environment and Water.

#### Landscape Role and Function

The Landscape Entities roles and functions are defined by the Landscape South Australia Act 2019.

The functions of a regional landscape boards are in:

- to undertake, promote and integrate the management of natural resources within its region
- to prepare a regional landscape plan and activities control policies and (where relevant) water allocation plans and affecting activities control policies,
  - facilitate the implementation of those plans and policies;
  - monitor, evaluate and report on the extent of success of those plans and policies in achieving their objectives
- to promote public awareness and understanding of the importance of integrated and sustainable natural resources management within its region, to undertake or support educational initiatives with respect to natural resources management, and to provide mechanisms to increase the capacity of people

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<sup>44</sup> Taken from [http://www.environment.sa.gov.au/About\\_Us](http://www.environment.sa.gov.au/About_Us) - Accessed 21 January 2018.



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to implement programs or to take other steps to improve the management of natural resources; and

- to provide advice with respect to the assessment of various activities or proposals referred to the board under this or any other Act; and
- to undertake an active role in ensuring that the board's plans and control policies, and the Planning and Design Code under the *Planning, Development and Infrastructure Act 2016*, form a coherent set of policies
- to undertake an active role in ensuring that the board's plans and control policies, advance the objects of the *Native Vegetation Act 1991* and promote the conservation of wildlife as envisaged under the *National Parks and Wildlife Act 1972*
- to provide advice on any matter relevant to the condition of landscapes within its region or on the management of those landscapes
- to facilitate an understanding of, and to provide information to landowners on, land management, water management and pest animal and plant control, and other issues, relevant to landscape activities and, where necessary take action to ensure compliance
- to assist in the management of any native animals that adversely affect the natural or built environments, people or primary production or other industries, or to facilitate action to mitigate or manage the impact of those native animals, by;
  - supporting educational initiatives; or
  - identifying or promoting mechanisms to increase the capacity of people to implement programs to manage the native animals; or
  - supporting other steps or action to improve the management of native animals; or
  - providing information about the management of native animals in these circumstances; or
  - taking any other action prescribed by the regulations.

The Green Adelaide Board functions are:

- leading innovation and achieving positive outcomes across the urban landscapes of the Green Adelaide Region with a particular focus on urban design and building resilience with respect to climate.
- The Green Adelaide Board will adopt 7 key priorities relating to:



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- coastal management; and
  - water resources and wetlands; and
  - biodiversity sensitive and water sensitive urban design; and
  - green streets and flourishing parklands; and
  - fauna, flora and ecosystem health in the urban environment; and
  - controlling pest animals and plants; and
  - nature education.
- The Green Adelaide Board will take a strategic leadership role in relation to these priorities and promote coordination and partnerships with other entities, agencies and authorities

**DEW Structure Description**

DEW's structure comprises four Divisions.

**Strategy Science and Corporate Services Division** ensures major strategy and policy development is coordinated and supported. Centralises and streamlines corporate and science support services. Supports DEW to enable front line services to focus on their areas of expertise. Integrates IT, Business Systems and Information management. This division comprises six Branches:

- Corporate Services
- Finance
- Communications and Engagement
- Science, Information and Technology
- Strategy
- Water Science and Monitoring

**National Parks and Wildlife Division** builds pride and prominence of National Parks and Wildlife through delivery of best practice park management, increasing community connection and stewardship of parks and places and delivering Wildlife management. A focus on creating tourism destinations and experience that build SA's International Profile. Works to unlock business opportunities for State Owned land This Division comprises six Branches

- National Parks and Crown Land Programs
- Regional Operations
- Wildlife Nature Conservation
- Fire and Flood Management
- Economic Development, Tourism and Commercial Services
- Cleland Wildlife Park



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**Water and River Murray Division** manages development, delivery and ongoing operations and maintenance of water related activities. Improves water related asset management capabilities and provides a prominence to the River Murray. This Division has three Branches:

- Water Security, Policy and Planning
- Water Infrastructure and Operations
- Water Licensing

**Environment, Heritage and Sustainability Division** supports and partners with our boards and councils to deliver their strategic objectives, statutory responsibilities and best practice governance. Leads the preservation, protection and activation of SA heritage. Works with Government and the Community to enable policy and facilitate sustainable developments. This division has five Branches:

- Landscape Services
- Green Adelaide
- Botanic Gardens and State Herbarium
- Climate Change, Coast and Marine
- Heritage and Native Vegetation

A current organisation chart is attached as Appendix 1.

DEW works in partnership with a number of other Boards and Committees to help protect and strengthen the state's heritage and natural resources, including:

- **Animal Welfare Advisory Committee**
  - constituted under the *Animal Welfare Act 1985* The Committee advises the Minister on any animal welfare matters
- **Board of the Botanic Gardens and State Herbarium**
  - sets the direction for Adelaide, Mount Lofty and Wittunga Botanic Gardens, the State Herbarium and the South Australian Seed Conservation Centre,
- **Coast Protection Board**
  - was formed in 1972 with the proclamation of the *Coast Protection Act 1972 to manage the states coast in conjunction with State and Local Government*
- **National park co-management boards**
  - A co-management board replaces the Director of National Parks and Wildlife as the management authority for a park. There are currently eight co-management boards including:
    - Ikara-Flinders Ranges National Park Co-management Board
    - Kan̄ku-Breakaways Conservation Park Co-management Board
    - Lake Gairdner National Park Co-management Board
    - Maralinga Lands Unnamed Conservation Park Board
    - Ngaut Ngaut Conservation Park Co-management Board
    - Vulkathunha-Gammon Ranges National Park Co-management Board



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- Witjira National Park Co-management Board
- Yumbarra Conservation Park Co-management Board
- **National park co-management Advisory committees**
  - A co-management advisory committee advises the Director of National Parks and Wildlife as the management authority for a park. There are currently four advisory committees including:
    - Arabana Parks Advisory Committee
    - Gawler Ranges National Park Advisory Committee
    - Nullarbor Wilderness Protection Area Co-management Advisory Committee
    - Yandruwandha Yawarrawarrka Parks Advisory Committee
- **Native Vegetation Council (NVC)**
  - an independent body established by the *Native Vegetation Act 1991*. The NVC monitors the overall condition of the state's vegetation and makes decisions on a wide range of matters concerning native vegetation in South Australia.
- **Parks and Wilderness Council**
  - established under the *National Parks and Wildlife Act 1972*. The Council works with all sectors of the community and all levels of government to provide strategic leadership on the whole protected area system in South Australia.
- **Premier's Climate Change Council**
  - established under the *Climate Change and Greenhouse Emissions Reduction Act 2007*. The primary role of the Council is to provide independent advice to the Minister for Environment and Water on reducing greenhouse gas emissions and adapting to climate change.
- **South East Water Conservation Drainage Board**
  - established under the *South Eastern Water Conservation and Drainage Act 1992* to manage and conserve the quality and flow of water in the South East of South Australia by effectively managing flooding, redirecting water to areas of greatest need and reducing salinity
- **State Heritage Council**
  - established under the *Heritage Places Act 1993*, is an independent body whose main functions are to:
    - provide strategic advice to the Minister for Environment and Water.
    - administer the *Heritage Places Act 1993*
    - provide strategic advice to the Minister for Planning on heritage-related matters in the administration of the *Development Act 1993*
    - administer the South Australian Heritage Register
- **Stormwater Management Authority**
  - partnership between the South Australian Government and the Local Government Association under the *Local Government (Stormwater Management Agreement) Amendment Act 2016*.



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- acts as a stormwater planning and prioritisation body for South Australia
- promotes the development of integrated Stormwater Management Plans (SMPs) by local government
- administers the Stormwater Management Fund to assist local government with the costs of stormwater management planning.

The Regional Landscape Boards and Green Adelaide are independent but supported by DEW through the Landscape Services Branch.

There are nine Boards:

**Alinytjara Wilurara**

The Alinytjara Wilurara (AW) region covers the north-west third of South Australia. In Pitjantjatjara, 'Alinytjara' means 'north' and 'Wilurara' means 'west'.

The land and its 340 kilometres of coastline are mostly dedicated to conservation and traditional Aboriginal use and occupation. The homelands and community townships are inhabited by approximately 4000 people. The region is managed as nine distinct landscapes.

There is no privately owned land in the region. More than half of AW is held as dedicated Aboriginal lands and is owned or in the trust of three key land holding authorities:

- Yalata
- Anangu Pitjantjatjara Yankunytjatjara (APY) Lands
- Maralinga Tjarutja (MT) Lands

The AW region is diverse in its fauna, flora and cultural heritage. With some of the hottest and most remote areas in South Australia and no permanent rivers or creeks, water is a limiting factor to economic development throughout the region.

**SA Arid Lands**

The SA Arid Lands region covers more than half of South Australia, taking up the state's north-east corner to its borders with New South Wales, Queensland and the Northern Territory. The region includes some of the most arid parts of SA and has the largest percentage of intact ecosystems and natural biodiversity in the state.



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Pastoralism is the dominant land use, with over 400,000 square kilometres taken up by sheep and cattle stations. Large mining and petroleum companies also operate in the region. Aboriginal land holdings are diverse and include pastoral leases, community managed land, indigenous protected areas and co-managed parks.

### **Eyre Peninsula**

The Eyre Peninsula region covers a significant area of South Australia, about 80,000 square kilometres or 8 million hectares, and includes part of the upper Spencer Gulf, the City of Whyalla, across the southern boundaries of the Gawler Ranges, past Ceduna to the edge of the Nullarbor Plain and south to the fishing hub of Port Lincoln.

The region's economy is diverse, and includes primary industries, health and community services, manufacturing, retail trade, construction, education and training, and mining. Tourism and mining are growing industries in the region.

Primary industries include cereal crops, sheep, cattle and viticulture. The region has several commercial fishing fleets, with the largest based at Port Lincoln.

### **Hills and Fleurieu**

The Hills & Fleurieu landscape is the most biologically diverse region in South Australia. Home to half of the state's species of native plants and three-quarters of its native birds, it also has some of the most productive primary industries supplying local and international markets.

Covering 6700 square kilometres of land and sea, the region is home to around 130,000 people and stretches along the Mt Lofty Ranges from Cape Jervis to Birdwood and the South Para River, and from the coastal waters of Gulf St Vincent and Willunga across to Mount Barker, Goolwa and Victor Harbor.

the region is dominated by the southern Mt Lofty Ranges and features significant water resources. Other natural assets include grassy woodland habitats, rare vegetation such as the Mt Compass Oak-bush and the threatened Southern Mt Lofty Ranges emu wren. Along the southern coastline, little penguins are a focus of both public attention and conservation effort. Similarly, efforts to protect habitat for endangered shorebirds such as the Hooded Plover are also an important conservation focus.

### **Kangaroo Island**

Kangaroo Island (KI) lies approximately 15 kilometres off of the Fleurieu Peninsula. The island covers an area of 4370 square kilometres



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KI contains the highest proportion of remnant vegetation of all South Australian agricultural regions. Around 40% of the island is covered by native vegetation, maintaining significant areas of relatively intact ecosystems.

In 2009, KI was listed as one of Australia's National Landscapes (a tourism and conservation partnership program between Tourism Australia and Parks Australia) in recognition of its spectacular coastlines, unique geological formations, history and accessibility to viewing unique Australian wildlife in their natural setting.

The region is noted for its abundant wildlife, thanks to relatively few predators and extensive native habitats.

**Northern and Yorke**

The Northern and Yorke region extends for 38,500 square kilometres. It is a varied and productive portion of South Australia and includes approximately 1300km of coastline and adjacent marine areas.

The region encompasses the Yorke Peninsula, significant areas of Spencer Gulf and Gulf St Vincent, the southern Flinders Ranges, parts of the Rangelands, the Mid North, the northern Mount Lofty Ranges, the Barossa and northern Adelaide Plains.

Natural resources underpin a range of industries. Approximately 80% of the region is under agricultural cropping and grazing production contributing a quarter of South Australia's agricultural earnings. The region embraces the major Barossa Valley and Clare Valley wine growing regions, and supports significant mining and mineral processing activities, fishing, aquaculture, forestry, horticulture and tourism.

**Limestone Coast**

The Limestone Coast region covers an area of approximately 28,000 square kilometres and bound by the Victorian border to the east, the Southern Ocean to the south and the Coorong to the west.

The region is distinguished by deep limestone substrate and a series of stranded dunes that rise between 20-50 metres above interdunal plains. These plains can be inundated over winter and host a variety of internationally recognised wetland systems, including the Ramsar-listed Bool and Hacks Lagoons and part of the Coorong and Lower Lakes Wetlands. The region also hosts an extensive network of limestone sink holes and caves, which include the World Heritage Listed Naracoorte Caves.



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**Murraylands and Riverland**

The Murraylands and Riverland region extends from where the River Murray crosses the border into South Australia, through the northern Mallee to the foot of the Eastern Mount Lofty Ranges; from the Rangelands in the north to the southern Mallee and Murray Mouth in the south. The region covers approximately 53,780 square kilometres.

Much of the land in the region is used for primary production, including pastoral lands, dryland cropping, grazing, horticulture, irrigation and dairy farming. Within the region, there are ecosystems that are of state, national and international significance, including the Ramsar-listed Chowilla Floodplain, the Coorong and Lower Lakes.

The region has a rich and diverse history of volunteering in landscape and environmental management, with a wide range of active groups undertaking action to look after their local landscapes. Groups include Landcare and Local Action Planning Groups, land management groups, wetland groups, sustainable production groups and catchment groups.

**Green Adelaide**

Green Adelaide has been created under the Landscapes South Australia Act 2019, specifically in recognition of the unique environmental challenges faced in urban areas.

Green Adelaide will drive innovation and action in metropolitan Adelaide to deliver a climate resilient and ecologically vibrant city from the hills to the sea. Green Adelaide will bring an integrated approach to managing Adelaide's urban environment through increased efforts to green and cool our backyards, streets and neighbourhoods, enhance biodiversity, and create open and healthy green spaces for everyone.

Green Adelaide will support Adelaide to become the world's second National Park City through connecting community to nature and managing our urban environment.

Green Adelaide aspires for Adelaide to become globally recognised for its liveability and thriving environment by building on its reputation as a cool, clean, green and vibrant city and attracting industry, investment, residents and visitors.



**Department for Environment and Water (DEW) (predecessor agencies), Green Adelaide and Regional Landscape Boards (associated bodies)**

**Predecessor Agencies**

The functions for which DEW now has responsibility have been subject to many splits and amalgamations that have resulted in multiple agencies having responsibility for various functions or parts of functions, sometimes at the same time. The predecessors for GA2372 Department for Environment and Water are:

<b>Date Range</b>	<b>Agency ID</b>	<b>Agency Name</b>
1836 – 1917	GA246	Surveyor General’s Office
1855 - Current	GRG70 GA1701	Botanic Gardens of Adelaide, later Botanic Gardens of South Australia
1856 – 1944	GA7	Commissioner of Crown Lands and Immigration
1857 - 1917	GA419	Survey and Crown Lands Department
1878 - 1972	GRG80	Fauna and Flora Board of South Australia
1908 - Current	GA2375	South-Eastern Drainage Assessment Board later South-Eastern Drainage Board, and South Eastern Water Conservation and Drainage Board
1917 - 1930	GA418	Lands and Survey Department
1931 – 1992	GRG35 GA35	Lands Department
1949 - 2006	GA2569	Murray Plains District Soil Conservation Board
1962 - 1972	GRG136	Flora and Fauna Advisory Committee
1972 - 1975	GA196	Department of Environment and Conservation
1972 - Current	GRG134 GA926	National Parks and Wildlife Service, later National Parks and Wildlife SA, later Parks SA National Parks and Wildlife Service, later National Parks South Australia
1972 - 2018	GRG135	National Parks and Wildlife Council [later Parks and Wilderness Council]
1976 - 1981	GA215	Department for the Environment
1978 – Current	GA2055	South Australian Heritage Council
1981 - 1992	GRG138 GA216	Department of Environment and Planning
1982 - 2006	GA2740	Hummocks Soil Conservation Board
1986 - 2006	GA2739	Lower North Soil Conservation Board
1988 - 2006	GA1962	Southern Hills Soil Conservation Board
1991 - 2006	GA1963	Central Hills Soil Conservation Board
1992 – 1993	GA1628	Department of Environment and Land Management
1993 - 1997	GA755	Corporate Finance - Corporate Services Division – Department of Environment and Natural Resources
1993 – 1997	GA610	Department of Environment and Natural Resources (I)



**Department for Environment and Water (DEW) (predecessor agencies), Green Adelaide and Regional Landscape Boards (associated bodies)**

<b>Date Range</b>	<b>Agency ID</b>	<b>Agency Name</b>
1995 - 2006	GA1944	Patawalonga Catchment Water Management Board
1995 - 2006	GA1946	Torrens Catchment Water Management Board
1995 - 2006	GA1947	Office of the Catchment Water Management Boards
1995 – 2006	GA2299	Northern Hills Soil Conservation Board
1997 - 2004	GA1931	Northern Adelaide and Barossa Catchment Water Management Board
1997 - 2006	GA1776	Onkaparinga Catchment Water Management Board
1998 - 2000	GA1050	Cadastral Data Section, Resource Information Division – Department for Environment Heritage and Aboriginal Affairs
1998 - 2000	GA1160	Corporate Finance - Department for Environment, Heritage and Aboriginal Affairs (DEHAA)
1998 - 2000	GA886	Department for Environment, Heritage and Aboriginal Affairs (DEHAA)
2000 - current	GA1171	Environmental and Geographical Information (Resource Information) - Department for Environment and Heritage
2000 – 2002	GA1089	Department of Water Resources
2000 - 2010	GA1115	Department for Environment and Heritage
2000 - 2010	GA1161	Corporate Finance – Department for Environment and Heritage
2001 - 2005	GA2423	Northern and Yorke Agricultural District Integrated Natural Resource Management Committee Inc.
2002 – 2010	GA1284	Department for Water, Land and Biodiversity Conservation
2004 – 2020	GA1919	Adelaide and Mount Lofty Ranges Natural Resources Management Board
2005 – 2020	GA2295	Northern and Yorke Natural Resources Management Board
2005 – 2020		Alinytjara Wilurara Natural Resources Management Board
2005 – 2020		Eyre Peninsula Natural Resources Management Board
2005 – 2020		Kangaroo Island Natural Resources Management Board
2005 – 2020		SA Arid Lands Natural Resources Management Board
2005 – 2020		SA Murray Darling Basin Natural Resources Management Board
2005 – Current	GA2657	South East Natural Resources Management Board
2010 - 2012	GA2197	Department for Water



**Department for Environment and Water (DEW) (predecessor agencies), Green Adelaide and Regional Landscape Boards (associated bodies)**

<b>Date Range</b>	<b>Agency ID</b>	<b>Agency Name</b>
2010 – 2012	GA2221	Department of Environment and Natural Resources (II)
2012 - 2018	GA2372	Department of Environment, Water and Natural Resources

**Successor Agencies**

There are no successor agencies.



**Department for Environment and Water (DEW) (predecessor agencies), Green Adelaide and Regional Landscape Boards (associated bodies)**

**Legislation**

Legislation administered by DEW see Appendix 2

Legislation not administered by DEW and Landscape Entities but affecting their operations:

- *Aboriginal Heritage Act 1988*
- *Development Act 1993*
- *\*Electronic Communications Act 2000*
- *Environment Protection and Biodiversity Conservation Act 1999 (Cwth)*
- *Environment Protection and Biodiversity Conservation Amendment (Wildlife Protection) Act 2001 (Cwth)-*
- *\*Freedom of Information Act 1991*
- *Mining Act 1971*
- *Murray-Darling Basin Amendment Act 2003 (Cwth)*
- *Petroleum Act 2000*
- *\*Public Finance and Audit Act 1987 (including Treasurer's Instructions).*
- *\*Public Sector (Honesty and Accountability Act) 1995*
- *\*Public Sector Act 2009*
- *\*Public Sector (Data Sharing) Act 2016*
- *\*South Australian Employment Tribunal Act 2014*
- *\*State Records Act 1997*
- *Underwater Cultural Heritage Act 2018 (Cwth)*
- *Water Act 2007 (Cwth)*
- *\*Public Interest Disclosure Act 2018*
- *\*Work Health and Safety Act 2012*

**Context of the Records Covered by the Schedule**

**Coverage of RDS 2019/09 Version 3**

This schedule covers the operational records created by DEW and Landscape Entities or its predecessor agencies.

All directorates of DEW are covered by this RDS.

All Landscape Entities are covered by this RDS.



**Department for Environment and Water (DEW) (predecessor agencies), Green Adelaide and Regional Landscape Boards (associated bodies)**

Coverage of this RDS applies to all official records. A complete listing of all series for DEW is in Appendix 3.

**Records Excluded from Schedule**

RDS 2019/09 Version 3 does not cover records resulting from functions that are now defunct or records from agencies that are defunct or have been transferred to other portfolios. (I.e. functions not carried out by DEW or any other State Government Agency, e.g. Harness Racing Authority RDS 2012/26 Version 1) and Adelaide Zoo (no Coverage).

RDS 2019/09 Version 3 does not cover records already in the custody of State Records as part of Government Record Group (GRG), GRG7 Immigration, Publicity and Tourist Bureau Department, GRG35 Lands Department, GRG134 National Parks and Wildlife Service, Department of Environment and Conservation, GRG135 National Parks and Wildlife Advisory Council, and GRG138 Department of Environment and Planning. These records have been deemed permanent in accordance with a disposal determination made for all GRGs by the Manager [Director] of State Records and approved by the State Records Council on 9 November 1999.

**Related Series Affected by RDS 2019/09 Version 3**

There are no related series affected by RDS 2019/09 Version 3.

**Complementary Schedules to RDS 2019/09 Version 3**

General Disposal Schedule No 33 - Across Government Emergency Management.

**Existing Disposal Schedules Superseded by RDS 2019/09 Version 3**

Records Disposal Schedule 2019/09 Version 2 - Department for Environment and Water and Landscape Entities (and predecessor agencies) (approved by State Records Council 5 October 2021)

Records Disposal Schedule 2019/09 Version 1 - Department for Environment and Water (and predecessor agencies) (approved by State Records Council 1 October 2019)

Records Disposal Schedule 2009/04 Version 1 - Department for Water (approved by State Records Council 10 August 2010)

Records Disposal Schedule 2011/05 Version 1 - Department of Environment and Natural Resources II (approved by State Records Council 11 October 2011)

General Disposal Schedule 23 – Natural Resource Management Boards (approved by the State Records Council 14 October 2008), extended until 31 December 2021



**Department for Environment and Water (DEW) (predecessor agencies), Green Adelaide and Regional Landscape Boards (associated bodies)**

**Records Structure within DEW and Landscape Entities**

***Systems of Arrangement of Corporate Files***

Electronic records are managed by the EDRMS using the i5 and SharePoint platform and are sequential numbers with the prefix of F for Files and D for Documents. Documents are managed in Sites and Document Libraries; records are managed in the Records Centre after publishing of a major version of the document. The file plan for the Records Centre is by disposal. The Electronic component of the EDRMS has been in operation since 2012.

On 7 April 2015 DEWNR completed implementation the Hard Copy module of its EDRMS (utilisation of Filetrail and SharePoint) this module replaces the former RecFind system along with TRIM System utilised by the former NRM Boards. The system of arrangement for physical documents used is sequential number prefixed by DEW. This corporate filing system is used by the whole of DEW. From 1 July 2020 the Landscape Boards and Green Adelaide will use the Corporate System with prefixes established to identify their records.

Botanic Gardens which has a manual recordkeeping system that is based on a subject based classification scheme for titling files, e.g. BGA001 – POLICY, 001.1 POLICY COLLECTIONS, 001.1 LIVING 1.1.1.1 – VALUATION.

From 1996 to 1 April 2015 corporate files of the agency were managed using an electronic records management system (RecFind). The system of arrangement used is a numerical sequence with a numerical prefix denoting business division/unit, e.g. 17/19876 (17 represents the Adelaide Office and 19876 is the file number).

Prior to 1996 corporate files were managed using an annual single number system of arrangement, e.g. 4352/1966 (4352 being the file number and 1966 the year). Such a system covers DEW's various predecessor agencies (Department of Environment and Heritage, Department of Environment and Natural Resources (I), Department of Lands) as reflected by different Departmental names on the file covers over time. Up to 1975, dockets were used and after 1975 'flat file' covers. Again, this corporate filing system was used by the whole of the Department at that time.

DEW has approximately 200 applications that contain or support the management of information relevant to the operations of the Department.

The approved Recordkeeping Systems in DEW and Landscape Entities are:

- SharePoint + I5 for Electronic Records
- SharePoint + Filetrail for Hard Copy Records
- Dog and Cat Management System (DACO - Dogs and Cats Online system).



**Department for Environment and Water (DEW) (predecessor agencies), Green Adelaide and Regional Landscape Boards (associated bodies)**

**Activities Documented by the Records**

Activities documented by the records and including in this Records Disposal Schedule are based on the organisation's Business Classification Scheme and are detailed under List of Activities.

**Arrangement of the Records**

Capture, storage and disposal of records in hard copy was recorded electronically in the central corporate recordkeeping system (RecFind until April 2015 then the Hard Copy Records Management (HCRM) module of the Electronic Document and Records Management System (EDRMS). Electronic Records have been managed in the EDRMS since 2012.

The new system of arrangement is a single number system with the following arrangements:

**EDRMS electronic documents** are sequentially number with a prefix of "D". Documents are collated in electronic files are sequentially numbered, prefixed by an 'F'.

Hard Copy records as follows:

DEW-X00000089 where:

- DEW = Any new items created by Department of Environment and Water in the new system since June 2018
- Where X = B for Box, F for File and D for Document
- Eight-digit sequential number

DEWNRX-00000089 where:

- DEWNR = Any new items created by the Department of Environment, Water and Natural Resources in the new system between April 2015 and March 2018
- Where X = B for Box, F for File and D for Document
- Eight-digit sequential number

**Records of the predecessor agencies where migrated from previous systems**

MIGX-0000089 where:

- MIG = Migrated from Previous System – metadata retaining the old number is also captured
- Where X = B for Box, F for File and D for Document



**Department for Environment and Water (DEW) (predecessor agencies), Green Adelaide and Regional Landscape Boards (associated bodies)**

- Eight-digit Sequential number
- Alternative number forming the old system of arrangement.

**Department of Lands 1934-1993**

Files are annual single number with a DL prefix. For example DL/1047/1977, with DL = Department of Lands (Crown Lands); 1047 = four digit sequential file number; 1977 = year.

**Other environment agencies from 1992-2015**

(DELM, DENR 1 & 2, DEHAA; DEH and DEWNR prior to 2015)

Files are numeric. For example 17/2584, with 17 = Department (used in RecFind for region, in this case Adelaide); 2584 = four digit sequential file number.

**Department for Water Resources 2000 – 2002**

Documents were registered as WRT0001/01 where WRT denotes agency document ID, followed by a 4 digit folio number and a 2 digit number annual year. The documents were collated in files registered as follows with an annual single number format and a DWR prefix. E.g. DWR0001/01

**Department of Water, Land and Biodiversity Conservation 2002-2010**

Documents were registered with the format annual single number with a 4 (later 3) alpha character infix, viz; e.g. 04WLBC0001 or 08WLB00001 (for one year). Documents were collated in files registered in an annual single number format with a DWLBC prefix, viz; DWLBC0001/08

**Department for Water 2010-2012**

Documents were registered with the format annual single number with a 3 alpha character infix, viz; e.g. 10DFW0001.

Documents were collated in files registered in an annual single number format with a DFW prefix, viz; DFW0010-10

**Agency Creating the Records**

DEW administers the records covered by this RDS and also created them or took responsibility for them.

DEW also administers the records covered by this RDS created by the Landscape Entities



**Department for Environment and Water (DEW) (predecessor agencies), Green Adelaide and Regional Landscape Boards (associated bodies)**

**Agency Owning or Controlling the Records**

DEW administers the records covered by this RDS and also controls or owns them.

DEW administers the records covered by this RDS that are controlled or owned by the Landscape Entities

**Date Range of the Records**

Records Date Range: 1901 to **Ongoing**

**Volume of the Records**

There is currently approximately 14,600 linear metres of sentenced and unsentenced records, of which approximately 7,600 linear metres are held at an Approved Storage Provider (ASP) and approximately 7,000 linear metres stored on-site.

The quantity of records held at State Records as GRS' and covered by this RDS equates to approximately 21 linear metres.

There is approx. 18 GB of electronic records held in DEW's EDRMS.

There are over 200 applications in use by DEW which hold departmental information we do not have an approximation of the volume of records held in these applications.

**Special Custody Requirements**

There are no special custody requirements.

**Special Storage Requirements**

DEW holds aerial photographic films, glass negatives and photographs which require special conditions of storage to ensure integrity, including minimal fluctuation in temperature and special containers.

**Issues Not Mentioned Previously**

There are no issues that have not already been mentioned.

**Comments Regarding Disposal Recommendations**

**Permanent Records Rationale**

Records nominated for permanent retention in the Schedule document substantive process and outcomes of business activities undertaken by DEW and Landscape Entities or predecessors. These records meet the criteria for ongoing value as set out in the [Appraisal Standard](#).



**Department for Environment and Water (DEW) (predecessor agencies), Green Adelaide and Regional Landscape Boards (associated bodies)**

**Temporary Records Rationale**

Records nominated for temporary status in this schedule document routine processes and/or transactions that support the activities of DEW and Landscape Entities. Retention periods have been determined by the legal, administrative/operational, evidential and financial accountability requirements.

Temporary records are those that are considered not to have continuing value to DEW, Landscape Entities or the State.

As environmental and health impacts often take many years to manifest there are a number of temporary records classes which have long retention timeframes and may become permanent depending on the outcomes.

Examples of temporary records include

**Long Term – 30 years or more -**

Activities documenting the management and control of hazardous events and circumstances or use of hazardous chemicals:

9.7, 9.8 Advice; 10.1 Advisory Services Flora; 14.3 Biosecurity; 17.2 Chemical Application; 21.1, 21.2 Compliance; 23.2 Construction (Infrastructure); 25.1 Control; 63.5 Reporting; 66.1, 66.2 Risk Management; 70.1 Signage;

Other activities of long-term retention:

2.1 Accessions; 5.2 Acquisition (Crown Land); 6.2 Acquisition (Heritage); 7.2 Acquisition (Environmental); 8.2 Acquisition (Infrastructure); 9.6 Advice; 12.1 Authorisation; 18.3 Coastal Protection; 22.4 Constitution; 30.3 Education and Training; 35.1 Environmental Inspections; 37.1, 37.2 Evidence Management; 41.2 Grant Disbursements; 51.6 Monitoring and Recording; 66.3, 66.4 Risk Management; 72.1 Specialised Assets

**Short Term <30 years**

**Documenting DEW's and Landscape Entities interaction with the Community and its stakeholders:**

3.1, 3.2, 3.3, 3.4 Access Visitors; 10.2, 10.3, 10.4 Advisory Services Flora; 20.1, 20.3 Community Events; 31.2, 31.3, 31.4, 31.5, 31.6 Emergency Response, 46.1, 46.2 Liaison, 52.4 Native Title Advocacy; 59.2 Reconciliation; 60.1, 60.2, 60.3, 60.4, Recreation; 62.3, 62.4 Regulating; 68.2 Search and Rescue; 70.2, 70.3 Signage; 77.2 Tourism; 78.1, 78.2 Training; 79.1, 79.2, 79.3, 79.4 Volunteer Management and 82.1 Wildlife Rescue.



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**Documenting effort to improve the State's natural resources:**

13.2, 13.3 Biological Survey; 22.5, 22.6 Constitution; 23.3 Construction Infrastructure; 30.4, 30.5 Education and Training, 34.9, 34.10, 34.11, 34.12, 34.13 Environmental Collection Management; 35.2, 35.3, 35.4 Environmental Inspections; 38.1 Field Trips; 44.3, 44.4, 44.5 Landscape Development; 47.5, 47.6, 47.7, 47.8, 47.9, 47.10, 47.11, 47.12, 47.13, 47.14 Licensing; 48.2, 28.3 Maintenance; 51.7, 51.8, 51.9, 51.10, 51.11, 51.12 Monitoring and Recording; 53.1, 53.2 Nursery Operations; 54.2, 54.3, 54.4 Planning; 55.2, 55.3 Prescribed Burning; 57.1 Propagation; 62.2 Regulating; 63.6, 63.7, 63.8 Reporting; 64.2 Research; 66.5 Risk Management; 69.3, 69.4, 69.5 Seed Testing and Exchange and 75.3, 75.4 Surface Water Management.

**Routine and administrative type records**

9.9, 9.10, 9.11, 9.12 Advice; 12.2 Authorisation; 14.4, 14.5 Biosecurity; 16.2 Cases Regulation; 18.4 Coastal Protection; 24.2, 24.3 Consultation; 25.2, 25.3 Control; 26.3 Declaration; 27.3 Disposal; 28.2, 28.3 Donations; 29.3 Easements; 30.6, 30.7, 30.8, 30.9 Education and Training; 36.2, 36.3, 36.4 Event Management; 37.3 Evidence Management; 39.2 Garden Ornamentation; 40.5, 40.6, 40.7 Grant Administration; 41.4, 41.5, 41.6 Grant Disbursement; 45.7, 45.8, 45.9 Leasing Out; 54.5 Planning; 56.3 Procedures; 60.5 Recreation; 62.5 Regulating; 65.1 Revenue; 67.1 Sales; 71.6 Spatial Imagery; 72.2, 72.3 Specialised Assets, 74.8, 74.9, 74.10, 74.11, 74.12 Statutory Referral Assessment, 76.3, 76.4 Survey Management; 80.1 and 80.2 Waste Management.

**Other Disposal Considerations**

There are no other considerations for or against the retention or destruction of records affected by this RDS.

**Disposal Recommendation Effect on Related Records**

There are no related records affected by the disposal recommendations in this RDS.

**Alternative Record Formats**

. DEW hold records in the following alternative formats:

- Rolls of large format film as part of the Aerial Film Archive.
- Glass Negatives of the aerial films



## Department for Environment and Water (DEW) (predecessor agencies), Green Adelaide and Regional Landscape Boards (associated bodies)

### Impact on Native Title Claims

Consideration for Native Title has been considered during the development of this schedule and is reflected in the permanent retention periods for the majority of DEW and Landscape Entities operational records.

### Aboriginal Considerations

The determinations within RDS **2019/09** Version 3 are consistent with Recommendation 21 of the *National Inquiry into the Separation of Aboriginal and Torres Strait Islander Children from Their Families*.

The principles outlined in **GDS 16**, relating to Native Title claims, have also been considered in the development of this Schedule and is reflected in the permanent retention of relevant records.

RDS 2019/09 Version 3 meets all cultural, historical, legal and administrative requirements. All documents considered relevant to native title in South Australia must be checked for actual relevance with the Native Title Section of the Crown Solicitor's Office before being disposed of.

### Scope Note

#### Records Covered by this Schedule

This schedule covers the operational records created by:

- DEW or its predecessor agencies.
- Landscape Entities

All directorates of DEW are covered by this RDS.

Coverage of this RDS applies to official records and incorporates the activities of DEW and Landscape Entities, under the responsibility of the relevant Minister.

#### How to Apply this Schedule

#### Use in conjunction with GDS

This Schedule should be used in conjunction with **GDS 30**, as amended, or its successor. Cross-references to the **GDS 30** are included in this Schedule where appropriate.

To identify records that may be potentially relevant to native title claims, please refer to [GDS 16 – Records of relevance in relation to Native Title](#) and the advice sheet [Native Title, the separation of families and official records](#). Where an agency decides an official record may have relevance the record is to be retained until the Crown Solicitor (or a delegate) has determined actual relevance. Where the Crown Solicitor



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(or a delegate) determines actual relevance, the record is to be retained until 31 December 2049, or later if required by another disposal schedule.

To identify records that may be potentially relevant to allegations of Child Abuse matters, please refer to [GDS 47 – records of relevance to allegations of Child Abuse matters](#).

**Use in conjunction with, or complementary to, other RDS**

- General Disposal Schedule 33 – Across Government Emergency Management

**Other RDS superseded by RDS 2019/09 Version 3**

RDS 2019/09 Version 2 - Department for Environment and Water and Landscape Entities (approved by State Records Council 5 October 2021)

RDS 2019/09 Version 1 - Department for Environment and Water (approved by State Records Council 1 October 2019)

RDS 2009/04 Version 1 Department for Water (approved by State Records Council 10 August 2010)

RDS 2011/05 Version 1 Department of Environment and Natural Resources II (approved by State Records Council 11 October 2011)

General Disposal Schedule No. 23 for Natural Resource Management Boards, extended until 31 December 2021.

**Re-sentencing of records where schedules are superseded or particular entries within a schedule are superseded**

DEW and Landscape Entities will review and re-sentence the records whose retention periods have altered.

**Records excluded from RDS 2019/09 Version 3**

This RDS does not cover records resulting from functions that are now defunct or records from agencies that are defunct or have been transferred to other portfolios. (I.e. functions not carried out by DEW or any other State Government Agency, e.g. Adelaide Zoo and Harness Racing Authority).

**Application to records in all formats**

RDS 2019/09 Version 3 applies to records in all formats, including databases and other electronic records. DEW and Landscape Entities is required to ensure that records remain accessible for the duration of designated retention periods.



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Adelaide and Regional Landscape Boards (associated bodies)**

**Interpretation of the Schedule**

**Minimum retention periods**

Retention periods for temporary records shown in *RDS 2019/09* Version 3 are minimum retention periods for which records need to be retained. It is at the discretion of DEW and Landscape Entities as to whether records are kept for longer than the minimum period.



**Department for Environment and Water (DEW) (predecessor agencies), Green Adelaide and Regional Landscape Boards (associated bodies)**

**Acronyms**

<b>BGA</b>	Botanic Gardens Adelaide
<b>DACO</b>	Dogs and Cats Online system
<b>DEH</b>	Department for Environment and Heritage
<b>DEHAA</b>	Department for Environment, Heritage and Aboriginal Affairs
<b>DENR</b>	Department of Environment and Natural Resources
<b>DEW</b>	Department for Environment and Water
<b>DEWNR</b>	Department of Environment, Water and Natural Resources
<b>DFW</b>	Department for Water
<b>DWLBC</b>	Department for Water, Land and Biodiversity Conservation
<b>DWR</b>	Department for Water Resources
<b>EPA</b>	Environment Protection Authority
<b>GABSI</b>	Great Artesian Basin Sustainability Initiative
<b>GIS</b>	Geographic Information System
<b>ILUA</b>	Indigenous Land Use Agreement
<b>KAAA</b>	Key Word AAA Thesaurus (State Records Authority NSW)
<b>NAP</b>	National Action Plan
<b>NRM</b>	Natural Resource Management
<b>PAR</b>	Plan Amendment Report
<b>PIRSA</b>	Primary Industries and Resources South Australia (now known as Primary Industries and Regions)
<b>RSPCA</b>	Royal Society for the Prevention of Cruelty to Animals
<b>STEDS</b>	Septic Tank Effluent Disposal Scheme
<b>WILMA</b>	Water Information Licensing Management Application.



**Department for Environment and Water (DEW) (predecessor agencies), Green Adelaide and Regional Landscape Boards (associated bodies)**

**Definitions of terms specific to RDS 2019/09 v3**

Term	Definition
<b>Abundant Native Species Management</b>	Programs to manage situation where native species exceed or are likely to exceed population thresholds that trigger the requirement for management actions.
<b>Advisory Bodies</b>	Boards, committees, councils etc. which provide advice to government and the Minister e.g. SA Heritage Council, NRM Council, South Australian National Parks and Wildlife Council, Dog and Cat Management Board.
<b>Agency Normal Administrative Practice</b>	(cf Normal Administrative Practice (NAP) as described in GDS 30)
<b>Animal Ethics Committee</b>	<p>Where an institution conducts research involving animals under the <i>Animal Welfare Act 1985</i>, they must have an Animal Ethics Committee. Under Section 25 of the Act, the functions of an animal ethics committee are—</p> <ul style="list-style-type: none"> <li>(a) to determine matters required under this Act to be referred to an animal ethics committee by the holder of a licence; and</li> <li>(b) to approve the use of animals for the purposes of teaching, research or experimentation proposed to be undertaken by the holder of a licence; and</li> <li>(c) to approve the acquisition, by the holder of a licence, of animals for the purposes of teaching, research or experimentation; and</li> <li>(d) to ensure that animals involved in teaching, research or experimentation are treated humanely, and that the regulations relating to such activities are complied with; and</li> <li>(e) to furnish annual reports in accordance with the regulations; and</li> <li>(f) such other functions as are prescribed by the Code or the regulations.</li> </ul>
<b>Animal Welfare</b>	<p>Development, monitoring and promotion of a standard of care for all animals in South Australia working within the DEW policy and legislative framework.</p> <ul style="list-style-type: none"> <li>• <i>Animal Welfare Act 1985</i></li> <li>• <i>National Parks and Wildlife Act 1972</i></li> <li>• <i>Dog and Cat Management Act 1995</i></li> <li>• <i>Animal Welfare Regulations 2000</i></li> <li>• <i>National Parks and Wildlife Regulations 2001</i></li> <li>• <i>Dog and Cat Management Regulations 1994</i></li> </ul>



**Department for Environment and Water (DEW) (predecessor agencies), Green Adelaide and Regional Landscape Boards (associated bodies)**

<b>Term</b>	<b>Definition</b>
<b><i>Annual Licence Administration</i></b>	Annual Licence case files where a number of activities relating to Licences are kept together on one file for operational reasons. (Annual fees are charged against leases and leases updated to reflect receipt of such.) Activities documented in Annual Licence case files include: issuing annual licences which involves providing a right of occupation of Crown Land; transferring annual licences which involves transferring the right of occupation of Crown Land from one licensee to another; freeholding annual licences which involves providing freehold title to the occupiers of Crown Land; and cancelling annual licences which involves terminating a licensee’s occupation of Crown Land.
<b><i>Aquifer</i></b>	Water bearing formations through which groundwater moves. When a water bearing rock readily transmits water to wells and springs, it is called an aquifer
<b><i>Artefact</i></b>	any matter forming part of an archaeological deposit, or any artefact, remains or material evidence associated with an archaeological deposit, that relates to the non- Aboriginal settlement of South Australia, or to an activity undertaken by a person as part of the exploration of South Australia, but does not include the remains of a ship or an article associated with a ship.
<b><i>Biodiversity</i></b>	The variety of life forms: the different plants, animals, and micro-organisms, the genes they contain, and the ecosystems they form. Biodiversity is often used as a measure of the health of biological systems.
<b><i>Biological Survey of South Australia</i></b>	Program of biological surveys to substantially improve our knowledge of the biodiversity of South Australia.
<b><i>Biological Surveys</i></b>	collecting detailed information on the size, distribution, abundance, growth, birth rates and mortality for species of plants and animals threatened or common, pests or endemic - in marine and terrestrial environments
<b><i>Biosecurity</i></b>	Managing the risks and potential harm to the economy, the environment and the community, of pests and disease, entering, emerging, establishing or spreading.



**Department for Environment and Water (DEW) (predecessor agencies), Green Adelaide and Regional Landscape Boards (associated bodies)**

Term	Definition
<b>Coast</b>	<p>all land that is:</p> <ul style="list-style-type: none"> <li>• within the mean high-water mark and the mean low water mark on the seashore at spring tides; or</li> <li>• above and within one hundred metres of that mean high water mark; or</li> <li>• below and within three nautical miles of that mean low water mark; or</li> <li>• within any estuary, inlet, river, creek, bay or lake and subject to the ebb and flow of the tide; or</li> <li>• declared by regulation to constitute part of the coast for the purposes of <i>Coast Protection Act 1972</i>.</li> </ul>
<b>Commercial Outlet</b>	Any area within a DEW and Landscape Entities site that is used primarily for the sale of goods or services to the public.
<b>Court</b>	Environment Resources Development Court or Land and Valuation Court or similar as determined by legislation
<b>Crown land</b>	<p>Generally, land that is not privately owned and held under a Certificate of Title is Crown land. Crown land can be used by members of the community under different types of tenure, including: licences, leases or dedicated to local Councils or government agencies.</p> <p>Under certain circumstances the community may purchase Crown land.</p> <p>The remaining Crown land is referred to as unalienated Crown land, this means that the ownership of the land has not been transferred from the “Crown” and the land is run by the State on behalf of the Crown.</p>
<b>Discharges</b>	<p>Point Source – Single points that discharge a variety of loads and pollutants to aquatic environments.</p> <p>Diffuse - Non-point source (pipe) pollution into marine waters.</p>
<b>Effluent</b>	Liquid discharged as waste, as from an industrial plant or sewage works.
<b>Entities</b>	For the purposes of this RDS entities are Governing or Advisory Bodies that are functionally responsible for environmental or conservation activities as a result of statute, cabinet or ministerial decision which are/were supported administratively by the Department for Environment and Water or its predecessor agencies, e.g. Natural Resources Management Council, Native Vegetation Council and Botanic Gardens Board.



**Department for Environment and Water (DEW) (predecessor agencies), Green Adelaide and Regional Landscape Boards (associated bodies)**

<b>Term</b>	<b>Definition</b>
<b><i>Environmental Collections</i></b>	Collections of literature, artwork, photographs, film, fauna and flora specimens that are used for the conservation, preservation or knowledge of the Natural Resources and Biodiversity of the State. E.g. Herbarium, Marine Botany Collection, Biological Database of South Australia, EnviroData, NatureMaps, Living Collection.
<b><i>Environmental Pests (not declared)</i></b>	Species (Pests) that are not declared, but may be controlled if they cause harm to environmental or agricultural assets.
<b><i>GABSI</i></b>	Commonwealth program to rehabilitate the bores within the Great Artesian Basin to reduce uncontrolled of water flows to ensure a reliable water resource supplying water for stock and domestic needs, mines, towns and tourism ventures. The program started in 1999 with phase 4 commencing in 2018.
<b><i>Geographic Information System (GIS)</i></b>	GIS is the spatial capture of themed data layers and the storing, analysing and displaying of the geographically referenced information. A GIS also includes the procedures, software, hardware, operating personnel and spatial data associated with the system.
<b><i>Governing Bodies</i></b>	Boards, Authorities or Trusts which have a governing responsibility for management of environmental activities or infrastructure e.g. Martindale Hall Conservation Trust, Board of the Botanic Gardens and the State Herbarium, NRM Boards and Landscape Entities. Adelaide Gaol
<b><i>Groundwater</i></b>	Groundwater comes from rain, snow, sleet, and hail that soaks into the ground. The area that is filled with water is called the saturated zone and the top of this zone is called the water table
<b><i>Heritage Listed</i></b>	Any place or area that is recorded in the State Heritage Register, Commonwealth Heritage List, National Heritage List or World Heritage List.
<b><i>Heritage Significance</i></b>	As defined in Part 4 of the <i>Heritage Places Act 1993</i> .
<b><i>Heritage Survey Program</i></b>	Program of surveys, undertaken by Local Councils across the State and submitted to the South Australian Heritage Council, which identifies the places and areas of heritage value in their region.
<b><i>Historic Shipwrecks Register</i></b>	Register as defined under section 12 of the <i>Historic Shipwrecks Act 1981</i> .
<b><i>Incorporated Bodies</i></b>	Any entity which has been incorporated under the <i>Associations Incorporation Act 1985</i> .



**Department for Environment and Water (DEW) (predecessor agencies), Green Adelaide and Regional Landscape Boards (associated bodies)**

<b>Term</b>	<b>Definition</b>
<b><i>Indigenous Land Use Agreements</i></b>	An Indigenous Land Use Agreement (ILUA) is a binding agreement under the <i>Native Title Act 1993 (Cwth)</i> between Native Title claimants and others who have a legal interest in the subject land.
<b><i>International Seed Exchange Program</i></b>	Informal partnership with international seed banks to share and exchange seeds to ensure ongoing survival of species.
<b><i>Landscape</i></b>	South Australia’s landscapes as being made up of three components: <ul style="list-style-type: none"><li>• 1.the natural environment, including our rivers and plains, forests and hills, coasts and seas, as well as the built environment</li><li>• 2. our natural resources, such as land, soil, water resources, native vegetation, animals and ecosystems</li><li>• 3. the different ways people value and interact with their environment, including environmental, social, cultural and economic values.</li></ul>
<b><i>Landscape Entities</i></b>	Green Adelaide, regional Landscape Boards, associated Committees and other bodies as permitted under the <i>Landscapes South Australia Act 2019</i>
<b><i>Landscape Plan</i></b>	Plans developed by Landscape Entity in accordance with Part 4 or the <i>Landscape South Australia Act 2019</i>



**Department for Environment and Water (DEW) (predecessor agencies), Green Adelaide and Regional Landscape Boards (associated bodies)**

Term	Definition
<b>Living Collections Information System</b>	<p>Database of all items in the Botanic Gardens Living Collection. The Living Collection can be divided into seven primary themes:</p> <ul style="list-style-type: none"> <li>• Geographical: A collection or display of plants based on a defined geographical area</li> <li>• Biological and Ecological: Collections and displays of plants which grow together in biological or ecological communities defined by a particular range of environmental conditions</li> <li>• Taxonomic and Evolutionary: A collection of plants which demonstrates principles of plant classification and evolution</li> <li>• Ornamental and Landscape: A collection of plants grown for their ornamental and landscape qualities</li> <li>• Historical and Cultural: Plants which display aesthetic, scientific, historical or social values for past and present generations</li> <li>• Conservation: Plants which require protection due to their status in line with State, national or international conservation strategies. This will also cover the conservation of old cultivars and ornamental plant collections</li> <li>• Research Collections: Plant collections which promote scientific research or are assembled for further research</li> </ul>
<b>Major</b>	Transactions that are greater in importance, impact, or which have added significance to the activity being documented
<b>Management Action Targets</b>	Short term targets (1-5 years), relating mainly to management actions or capacity building. Directly relate to Board's projects within the NRM or Landscape Plans.
<b>Mapland</b>	Division within DEW responsible for the sale and production of maps from Spatial Imagery.
<b>Marine Mammal</b>	A seal or sea lion (order Pinnipedia) or a dolphin or whale (order Cetacea).
<b>Marine Park Zone</b>	For the purposes of the <i>Marine Parks Act 2007</i> , a zone is an area within a marine park that— has boundaries defined by the management plan for the marine park; and is identified by the management plan as a particular type of zone depending on the degree of protection required within the area.
<b>Minor</b>	Transactions that are procedural or routine and occur in the normal operations of DEW or its entities.



**Department for Environment and Water (DEW) (predecessor agencies), Green Adelaide and Regional Landscape Boards (associated bodies)**

Term	Definition
<b>Miscellaneous Term Lease Administration</b>	<p>Miscellaneous Lease Administration case files where a number of activities relating to Miscellaneous Lease Administration are kept together on one file for operational reasons.</p> <p>Activities documented in Miscellaneous Lease Administration case files include:</p> <ul style="list-style-type: none"> <li>• freeholding Miscellaneous Leases which involves preliminary processes associated with converting leases to freehold title and completing the conversion of Miscellaneous Leases to freehold title;</li> <li>• freeholding Miscellaneous Leases that have a waterfront boundary, lack legal access or which are unsurveyed involving additional processes of inspections, consultation and surveys; activities related to freeholding shacks which involves preliminary processes associated with converting shack leases to freehold title and completing the conversion to freehold title.</li> <li>• leases relating to grazing and cultivation.</li> </ul>
<b>Mosaics</b>	The gathering together of a series of aerial images to form one image.
<b>Native Plant</b>	Any plant that is indigenous to Australia and includes any plant of a species declared by regulation to be a native plant.
<b>Native Vegetation</b>	Means a plant or plants of a species indigenous to South Australia as defined by the <i>Native Vegetation Act 1991</i> .
<b>Natural Resources</b>	<p>Includes:</p> <ul style="list-style-type: none"> <li>• soil</li> <li>• water resources</li> <li>• geological features and landscapes</li> <li>• native vegetation, native animals and other native organisms</li> <li>• ecosystems.</li> </ul>
<b>NRM Plan</b>	A plan under Chapter 4 of the <i>Natural Resources Management Act 2004</i> .
<b>NSS Database</b>	NSS ( <u>N</u> atural Heritage Trust <u>S</u> upport <u>S</u> ystem) is an Oracle database that was developed in 1998-1999 for the former NHT Secretariat when administratively based in PIRSA
<b>Off-label use permits</b>	Permits issued by Australian Pesticides Veterinary Medicine Association (APVMA) approving the use of new and other chemicals for purposes other than originally approved. Includes Pest and animal control.



**Department for Environment and Water (DEW) (predecessor agencies), Green Adelaide and Regional Landscape Boards (associated bodies)**

Term	Definition
<b>Pathogens</b>	Biological agent that causes disease or illness to its host. Soil contamination has the longest or most persistent potential for harbouring a pathogen.
<b>Perpetual Lease Administration</b>	Perpetual Lease Administration case files where a number of activities relating to Perpetual Lease Administration are kept together on one file for operational reasons. Activities documented in Perpetual Lease Administration case files include: freeholding Perpetual Leases which involves preliminary processes associated with converting Perpetual leases to freehold title and completing the conversion of Perpetual Leases to freehold title; Freeholding Perpetual Leases that have a waterfront boundary, lack legal access or which are unsurveyed involving additional processes of inspections, consultation and surveys; Other activities relating to Perpetual Lease Administration including obtaining consent to transfer, revaluing rents and surrendering Perpetual Leases.
<b>Plan Amendment Reports</b>	A Plan Amendment Report (PAR) is the process by which the Council, with the approval of the Minister of Urban Development and Planning is able to amend its Development Plan
<b>Precinct</b>	Area within and surrounding Prescribed Areas.
<b>Prescribed Areas</b>	Areas defined by the Minister or Cabinet for conservation, preservation or other purposes as defined under legislation for which DEW is responsible. Includes National Parks, Reserves, Botanic Gardens, Sanctuaries, Wilderness protection areas and Zones.
<b>Protected Animal</b>	<p>As defined in the <i>National Parks and Wildlife Act 1973</i>:</p> <ul style="list-style-type: none"> <li>• any mammal, bird or reptile indigenous to Australia or</li> <li>• any migratory mammal, bird or reptile that periodically or occasionally migrates to, and lives in, Australia or</li> </ul> <p>any animal of a species referred to in Schedule 7, 8 or 9 or</p> <ul style="list-style-type: none"> <li>• any animal of a species declared by regulation to be a species of protected animals</li> </ul> <p>but does not include animals of the species referred to in Schedule 10 or any animals declared by regulation to be unprotected.</p>



**Department for Environment and Water (DEW) (predecessor agencies), Green Adelaide and Regional Landscape Boards (associated bodies)**

<b>Term</b>	<b>Definition</b>
<b>Registered Place</b>	Any place which has been designated as a place of Heritage Significance or geological, palaeontological, speleological or archaeological significance and recorded on the State Heritage Register.
<b>Rehabilitation of Degraded Land</b>	Means to bring the land back to at least the condition it was in before its degradation, having particular regard to its capacity to carry stock and its level of soil stability.
<b>Reserves Administration</b>	Reserves Administration case files where a number of activities relating to Dedicated Reserves and/or Resuming Reserves are kept together on one file for operational reasons. Activities documented in Reserves Administration case files relating to Dedicating Reserves only apply to unallotted Crown Land situated in non-metropolitan areas where applications are received from Local Government, Government Ministers, Statutory Authorities or community bodies to dedicate Reserves. When Resuming Reserves applications are received from the custodian requesting resumption of a Reserve or when the minister requires resumption of the land. Note: land in metropolitan areas is managed by the Urban Renewal Authority
<b>Resource Condition Targets</b>	Specific, time- bound and measurable targets for the region, relating largely to resource condition, 20 year targets within NRM or Landscape Plans.
<b>Riparian</b>	Native Vegetation located along or near water courses
<b>Routine</b>	Involves attending to regular questions from the public / community or dealing with matters which are fundamentally repetitive as to detail or facts that do not change nor are they controversial.
<b>Sanctuary Zone</b>	A zone primarily established so that an area may be managed to provide protection and conservation for habitats and biodiversity within a marine park, especially by prohibiting the removal or harm of plants, animals or marine products.
<b>Significant</b>	Refer to entry under Scope Note (p41)
<b>Site Use Approval</b>	Permission to use water at a specific site for a particular purpose (eg. may contain specific conditions to limit salinity impacts etc.).
<b>State Heritage Register</b>	Register as defined under Section 14 of the <i>Heritage Places Act 1993</i> .
<b>Surface Water</b>	Any body of water that comes from precipitation or natural flows on the surface of the earth
<b>Telemetry Data</b>	Data collected from automated monitoring stations.



**Department for Environment and Water (DEW) (predecessor agencies), Green Adelaide and Regional Landscape Boards (associated bodies)**

Term	Definition
<b>Tribunal</b>	South Australian Civil and Administrative Tribunal or similar as determined by legislation.
<b>Unalienated Crown Land</b>	All the land of the State other than the following: <ul style="list-style-type: none"> <li>• land granted, or contracted to be granted, in fee simple</li> <li>• dedicated land</li> <li>• Crown leasehold land</li> <li>• land owned by, or under the control of, the Minister</li> <li>• land owned by, or under the control of, a Crown agency</li> <li>• and includes land that has reverted to the status of unalienated Crown land in accordance with <i>Crown Land Management Act 2009</i>.</li> </ul>
<b>Unallotted Crown Land</b>	Crown land which hasn't been designated as an allotment under the <i>Real Property Act 1886</i> .
<b>Unsolicited Proposal</b>	When a business or a not-for-profit organisation approaches the government with a proposal that hasn't formally been requested and does not fit into existing procurement processes, it's known as an unsolicited proposal. Unsolicited proposals can cover a wide range of areas, including: <ul style="list-style-type: none"> <li>• the delivery of services to or on behalf of government</li> <li>• the provision of infrastructure</li> <li>• access to government assets</li> <li>• requests for government support (financial, regulatory or other) to undertake an activity</li> </ul> For DEW it may be a request for funding, purchase or lease of Crown land or a national park.
<b>Water Access Entitlement</b>	an ongoing right to a specified share of water available for allocation from a prescribed water resource and are issued on a Water Licence. Also referred to as permit to extract and use.
<b>Water Allocation Plan</b>	A water allocation plan prepared by: <ul style="list-style-type: none"> <li>• a regional NRM board under Chapter 4 Part 2 the <i>Natural Resources Management Act 2004</i>.</li> <li>• a Landscape Entity under Part 4 or the <i>Landscape South Australia Act 2019</i></li> </ul>
<b>Water Allocation</b>	Right to take a specified volume of water for a given period of time, not exceeding 12 months, based on the volume of water available for allocation in that period and issued on behalf of a Water Access Entitlement.
<b>Water Resource Works Approval</b>	permission to construct, operate and maintain works for the purpose of taking water from a prescribed water resource at a specific location and in a particular manner (eg. may specify pumping rates and timing etc.).



**Department for Environment and Water (DEW) (predecessor agencies), Green Adelaide and Regional Landscape Boards (associated bodies)**

Term	Definition
<b>Wetlands</b>	Wetlands are areas of marsh, fen, peatland or water, whether natural or artificial, permanent or temporary, with water that is static or flowing, fresh, brackish or salt, including areas of marine water the depth of which at low tide does not exceed six metres. <b>Ramsar Convention</b> - An intergovernmental treaty that provides the framework for national action and international cooperation for the conservation and wise use of wetlands and their resources.



**Department for Environment and Water (DEW) (predecessor agencies), Green Adelaide and Regional Landscape Boards (associated bodies)**

***Use of terms ‘State Significance’ and ‘Non-State Significance’***

Phrases such as ‘of State significance’ are viewed within the context of the following points. The examples cited below give an indication of scale of what is meant when the Schedule describes a record as ‘significant’, viz:

- economic impact (e.g. bids for major national projects) e.g. Caring for our Country program, National LandCare Program
- environmental impact (e.g. major changes to environmental infrastructure and resources) e.g. Coorong and Lower Lakes Management, NatureLinks
- extent of profound changes to lives of individuals, families or communities (e.g. climate change)
- affecting a large proportion of the population (e.g. bush fires, Marine Parks)
- government expenditure or commitment (e.g. River Murray Native Forest, improvements to National Park Infrastructure)
- international reaction e.g. Kangaroo or Koala Culling
- major research e.g. Biological Survey of South Australia, Tree Bar-coding of Life Project (DNA of Trees),
- political or legal ramifications (e.g. law suits in which one of the parties is the state of South Australia, dismissal of a Minister)
- public reaction or sensitivity (e.g. Coorong and Lower Lakes management, mining in national parks, Marine Parks)
- social impact.

Phrases such as ‘of non-State significance’ are viewed within the context of the following points, viz:

- not resulting in changes to Government or agency policy
- do not generate or outlay significant funds
- are not of substantial public interest in the context of the definitions of ‘significant’ above
- matters that result in only a minor change
- minor operational details
- where the matter is routine
- working papers
- audio, video or other recordings used as working notes only
- duplicate versions of information
- drop copies
- drafts
- reference copies.



**Department for Environment and Water (DEW) (predecessor agencies), Green Adelaide and Regional Landscape Boards (associated bodies)**

**Legal Deposit**

Legal deposit refers to statutory provisions that oblige publishers to deposit copies of their publications in libraries in the country in which they are published. Under the Commonwealth *Copyright Act 1968* and various Australian state Acts, a copy of any work published in Australia must be deposited with (a) the National Library of Australia and (b) the appropriate State Library. Legal deposit extends not only to commercial publishers but also to private individuals, clubs, churches, societies and organisations.

In South Australia, one copy of publications produced for external use should be deposited with the State Library and the Parliamentary Library (section 35, *Libraries Act 1982*). Publications include books, newspapers, magazines, journals, pamphlets, maps, plans, charts, printed music, records, cassettes, films, video or audio tapes, computer software CD-ROMS, compact discs and other items made available to the public.

**Records and Litigation**

Where DEW or Landscape Entities are aware that records may be required for use in litigation, for use in a government enquiry or the consideration of the Ombudsman, the records must not be destroyed. In such circumstances the records must be retained until two years after all cases and enquiries are complete (including appeals) and then have the original retention period applied to the records.

**Pre-1901 Records**

All pre-1901 records are required to be **retained permanently** in accordance with a motion approved by the State Records Council on 19 February 2008.

This RDS applies to pre-1901 records that are required to be **retained permanently**.



**Department for Environment and Water (DEW) (predecessor agencies), Green  
Adelaide and Regional Landscape Boards (associated bodies)**

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**Department for Environment and Water (DEW) (predecessor agencies), Green Adelaide and Regional Landscape Boards (associated bodies)**

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**Department for Environment and Water (DEW) (predecessor agencies), Green  
Adelaide and Regional Landscape Boards (associated bodies)**

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**Department for Environment and Water** (and predecessor agencies or functions)

Item Number	Activity/record Class	Description	Disposal Action
<b>1</b>	<b>Aboriginal Site Management</b>	<i>The activity associated with managing and preserving Aboriginal sites and artefacts as defined in the Aboriginal Heritage Act 1988 within Prescribed Areas. Includes protection of sites, objects and remains and natural locations deemed of importance to Aboriginal communities or individuals. Includes management of visitors to the site.</i>	
1.1	Aboriginal Site Management	Records documenting the management of Aboriginal sites and objects located in Prescribed Areas. Record examples: maps, visitor information. See 1.2 for sites not in Prescribed Areas.	<b>PERMANENT</b>
1.2	Aboriginal Site management	Records relating to liaison with the Aboriginal Affairs and the Reconciliation Division within the Department of Premier and Cabinet (or predecessors), on heritage issues and management of Aboriginal sites and objects not located in Prescribed Areas.	<b>PERMANENT</b>
1.3	Aboriginal Site Management	Records relating to the authorisation and interment of aboriginal persons within Prescribed Areas.	<b>PERMANENT</b>
<b>2</b>	<b>Accessions</b>	<i>The activities associated with the accession of flora into DEW or Landscape Entities collections for display, preservation and/or research purposes.</i> <b>See 34.2 - Environmental Collection Management for data on accessions in the Living Collections Database</b>	
2.1	Accessions	Records relating to accession of flora into DEW or Landscape Entities collections for display, preservation and/or research purposes.	<b>PERMANENT</b>



Department for Environment and Water (and predecessor agencies or functions)

Item Number	Activity/record Class	Description	Disposal Action
<b>3</b>	<b>Access Visitors</b>	<i>The activities associated with planning and providing appropriate access to visitors to parks, gardens and reserves. Includes disabled access and transport facilities in and around parks, gardens and reserves. The activities associated with collecting and collating statistics in relation to visitors of Prescribed Areas as a result of gate counters, tourist operators and surveys undertaken by the organisation.</i>	
<b>3.1</b>	Access Visitors	Records relating to the development and implementation of strategies to increase visitor numbers or improve the visitor experience	<b>TEMPORARY</b> Destroy 20 years after action completed.
<b>3.2</b>	Access Visitors	Records relating to the closure of Prescribed Areas not related to emergency events. <b>See 31.4 - Emergency Response</b> for closure as a result of extreme fire danger <b>See 26.4 - Declaration</b> for notices to the public.	<b>TEMPORARY</b> Destroy 10 years after action completed.
<b>3.3</b>	Access Visitors	Records relating to visitor access. Also includes records relating to visitor numbers including information from gate counters and other calculation methods. Record examples: gate opening hours, transport around parks, gardens and reserves and, provision of access for the disabled, visitor statistics at functions and events, etc.	<b>TEMPORARY</b> Destroy 10 years after action completed.
<b>3.4</b>	Access Visitors	Records relating to the development and implementation and responses of surveys to collect and monitor visitor feedback. Record examples: details of visitor satisfaction levels, acquired through surveys and questionnaires	<b>TEMPORARY</b> Destroy 10 years after action completed.



Department for Environment and Water (and predecessor agencies or functions)

Item Number	Activity/record Class	Description	Disposal Action
<b>4</b>	<b>Accidents Environmental</b>	<i>The activities involved in dealing with mishaps or natural events causing injury or damage. Includes damage to the organisation's property, crown land and associated natural and manmade structures. Also includes measures to prevent accidents occurring.</i> <b>See also GDS30 14.1 Work, Health and Safety – Accidents and Incidents</b> <b>See 66 - Risk Management for assessment of risks</b>	
<b>4.1</b>	Accidents Environmental	Records documenting accidents which result in personal injury or property damage. Including as a result of natural events. Record examples: Riverbank collapse	<b>PERMANENT</b>
<b>5</b>	<b>Acquisition (Crown Land)</b>	The process of gaining ownership or use of property under the <i>Crown Land Management Act 2009</i> .	
<b>5.1</b>	Acquisition (Crown Land)	Records relating to the compulsory acquisition of land (under the <i>Land Acquisition Act 1969</i> (as amended)). Record examples: title searches, plans, maps and photos, valuation information, acquisition documents and notices prepared by the Crown Solicitor office, negotiation details and correspondence between the parties.	<b>PERMANENT</b>
<b>5.2</b>	Acquisition (Crown Land)	Records relating to other acquisition and proposed acquisitions which were withdrawn or refused.	<b>TEMPORARY</b> Destroy 30 years after action completed.



Department for Environment and Water (and predecessor agencies or functions)

Item Number	Activity/record Class	Description	Disposal Action
<b>6</b>	<b>Acquisition (Heritage)</b>	<i>The process of gaining ownership or use of property for the purpose of preserving or conserving its historical and cultural heritage. Includes properties acquired under the National Trust of South Australia Act 1955.</i>	
<b>6.1</b>	Acquisition (Heritage)	Records relating to acquisitions of property (including land), for the purpose of preserving or conserving its historical and cultural heritage Record examples: Compulsory Acquisition; Bequests Examples: Actual contracts and agreements	<b>PERMANENT</b>
<b>6.2</b>	Acquisition (Heritage)	Records relating to offers or acquisition processes for the purpose of preserving or conserving its historical and cultural heritage, not proceeded with.	<b>TEMPORARY</b> Destroy 30 years after action completed.
<b>7</b>	<b>Acquisition (Environmental)</b>	<i>The process of gaining ownership or use of property and other items through purchase or requisitions for the purpose of managing, preserving or protecting Natural Resources.</i>	
<b>7.1</b>	Acquisition (Environmental)	Records relating to the compulsory acquisition of properties (including land) for the purpose of preserving or protecting natural resources.	<b>PERMANENT</b>
<b>7.2</b>	Acquisition (Environmental)	Records relating to other purchases of property (including land) for the purpose of preserving or protecting natural resources. Includes records relating to acquisition processes not proceeded with. Record examples: actual contracts	<b>TEMPORARY</b> Destroy 30 years after action completed.



Department for Environment and Water (and predecessor agencies or functions)

Item Number	Activity/record Class	Description	Disposal Action
<b>8</b>	<b>Acquisition (infrastructure)</b>	<i>The activity of acquiring land to construct or maintain Water Resources infrastructure. E.g. Drains, weirs, levies, embankments.</i>	
<b>8.1</b>	Acquisition (infrastructure)	Records relating to the compulsory acquisition of land for construction projects.	<b>PERMANENT</b>
<b>8.2</b>	Acquisition (infrastructure)	Records relating to other purchases of land for construction projects. Land acquired for operational purposes and then returned to owner. Includes Records relating to acquisition processes not proceeded with.	<b>TEMPORARY</b> Destroy 30 years after action completed.
<b>9</b>	<b>Advice</b>	<i>The activities associated with offering opinions by or to DEW or Landscape Entities as to an action or judgement as required by legislation or government policy. Includes the process of advising. (KAAA)</i>	
<b>9.1</b>	Advice	Records relating to significant advice from animal ethics committees relating to regulating the use of animals for teaching and research.	<b>PERMANENT</b>
<b>9.2</b>	Advice	Co-ordination of advice from DEW or Landscape Entities and other agencies relating to the effects of major external events on animal welfare. Examples: Newcastle bird disease, Exotic diseases or live cattle export ban and Fire and Floods.	<b>PERMANENT</b>
<b>9.3</b>	Advice	Records relating to significant advice provide to or received on animal welfare matters. Record examples: use of animals in teaching and research, working animals (guard dogs, seeing and hearing dogs), animals in recreation and sporting events (rodeos, circus).	<b>PERMANENT</b>



**Department for Environment and Water** (and predecessor agencies or functions)

Item Number	Activity/record Class	Description	Disposal Action
9.4	Advice	Advice to Local, State and Commonwealth Government authorities and owners of registered places in relation to Local, State, Federal or International heritage registrations. Record examples: advice on Preservation and Conservation.	<b>PERMANENT</b>
9.5	Advice	Records relating to the provision of significant advice on control recommendations for plants and animals that go beyond public information on labels, may create a precedent or unknown future impact. Record examples: new or untested substances.	<b>PERMANENT</b>
9.6	Advice	Records relating to the provision of advice relating to aspects of Public Land Management policies, procedures, obligations and liabilities.	<b>TEMPORARY</b> Destroy 100 years after action completed.
9.7	Advice	Advice to federal and state government agencies on fire and flood related matters including fire equipment development, etc. Record Examples: flood and fire event information	<b>TEMPORARY</b> Destroy 30 years after action completed.
9.8	Advice	Fire ecological advice to regional offices and relevant authorities. Record examples: Advice in relation to burning firebreaks and the interaction of fire with landscape and wildlife.	<b>TEMPORARY</b> Destroy 30 years after action completed.
9.9	Advice	Records relating to advice to State Emergency Authorities on care of Wildlife and domestic animals in emergency situations. Examples: bushfires and floods.	<b>TEMPORARY</b> Destroy 20 years after action completed.



Department for Environment and Water (and predecessor agencies or functions)

Item Number	Activity/record Class	Description	Disposal Action
9.10	Advice	Advice to the Minister relating to emergency incidents on or near Prescribed Areas.	<b>TEMPORARY</b> Destroy 20 years after action completed.
9.11	Advice	Records relating to routine advice to or from other agencies and the community relating to animal welfare, biosecurity, heritage, coast, marine, water and other natural resource management matters. Includes Working papers and drafts documenting the development of advice provided. Record examples: Control recommendations for pesticides and herbicides, native plants, and infestation information as per public and product labelling.	<b>TEMPORARY</b> Destroy 10 years after action completed.
9.12	Advice	Advice to the public on Heritage SA interests in properties which are involved in ownership changes under the relevant property legislation e.g. <i>Real Property Act 1886</i> (as amended).	<b>TEMPORARY</b> Destroy 10 years after action completed.
10	<b>Advisory Services Flora</b>	<i>The provision of advice and consultancy services to government agencies, the public, local councils, public and private hospitals and schools relating to poisonous and harmful plants.</i> <b>See GDS30 13.2.3 -Strategic Management - Agreements for agreement with Hospitals to provide services</b>	
10.1	Advisory Services Flora	Advice relating to poisonous and harmful plants in cases generating considerable public interest and debate, or requiring substantial investigation by DEW or Landscape Entities. Record examples: sale of harmful plants in nurseries, impact of poisonous plants on livestock. Examples: blue green algae.	<b>TEMPORARY</b> Destroy 100 years after action completed.



Department for Environment and Water (and predecessor agencies or functions)

Item Number	Activity/record Class	Description	Disposal Action
10.2	Advisory Services Flora	Advice relating to poisonous and harmful plants provided to hospitals, schools, preschools, childcare centres, medical practitioners, the Poisons Information Centre, other agencies and the public. Record examples: Advice to Police and/or forensic enquiries.	<b>TEMPORARY</b> Destroy 10 years after action completed.
10.3	Advisory Services Flora	Records relating to the formal identification of plants confiscated by the Australian Quarantine and Inspection Service and other agencies.	<b>TEMPORARY</b> Destroy 10 years after action completed.
10.4	Advisory Services Flora	Records documenting plant identification – provided on a property or brought by a landholder to a service centre for identification, or referred to external parties.	<b>TEMPORARY</b> Destroy 2 years after action completed.
11	<b>Appeals</b>	<i>The activities involved in the process of appeals against decisions by application to a higher authority. See also GDS30 5.1.2 Employee Management - Appeals for appeals by employees</i>	
11.1	Appeals	Records documenting appeals by non-employees against decisions of the organisation, minister or governing bodies to relevant tribunal, court or other higher authority.	<b>PERMANENT</b>
12	<b>Authorisation</b>	<i>The process of seeking and granting permission to undertake a requested action. (KAAA)</i>	



Department for Environment and Water (and predecessor agencies or functions)

Item Number	Activity/record Class	Description	Disposal Action
12.1	Authorisation	Records documenting the appointment of persons as Wardens/Authorised Officers under relevant legislation. Includes records documenting the cross-authorisation of Wardens/Authorised Officers within South Australia and from interstate.  Record examples: nomination, appointment, ministers' decisions and notices in the Government Gazette, authorisation of South Australian wardens to act in other states.	<b>TEMPORARY</b> Destroy 100 years after action completed.
12.2	Authorisation	Supplementary records used to process the nomination and appointment process of Wardens/Authorised Officers under relevant legislation. Includes: returned Identity Cards issued to Authorised Officers.	<b>TEMPORARY</b> Destroy 15 years after action completed.
13	<b>Biological survey</b>	<i>The activities associated with managing systematic biological surveys of the State's vegetation and vertebrate fauna as part of the Biological Survey of South Australia.</i>	
13.1	Biological survey	Data sets incorporated into the Biological Survey. Examples: Spatial data and photographic images.	<b>PERMANENT</b>
13.2	Biological survey	Field data sheets and other raw data collected for input into biological survey data sets. Record examples: Raw data received from other agencies and individuals.	<b>TEMPORARY</b> Destroy 20 years after action completed.
13.3	Biological survey	Administrative arrangements for conducting biological surveys including collaboration with other agencies involved in the survey, allocating resources, progress payments etc.	<b>TEMPORARY</b> Destroy 10 years after action completed.



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Item Number	Activity/record Class	Description	Disposal Action
<b>14</b>	<b>Biosecurity</b>	<i>The activities associated with protecting the biodiversity within South Australia. Includes management of the risks and potential harm of pests, pathogens and disease, entering, emerging, establishing or spreading in South Australia. Includes programs relating to the protection of threatened species and biological pest control programs.</i> <b>See 17 - Chemical Application</b> for records relating to use and management of chemicals used in pest control.	
<b>14.1</b>	Biosecurity	Programs relating to protection of threatened species. Record examples: endangered, vulnerable, rare or unprotected animals and plants scheduled under relevant legislation.	<b>PERMANENT</b>
<b>14.2</b>	Biosecurity	Records documenting programs and projects carried out to manage the natural resources through animal and plant control. Includes records documenting the monitoring and control of pest plants or animals that are of regional significance and are not declared e.g. (Italian Buckthorn). Record examples: identification, notification and management of declared plants and animals, biological pest control programs	<b>PERMANENT</b>
<b>14.3</b>	Biosecurity	Records relating to ongoing weed control in activities in South Australia.	<b>TEMPORARY</b> Destroy 100 years after action completed.
<b>14.4</b>	Biosecurity	Records relating to non-biological programs to control pest animals in South Australia. Including records relating to ongoing biosecurity control activities in Prescribed Areas and surrounding properties. Record examples: disease control, control of pest animals.	<b>TEMPORARY</b> Destroy 20 years after action completed.



Department for Environment and Water (and predecessor agencies or functions)

Item Number	Activity/record Class	Description	Disposal Action
14.5	Biosecurity	Approval for individual shooters and others to carry out control programs on vermin and non-native animals. Includes control programs in or out of Prescribed Areas. Record examples: Verification of licences, Application, Licence.	<b>TEMPORARY</b> Destroy 10 years after licence expires.
14.6	Biosecurity	Programs relating to the management of Abundant Native Species. Including lethal and non-lethal controls. Record Examples: Animal behaviour threatening human safety, Damage to the built environment or assets, Damage to the natural environment, Damage to crops, produce and horticulture	<b>TEMPORARY</b> Destroy 20 years after action completed.
15	<b>Botanic Gardens Archival Record Collection</b>	<i>Records currently held in the Botanic Gardens library reference collection. They are complementary to records previously transferred to State Records and scheduled as permanent (ref. GRG 70).</i>	
15.1	Botanic Gardens Archival Record Collection	Enquiries from and responses to members of the public and other agencies (c1910 - 1953).	<b>PERMANENT</b>
15.2	Botanic Gardens Archival Record Collection	Annual reports of the Board and Director's reports (1894 - 1953).	<b>PERMANENT</b>
15.3	Botanic Gardens Archival Record Collection	Records relating to garden employees, including pay sheets (1856 - 1935).	<b>PERMANENT</b>



Department for Environment and Water (and predecessor agencies or functions)

Item Number	Activity/record Class	Description	Disposal Action
15.4	Botanic Gardens Archival Record Collection	Financial records relating to garden activities and purchasing of supplies (c1890 - 1953).	PERMANENT
15.5	Botanic Gardens Archival Record Collection	Volume of out-correspondence (1865-1883).	PERMANENT
15.6	Botanic Gardens Archival Record Collection	Records relating to Botanic Gardens properties including plans and related correspondence (c1860 - 1900).	PERMANENT
16	<b>Cases Regulation</b>	<p><i>Environmental Regulation cases that document investigations and prosecutions made under relevant DEW legislation. Includes undertaking official investigations of breaches pursuant to legislation for which the Organisation is responsible. This includes investigations, briefs, intelligence gathering, evidence collection, reports to and from police, and forfeiture of illegal items. Also includes liaison with Customs and the Australian Quarantine &amp; Inspection Service. Case files also document the processes involved in the collection and management of evidence relating to a particular investigation. Cases that progress to legal action also include processes associated with undertaking summary prosecutions in relation to breaches of legislation for which DEW or Landscape Entities has responsibility, including serving of notices and legal actions. Includes prosecution of offences under the Native Vegetation Act 1991.</i></p> <p><b>See: 37 - Evidence Management</b> for the processes involved in managing the disposal of evidence collected as a result of an investigation.</p>	



Department for Environment and Water (and predecessor agencies or functions)

Item Number	Activity/record Class	Description	Disposal Action
16.1	Cases Regulation	<p>Case files documenting formal investigation of complaints and observations of breaches of legislation where legal action is taken. Includes prosecutions under the <i>Native Vegetation Act 1991</i>.</p> <p>Record examples: records relating to prosecutions resulting in fines, incarceration or other orders of restitution and records relating to management of material evidence. Includes summary prosecutions.</p>	<b>PERMANENT</b>
16.2	Cases Regulation	<p>Case files documenting formal investigations of complaints and observations of breaches of legislation where:</p> <ul style="list-style-type: none"> <li>• the action is withdrawn, or</li> <li>• expiation notices issued, or</li> <li>• no further action is taken</li> </ul> <p>Includes notifications of suspected arsonists to and from authorities</p>	<b>TEMPORARY</b> Destroy 20 years after action completed.
17	<b>Chemical Application</b>	<p><i>The activities involved in the planning, management, application, storage and disposal of chemicals including pesticides, herbicides, fungicides, chemical fertilisers and vermin control baits.</i></p> <p><b>SEE</b></p> <p><b>GDS30: 5.3 PERSONNEL - Case Management (Employees)</b> for records of staff who have been involved in the handling, application and/or disposal of pesticides.</p> <p><b>See also:</b></p> <p><b>GDS30: 13.6 – STRATEGIC MANAGEMENT – Compliance;</b> for evidence of meeting standards...</p> <p><b>GDS30: 13.17 – STRATEGIC MANAGEMENT – Policy;</b> for development and implementation of policies</p> <p><b>GDS30: 13.18 – STRATEGIC MANAGEMENT – Procedures</b> for development and implementation of procedures</p>	



Department for Environment and Water (and predecessor agencies or functions)

Item Number	Activity/record Class	Description	Disposal Action
17.1	Chemical Application	Records documenting research trials of chemicals for chemical companies for registration, including recommendations and reports. Includes Off-label use permits from the Australian Pesticides Veterinary Medicine Association (APVMA), approving new and secondary uses of trialled chemicals for the purposes of pest animal and plant control.	<b>PERMANENT</b>
17.2	Chemical Application	Records relating to the ongoing monitoring, management, application, storage and disposal of pesticides, herbicides, fungicides, chemical fertilizers and vermin control baits. Includes records documenting the use of pesticides, fungicides and chemical vermin control within Prescribed Areas and surrounding properties. Includes Spray sheets documenting weed control operations for landholders. <b>See also:</b> <b>GDS30: 13.25 STRATEGIC MANAGEMENT – Risk Management</b> for disposal of Material Safety Data Sheets and Register of Hazardous Substances.	<b>TEMPORARY</b> Destroy 100 years after action completed.
18	<b>Coastal Protection</b>	<i>The process involved in protecting the coastal areas from erosion. Includes sea grass protection, Beach replenishment, weed eradication pollution and waste management. Includes point source and diffuse discharges from land based activities.</i>	
18.1	Coastal Protection	Records relating to the actions taken to protect the State’s coastal areas Record examples: dredging, sand moving, etc.	<b>PERMANENT</b>
18.2	Coastal Protection	Records documenting strategies and action plans as a result of risk assessments on coastal or marine threats.	<b>PERMANENT</b>



Department for Environment and Water (and predecessor agencies or functions)

Item Number	Activity/record Class	Description	Disposal Action
18.3	Coastal Protection	Records documenting programs and projects carried out to manage the natural resources in coastal and marine environments. Includes managing erosion and sand dunes.	<b>TEMPORARY</b> Destroy 100 years after action completed.
18.4	Coastal Protection	Inventories of coastal fisheries habitats.	<b>PERMANENT</b>
18.5	Coastal Protection	Administrative or supplementary records relating to the actions taken to protect the State's coastal areas. Including hiring of vehicles.	<b>TEMPORARY</b> Destroy 10 years after action completed.
19	<b>Committees (Ethics)</b>	<i>The activities associated with the establishment, registration and management of Animal Ethics Committees.</i> <b>See also GDS30 2 Board and Committee Management</b>	
19.1	Committees (Ethics)	Records relating to the registration and management of Animal Ethics Committees. Includes appointment and replacement of members. Record examples: registration and conditions of registration.	<b>PERMANENT</b>
19.2	Committees (Ethics)	Records relating to annual reports of the Animal Ethics Committees.	<b>PERMANENT</b>
20	<b>Community Events</b>	<i>The activity of attending or arranging events with the public to provide information, enhance NRM, Landscapes and other environmental external relationships and to promote NRM, landscapes and other environmental services and image.</i>	



Department for Environment and Water (and predecessor agencies or functions)

Item Number	Activity/record Class	Description	Disposal Action
20.1	Community Events	Records documenting regular and once-off community events Record examples: farm tours, field days; mining information days; exhibitions; Progress Association meetings.; Royal Adelaide Show Examples: Calendars of events.	<b>TEMPORARY</b> 10 Years after action completed.
20.2	Community Events	Records documenting workshops conducted for Aboriginal communities. Includes networking women, enterprise fostering and regional planning.	<b>PERMANENT</b>
20.3	Community Events	Records documenting administrative arrangements for publicising, conducting and attending community events.	<b>TEMPORARY</b> Destroy 5 years after action completed.
21	<b>Compliance</b>	<i>The activities associated with complying with mandatory or optional accountability, fiscal, legal, regulatory or quality standards or requirements to which the organisation is subject. Includes compliance with legislation and with national and international standards, such as the ISO 9000 series. (KAAA)</i> <b>See: 25 - Control for amendments and access to Registers.</b>	
21.1	Compliance	Register of licences for any Entity, authorised officers and persons engaged in pest control programs for the storage of chemicals, fire arms and explosives. Record examples: Permit to transport explosives; Firearm/gun Licence.	<b>TEMPORARY</b> Destroy 100 years after action completed.
21.2	Compliance	Records documenting the certification and licensing of Authorised Officers. Record examples: Pest management, explosives and transportation, coxswains, use and supply of baits.	<b>TEMPORARY</b> Destroy 100 years after action completed.



Department for Environment and Water (and predecessor agencies or functions)

Item Number	Activity/record Class	Description	Disposal Action
22	Constitution	<p><i>The processes involved in establishing parks, reserves and wilderness protection areas by statute or proclamation. Also includes abolition, name changes, boundary changes and other alterations.</i></p> <p><i>NOTE: May involve areas impacted by Native Title claims, consult GDS16.</i></p> <p><b>See 25 - Control</b> for amendments and access to Registers.</p>	
22.1	Constitution	<p>Substantive records relating to establishment and proclamation of Prescribed Areas. Includes National Parks, Reserves, Botanic Gardens, Sanctuaries, Wilderness protection areas and Zones.</p> <p>Record examples: nominations, investigations, assessment reports, notices, public comments, appeals, approvals of other interested Ministers, recommendations, endorsement by committees, approvals, and proclamation abolition, name changes, boundary changes, maps and other alterations, cabinet submissions, and proclamation.</p>	<b>PERMANENT</b>
22.2	Constitution	Register of Prescribed Areas. Includes parks and reserves including data on Protected Area Management System.	<b>PERMANENT</b>
22.3	Constitution	<p>Records relating to the establishment of Park and Reserve Co-Management Boards and Committees.</p> <p>Record examples: Co-Management Agreements</p> <p><b>See GDS30 2 Board and Committee Management</b> for membership, proceedings and reports of the Boards and Committees.</p>	<b>PERMANENT</b>
22.4	Constitution	Records relating to the establishment of individual Friends of Parks groups. Includes register of Friends groups' details.	<b>TEMPORARY</b> Destroy 30 years after action completed.



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Item Number	Activity/record Class	Description	Disposal Action
22.5	Constitution	Supplementary records relating to establishment and proclamation of Prescribed Areas. Includes: parks, reserves, sanctuaries, wilderness protection areas and zones. Record examples: public comment, working papers, maps, etc.	<b>TEMPORARY</b> Destroy 15 years after action completed.
22.6	Constitution	Proposals to establish or alter boundaries of Prescribed Areas (parks, reserves, gardens) not proceeded with.	<b>TEMPORARY</b> Destroy 15 years after action completed.
23	<b>Construction (infrastructure)</b>	The activity of building or assembling infrastructure for the purposes of environmental or water management. <b>See also</b> <b>GDS30 1.4 – ASSET/PHYSICAL RESOURCE MANAGEMENT – Construction</b> for other construction not performed for environmental or water purposes	
23.1	Construction (infrastructure)	Records relating to the construction of major water and other natural resources infrastructure. Record examples: Bore well drilling and rehabilitation; Locks and Barrages, Upper South East Drains, groynes; reefs; breakwaters; wetlands, fish passageways at key sites to facilitate natural cycles of native fish populations.	<b>PERMANENT</b>
23.2	Construction (infrastructure)	Records relating to the construction of minor water and other natural resources infrastructure included on an asbestos or hazardous substances register. Record examples: lock buildings and pumping stations.	<b>TEMPORARY</b> Destroy 100 years after action completed.



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Item Number	Activity/record Class	Description	Disposal Action
23.3	Construction (infrastructure)	Records relating to the construction of other minor water, park amenities or other natural resources infrastructure. Record examples: construction of works to reduce or prevent the spread of disease and other contaminants, lock buildings and pumping stations; toilets, camping and other recreational amenities.	<b>TEMPORARY</b> Destroy 20 years after action completed.
24	<b>Consultation</b>	<i>The process of consulting with partners, stakeholders and the wider community in relation to the development of strategies and plans. Includes seeking comment / feedback on a range of services and issues. Also includes requests for consultation from other departments, organisations and individuals.</i>	
24.1	Consultation	Records documenting stakeholder consultations relating to the operations of DEW or Landscape Entities that detail issues and discuss outcomes. Record examples: Discussion and issue papers developed as a basis for stakeholder consultations, final reports and recommendations and submissions received by DEW or Landscape Entities, reviews and transfers of water allocations, awareness and public meeting feedback leading up to the allocation decision.	<b>PERMANENT</b>
24.2	Consultation	Records relating to the preparation and completion of surveys and questionnaires completed by community partners.	<b>TEMPORARY</b> Destroy 10 years after action completed.
24.3	Consultation	Records supporting the administration of formal consultative meetings. Record examples: venue hire, catering, etc.	<b>TEMPORARY</b> Destroy 5 years after action completed.



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Item Number	Activity/record Class	Description	Disposal Action
<b>25</b>	<b>Control</b>	<i>The activities associated with creating, maintaining and evaluating control mechanisms. Includes classification, indexing, registration, forms design, templates etc. to ensure maximum control over records and recordkeeping systems. Also includes control mechanisms for other information resources and systems. (KAAA)</i>	
<b>25.1</b>	Control	Ranger and Warden Diaries and Notebooks prior to 1970.	<b>PERMANENT</b>
<b>25.2</b>	Control	Ranger and Warden Diaries and Notebooks after 1970.	<b>TEMPORARY</b> Destroy 30 years after action completed.
<b>25.3</b>	Control	Records relating to inspection of DEW or Landscape Entity's Registers by members of the public including payment of fees for certified copies.	<b>TEMPORARY</b> Destroy 5 years after action completed.
<b>25.4</b>	Control	Records relating to updating Register entries, data correction and quality control. Also includes periodic system reports used to monitor entries and for general operational purposes.	<b>TEMPORARY</b> Destroy 5 years after action completed.
<b>26</b>	<b>Declaration</b>	<i>The activities associated with the declaration of specific areas, events or circumstances as authorised by regulation under legislation for which DEW or Landscape Entity is responsible.</i> <b>See: 25 - Control</b> for amendments and access to Registers.	



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Item Number	Activity/record Class	Description	Disposal Action
26.1	Declaration	Records relating to declarations of shipwrecks and relics. <b>See 61 - Registered Place Management</b> for Shipwrecks register Record examples: approvals by the Minister, publication of notices and provisional declarations.	<b>PERMANENT</b>
26.2	Declaration	Records relating to notification of shipwrecks and relics by members of the public, i.e. not resulting from the Heritage SA Maritime Survey Program. Record examples: declarations by the Minister and payment of rewards.	<b>PERMANENT</b>
26.3	Declaration	Records relating to the declaration of open season for taking specified species of animals. Record examples: newspaper notices, location of reserve, duration of season, applicable conditions and restrictions, revocation of notices and register or declarations.	<b>TEMPORARY</b> Destroy 10 years after notice revoked.
26.4	Declaration	Records relating to the declaration of prohibited areas including notices, Ministerial approval, etc. Record examples: Gazette notices, notices in the media <b>See:</b> <b>31.4 - Emergency Response</b> - Closure of parks during emergency events and High Fire Risks <b>3.2 - Access Visitors</b> - prohibiting access to Prescribed Areas.	<b>PERMANENT</b>



Department for Environment and Water (and predecessor agencies or functions)

Item Number	Activity/record Class	Description	Disposal Action
26.5	Declaration	Records relating to the declaration of prescribed Water Resource Areas. Also includes the revocation of notices. Record examples: Notice of Restriction of Water Use; Notice of Restriction on the Taking of Water; Notice of Authorisation to Take Water.	<b>PERMANENT</b>
27	<b>Disposal</b>	<i>The process of disposing of property no longer required by the organisation, by sale, transfer, termination of lease, auction, or destruction. Includes destruction or transfer to archives, and the program of activities to facilitate the orderly transfer of semi-active and inactive records from current office space into low-cost or archival storage. (KAAA)</i>	
27.1	Disposal	Records relating to the disposal of Crown Land Record examples: records relating to required decontamination or rehabilitation of Crown Land including searches, Crown Law advice, consultation with custodians, surveys, valuations, recommendations on appropriate sale process, approvals, liaison with agents, receipt of purchase money and fees, preparation of Land Grants, settlement and registration.	<b>PERMANENT</b>
27.2	Disposal	Records relating to disposal of titled land and of un-titled land held by non-exempt agencies and situated in non-metropolitan areas.	<b>PERMANENT</b>
27.3	Disposal	Records relating to Crown Land disposal actions which are withdrawn or refused.	<b>TEMPORARY</b> Destroy 20 years after action completed.
28	<b>Donations</b>	<i>The activities associated with managing money, items, artefacts or property donated to the organisation, or by the organisation and or its staff to charities etc. Includes managing unsolicited donations. (KAAA)</i>	



Department for Environment and Water (and predecessor agencies or functions)

Item Number	Activity/record Class	Description	Disposal Action
28.1	Donations	Records relating to donations and bequests of major scientific, environmental or cultural importance, accessioned into DEW or Landscape Entity collections.	<b>PERMANENT</b>
28.2	Donations	Records relating to other donations and bequests. Includes disposal of donations accepted but subsequently not required.	<b>TEMPORARY</b> Destroy 10 years after action completed.
28.3	Donations	Offers of donations not accepted by DEW or Landscape Entities. Includes enquiries relating to flora donations.	<b>TEMPORARY</b> Destroy 5 years after action completed
29	<b>Easements</b>	<i>The activities associated with the tenure of easements in parks and reserves and DEW or Landscape Entities obtaining easement over portions of private property to undertake legislated activities. Includes power lines, water supply, roads, telecommunication towers, etc.</i>	
29.1	Easements	Records documenting the granting of easements over Crown Land or other Prescribed Areas to other parties. Examples: easement documents and maps.	<b>PERMANENT</b>



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Item Number	Activity/record Class	Description	Disposal Action
29.2	Easements	<p>Records relating to the grant of easement to DEW or Landscape Entities on private properties for a portion of land to undertake activities required to meet legislated responsibilities</p> <p>Record examples:</p> <ul style="list-style-type: none"> <li>• near groundwater monitoring well sites for ongoing access to monitor wells.</li> <li>• during construction of environmental works, i.e. drains</li> </ul> <p>Examples: Easement documents and maps.</p>	<b>PERMANENT</b>
29.3	Easements	Records relating to applications for easement where the application is withdrawn or refused.	<b>TEMPORARY</b> Destroy 20 Years after action completed.
30	<b>Education and Training</b>	<p><i>The process of passing on knowledge and information to the public, external organisations and groups such as schools, on matters and issues regarding environmental awareness. Includes producing learning resources and materials for students or visitors on different programs and education aspects of the environment. Includes resources produced for specific events such as 'World Environment Day'. Includes the activities associated with developing, delivering and managing teacher training programs for student teachers at the Botanic Gardens. Also includes the activities associated with developing, delivering and managing in-service programs to registered teachers on educational aspects of the Botanic Gardens and other areas of DEW or Landscape Entities.</i></p> <p><b>See also GDS30 5.17 Employee Management - Training</b></p>	
30.1	Education and Training	Register of courses and training provided by DEW and Entities.	<b>PERMANENT</b>



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Item Number	Activity/record Class	Description	Disposal Action
30.2	Education and Training	Master copy of resources, materials and aides produced either internally or externally and used as part of its education program.	<b>PERMANENT</b>
30.3	Education and Training	<p>Records relating to approvals for school or pre-school groups to visit Prescribed Areas for formal or informal education programs, or to participate in field trips conducted by DEW or Landscape Entities (for persons under 18 years of age).</p> <p>Record examples: Program details, notifications of terms and conditions, disclaimers, and details of any travel arrangements made by DEW or Landscape Entities.</p> <p>Examples: After visit reports and reports of incidents during the visits.</p>	<b>TEMPORARY</b> Destroy 30 years after action completed.
30.4	Education and Training	<p>Records relating to approvals for teachers and student teachers to participate in formal or informal in-service programs conducted by DEW or Landscape Entities.</p> <p>Record examples: Program details; Notifications of terms and conditions; Disclaimers, and; Travel arrangements made by DEW or Landscape Entities.</p> <p>Examples: Reports to teachers' schools or institutions.</p>	<b>TEMPORARY</b> Destroy 15 years after action completed.



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Item Number	Activity/record Class	Description	Disposal Action
30.5	Education and Training	<p>Records relating to approvals for tertiary students, community groups and officers from other agencies to visit Prescribed Areas for formal or informal education programs, seminars etc., or to participate in field trips conducted by DEW or Landscape Entities.</p> <p>Record examples: Program details, notifications of terms and conditions, disclaimers, and any travel arrangements made by DEW or Landscape Entities.</p> <p>Examples: After visit reports and reports of incidents during the visits.</p>	<p><b>TEMPORARY</b> Destroy 10 years after action completed.</p>
30.6	Education and Training	<p>Records relating to the development of course material, programs, handouts, workshop notes and aides produced both internally and externally.</p> <p>Record examples: resources for use by external education institutions</p> <p>Examples: courses conducted by DEW, Entities or external consultants.</p>	<p><b>TEMPORARY</b> Destroy 10 years after action completed.</p>
30.7	Education and Training	<p>Records relating to bookings by schools, students, community groups and officers from other agencies to visit Heritage SA properties and other DEW or Landscape Entities sites for educational programs, cultural programs, lectures, seminars, etc.</p> <p>Examples: Enquiries, confirmations and cancellations.</p>	<p><b>TEMPORARY</b> Destroy 5 years after action completed.</p>
30.8	Education and Training	<p>Records relating to the evaluation of training and education programs. Includes records documenting training and education needs of the community, DEW and Entities.</p> <p>Record examples: needs identified through surveys, requirements analyses, and correspondence.</p>	<p><b>TEMPORARY</b> Destroy 5 years after action completed.</p>



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Item Number	Activity/record Class	Description	Disposal Action
30.9	Education and Training	Records relating to arrangements for training, including transport, programs, authorisations, venue bookings, hire of equipment and catering. Includes: Contact lists for mail outs and correspondence to interest groups, Incorporated Bodies and landholders. Monthly events list or calendar of the educational program provided by DEW and Entities to the community.	<b>TEMPORARY</b> Destroy 5 years after action completed.
30.10	Education and Training	Records of attendance provided to members of the community who attend courses suitable for the purposes of Recognition of Prior Learning.	<b>TEMPORARY</b> Destroy 5 years after action completed.
31	<b>Emergency Response</b>	<i>The activities associated with responding to emergencies in, on or near Prescribed Areas. Includes closure of parks and reserves on days of extreme fire danger and co-ordination of response to outbreaks of fire in parks and reserves. Also includes coordination of response and support during emergency situations through-out South Australia and the housing and care of wildlife and domestic animals in an emergency.</i> <b>See also GDS33 – Across-Government Emergency Management</b>	
31.1	Emergency Response	Records relating to the coordination of response to outbreaks of fire and to other emergency situations in Prescribed Areas. Record examples: Advice to and from regional officers, ground and aerial inspections and liaison with the CFS.  <b>See: 68 -Search and Rescue</b> for records relating to searches for lost visitors.	<b>PERMANENT</b>



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Item Number	Activity/record Class	Description	Disposal Action
31.2	Emergency Response	Records relating to the support by the DEW Brigade to emergency events outside of Prescribed Areas.	<b>TEMPORARY</b> Destroy 10 years after action completed.
31.3	Emergency Response	Records relating the provision of mapping support during emergency incidents.	<b>TEMPORARY</b> Destroy 10 years after action completed.
31.4	Emergency Response	Records relating to closure of Prescribed Areas in days of extreme fire danger.  See <b>26.4 - Declaration</b> for notices to the public <b>3.2 - Access visitors</b> for other closures.	<b>TEMPORARY</b> Destroy 10 years after action completed.
31.5	Emergency Response	Records relating to the provision of transport and temporary housing for pets in emergency situations with the assistance and resources of the RSPCA and the Animal Welfare League. Record examples: Assistance to PIRSA Animal Health Branch in emergency situations if required.	<b>TEMPORARY</b> Destroy 10 years after action completed.
31.6	Emergency Response	Records relating to the Government Radio Network (GRN) (for example location of radios and roster for response to 000 calls).	<b>TEMPORARY</b> Destroy 10 years after action completed.



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Item Number	Activity/record Class	Description	Disposal Action
32	<b>Enquiries (Crown Land)</b>	<p><i>The activities associated with the handling of requests for information about Crown Land by the general public or another organisation.)</i></p> <p><b>See GDS30 3.4 COMMUNITY RELATIONS – Enquiries for other types of enquires.</b></p>	
32.1	Enquiries (Crown Land)	<p>Enquiries and correspondence records received from local government councils relating to various parcels of land.</p> <p>Record examples: records referred to as ‘spiked docketts’ and maintained within the corporate filing system</p> <p><b>See also:</b></p> <p><b>5 - Acquisition (Crown Land);</b></p> <p><b>45 - Leasing-out;</b></p> <p><b>27 - Disposal</b></p> <p><b>See GDS30 3.4 COMMUNITY RELATIONS – Enquiries for other enquires</b></p>	<b>PERMANENT</b>
33	<b>Evaluation and Analysis</b>	<p><i>The activity and processes associated with developing frameworks for research, evaluation and analysis of elements affecting the natural resources and sustainability of the state. Includes site and resource assessment. Includes bushland condition monitoring, establishing baseline biodiversity inventories, reporting on resource conditions, trends and targets and hosting technical and scientific reference groups. Also includes analysis of emission, economic, environmental data through scenarios and projections to develop policies and strategies for climate change responses.</i></p> <p><b>See also 13.10 STRATEGIC MANAGEMENT – Evaluation and Review</b></p>	
33.1	Evaluation and Analysis	Records of research conducted by DEW or Entity to investigate or improve water resources including flood or riparian management, and flood data.	<b>PERMANENT</b>



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Item Number	Activity/record Class	Description	Disposal Action
33.2	Evaluation and Analysis	Records documenting research conducted on water resources including water quality, quantity, movement, environmental flows and catchment scale.	PERMANENT
33.3	Evaluation and Analysis	Records documenting research into impact of agriculture forestry and other land use activities on water resources and condition.	PERMANENT
33.4	Evaluation and Analysis	Records documenting the development and assessment of climate change projections. Includes documenting the analysis of Greenhouse Gas and Emissions Data used to formulate climate change projections.	PERMANENT
34	<b>Environmental Collection Management</b>	<i>The activities involved in managing the environmental collections of DEW or Landscape Entities including conservation and preservation, e.g. the Botanic Gardens Herbarium collection, Cultural collection, and the Living Collections Information System.</i>	
34.1	Environmental Collection Management	Records relating to the management of the botanical art collection including conservation and preservation plans and activities. Excludes the actual art collection.	PERMANENT



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Item Number	Activity/record Class	Description	Disposal Action
34.2	Environmental Collection Management	<p>Data relating to plants accessioned by DEW and recorded on the Living Collections Information System. Includes accession number, date, provenance, location, and horticultural history.</p> <p>Record examples: Spatial mapping and images, enhancement of data entries in response to new developments or information received, e.g. name changes.</p> <p><b>See 34.11</b> for records relating to establishing and maintaining the Living Collections Information System.</p> <p><b>See 2.1 - Accessions</b> for accession records of flora added to the DEW collection</p>	<b>PERMANENT</b>
34.3	Environmental Collection Management	<p>Database of digitised images captured from the DEW or Landscape Entities photographs and maps.</p> <p><b>See 34.5, 34.6, 34.7 and 34.8</b> for the physical images not yet digitised</p> <p><b>See 34.9</b> for images that have been digitised.</p> <p><b>See 71.2 - Spatial Imagery</b> for aerial photography images</p>	<b>PERMANENT</b>
34.4	Environmental Collection Management	<p>Information recorded prior to the development of the Living Collections Information System and subsequently input in to the system where not transferred in their entirety. Includes card index and other records dated prior to 1986.</p>	<b>PERMANENT</b>



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Item Number	Activity/record Class	Description	Disposal Action
34.5	Environmental Collection Management	One Copy of plans and maps of Prescribed Areas and associated infrastructure that are not digitised. Includes plans and maps dated prior to 1955. Record examples: Drawings for landmark structures in Prescribed Areas, e.g. Bicentennial Conservatory, Martindale Hall.	PERMANENT
34.6	Environmental Collection Management	Photographs of botanical subjects taken on field trips by or for DEW or Landscape Entities technical officers, within Australia or overseas that are not digitised. Record examples: Slides, glass and standard negatives and one print of each photograph.	PERMANENT
34.7	Environmental Collection Management	Photographs acquired from other sources with particular relevance to DEW or Landscape Entities collections that are not digitised. Record examples: Slides, glass and standard negatives, and one print of each photograph, glasshouses, gates, bridges, fountains, garden sculptures, artefacts, etc. <b>See 34.9</b> for images that have been digitised.	PERMANENT
34.8	Environmental Collection Management	Photographic images of DEW or Landscape Entities infrastructure in the Environmental Collections that are not digitised. Record examples: Slides, glass and standard negatives, and one print of each photograph.	PERMANENT



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Item Number	Activity/record Class	Description	Disposal Action
34.9	Environmental Collection Management	Photographic images which have been digitised and maintained in the image database	<b>TEMPORARY</b> Destroy 5 years after digitisation.
34.10	Environmental Collection Management	Loose photographs, slides, negatives or any other visual image media that have not been included within the official image collection and after identification and consultation with stakeholders, there are not enough details available to substantiate a location, topic, date range, individuals, purpose or other information of significance relating to the organisations core business.	<b>TEMPORARY</b> Dispose when reference ceases.
34.11	Environmental Collection Management	Records associated with creating, maintaining and using the data in the Living Collections Information System and related systems. <b>See also 34.2</b> for plant data recorded on the Living Collections Information System	<b>TEMPORARY</b> Destroy 10 years after system closed or superseded.
34.12	Environmental Collection Management	Duplicate copies of maps and plans dated 1955 or later of DEW or Landscape Entities sites.  <b>See 34.5</b> for original and pre 1955 maps or plans	<b>TEMPORARY</b> Destroy 5 years after action completed.
34.13	Environmental Collection Management	Periodic system reports used to monitor environmental collections and for general operational purposes.	<b>TEMPORARY</b> Destroy 5 years after action completed.



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Item Number	Activity/record Class	Description	Disposal Action
<b>35</b>	<b>Environmental Inspections</b>	<i>The activity of officially examining facilities, equipment and property for the purpose of assessing its ecological and environmental status and to investigate compliance with relevant environmental legislation. Includes formal reports or statements of the findings of the results of the examination or inspection.</i>	
<b>35.1</b>	Environmental Inspections	Records relating to participation in inter-governmental project teams established to gather intelligence and monitor compliance in areas of common interest. Includes data recording work schedules, inspections and visits for reporting to the organisation.	<b>TEMPORARY</b> Destroy 100 years after action completed.
<b>35.2</b>	Environmental Inspections	Records relating to routine aerial, ground surveys and patrols inside or outside of Prescribed Areas. Record examples: patrols for protection of significant sites in Prescribed Areas. <b>See 71.1 -Spatial Imagery</b> - for Master records of aerial films includes key diagrams and flight reports and library of digitised images.	<b>TEMPORARY</b> Destroy 15 years after action completed.
<b>35.3</b>	Environmental Inspections	Records documenting livestock and other routine inspections or site visits and reports. Includes inspection services at the livestock exchange, serving of notices and follow-up contacts.	<b>TEMPORARY</b> Destroy 10 years after action completed.
<b>35.4</b>	Environmental Inspections	Records detailing work schedules of inspections and visits that have been uploaded into database.	<b>TEMPORARY</b> Destroy 5 years after action completed.



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Item Number	Activity/record Class	Description	Disposal Action
36	Event Management	<p><i>The process of planning, managing, coordinating, assessing promoting and reporting on an event, function or Exhibition executed by DEW or Landscape Entities in prescribed areas. This includes the process of organising and managing a public, official or formal occasion, booked by members of the public or other organisations in prescribed areas (e.g. Botanic Gardens). Includes bookings, co-ordinating catering and facilities for functions such as weddings, seminars, presentations, and product launches, etc.</i></p> <p><b>SEE: 20.1 - Community Events</b> for instances where DEW or Landscape Entities participates in events outside of Prescribed Areas such as the Royal Adelaide Show and Field Days.</p> <p><b>See also GDS30 3.5 COMMUNITY RELATIONS - Events</b> for other events outside of Prescribed Areas.</p> <p><b>See also GDS23 4.2 COMMUNITY ENGAGEMENT – Community Events</b></p>	
36.1	Event Management	<p>Records relating to events, functions and exhibitions of State significance held within Prescribed Areas.</p> <p>Record examples: promoting special events, innovative new programs, facilities and services.</p>	<b>PERMANENT</b>
36.2	Event Management	<p>Records relating to approvals to hold other events, functions and exhibitions within Prescribed Areas.</p> <p>Record examples: terms and conditions, disclaimers, etc.</p> <p><b>See: GDS30: 3.8 COMMUNITY RELATIONS - Marketing</b> for records relating to functions and events arranged to promote DEW or Landscape Entities programs and services.</p>	<b>TEMPORARY</b> Destroy 10 years after action completed.



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Item Number	Activity/record Class	Description	Disposal Action
36.3	Event Management	Other records relating to events held within Prescribed Areas. Includes: <ul style="list-style-type: none"> <li>bookings for events</li> <li>Records relating to other exhibitions or managed by other organisations using DEW or Landscape Entities facilities</li> <li>co-ordination of the annual 'Friends Forum'</li> <li>preparation, management and recovery of sites</li> </ul> Examples: Enquiries, confirmations and cancellations.	<b>TEMPORARY</b> Destroy 5 years after action completed.
36.4	Event Management	Posters, photographic prints, digitised images, captions and other interpretative information produced for events, functions, displays and exhibitions conducted in Prescribed Areas. Record examples: material produced for external exhibitions.	<b>TEMPORARY</b> Destroy when superseded or no longer required for future displays.
37	<b>Evidence Management</b>	<i>The process of managing the collection, documentation and disposal of material evidence in cases investigated. For example, firearms, trapping devices, poison, skins, live, dead and taxidermied animals</i> <b>See: 25 -Control for amendments and access to Registers.</b>	
37.1	Evidence Management	Register of animals confiscated as a result of investigation, including births and deaths.	<b>TEMPORARY</b> Destroy 100 years after action completed.
37.2	Evidence Management	Records relating to management of material evidence from completed cases.	<b>TEMPORARY</b> Destroy 100 years after action completed.



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Item Number	Activity/record Class	Description	Disposal Action
37.3	Evidence Management	Records relating to the approval and arrangements for disposal of live animals under the <i>Animal Welfare Act 1985</i> .	<b>TEMPORARY</b> Destroy 10 years after action completed.
38	<b>Field Trips</b>	<i>The activities associated with conducting field trips and collecting material for research and/or display purposes.</i> <b>See 34 Environmental Collections Management</b> for the details and outputs from the Fields trips.	
38.1	Field Trips	Records relating to material collected on field trips. Includes species name, collection site details, etc. (This information is input into the relevant Living Collections Information System). <b>See 34.2 – Environmental Collections</b> for data recorded in the Living Collections Information System	<b>TEMPORARY</b> Destroy 5 years after action completed.
39	<b>Garden Ornamentation</b>	<i>The activities associated with the acquisition, maintenance and disposal of garden ornamentation and seating within the Botanic Gardens including conservation and restoration projects.</i> <b>See also 50 - Memorials</b>	
39.1	Garden Ornamentation	Records relating to conservation and restoration projects on heritage listed gates, fountains, walls, sculptures and other garden ornamentation.	<b>PERMANENT</b>
39.2	Garden Ornamentation	Records relating to the acquisition deployment, maintenance and disposal of garden ornamentation that is not registered as a heritage item or a memorial.	<b>TEMPORARY</b> Destroy 10 years after action completed.



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Item Number	Activity/record Class	Description	Disposal Action
40	Grant Administration	<p><i>The process involved in administering grants to non-government organisations where DEW or Landscape Entities is the source of the Funds. Includes advertising grant programs, receiving and appraising grant proposals, arranging for funds to be released, monitoring the ongoing performance of the grant funding activity, dealing with breaches of grant conditions and acquittal of grant funds.</i></p> <p><b>See 41 - Grant Disbursement</b> where DEW or Landscape Entities is not the source of the funds but manages the distribution.</p> <p><b>See GDS30 6.7 FINANCIAL MANAGEMENT - Grant Funding</b> where DEW or Landscape Entities is applying for the Grant</p> <p><b>See 25 - Control</b> - for amendments and access to Registers.</p> <p><b>See 63.2, 63.3, 63.4 and 63.5 - Reporting</b> for actual reports</p>	
40.1	Grant Administration	Provision of funding to the RSPCA for enforcement of the <i>Animal Welfare Act 1985</i> (as amended).	<b>PERMANENT</b>
40.2	Grant Administration	Records relating to grants and loans to owners of registered heritage places. Includes successful applications and Register of applications.	<b>PERMANENT</b>
40.3	Grant Administration	Records of applications and approvals for Native Vegetation Significant Environmental Benefit Grants.	<b>PERMANENT</b>
40.4	Grant Administration	<p>Register of successful and unsuccessful applications from the community for funding of projects and initiatives.</p> <p>Record examples: summary details of applicant, application project initiative, outcome of application, if unsuccessful the reason why.</p>	<b>PERMANENT</b>



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Item Number	Activity/record Class	Description	Disposal Action
40.5	Grant Administration	Records of successful applications from the community for funding for specific projects and initiatives. Record examples: assessment criteria and works inspections, Gawler High School Wetlands Project, Star of the Sea School, Henley Beach Marine Centre Project, Wallop a Woody Weed Community Project.	<b>TEMPORARY</b> Destroy 20 years after action completed.
40.6	Grant Administration	Records of annual or one off grants or ex-gratia payments to environmental organisations or purposes. Records examples: Trees for Life, Conservation Council of SA and SA Zoological Society.	<b>TEMPORARY</b> Destroy 10 years after action completed.
40.7	Grant Administration	Records relating to unsuccessful applications for grants for heritage funding and applications from the community for funding for projects and initiatives. Record examples: assessment criteria.	<b>TEMPORARY</b> Destroy 5 years after action completed.
41	<b>Grant Disbursements</b>	<i>The activities associated with the processing of applications and disbursement by DEW or Landscape Entities of grants received from Commonwealth and other sources to other entities or organisations for the purpose of undertaking projects to improve the State's natural resources and environmental conservation.</i> <b>See 40 - Grant Administration</b> where DEW or Landscape Entities is the source of the funds. <b>See GDS30 6.7 FINANCIAL MANAGEMENT - Grant Funding</b> where DEW or Landscape Entities is applying for the Grant. <b>See 25 - Control</b> - for amendments and access to Registers. <b>See 63.2, 63.3, 63.4 and 63.5 - Reporting</b> for actual reports	



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Item Number	Activity/record Class	Description	Disposal Action
41.1	Grant Disbursements	Records documenting the evaluation, assessment and approval processes, including schedules of successful and rejected applications. Also includes demographic and regional analyses of grant disbursement.	<b>PERMANENT</b>
41.2	Grant Disbursements	Records of successful applications of significant Projects, including documenting status, expenditures and outcomes. Record examples: agreements executed 'under seal', statutory declarations and acquittal statements. Special purpose grants and applications for emergency funding.	<b>TEMPORARY</b> Destroy 100 years after action completed.
41.3	Grant Disbursements	Register of Grants for projects dispersed by DEW or Landscape Entities. Record examples: Data recording the financial details of projects funded from grants. Examples: NSS Database, Grants Database.	<b>PERMANENT</b>
41.4	Grant Disbursements	Records of successful applications of non-significant Projects, including documenting status, expenditures and outcomes. Record examples: agreements executed 'under seal', statutory declarations and acquittal statements. Special purpose grants and applications for emergency funding.	<b>TEMPORARY</b> Destroy 20 years after action completed.
41.5	Grant Disbursements	Records documenting unsuccessful applications, including applications that did not meet eligibility requirements.	<b>TEMPORARY</b> Destroy 5 years after action completed.



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Item Number	Activity/record Class	Description	Disposal Action
41.6	Grant Disbursements	Records documenting the administrative process associated with a 'funding round' for grant disbursement. Includes working papers and supporting papers.	<b>TEMPORARY</b> Destroy 5 years after action completed.
42	<b>Groundwater Management</b>	<i>The activity of managing and supplementing supplies of underground water for subsequent re-use. Includes monitoring and recovering the aquifers. Groundwater comes from rain, snow, sleet, and hail that soaks into the ground.</i>	
42.1	Groundwater Management	Records documenting groundwater management programs and projects. Record examples: Aquifer storage and recovery, wetlands, rising water tables, leaky wells.	<b>PERMANENT</b>
42.2	Groundwater Management	Database records managing information on groundwater resources.	<b>PERMANENT</b>
43	<b>Interim Settlement</b>	<i>The processes of issuing interim titles to land pending the issue of land grants.</i>	
43.1	Interim Settlement	Records relating to interim titles to land pending issue of a land grant, enabling the purchaser to register dealings against the land prior to the issue of a freehold title.	<b>PERMANENT</b>
44	<b>Landscape Development</b>	<i>The activities associated with the planning, development and ongoing maintenance of the landscape of parks, gardens and reserves. Include activities associated with clean up and repairs following natural disasters.</i>	



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Item Number	Activity/record Class	Description	Disposal Action
44.1	Landscape Development	Records relating to major landscape redevelopment, including following natural disasters. <b>See 44.4</b> for minor landscape redevelopments.	<b>PERMANENT</b>
44.2	Landscape Development	Records documenting the removal of significant or regulated trees as defined by the Development Act and Regulations within National Parks, Botanic gardens and other Prescribed Areas. Record examples: assessments, reports and approvals from Local Government authorities.	<b>PERMANENT</b>
44.3	Landscape Development	Records documenting the removal of other trees within National Parks, Botanic gardens and other Prescribed Areas. Record examples: assessments, reports and approvals from Local Government authorities.	<b>TEMPORARY</b> Destroy 20 years after action completed.
44.4	Landscape Development	Records relating to other landscape development. Includes development and re-development of garden beds, walking paths and trails, roads, waterways, bridges, replacement of irrigation equipment etc. <b>See also GDS 30 1.11 ASSET / PHYSICAL RESOURCE MANAGEMENT - Maintenance.</b>	<b>TEMPORARY</b> Destroy 20 years after action completed.
44.5	Landscape Development	Records relating to ongoing landscape maintenance including weeding, mowing, soil replacement, etc. <b>See: 14.4 - Biosecurity</b> for weed control programs in national parks and reserves.	<b>TEMPORARY</b> Destroy 5 years after action completed.



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Item Number	Activity/record Class	Description	Disposal Action
<b>45</b>	<b>Leasing Out</b>	<i>The activities involved in leasing out items, equipment, accommodation, premises, crown land or infrastructure to another organisation or person for a specified period and agreed price. Includes the formal documentation setting out conditions, rights, responsibilities, etc. of both parties. Also includes sub-leasing.</i> <b>See: GDS 30: 1.9 ASSET/ PHYSICAL RESOURCE MANAGEMENT - Leasing (Assets) and 1.10 ASSET/ PHYSICAL RESOURCE MANAGEMENT - Leasing Out (Assets)</b>	
<b>45.1</b>	Leasing Out	Land Tenure Register Sheets detailing leasing of land under various legislation. Comprises numerous folders of GRS3709.	<b>PERMANENT</b>



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Item Number	Activity/record Class	Description	Disposal Action
45.2	Leasing Out	<p>Individual Annual Licence Administration case files.</p> <p>Record examples: issuing annual licences which involve receipt of fees and location plans, searches, inspections, Crown Law advice, rental valuation, approvals, issuing licences and conditions to the licensees and biodiversity assessments; May also include records relating to decontamination or rehabilitation.</p> <p>NOTE:</p> <p>Where transferring annual licences occurs, records will include advice to applicants.</p> <p>Where freeholding annual licences occurs, records will also include receipt of purchase money and fees, preparation of Land Grants, approvals, cancellation of licence, settlement and registration.</p> <p>Where cancelling annual licences occurs, records will include searches, inspections, recommendations, approvals, advice to licensees, and recovery of unpaid rent.</p> <p>Where amendment of annual licences occurs, records will include searches, inspections, Crown Law advice, revaluation, recommendations, approval and advice to licensees.</p> <p><b>See 45.7</b> where lease or licence is withdrawn or refused.</p>	<b>PERMANENT</b>



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Item Number	Activity/record Class	Description	Disposal Action
45.3	Leasing Out	<p>Individual Miscellaneous Lease Administration case files includes case files relating to granting term tenure over a parcel of Crown Land for primary production or commercial purposes.</p> <p>Record examples: searches, surveys, checking land tenure maps, concept plans and lodgement of documents at the Land Titles Office. Biodiversity assessments, valuations and documentation relating to easements, dedication and rights of way are also included where necessary</p> <p>Note:</p> <p>Where freeholding shacks involves requests for titles from land grants, surrender documents, contracts, Land Management Agreements, receipt of moneys, approvals, settlement, lodgement and registration documentation is also included.</p> <p><b>See 45.7</b> where lease or licence is withdrawn or refused.</p>	<b>PERMANENT</b>
45.4	Leasing Out	<p>Individual Perpetual Lease Administration case files including searches, surveys, checking land tenure maps and registered interests, calculating the purchase price and in some cases the inclusion of biodiversity assessments.</p> <p>Record examples: applications surrender documents, receipt of purchase money and fees, preparation of Land Grants, approvals, settlement and registration.</p> <p><b>See 45.7</b> where lease or licence is withdrawn or refused.</p>	<b>PERMANENT</b>



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Item Number	Activity/record Class	Description	Disposal Action
45.5	Leasing Out	Individual Reserves Administration case files. Record examples: searches, inspections, consultation, Crown law advice, Government Gazettal notices, easements, recommendations, approvals, payment of fees and registration. <b>See 45.7</b> where lease or licence is withdrawn or refused.	<b>PERMANENT</b>
45.6	Leasing Out	Records documenting the leasing and sub-leasing arrangements of DEW or Landscape Entities properties where the activity undertaken on the property may cause damage, contamination or require remediation of the land when the lease ceases.	<b>PERMANENT</b>
45.7	Leasing Out	Individual Crown lease and Licence case files where the application is withdrawn or refused.	<b>TEMPORARY</b> Destroy 20 years after action completed.
45.8	Leasing Out	Records relating to refreshment facilities operated by lessees. Record examples: regular liaison with lessees to monitor operations.	<b>TEMPORARY</b> Destroy 10 years after action completed.
45.9	Leasing Out	Leasing documents not involving crown land including, licences, tenancy and occupancy agreements and other registered documents or where the activity does not require remediation of the property following termination of lease.	<b>TEMPORARY</b> Destroy 10 years after action completed.



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Item Number	Activity/record Class	Description	Disposal Action
46	Liaison	<p><i>The activities associated with maintaining regular general contact between the organisation and professional associations, professionals in related fields, other private sector organisations and community groups. Includes sharing informal advice and discussions, membership of professional associations and collaborating on projects that are not joint ventures. (KAAA)</i></p> <p><b>See: GDS30 v1 Introduction for information relating to Legal Deposit.</b></p> <p><b>See GDS30 12.3.1 PUBLICATION - Production</b> for master set of Newsletters and Circulars</p>	
46.1	Liaison	<p>Records relating to the development of Newsletters and Circulars created by DEW or its entities or Landscape Entities and distributed to Stakeholders or the community on its activities.</p> <p><b>See GDS30 12.3.1 PUBLICATION - Production</b> for master set of Newsletters and Circulars</p> <p>Record examples: copies of newsletters or circulars.</p> <p>Examples: NRM Directions.</p>	<p><b>TEMPORARY</b> Destroy 10 years after action completed.</p>
46.2	Liaison	<p>Liaison with Local Government authorities and other agencies on facilities, roads and control access in prescribed and surrounding areas.</p> <p>Record examples: Shared parking arrangements with neighbours.</p>	<p><b>TEMPORARY</b> Destroy 10 years after action completed.</p>
47	Licensing	<p><i>The activities involved in drawing up, issuing and administering authorities, licences and permits under legislation for which DEW or Landscape Entities is responsible.</i></p> <p><b>See: 25 - Control</b> for amendments and access to Registers.</p>	



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Item Number	Activity/record Class	Description	Disposal Action
47.1	Licensing	Registers of Permits, Licences and Leases issued by DEW or its entities under the legislation for which DEW or Landscape Entities is responsible Examples: Permits and Licences for: <ul style="list-style-type: none"> <li>• keeping native Fauna,</li> <li>• collecting native plants,</li> <li>• use of protected animals for scientific research,</li> <li>• taking native flora,</li> <li>• Mining licences,</li> <li>• use of animals for teaching and research,</li> <li>• use of digitised maps and photographic products,</li> <li>• use of public land</li> <li>• activities in a Marine Park Zone</li> <li>• taking and use of Water (currently held in WILMA)</li> <li>• tags allocated to kangaroo shooters and processors</li> </ul>	<b>PERMANENT</b>
47.2	Licensing	Register of Dog and Cat registrations and control orders issued by local government recorded and managed in DACO. Record examples: registration of Breeders, registration of dogs and cats.	<b>PERMANENT</b>



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Item Number	Activity/record Class	Description	Disposal Action
47.3	Licensing	<p>Records relating to the application to undertake Native Vegetation Clearance.</p> <p>Record examples: clearance applications (application fees and assessments), significant environmental benefit documentation and resource reports, register of applications and approvals, regrowth management documentation.</p>	<b>PERMANENT</b>
47.4	Licensing	<p>Records relating to the application for Heritage archaeology permits that are approved.</p> <p>Record examples: permits for excavating, disturbing, destroying or altering Heritage places or items.</p>	<b>PERMANENT</b>
47.5	Licensing	<p>Records relating to application for a water licences and permits that are approved, Includes:</p> <ul style="list-style-type: none"> <li>• apply to drain or discharge into a well or to use imported water</li> <li>• request a water meter test</li> <li>• apply for a new well driller's licence, renewal or variation</li> <li>• obtain a well construction permit</li> <li>• Water Access Entitlement (extract and use)</li> <li>• Water Allocation</li> <li>• Water Resource Works approval</li> <li>• Site Use Approval</li> </ul> <p>Record examples: applications for a new water licence, transfer or variation. <b>See 47.12</b> for annual levy invoices.</p>	<p><b>TEMPORARY</b></p> <p>Destroy 20 years after permit expires or is cancelled or revoked.</p>



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Item Number	Activity/record Class	Description	Disposal Action
47.6	Licensing	<p>Records relating to the application for permits and licences for managing, capturing and destroying animals that are approved.</p> <p>Record examples: Keep and Sell, Emu Farming, Rodeo, Destruction, Research and Teaching, Take from the Wild, Snake Catcher, Rescue.</p>	<p><b>TEMPORARY</b> Destroy 20 years after permit expires or is cancelled or revoked.</p>
47.7	Licensing	<p>Records relating to the application for Commercial tour operator licences that are approved</p> <ul style="list-style-type: none"> <li>• becoming a licensed tour operator</li> <li>• Commercial Marine Mammal Interaction Permit.</li> </ul>	<p><b>TEMPORARY</b> Destroy 20 years after permit expires or is cancelled or revoked.</p>
47.8	Licensing	<p>Records relating to the application for permits to conduct events or activities in a Prescribed Areas (including Marine Park or Sanctuary Zone) that are approved</p> <ul style="list-style-type: none"> <li>• fishing and surfing competitions</li> <li>• fundraising events</li> <li>• product demonstration days</li> <li>• bike/car racing</li> <li>• orienteering</li> <li>• bee keeping</li> <li>• conducting activities for fee/reward</li> <li>• competitions and organised sport events</li> <li>• tourism operations</li> <li>• commercial photography and film making</li> <li>• installation of moorings</li> </ul>	<p><b>TEMPORARY</b> Destroy 20 years after permit expires or is cancelled or revoked.</p>



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Item Number	Activity/record Class	Description	Disposal Action
47.9	Licensing	Records relating to the application for permits to undertake scientific research within a Prescribed Area or involving protected species of flora and fauna.	<b>TEMPORARY</b> Destroy 20 years after permit expires or is cancelled or revoked.
47.10	Licensing	Records relating to application for permits to enter or stay in a national park that are approved. Including: <ul style="list-style-type: none"> <li>• Multi park, holiday and single park pass</li> <li>• Desert park pass</li> <li>• Kangaroo Island tour pass.</li> </ul>	<b>TEMPORARY</b> Destroy 10 years after permit expires or is cancelled or revoked.
47.11	Licensing	Records relating to permits authorising hunting activities in Prescribed Areas.	<b>TEMPORARY</b> Destroy 20 years after permit expires or is cancelled or revoked.
47.12	Licensing	Reporting and invoices relating to the issuing of Licences where the report and invoice is not saved on the Licence Case File. Record examples: Annual Water Levy notice/invoice.	<b>TEMPORARY</b> Destroy 10 years after invoices issued.
47.13	Licensing	Records relating to recovery of fees and royalties resulting from the issuing of permits, licences and other authorised activities.	<b>TEMPORARY</b> Destroy 10 years after action completed.



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Item Number	Activity/record Class	Description	Disposal Action
47.14	Licensing	Records relating to unsuccessful and rejected applications for authorisation, licences or permits to undertake an activity regulated by legislation for which DEW or Landscape Entities is responsible.	<b>TEMPORARY</b> Destroy 10 years after action completed.
48	<b>Maintenance</b>	<i>The activities associated with the upkeep, repair, servicing and preservation of internal/external conditions of premises, equipment, etc. (KAAA) NB: Includes maintenance of recreation and other facilities associated with Prescribed Areas.</i> <b>See also GDS30 1.11 ASSET/PHYSICAL RESOURCE MANAGEMENT – Maintenance</b>	
48.1	Maintenance	Records relating to decontamination or rehabilitation of Crown or degraded Land. Record examples: Complaints, inspections, reports, clean up and maintenance	<b>PERMANENT</b>
48.2	Maintenance	Records relating to conditions of use of Crown Land by external bodies and agencies. Record examples: borrow-pits for road construction, conditions, requests and responses.	<b>TEMPORARY</b> Destroy 20 years after action completed.
48.3	Maintenance	Records relating to maintenance of Crown Land that does not involve decontamination or rehabilitation. Record examples: complaints, inspections and maintenance procedures.	<b>TEMPORARY</b> Destroy 10 years after action completed.



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Item Number	Activity/record Class	Description	Disposal Action
<b>49</b>	<b>Maintenance (infrastructure)</b>	<i>The activity of maintaining water resource infrastructure assets including ongoing maintenance, repairs and operations. For example South East Drainage Scheme and GABSI. See GDS30 1.11 ASSET/ PHYSICAL RESOURCE MANAGEMENT – Maintenance for routine maintenance</i>	
<b>49.1</b>	Maintenance (infrastructure)	Records documenting significant and major maintenance. Record Examples: Upper South East Drains, Bore Well maintenance, weirs.	<b>PERMANENT</b>
<b>50</b>	<b>Memorials</b>	<i>The activity of establishing and preserving memorials within parks, gardens and reserves including memorial seats.</i>	
<b>50.1</b>	Memorials	Records relating to memorials in Prescribed Areas. Record examples: memorial seats, monuments.	<b>PERMANENT</b>
<b>51</b>	<b>Monitoring and Recording</b>	<i>The activities and processes associated with collecting environmental data including water flows, capacities and related measurements; seismic recordings Includes telemetry data, gauge readings, aerial observations and recordings. Includes capturing of Emissions and economic Data.</i>	
<b>51.1</b>	Monitoring and Recording	Records documenting: <ul style="list-style-type: none"> <li>• biodiversity corridor studies and biodiversity projects</li> <li>• ongoing monitoring of risk assessments on native plant species</li> <li>• water usage via or incorporated body input, metering of bores or other measuring and monitoring methods</li> </ul> <b>See 51.12</b> for supplementary records	<b>PERMANENT</b>



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Item Number	Activity/record Class	Description	Disposal Action
51.2	Monitoring and Recording	Records of metered salinity test results for soil and vegetation for assessing suitability for stock feed and other uses. Records examples: Pastoral assessments <b>See 51.12</b> for supplementary records	PERMANENT
51.3	Monitoring and Recording	Records of surveys and other data collection activities relating to water and other natural resources management. Record examples: Investigation of trends (analysis), changes in biodiversity, Soil Conservation and erosion; Animal and Plant Control, Investigation of trends (analysis), Changes in Water Resources including Salinity and River Flows. <b>See 51.12</b> for supplementary records	PERMANENT
51.4	Monitoring and Recording	Records monitoring NRM or landscape projects carried out for animal and plant control. <b>See 51.12</b> for supplementary records	PERMANENT
51.5	Monitoring and Recording	Maps, spatial records documenting matters affecting water resources and other natural heritage including floods, soil erosion, pest infestations. <b>See 51.12</b> for supplementary records	PERMANENT
51.6	Monitoring and Recording	Field books and note books used to record primary observations in the field. Record examples: Monitoring equipment records and outputs not transferred to other systems e.g. records documenting calculations and analyses.	PERMANENT



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Item Number	Activity/record Class	Description	Disposal Action
51.7	Monitoring and Recording	Records documenting the gathering of emission, economic and environmental data for climate change projections.	<b>TEMPORARY</b> Destroy 20 Years after action completed.
51.8	Monitoring and Recording	Records documenting the preparation of information used to report on the condition of the State's water and other natural resources. <b>See: 63.3 Reporting</b> for the actual Reports.	<b>TEMPORARY</b> Destroy 20 years after action completed.
51.9	Monitoring and Recording	Records relating to access to private properties for environmental monitoring and research activities. Record Examples: Seeking and granting permission, authorisation of access, access to properties for water course monitoring, native vegetation, and actual agreement.	<b>TEMPORARY</b> Destroy 10 years after action completed.
51.10	Monitoring and Recording	Supplementary records relating to the gathering, collation and assessment of monitoring data and reporting relating to water and other natural resources. Record examples: Working papers, Research material & associated data, Consultation records, comments.	<b>TEMPORARY</b> Destroy 20 years after action completed.



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Item Number	Activity/record Class	Description	Disposal Action
51.11	Monitoring and Recording	Records documenting measurements of rainfall, rivers, lakes and watercourses of DEW or Landscape Entities sites. Includes monitoring and analysis of water usage and quality within National Parks and Gardens. Record examples: programs undertaken to maintain adequate water quality, data recording output from irrigation stations, application rates, times, dates, etc. Also includes costs.	<b>TEMPORARY</b> Destroy 20 years after action completed.
51.12	Monitoring and Recording	Seismic Station Logs, operator notes and scanning sheets where they have been transferred into an ongoing system. <b>See also GDS30 10.4.2 INFORMATION TECHNOLOGY – Systems Management</b> for ongoing application management.	<b>TEMPORARY</b> Destroy 10 years after action completed.
52	<b>Native Title Advocacy</b>	<i>The activities associated with Aboriginal occupation and access and Native Title claims affecting National Parks and Reserves. Includes negotiations with Aboriginal communities and coordination with the Native Title Unit, Attorney General's Department.</i> NOTE: Refer to GDS 16 before disposal	
52.1	Native Title Advocacy	Records relating to use of parks and reserves by Aboriginal communities. Record examples: lease back and establishment of Boards of Management.	<b>PERMANENT</b>
52.2	Native Title Advocacy	Property Dossier files for Aboriginal Incorporated Bodies and Communities containing specific details of continuing activity. Record examples: authorities and consents, location maps, debt recovery, correspondence, interviews, and reports	<b>PERMANENT</b>



Department for Environment and Water (and predecessor agencies or functions)

Item Number	Activity/record Class	Description	Disposal Action
52.3	Native Title Advocacy	Records of Notices issued under the Native Title Act for Prescribed Areas. Examples: Section 24KA <i>Native Title (South Australia) Act 1994</i> notices to approve construction or development on crown land.	<b>PERMANENT</b>
52.4	Native Title Advocacy	Records relating to negotiation of Indigenous Land Use Agreements affecting parks and reserves. <b>See: GDS 30 13.2.1 Strategic Management - Agreements</b> for actual Agreements	<b>PERMANENT</b>
53	<b>Nursery Operations</b>	<i>The activities involved in the operations of a nursery for the propagation of flora for use in parks and gardens.</i>	
53.1	Nursery Operations	Consolidated records relating to nursery operations. Record examples: indexes and/or registers of propagation activities.	<b>TEMPORARY</b> Destroy 20 years after action completed.
53.2	Nursery Operations	Records relating to ongoing activities in DEW nurseries. Record examples: routine propagation, source material, etc.	<b>TEMPORARY</b> Destroy 5 years after action completed.
54	<b>Planning</b>	<i>The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs. (KAAA)</i> <b>See also GDS 30 13.16.1 STRATEGIC MANAGEMENT – Planning</b> for master copies of plans	



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Item Number	Activity/record Class	Description	Disposal Action
54.1	Planning	Registers of Fire Management Plans and park and reserve management plans.	<b>PERMANENT</b>
54.2	Planning	Records documenting the development of plans to meet the department's statutory responsibilities. Record examples: input into plans, comments on drafts and revisions, reports working papers, etc.	<b>TEMPORARY</b> Destroy 20 years after action completed.
54.3	Planning	Development of plans and procedures for managing water use and storage in Prescribed Areas. Includes tank and lake storage systems. Record examples: rainfall and water drawn from mains, rivers, creeks and aquifers, actual plans.	<b>TEMPORARY</b> Destroy 20 years after action completed.
54.4	Planning	Records of submissions, consultation, awareness and public meeting feedback leading up to the development of the plans. Record examples: initial draft, public comment Examples: input from community reference groups including relevant Aboriginal communities, advice from other interested Ministers and the Development Assessment Commission, gazette and press notices.	<b>TEMPORARY</b> Destroy 20 years after action completed.



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Item Number	Activity/record Class	Description	Disposal Action
54.5	Planning	Supplementary records relating to the development of plans to meet the organisation and entities statutory obligations. Duplicates of plans and reference material used in plan development. Includes: Community Partnership plans, Horticultural Project Plans, Investigation and Compliance plans; emergency management plans Record examples: input into plans, comments on drafts and revisions, reports, working papers, copies of plans etc. Examples: periodic system reports used for monitoring and planning purposes, strategies for fire prevention in parks and reserves.	<b>TEMPORARY</b> Destroy 5 years after action completed.
55	<b>Prescribed Burning</b>	<i>The activities associated with coordinating and conducting prescribed burns in Prescribed Areas.</i>	
55.1	Prescribed Burning	Records relating to prescribed burning in Prescribed Areas that generate substantial public debate and media interest.	<b>PERMANENT</b>
55.2	Prescribed Burning	Records relating to routine prescribed burning in parks and reserves.	<b>TEMPORARY</b> Destroy 10 years after action completed.
55.3	Prescribed Burning	Records relating to fires not in Prescribed Areas but recorded in the Fire Information Management System (FIMS).	<b>TEMPORARY</b> Destroy 10 years after action completed.



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Item Number	Activity/record Class	Description	Disposal Action
<b>56</b>	<b>Procedures</b>	<i>Standard methods of operating laid down by an organization according to formulated policy. (KAAA) Examples: community partnerships, fire management, aboriginal partnerships, animal welfare, Natural Resources and Landscapes See: 25 - Control for amendments and access to Registers. See GDS30 13.18 STRATEGIC MANAGEMENT – Procedures for administrative procedures</i>	
<b>56.1</b>	Procedures	Master copies of procedures developed to meet organisations and entities statutory obligations. Includes master set of manuals, handbooks used to implement operational procedures. Record examples: codes of practice, guidelines and instructions.	<b>PERMANENT</b>
<b>56.2</b>	Procedures	Register of Entity and DEW procedures developed to meet statutory obligations.	<b>PERMANENT</b>
<b>56.3</b>	Procedures	Supplementary records documenting the development, approval and implementation of procedures developed to meet organisations and entities statutory obligations.	<b>TEMPORARY</b> Destroy 10 years after action completed.
<b>57</b>	<b>Propagation</b>	<i>The processes and activities associated with establishing and maintaining a viable seed collection, and seed and cutting propagation program for sale to the public.</i>	
<b>57.1</b>	Propagation	Records documenting seed collecting, seed and cutting propagation and species lists for seed bank and nursery operations.	<b>TEMPORARY</b> Destroy 20 years after action completed.



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Item Number	Activity/record Class	Description	Disposal Action
<b>58</b>	<b>Public Nominations</b>	<i>The activities associated with processing nominations of sites for heritage listing. See 61 Registered Place Management for details of nomination outcomes</i>	
<b>58.1</b>	Public Nominations	Records relating to inspection and assessment of nominated places, including advice to the Minister submissions. Record examples: Negotiation with owners, advertisements, representations, Notices of nominated places to owners and Local Government authorities.	<b>PERMANENT</b>
<b>58.2</b>	Public Nominations	Nominations vetoed by the Minister.	<b>PERMANENT</b>
<b>58.3</b>	Public Nominations	Records relating to appeals against provisional entries including consultation with Heritage SA and outcomes of Court proceedings.	<b>PERMANENT</b>
<b>59</b>	<b>Reconciliation</b>	<i>The activities associated with promoting understanding and appreciation for Aboriginal people and their culture as it relates to the environment. Includes promotion of the reconciliation agenda within DEW or Landscape Entities.</i>	
<b>59.1</b>	Reconciliation	Records relating to the development and promotion of the Reconciliation Agenda.	<b>PERMANENT</b>
<b>59.2</b>	Reconciliation	Records relating to cultural awareness programs developed and delivered by DEW or Landscape Entities.	<b>TEMPORARY</b> Destroy 20 years after action completed.



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Item Number	Activity/record Class	Description	Disposal Action
<b>60</b>	<b>Recreation</b>	<i>The activities associated with the development, planning and operation of recreation facilities in parks and reserves, e.g. campgrounds, accommodation, tennis courts, golf courses, walking trails, rock climbing sites, etc. Includes facilities operated by National Parks and Wildlife SA and those operated by lessees and licensees. The activities associated with the development and planning of refreshment facilities in gardens, parks and reserves.</i>	
<b>60.1</b>	Recreation	Records relating to the development and operation of recreation facilities in parks and reserves. Record examples: regular liaison with licensees and lessees to monitor operations. <b>See GDS30 1.11.3 ASSET/PHYSICAL RESOURCE MANAGEMENT – Maintenance</b> for maintenance of facilities.	<b>TEMPORARY</b> Destroy 20 years after action completed.
<b>60.2</b>	Recreation	Approvals for recreational activities in parks and reserves. Record examples: applications, approvals, correspondence, notifications of terms and conditions and disclaimers. <b>See 30 - Education and Training</b> for approvals for students to attend educational events in Prescribed Areas.	<b>TEMPORARY</b> Destroy 20 years after action completed.
<b>60.3</b>	Recreation	Approvals for licensees and lessees to operate recreation facilities in parks and reserves. Record examples: licence or lease renewals. <b>see: 45.8 Leasing Out</b> for administration of leases	<b>TEMPORARY</b> Destroy 10 years after licence expires.



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Item Number	Activity/record Class	Description	Disposal Action
60.4	Recreation	Records relating to development and provision of refreshment facilities operated by the organisation. <b>See GDS30 1.11.3 ASSET/PHYSICAL RESOURCE MANAGEMENT – Maintenance</b> for maintenance of refreshment facilities	<b>TEMPORARY</b> Destroy 10 years after action completed.
60.5	Recreation	Bookings for use of recreation facilities in parks and reserves. Record examples: applications, booking sheets, confirmations, cancellations, schedules of fees, etc.	<b>TEMPORARY</b> Destroy 5 years after action completed.
61	<b>Registered Place Management</b>	<i>The activities involved in the preservation, protection, maintenance, restoration and enhancement of 'places under the Shipwreck Act and Heritage Places Act, includes DEW or Landscape Entities owned properties</i> <b>See: 25.2 - Control</b> for amendments and access to Registers. <b>See: 76 – Survey Management</b> for surveys of Registered Places.	
61.1	Registered Place Management	Master copy of records comprising the Register of Historic Shipwrecks. Record examples: Details of all declared shipwrecks and relics, provisional entries and protected zones. Examples: Actual register.	<b>PERMANENT</b>
61.2	Registered Place Management	Master copy of records comprising the inventory of descriptions and notes attached to the State Heritage Register. Record examples: records relating to all registered places, provisional entries, certificates of exclusion, and places removed from the Register. Examples: Actual register.	<b>PERMANENT</b>



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Item Number	Activity/record Class	Description	Disposal Action
61.3	Registered Place Management	Records relating to conservation and maintenance of places registered under the <i>Heritage Places Act 1993</i> and <i>Historic Shipwrecks Act 1981</i> (as amended). Record examples: Liaison with relevant bodies.	<b>PERMANENT</b>
62	<b>Regulating</b>	<i>The process of regulating statutory requirements on licences, permits and authorisations to ensure compliance with conditions or restrictions. This is the enforcement of regulatory responsibilities. Includes inspection, authorisation, monitoring and enforcement of requirements under legislation but does not include prosecutions.</i> <b>See:</b> <b>16 - Cases (Regulation)</b> for activities relating to prosecutions. <b>47 - Licensing</b> for Permits and registers <b>25.2 - Control</b> for amendments and access to Registers <b>See also GDS30 11.2 LEGAL SERVICES - Litigation</b>	
62.1	Regulating	Records documenting the identification and delineation of Public Access and Stock Routes within Prescribed Areas. Record examples: register of access and stock routes, Heysen Trail, routes and trails through National Parks and Reserves. NOTE: Establishment of stock public access and stock routes is the responsibility of PIRSA.	<b>PERMANENT</b>



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Item Number	Activity/record Class	Description	Disposal Action
62.2	Regulating	Records relating to ensuring compliance with conditions on permits for the destruction of protected animals (for example emus, galahs, kangaroos). Record examples: Reconciliation of tags with permit records. Examples: Returns of animals destroyed, inspecting tags.	<b>TEMPORARY</b> Destroy 20 years after action completed.
62.3	Regulating	Records relating to the exemptions from requirements granted under the <i>Dog and Cat Management Act 1995</i> and <i>Dog and Cat Management Regulations 2017</i> . Examples: muzzle requirement for greyhounds.	<b>TEMPORARY</b> Destroy 20 years after action completed.
62.4	Regulating	Records relating to visitor parking in Prescribed Areas, including offences and payment of expiation notices. <b>See 16 - Cases Regulation</b> for other offences.	<b>TEMPORARY</b> Destroy 10 years after action completed.
62.5	Regulating	Records relating to the process of serving expiation notices and receiving payment for breaches of DEW or Landscape Entities administered regulations.	<b>TEMPORARY</b> Destroy 10 years after action completed.
63	Reporting	<i>The processes associated with initiating or providing a formal response to a situation or request (either internal or external or as a requirement of corporate policies), and to provide formal statements or findings of the results of the examinations or investigations. (KAAA)</i>	



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Item Number	Activity/record Class	Description	Disposal Action
63.1	Reporting	Records relating to reporting of: <ul style="list-style-type: none"> <li>• fire events in Prescribed Areas giving details of: location, terrain interpretation, size of area, cause, and extent of damage to park and neighbouring properties</li> <li>• images and data captured as a result of fire reporting and management</li> </ul> Record examples: initial, daily and post fire reports.	<b>PERMANENT</b>
63.2	Reporting	Final reports detailing the condition of the State’s natural resources to Parliament or the Commonwealth. <b>See 51.8 - Monitoring and Recording</b> for preparatory documents	<b>PERMANENT</b>
63.3	Reporting	Final Reports detailing the condition of the State’s water resources to Parliament or the Commonwealth. <b>See 51.8 – Monitoring and Recording</b> for preparatory documents	<b>PERMANENT</b>
63.4	Reporting	Database used to provide reports to the Commonwealth on environmental outcomes resulting from Commonwealth funding. e.g. “NRM Tracker”. Record examples: details of works undertaken, details of property on which funding spent, outcome of funding spent, number of hectares of revegetation, number of kilometres of fencing, etc.	<b>PERMANENT</b>



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Item Number	Activity/record Class	Description	Disposal Action
63.5	Reporting	Other Reports relating to Natural Resources Management provided to the Minister, Parliament or the Commonwealth, including pest control, native vegetation, floods, soils and salinity. Includes progress and final reports against Natural Resources Outcomes for Resources Condition Targets (RCTs) or Management Action Targets (MATs)	<b>TEMPORARY</b> Destroy 50 years after action completed.
63.6	Reporting	Records relating to completed surveys and questionnaires where results have been included in a report. <b>See 51.3 Monitoring and Recording</b> for records relating to surveys results not included in reports.	<b>TEMPORARY</b> Destroy 10 years after action completed.
63.7	Reporting	Supplementary records relating to the development of natural resources reports. Includes working papers, interim and draft reports. Also Includes Peer review documentation.	<b>TEMPORARY</b> Destroy 10 years after action completed.
63.8	Reporting	Reports from Friends groups and individuals on their retail activities conducted in Prescribed Areas. Record examples: Details of products offered for sale; Marketing material.	<b>TEMPORARY</b> Destroy 10 years after action completed



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Item Number	Activity/record Class	Description	Disposal Action
64	Research	<p><i>The activities involved in investigating or enquiring into a subject or area of interest in order to discover facts, principles, etc. Used to support the development of projects, standards, guidelines, etc. and the business activities of DEW or Landscape Entities in general. Includes following up enquiries relating to Agency programs, projects, working papers, literature searches, etc. (KAAA)</i></p> <p>See:  <b>GDS30 9.7 INFORMATION MANAGEMENT - Intellectual Property</b> for copyright and other intellectual property protection  <b>GDS30 13.2 STRATEGIC MANAGEMENT - Agreements</b> for management of agreements with research partners</p>	
64.1	Research	<p>Records of major research projects conducted by DEW or its entities in the fields of botany, horticulture, biology, conservation of the natural environment or history.</p> <p>Record examples: Promotion of results to the professional and wider community.</p> <p>See <b>GDS30 13.23.2 STRATEGIC MANAGEMENT - Research</b> for routine research</p>	<b>PERMANENT</b>
64.2	Research	<p>Records relating to collaboration on research projects conducted by the State Biodiversity Centre, Universities, Schools or other agencies.</p>	<b>TEMPORARY</b> Destroy 10 years after action completed.
65	Revenue	<p>The process of collecting, recording, classifying, summarising and analysing information on financial transactions, and subsequently on the financial position and operating results of the organisation. Includes financial statements, and the implementation, maintenance, monitoring and auditing of the organisation's accounting systems and internal controls. (AAA)</p>	



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Item Number	Activity/record Class	Description	Disposal Action
65.1	Revenue	Documentation regarding the establishment, review and application of fees and charges. Examples: Public Land Fees, Water Management Fees, Park Pass Fees, Pest Control Fees	<b>TEMPORARY</b> Destroy 10 Years after action completed.
66	<b>Risk Management</b>	<i>The process involving the identification of risks, and the implementation of appropriate practices and procedures that will reduce wastage and the impact of economic loss arising from an incident. (KAAA)</i> <b>See also: GDS30 13.25 STRATEGIC MANAGEMENT – Risk Management</b>	
66.1	Risk Management	Records documenting potential risks to the public, infrastructure and the environment from emergency events. Record examples: river bank collapse; Flooding; High river levels Examples: Register of risks.; Action plan; Risk Mitigation Strategy	<b>TEMPORARY</b> Destroy 100 years after action completed.
66.2	Risk Management	Records relating to the documentation of risks and mitigation actions concerning the protection and sustainability of the state’s natural resources and water supplies. Record examples: control recommendations for pesticides and herbicides, native plants, infestation information.	<b>TEMPORARY</b> Destroy 100 years after action completed.
66.3	Risk Management	Records documenting the risks and mitigation actions to Commonwealth Ministerial Councils or Standing committees or similar concerning the states natural resources.	<b>TEMPORARY</b> Destroy 50 years after action completed.



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Item Number	Activity/record Class	Description	Disposal Action
66.4	Risk Management	Records documenting the assessment of significant threats. Includes recommended actions for all risk categories to the States natural resources or biodiversity. Includes Soil Stabilisation	<b>TEMPORARY</b> Destroy 50 years after action completed.
66.5	Risk Management	Records documenting the assessment of routine threats. Includes recommended actions for all risk categories and subsequent advice by Advisory Groups, Local Action Planning Groups, Non-Government Organisations, NRM Groups and Landscape Entities  Record examples: Recommended actions for all risk categories, introduced species (rabbits and foxes), Pests; Soil Erosion, algal blooms.	<b>TEMPORARY</b> Destroy 10 years after action completed.
67	<b>Sales</b>	<i>The activity of selling products to the general public and providing an invoice for goods offered for sale. Includes the activities of procuring goods for sale to the public. DEW gift shops offer Australiana themed gifts, cards, posters, jewellery, hand-cream and lotions made from Australian themed plants and a collection of fuzzy bird and animal toys. Also includes the activities of producing goods for sale such as plant mulch for State Flora, Maps from Mapland, books and brochures from Botanic Gardens.</i> <b>See GDS30 6.10 FINANCIAL MANAGEMENT - Procurement (Goods &amp; Services) for other procurement activities</b>	
67.1	Sales	Records documenting: <ul style="list-style-type: none"> <li>• the offering of goods for sale including development and distribution of catalogues</li> <li>• purchasing goods for sale to the public</li> <li>• invoices and statements provided to purchasers</li> <li>• the production of goods for sale.</li> </ul>	<b>TEMPORARY</b> Destroy 10 years after action completed.



Department for Environment and Water (and predecessor agencies or functions)

Item Number	Activity/record Class	Description	Disposal Action
<b>68</b>	<b>Search &amp; Rescue</b>	<i>The activities associated with managing searches for missing individuals and groups in parks and reserves. Includes coordinating resources, and liaison with police, emergency services and community groups.</i>	
<b>68.1</b>	Search & Rescue	Searches involving a significant input of human and financial resources, of longer than usual duration, and generating significant public and media interest.	<b>PERMANENT</b>
<b>68.2</b>	Search & Rescue	Searches of a routine or minor nature, e.g. of short duration and not requiring a significant input of resources.	<b>TEMPORARY</b> Destroy 10 years after action completed.
<b>69</b>	<b>Seed Testing and Exchange</b>	<i>Activities associated with seed testing programs in the Botanic Gardens and State Herbarium. Includes seed storage and exchange under the International Seed Exchange Program.</i> <b>See 57 - Propagation</b> for records relating to propagating seeds	
<b>69.1</b>	Seed Testing and Exchange	Database of seeds held by the Botanic Gardens and State Herbarium. Record examples: Information on exchanges with other Gardens, viability and germination test results.	<b>PERMANENT</b>
<b>69.2</b>	Seed Testing and Exchange	Consolidated records relating to seeds stored at Botanic Gardens or Herbarium. Record examples: information on the seed database.	<b>PERMANENT</b>



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Item Number	Activity/record Class	Description	Disposal Action
69.3	Seed Testing and Exchange	Records documenting seeds exchanged with other botanical institutions under the International Seed Exchange Program. Record examples: conditions for use of seeds and plants after transfer.	<b>TEMPORARY</b> Destroy 10 years after action completed.
69.4	Seed Testing and Exchange	Records documenting seed testing conducted by Botanic Gardens or Herbarium. Record examples: germination records and other raw data.	<b>TEMPORARY</b> Destroy 10 years after action completed.
69.5	Seed Testing and Exchange	Supplementary records relating to seed storage. Record examples: acquisition records, storage arrangements, disposal, etc.	<b>TEMPORARY</b> Destroy 5 years after seed disposal.
70	<b>Signage</b>	<i>Activities associated with the development, placement and maintenance of signage in the parks, gardens and reserves. Includes botanical and interpretative signage and signage providing non-technical information.</i>	
70.1	Signage	Records relating to the development and placement of signage to provide hazard or warning information to public, visitors and staff.	<b>TEMPORARY</b> Destroy 30 years after action completed.
70.2	Signage	Records relating to the development and placement of botanic, faunal, technical and interpretative signage. Record examples: updating and replacement of signs.	<b>TEMPORARY</b> Destroy 10 years after action completed.



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Item Number	Activity/record Class	Description	Disposal Action
70.3	Signage	Records relating to the development and placement of signs providing non-technical information for visitors. Record examples: updating and replacement of signs.	<b>TEMPORARY</b> Destroy 5 years after action completed.
71	<b>Spatial Imagery</b>	<i>The activities involved in the capture and production of spatial and aerial imagery products in digital and hardcopy formats. Includes standard and customised products.</i> <b>See:</b> <b>67.1 - Sales</b> for sales and reports on sales. <b>34.10 - Environmental Collection Management</b> – for other photographs and images and which have no metadata. <b>25 - Control</b> for amendments and access to Registers.	



Department for Environment and Water (and predecessor agencies or functions)

Item Number	Activity/record Class	Description	Disposal Action
71.1	Spatial Imagery	<p>Master records controlling the spatial and aerial imagery library. Record examples: registers of films and aerial photographic activity. System reports utilised as finding aids accompanying the photographic library resources.</p> <p>Examples:</p> <ul style="list-style-type: none"> <li>• Film Register volume key diagram bound volumes (1949-1970's)</li> <li>• Digitised or born digital maps and key diagrams (from 1970s onwards)</li> <li>• flight reports various metadata:               <ul style="list-style-type: none"> <li>○ subject</li> <li>○ survey number</li> <li>○ photo run details</li> <li>○ exposures, etc.</li> </ul> </li> </ul>	<b>PERMANENT</b>
71.2	Spatial Imagery	Digitised images captured from the aerial film and photographs in an uncompressed format (e.g. TIF) and stored on departmental network drives and external drives and utilized as the working copy.	<b>PERMANENT</b>
71.3	Spatial Imagery	Aerial film Analog Library - c1949-2004 glass negatives and contact prints. See 71.2 for digital versions.	<b>PERMANENT</b>
71.4	Spatial Imagery	Aerial film Analog Library - c1949-2004 roll films and film cuts which have been digitised. See 71.2 for digital versions.	<b>TEMPORARY</b> Retain until digital version verified.



**Department for Environment and Water** (and predecessor agencies or functions)

Item Number	Activity/record Class	Description	Disposal Action
71.5	Spatial Imagery	Aerial film digital library - the post-2004 'born digital' images, including raw data and 'mosaics'.	<b>PERMANENT</b>
71.6	Spatial Imagery	Records relating to the production of aerial imagery products including printing in colour, black and white and infrared. Record examples: reproductions by Mapland.	<b>TEMPORARY</b> Destroy 10 years after action completed.
71.7	Spatial Imagery	Hardcopy maps and key diagrams held in vertiplans (from 1970's) which have been digitised. <i>See 71.1 for digital versions.</i>	<b>TEMPORARY</b> Retain until digital version verified.
72	<b>Specialised Assets</b>	<i>Activities relating to the management and usage of specialised assets (equipment and vehicles) owned by DEW or Landscape Entities and compliance with recording activities required by Federal Authorities. Includes Drilling rigs, Fire trucks, boats and Aircraft.</i> <b>See GDS30 1 Asset / Physical Resource Management for other assets.</b>	
72.1	Specialised Assets	Records relating to the acquisition, registration and disposal of specialised assets. Record Examples: procurement documentation, registration with relevant authorities and disposal information.	<b>TEMPORARY</b> Destroy 30 years after action completed.
72.2	Specialised Assets	Records relating the maintenance and servicing of specialised assets. Record examples: Accident repairs, accessories and service logs.	<b>TEMPORARY</b> Destroy 20 years after action completed



Department for Environment and Water (and predecessor agencies or functions)

Item Number	Activity/record Class	Description	Disposal Action
72.3	Specialised Assets	Records relating to the usage of specialised assets. Record examples: Log books and Booking records, flight logs for the civil aviation authority.	<b>TEMPORARY</b> Destroy 10 years after action completed
73	<b>Special Protection</b>	<i>The activities associated with providing special protection to registered places under the Heritage Places Act 1993 and the Historic Shipwrecks Act 1981 (as amended), and emergency protection to places believed to have heritage value.</i>	
73.1	Special Protection	Records relating to special protection, including emergency protection of places believed to have heritage value including issue and enforcement of Stop Orders.	<b>PERMANENT</b>
73.2	Special Protection	Records relating to cases of non-compliance, or suspected non-compliance, with the provisions of the <i>Heritage Places Act 1993</i> and <i>Historic Shipwrecks Act 1981 (as amended)</i> . Record examples: Intentional damage to registered places, Inspections, notices, enforcement of Restoration Orders and No Development Orders.	<b>PERMANENT</b>
74	<b>Statutory Referral Assessment</b>	<i>The process of documenting the assessment by DEW or Landscape Entities of applications for development or other activities which impact the environment as referred under Commonwealth and State Legislation e.g. Environment Protection and Biodiversity Conservation Act 1999 (Cwth), Development Act 1993, Mining Act 1971, Petroleum Act 2000, River Murray Act 2003, Natural Resources Management Act 2004 (as amended). Includes assessment, approval or advice on activities which could breach legislation for which DEW or Landscape Entities is responsible.</i>	



Department for Environment and Water (and predecessor agencies or functions)

Item Number	Activity/record Class	Description	Disposal Action
74.1	Statutory Referral Assessment	Records documenting damage or potential damage to Prescribed Areas resulting from actions authorised by other legislation. Record examples: Mining exploration.	PERMANENT
74.2	Statutory Referral Assessment	Records relating to the exemption of activities impacting on Prescribed Areas authorised by other legislation. Record examples: Approval of Mining activities.	PERMANENT
74.3	Statutory Referral Assessment	Advice to the Minister responsible for the Environment relating to mining licence applications received by the Minister responsible for mining. Record examples: Coordination of advice from regional officers, clients, and other agencies, Native Vegetation Council, Gazette notices, plans and maps, briefing notes and related background information.	PERMANENT
74.4	Statutory Referral Assessment	Records relating to the assessment of referrals under the Commonwealth <i>Environment Protection and Biodiversity Conservation Act</i> .	PERMANENT
74.5	Statutory Referral Assessment	Advice to Local Government authorities relating to development applications for sites of heritage value, or developments which may impact upon sites of heritage value. <b>See 74.12</b> for copies of plans and drawings.	PERMANENT
74.6	Statutory Referral Assessment	Advice to relevant authorities relating to aquaculture and other development applications which may impact upon a registered shipwreck or relic.	PERMANENT



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Item Number	Activity/record Class	Description	Disposal Action
74.7	Statutory Referral Assessment	Records documenting responses to development proposals in Aboriginal community and Incorporated Bodies' lands. Record examples: Responses to development proposals, e.g., mining initiatives	<b>PERMANENT</b>
74.8	Statutory Referral Assessment	Hydrogeology reports associated with development proposals.	<b>TEMPORARY</b> Destroy 20 years after action completed.
74.9	Statutory Referral Assessment	Records documenting the assessment of permit applications for surface water affecting activities including dams, excavation, and depositing of rock.	<b>TEMPORARY</b> Destroy 20 years after action completed.
74.10	Statutory Referral Assessment	Records documenting the assessment of other proposals which are considered by the department. Example: Unsolicited Proposals	<b>TEMPORARY</b> Destroy 10 years after action completed.
74.11	Statutory Referral Assessment	Advice in relation to development applications. Includes: Internal and to Local Government and other Development Planning Authorities. Record examples: Plan amendment reports submitted by a Local Government Authority.	<b>TEMPORARY</b> Destroy 10 years after action completed.



Department for Environment and Water (and predecessor agencies or functions)

Item Number	Activity/record Class	Description	Disposal Action
74.12	Statutory Referral Assessment	<p>Supplementary records relating to advice and assessments provided by DEW or Landscape Entities as required under their statutory responsibilities. Includes:</p> <ul style="list-style-type: none"> <li>• Developments Applications,</li> <li>• aquaculture impacts upon a registered shipwreck or relics;</li> <li>• referrals under the Commonwealth Environment Protection and Biodiversity Conservation Act.</li> </ul> <p>Record examples: Reference material and copies of plans and drawings, development decision notifications from local government authorities.            (Note: Original development plans are retained by Local Government Authorities in accordance with GDS 20:3 Development Control.)</p>	<p><b>TEMPORARY</b>            Destroy 5 years after action completed.</p>
75	<b>Surface Water Management</b>	<p><i>The activity of managing flood plains and protecting and rehabilitating watercourses from poor land and soil management, invasion of exotic vegetation, access by stock, poor waste management or land clearances.</i></p>	
75.1	Surface Water Management	Database records managing information on surface water resources.	<b>PERMANENT</b>



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Item Number	Activity/record Class	Description	Disposal Action
75.2	Surface Water Management	<p>Records documenting:</p> <ul style="list-style-type: none"> <li>• surface water management programs and projects</li> <li>• the development of flood plain maps</li> <li>• negotiations with Councils for the preparation of flood plain maps</li> <li>• flood mitigation schemes and metropolitan stormwater management.</li> </ul> <p>Record examples: actual flood plain maps, Watercourses, flood plain, riparian and effluent management.</p>	<b>PERMANENT</b>
75.3	Surface Water Management	Records documenting negotiations with the State or Local Governments to provide effluent treatment or re-use opportunities in any new sewerage or Septic Tank Effluent Disposal Scheme (STEDS).	<b>TEMPORARY</b> Destroy 20 years after action completed.
75.4	Surface Water Management	Records documenting the installation of water quality improvement devices. Record examples: Pollutant traps.	<b>TEMPORARY</b> Destroy 5 years after action completed.
76	<b>Survey Management</b>	<i>The activities associated with managing the Heritage and Maritime Survey Programs.</i>	



Department for Environment and Water (and predecessor agencies or functions)

Item Number	Activity/record Class	Description	Disposal Action
76.1	Survey Management	Final reports of: <ul style="list-style-type: none"> <li>surveys of shipwrecks, marine archaeology, historic coastal sites such as whaling stations, etc</li> <li>surveys of the State's built heritage</li> <li>thematic surveys or surveys conducted for regions, local government areas or individual sites.</li> </ul> Record examples: Measured drawings, and photographic records.	<b>PERMANENT</b>
76.2	Survey Management	Master copies of historical notes compiled by Heritage SA relating to the heritage and maritime survey programs.	<b>PERMANENT</b>
76.3	Survey Management	Liaison with the Commonwealth or other South Australian agencies on arrangements to conduct surveys.	<b>TEMPORARY</b> Destroy 10 years after action completed.
76.4	Survey Management	Duplicate copies of reports and historical notes relating to Survey Management. Record examples: facilitative, draft and working papers associated with preparing the surveys.	<b>TEMPORARY</b> Destroy 10 years after action completed.
77	<b>Tourism</b>	<i>The activities associated with tourism projects established in Prescribed Areas.</i>	



Department for Environment and Water (and predecessor agencies or functions)

Item Number	Activity/record Class	Description	Disposal Action
77.1	Tourism	Records relating to major tourism projects established within Prescribed Areas. Examples: agreements, leases and other legal documents, operational reports, "Nature like nowhere else" Strategy, etc.	<b>PERMANENT</b>
77.2	Tourism	Records documenting minor tourism projects established within Prescribed Areas.	<b>TEMPORARY</b> Destroy 10 years after action completed.
78	<b>Training</b>	<i>The activities associated with all aspects of training (external / internal) available to staff. (KAAA)</i> <b>See GDS30 5.17 EMPLOYEE MANAGEMENT – Training</b> for training related to hazardous work. <i>Record examples: training and accreditation of guides in parks and reserves, etc.</i>	
78.1	Training	Records documenting the official training of Wardens/Authorised Officers under relevant legislation.	<b>TEMPORARY</b> Destroy 20 years after action completed.
78.2	Training	Records documenting the official fire and flood emergency training provided to staff, contractors and volunteers.	<b>TEMPORARY</b> Destroy 20 years after action completed.



Department for Environment and Water (and predecessor agencies or functions)

Item Number	Activity/record Class	Description	Disposal Action
79	<b>Volunteer Management</b>	<p><i>The processes involved in the ongoing management of volunteers across DEW or Landscape Entities. Includes recruitment, training, accreditation and working conditions of volunteers.</i></p> <p><b>See</b></p> <p><b>78.1 Training</b> for training of volunteers as authorised officers.</p> <p><b>78.2 Training</b> for training of volunteers in fire and flood emergency training</p> <p><b>GDS30 5.17. EMPLOYEE MANAGEMENT – Training</b> for other training of volunteers</p>	
79.1	Volunteer Management	<p>Records relating to the International Volunteer Program.</p> <p>Record examples: acceptance of individual student volunteers, allocation to various Prescribed Areas, program participation, letters of commendation etc.</p>	<p><b>TEMPORARY</b></p> <p>Destroy 20 years after action completed.</p>
79.2	Volunteer Management	<p>Records documenting the management of volunteers or voluntary groups to work at DEW or Landscape Entities properties.</p> <p>Record examples: Advice to trades unions if required, Volunteer Management Framework, applications and acceptance as volunteers, agreed programs, attendance records, provision of facilities and equipment, etc.</p> <p><b>SEE GDS30: 5.8 EMPLOYEE MANAGEMENT – Employment Conditions</b> for working conditions for individual volunteers.</p>	<p><b>TEMPORARY</b></p> <p>Destroy 10 years after action completed.</p>
79.3	Volunteer Management	<p>Records relating to the services of volunteers at DEW or Landscape Entities properties.</p> <p>Record examples: Guides, building conservation, provision of refreshments, etc. Assistance at functions and special events.</p>	<p><b>TEMPORARY</b></p> <p>Destroy 10 years after action completed.</p>



Department for Environment and Water (and predecessor agencies or functions)

Item Number	Activity/record Class	Description	Disposal Action
79.4	Volunteer Management	Accreditation of individual guides for DEW or Landscape Entities properties. Record examples: attendance records, assessments, approvals, Garden Guides, Heritage SA guides.	<b>TEMPORARY</b> Destroy 10 years after action completed.
80	<b>Waste Management</b>	<i>The activities associated with planning, managing and disposing of organic and non-organic waste. Includes arrangements with other agencies for processing organic waste. Also includes monitoring of waste management procedures and systems.</i>	
80.1	Waste Management	Records relating to ongoing measurement and monitoring of waste management procedures and systems.	<b>TEMPORARY</b> Destroy 20 years after action completed.
80.2	Waste Management	Arrangements with other agencies, e.g. Adelaide City Council, for processing organic waste.	<b>TEMPORARY</b> Destroy 10 years after arrangement ceases.
81	<b>Water Allocation Planning</b>	<i>The activity of measuring current and projected use of water to enable planning for future use within Prescribed Areas, and the sustainability of that usage. Water allocation plans set the principles or rules under which water can be allocated on water licences. Principles for the transfer of water allocations are also included.</i>	
81.1	Water Allocation Planning	Records documenting the developing, amending and reviewing of water allocation plans, setting of the levy and follow-up monitoring reports. <b>See 25.1 Consultation</b> for consultation documents	<b>PERMANENT</b>



Department for Environment and Water (and predecessor agencies or functions)

Item Number	Activity/record Class	Description	Disposal Action
81.2	Water Allocation Planning	Water Allocation Plans and supporting documentation for the Prescribed Areas, including updates and reviews.	<b>PERMANENT</b>
82	<b>Wildlife Rescue</b>	<i>The activities associated with rescue operations of native animals. See 47.1 Licensing for permits to keep native animals.</i>	
82.1	Wildlife Rescue	Records documenting the rescue of distressed and/or injured native animals. Record examples: treatment, placement and/or disposal.	<b>TEMPORARY</b> Destroy 10 years after action completed.



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