

INDUSTRIAL RELATIONS TRIBUNALS SECTOR

RETENTION AND DISPOSAL SCHEDULE

Authorised 16 February 2022

An authorisation under s.26 of the *Public Records Act 2002* for the disposal of records relating to Conciliation and Arbitration, Industrial Organisations and Registry and Tribunal Management created by the Industrial Court of Queensland, the Queensland Industrial Relations Commission, the Industrial Registrar and the Industrial Registry.

Where printed, this reproduction is only accurate at the time of printing.
The [Queensland Government \(For Government\) website](#) should always be referred to for the current, authorised version.

Using this schedule

The Industrial Relations Tribunals Sector Retention and Disposal Schedule authorises the disposal of core business records relating to Conciliation and Arbitration, Industrial Organisations and Registry and Tribunal Management created by the Industrial Court of Queensland, the Queensland Industrial Relations Commission, the Industrial Registrar and Industrial Registry. It applies to records created in any format, unless otherwise specified in the class description.

The Industrial Relations Tribunals Sector Retention and Disposal Schedule can be used in conjunction with the [General Retention and Disposal Schedule](#) (GRDS). Record classes in the Common Activities section of the GRDS can be applied to any function undertaken by the agency, provided the retention period meets all of the agency's specific regulatory requirements and there are no exclusions listed.

Any references to repealed legislation may be taken as a reference to current legislation if the context permits.

The Queensland Industrial Relations Commission is the responsible agency for the Industrial Relations Tribunals Sector Retention and Disposal Schedule at the time of approval of the schedule. However, in the event of an administrative change, or the transfer of a function from one public authority to another, this retention and disposal schedule will continue to apply to the records covered by the schedule. For further advice on the currency of approved retention and disposal schedules following administrative change, please contact Agency Services at Queensland State Archives on (07) 3037 6630 or rkqueries@archives.qld.gov.au.

Any previously authorised retention and disposal schedule covering record classes described in this schedule is now superseded and previous versions should be removed from use. It is the agency's responsibility to maintain the current approved schedule within their business practices and systems.

Schedules should be reviewed at least every 5 years.

When this schedule should not be used

It is an offence under the *Criminal Code Act 1899* (s.129) 'for a person, who knowing something is or may be needed in evidence in a judicial proceeding, damages it with intent to stop it being used in evidence'. A duty of care exists for agencies to ensure records that may be needed in evidence in a judicial proceeding, including any legal action or a Commission of Inquiry, are not disposed of. Internal processes should be implemented to meet this obligation, which may include consultation with your legal or Right to Information area or issuing an internal records disposal freeze if it is reasonably expected that a judicial proceeding may occur e.g. retaining property files that may contain information on the use of asbestos in buildings.

Additionally, any group of records covered by a disposal freeze issued by the State Archivist cannot be disposed of while the freeze is in place. Disposal freezes generally relate to a particular topic or event which has gained prominence or provokes controversy. Further information about current disposal freezes and whether they affect the use of this schedule is available from the [Queensland Government \(For Government\) website](#).

Records which are subject to a request for access under the *Right to Information Act 2009*, the *Information Privacy Act 2009* or any other relevant Act must not be destroyed until the action, and any applicable appeal period, has been completed.

Schedule layout

Each class has been allocated a unique number to aid with the disposal of records. Further implementation information is available on the [Queensland Government \(For Government\) website](#).

Disposal

No further authorisation is required from the State Archivist for the records disposed of under this schedule. However, disposal must be appropriately documented in accordance with *Information Standard 31: Retention and Disposal of Public Records*. Approval from your CEO or authorised delegate is also required prior to disposal.

Any disposal of public records without authorisation from the State Archivist may be a breach of the *Public Records Act 2002 (s.13)*.

How we can help?

More information on implementing schedules is available on the [Queensland Government \(For Government\) website](#). Any enquiries about this schedule or recordkeeping should be directed in the first instance to your Records Manager. If further information is required, please contact Queensland State Archives on (07) 3037 6630 or via the [Queensland Government \(For Government\) website](#).

Approved by State Archivist: Louise Howard

Date: 16/02/2022

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INDUSTRIAL CONCILIATION & ARBITRATION

The function of providing industrial judicial services based on conciliation and arbitration including appellate provisions to regulate and promote a harmonious industrial relations climate through the impartial administration of the rules of conduct that govern employees and employers in their representational and bargaining activities for just and equitable wages, hours and conditions.

This includes hearing and deciding applications about legislated employment conditions and entitlements for workers, apprentices and trainees; general protection and unfair dismissal; awards and agreements; registration of employee (trade unions) and employer industrial organisations; dispute resolution, trading hours for retail shops, and appeals of decisions under various Acts including matters relating to health and safety and workers' compensation.

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
<p>APPEALS AND REVIEWS</p> <p><i>The activities involved in the process of conducting appeals against decisions and reviews by application to a higher authority. This includes appeals of decisions and reviews conducted by the Industrial Court, Full Bench and Industrial Commission under the Industrial Relations Act 2016 and other Acts. Appeals are heard by all three tribunals with the Industrial Court being the superior court. However in certain cases there is no appeal from a decision of the Commission to the Industrial Court e.g. Public Service appeals and the Commission is the final avenue of appeal.</i></p>			
2096	<p>Industrial Court, Full Bench, Commission – precedent setting</p> <p>Records relating to appeals to the Industrial Court, the Full Bench and the Commission by a person/s dissatisfied with a decision of the Commission (other than a determination or decision under certain sections of the relevant legislation or a decision made by a Full Bench the constitution of which included the president) or Registrar. Includes appeals against a decision of a magistrate in relation to a matter for which the magistrate has jurisdiction.</p> <p>Significant appeals are those which:</p> <ul style="list-style-type: none"> • set legal precedent • may be notable for their factual complexity and their contribution in developing the law • influence government policy or direction • result in a significant government project or program • may result in profound changes to the lives of individuals, families and communities • include dismissed appeals that set legal precedent. <p>Also includes appeals against decisions and reviews determined under various Acts, apart</p>	Permanent. Transfer to QSA after business action completed.	21 March 2018

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	<p>from specific Industrial Relations legislation.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • applications • appeal notices • orders • judgments • transcripts • submissions • affidavits • exhibits. 		
2097	<p>Industrial Court, Full Bench, Commission – non precedent setting</p> <p>Records relating to appeals to the Industrial Court, the Full Bench and the Commission by a person/s dissatisfied with a decision of the Commission, where not covered by <u>Industrial Court, Full Bench, Commission – precedent setting</u>. Includes withdrawn appeals and dismissed appeals that do not set precedent.</p> <p>Includes appeals against a decision of a magistrate in relation to a matter for which the magistrate has jurisdiction.</p> <p>Also includes appeals against decisions and reviews determined under various Acts, apart from specific Industrial Relations legislation.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • applications • appeal notices • orders • judgments • transcripts • submissions 	Retain for 12 years after business action completed.	21 March 2018

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	<ul style="list-style-type: none"> • affidavits • exhibits. 		
<p>EMPLOYMENT CONDITIONS</p> <p><i>The activities associated with regulating general conditions of employment and entitlements specified in legislation e.g. Queensland Employment Standards, Queensland minimum wage, long service leave, irrespective of award coverage and equal remuneration for work of equal or comparable value. This includes hearing and deciding applications, making orders and reviewing and amending conditions by general rulings and issuing statements of policy. Also includes orders such as, fixing wages and employment conditions and tool allowance for apprentices and trainees, whether or not they are employed under an industrial instrument. Also includes employees who participate in labour market programs.</i></p> <p><i>Also includes applications by individuals in regard to policy including applications for exemptions and payment of long service leave instead of taking leave.</i></p> <p><i>See <u>INDUSTRIAL INSTRUMENTS</u> for reviews and conditions in awards and agreements.</i></p>			
2098	<p>General employment conditions (statute)</p> <p>Records relating to proceedings to review and amend general employment conditions (Queensland Employment Standards). Includes family, long service and other leave, and the Queensland minimum wage (State Wage Case).</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • applications • orders • decisions • transcripts • submissions • affidavits • exhibits. 	Permanent. Transfer to QSA after business action completed.	21 March 2018
2099	<p>General employment conditions – long service leave</p> <p>Records relating to proceedings relating to payment for long service leave that the employee and employer cannot agree on. Also includes the payment of long service leave on compassionate or financial hardship grounds instead of taking long service leave. Also</p>	Retain for 12 years after business action completed.	21 March 2018

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	<p>includes enduring exemptions issued under the repealed <i>Industrial Conciliation and Arbitration Act 1961</i> that exempted an employer from the application of long service leave provisions in that Act or an award.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • applications • orders • decisions • transcripts • submissions • affidavits • exhibits. 		
2100	<p>Terminations and redundancy relief payments</p> <p>Records relating to an employer of an employee who is made redundant making application to the commission for relief from the obligation to make the redundancy payment under relevant legislation and records relating to a variation order under relevant legislation. Records relating to proceedings involved in settling matters about severance allowance or other separation benefits.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • applications • orders • decisions • transcripts • submissions • affidavits • exhibits. 	Retain for 12 years after business action completed.	21 March 2018

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
<p>TRADING HOURS <i>The activities involved in regulating trading hours for retail shops designated as non-exempt for particular regions throughout Queensland or areas such as designated tourist areas and includes trading hours for public holidays and closed days such as Good Friday, Anzac Day, Labour Day, and Christmas Day.</i></p>			
2101	<p>Trading hours Records relating to applications to the industrial commission under relevant legislation for an order to decide trading hours for non-exempt shops. Also includes upon application making orders in the nature of mandatory or restrictive injunctions to enforce observance of trading hours and the cancellation of obsolete orders. Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • applications • orders • notices • decisions • transcripts • statements • submissions • affidavits • exhibits • maps. 	<p>Permanent. Transfer to QSA after business action completed.</p>	21 March 2018
2102	<p>Exhibitions and special displays Records relating to applications to the industrial commission under relevant legislation for an order declaring a statement of policy relating to the conditions to be observed in holding special exhibitions or special displays. Also includes declaring orders for special events. Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • applications 	<p>Retain for 12 years after business action completed.</p>	21 March 2018

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	<ul style="list-style-type: none"> • orders • decisions • transcripts • submissions • affidavits • statements • declarations • notices • exhibits. 		
<p>INDUSTRIAL DISPUTES</p> <p><i>The activities associated with settling disagreements about industrial matters by conciliation, mediation or arbitration. This includes notification of an unresolved dispute between parties and intervention to prevent a situation that is likely to give rise to a dispute, including threatened or probable, or to promptly settle a dispute which has not been notified.</i></p> <p><i>Also includes the activities associated with handling possible or actual failure or refusal to attend or perform work, such as strikes and lock-outs. Remedies may include issuing show cause notices on industrial action taken. This includes the Industrial Registrar conducting secret ballots and the Commission imposing penalty payments and injunctions.</i></p> <p><i>Includes suspension or termination by the Commission on application by the Minister or other prescribed person of protected industrial action being taken.</i></p> <p><i>Includes the Commission acting as mediator in an industrial cause, whether or not it is within the jurisdiction of the Commission and acting as conciliator only under relevant legislation.</i></p>			
2103	<p>Industrial disputes – significant disputes</p> <p>Records relating to the settling of significant industrial disputes by way of conciliation and/or mediation or arbitration as per relevant legislation. Significant industrial disputes are those that:</p> <ul style="list-style-type: none"> • set precedent • broadly impact on workplaces • involve or affect multiple employers 	Permanent. Transfer to QSA after business action completed.	21 March 2018

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	<ul style="list-style-type: none"> • influence government policy or direction • result in a significant government project or program • may result in profound changes to the lives of individuals, families and communities. <p>Includes significant demarcation disputes, significant strike payment disputes and significant Workplace Health and Safety permit holder disputes.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • applications • orders • notices • recommendations • decisions • injunctions • determinations • submissions • exhibits • transcripts. <p>See <u>REGISTRATION</u> for remedies resulting in eligibility rules of an industrial organisation being amended.</p>		
2104	<p>Industrial disputes – other disputes</p> <p>Records relating to the settling of non-significant industrial disputes by way of conciliation and/or mediation or arbitration as per relevant legislation.</p> <p>Non-significant industrial disputes covered by this class do not:</p> <ul style="list-style-type: none"> • set precedent • broadly impact on workplaces 	Retain for 12 years after business action completed.	21 March 2018

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	<ul style="list-style-type: none"> • involve or effect multiple employers • influence government policy or direction • result in a significant government project or program • result in profound changes to the lives of individuals, families and communities. <p>Includes non-significant:</p> <ul style="list-style-type: none"> • demarcation disputes • strike payments • workplace health & safety permit holder disputes • applications to disqualify or suspend health and safety representatives. <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • applications • orders • notices • recommendations • decisions • injunctions • determinations • submissions • exhibits • transcripts • employment claims • appointment as conciliator • certificates. 		

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
<p>INDUSTRIAL INSTRUMENTS</p> <p><i>The activities involved in regulating a calling by making, approving and interpreting awards that are non-discriminatory and provide fair wages and employment conditions at least as favourable as the Queensland Employment Standards. Includes reviewing, modernisation of, variation to and revoking awards. Traditionally a Full Bench of the Commission hears applications regarding the making or approving awards, deciding questions of law or fact and declaring general rulings and statements of policy. The awards are published on the Commission's website.</i></p> <p><i>Also includes the activities of approving collective bargaining instruments including approving and terminating certified agreements as well as making bargaining awards and revoking modern awards. Collective bargaining processes involve negotiation, conciliation, and if necessary arbitration. Protected industrial action can be taken if the process is approved.</i></p> <p><i>Also includes declaring industrial instruments obsolete and the issuing of instruments related to or issued under industrial instruments such as student work permits, aged and infirm persons permits, supported wage approvals and clothing trades registrations.</i></p>			
2105	<p>Awards other than bargaining awards</p> <p>Records relating to the making, approving and interpreting of awards including reviewing, amending, modernisation of, and variations to awards.</p> <p>Also includes records relating to declaring awards obsolete.</p> <p>Excludes Fair Work Australia awards that may be held for reference.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • applications • orders • notices • decisions • determinations • exhibits • transcripts • submissions • affidavits • master awards. 	Permanent. Transfer to QSA after business action completed.	21 March 2018

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
2106	<p>Collective bargaining instruments – certified agreements and bargaining awards</p> <p>Records relating to the certification, termination and arbitration of certified agreements and the making of bargaining awards and revocation of modern awards. This includes deciding designated awards.</p> <p>Also includes records relating to declaring industrial instruments obsolete.</p> <p>Excludes Fair Work Australia certified agreements and bargaining awards that may be held for reference.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • applications • orders • notices • decisions • determinations • exhibits • transcripts • submissions • master agreements/awards. 	<p>Permanent.</p> <p>Transfer to QSA after business action completed.</p>	21 March 2018
2107	<p>Collective bargaining processes and protected industrial action</p> <p>Records relating to the negotiation process of collective bargaining instruments.</p> <p>Includes requests to help reach agreement, scope orders, and orders relating to protected industrial action including approval of the processes, protected action ballots, remedies if an employee is dismissed for engaging in protected industrial action, and suspension or termination of the action.</p> <p>Also includes certificates as to requested representation, orders for secret ballots and voting papers and rolls for the ballot.</p> <p>Records may include, but are not limited to:</p>	<p>Retain for 12 years after business action completed.</p>	21 March 2018

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	<ul style="list-style-type: none"> • applications • requests • scope orders • orders • notices • certificates • decisions. <p><i>See Industrial disputes - significant disputes for significant cases regarding termination and suspension of protected industrial action.</i></p>		
2108	<p>Other instruments related to or under industrial instruments</p> <p>Records relate to the issuing of student work permits, aged and infirm persons permits and supported wage assessment agreements.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • applications • orders • notices • certificates. 	Retain for 7 years after business action completed.	21 March 2018
<p>RIGHTS AND RESPONSIBILITIES</p> <p><i>The activities associated with handling proceedings of cases of workplace bullying, general and other protections, unfair dismissals and requirements for dismissal. Includes activities associated with handling applications for orders and injunctions to remedy and protect employees from discriminatory or retaliatory actions for example relating to membership or non-membership of an industrial association, adverse actions including workplace rights and enforcing agreements between parties. Matters are also referred by the Anti-Discrimination Commission. Also includes injunctions relating to public interest disclosures and whistle blowers.</i></p> <p><i>See Membership eligibility disputes for the resolution of disputes about membership of an organisation.</i></p>			

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
2109	<p>General protection orders</p> <p>Records relating to applications for orders protecting workers against workplace bullying, sham arrangements, adverse actions and anti-discrimination regarding rights and responsibilities of employees, employers, organisations etc. under relevant legislation. Also includes records relating to contraventions of rights and responsibilities legislation.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • applications • affidavits • transcripts • orders • determinations • decisions. 	Retain for 12 years after business action completed.	21 March 2018
2110	<p>Unfair dismissals</p> <p>Records relating to applications for reinstatement for alleged unfair dismissal by an employer.</p> <p>Also includes applications and orders relating to dismissals or proposed dismissals of 15 or more employees for an economic, technological or structural reason without the employer giving notice.</p> <p>Also includes records relating to applications for an order in relation to a dismissal of a child from employment by a constitutional corporation.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • applications • affidavits • transcripts • decisions. 	Retain for 12 years after business action completed.	21 March 2018

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
2111	<p>Public interest disclosures</p> <p>Records relating to applications for an injunction about a reprisal if the reprisal has caused or may cause detriment to an employee within the meaning of the relevant Industrial Relations legislation; and involves or may involve a breach of the relevant Industrial Relations legislation or an industrial instrument under that Act.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • applications • affidavits • transcripts • orders • injunctions. 	Retain for 12 years after business action completed.	21 March 2018
2112	<p>Anti-discrimination agreements</p> <p>Records including signed copies of conciliated agreements from the Anti-Discrimination Commission for enforcement of the agreements if necessary under relevant legislation.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • applications • agreements. 	Retain for 12 years after business action completed.	21 March 2018
2113	<p>Anti-discrimination exemption applications</p> <p>Records relating to applications for exemptions from specific provisions of the legislation. Includes both successful and unsuccessful applications and renewals.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • applications • transcripts • orders • decisions. 	Retain for 12 years after business action completed.	21 March 2018

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
<p>WAGES, FEES AND SUPERANNUATION</p> <p><i>The activities associated with the handling of applications to declare persons who perform work in an industry under a contract for services to be employees and a person to be an employer of the employees. Includes applications to amend or declare void (wholly or partly) a contract if the contract is a contract of service that is not covered by an industrial instrument; or a contract for services and the contract is an unfair contract. Also applications for orders to reimburse or recover wages and superannuation and repayment of fees received by a private employment agent.</i></p>			
2114	<p>Declared employers and contracts</p> <p>Records relating to applications to declare persons who perform work in an industry under a contract for services to be employees and a person to be an employer of the employees.</p> <p>Also includes applications to amend or declare void (wholly or partly) a contract if the contract is a contract of service that is not covered by an industrial instrument; or a contract for services and the contract is an unfair contract.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • applications • contracts • submissions • affidavits • exhibits • transcripts • decisions. 	Retain for 12 years after business action completed.	21 March 2018
2115	<p>Unpaid wages and allowances, and superannuation recovery</p> <p>Records related to processing applications and issuing orders to recover unpaid wages, allowances and superannuation including remuneration and conditions that apply to the vocational placement of a student, unpaid tool allowance of apprentices. Also includes child's employment entitlements under relevant legislation.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • applications 	Retain for 12 years after business action completed.	21 March 2018

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	<ul style="list-style-type: none"> • submissions • affidavits • exhibits • transcripts • decisions. 		
2116	<p>Repayment of fees - private employment agents</p> <p>Records related to issuing orders for repayment of a fee received by a private employment agent from a job seeker (claimant) for finding or attempting to find the claimant work in contravention of relevant legislation.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • applications • submissions • affidavits • exhibits • transcripts • decisions. 	Retain for 12 years after business action completed.	21 March 2018
<p>OTHER APPLICATIONS</p> <p><i>The activities associated with handling various applications for industrial matters which fall into a miscellaneous category for example interlocutory applications, applications to dismiss, applications for stays, applications for directions, leave to appear, applications for further and better particulars, and applications withdrawn before proceedings.</i></p>			
2117	<p>Other applications</p> <p>Records relating to interlocutory applications, applications to dismiss applications, applications for stay of decision, directions, leave to appear, legal representation, and further and better particulars, and applications withdrawn before proceedings.</p> <p>Records may include, but are not limited to:</p>	Retain for 12 years after business action completed.	21 March 2018

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	<ul style="list-style-type: none">• applications• affidavits• transcripts• orders• injunctions• submissions• statements• exhibits• decisions.		

INDUSTRIAL ORGANISATIONS

The activities of managing the corporate registration and accountability of industrial organisations and regulating the conduct of amalgamations including withdrawal from amalgamations and elections of officers. This includes hearing applications and objections for registration, deregistration, amending rules and callings, financial accountability, election and ballots process and authorising industrial officers. Also includes organisations filing annual returns for officers and financial records and challenges to the validity of rules and the acts of officials including elections. The Registrar must keep a register of organisations and a copy of each organisation's rules.

See [INDUSTRIAL DISPUTES](#) for matters relating to demarcation disputes.

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
<p>REGISTRATION</p> <p><i>The activities associated with the registration and deregistration of industrial organisations. This includes hearing applications and objections for registration, amalgamation and withdrawal (and ballots), orders for deregistration (e.g. on the ground that the organisation is defunct), change of name, change of rules including eligibility rules, change of callings and maintaining the Register of Industrial Organisations. Also includes challenges to the validity of rules and the acts of officials including elections.</i></p>			
2118	<p>Registration of industrial organisations</p> <p>Records relating to applications for registration as an industrial organisation (employee or employer), change of name or list of callings, amendments to rules, federations and amalgamations, and deregistration under relevant legislation.</p> <p>Includes applications for validity and compliance with rules and invalidity orders.</p> <p>Also includes applications for exemption from holding elections for organisations with counterpart federal bodies or exemptions from requirement that Electoral Commission conduct elections.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • applications • supporting statements • copies of rules, resolutions, officers register • lists –members, trustees and amendments to callings • copies of certificates 	Permanent. Transfer to QSA after business action completed.	21 March 2018

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	<ul style="list-style-type: none"> • objections • suspension and deregistration orders • statements of particulars • amendments of rules • proposed federation's rules • agreements about the proposed federation's functions and powers • statements advising of changes to rules, agreement about functions and powers, name and address • amalgamation schemes • declarations • decisions. <p>See <u>INDUSTRIAL DISPUTES</u> for matters relating to demarcation disputes. See <u>FINANCIAL ACCOUNTABILITY</u> for audit records.</p>		
2119	<p>Register of industrial organisations</p> <p>Electronic register detailing information relating to industrial organisations maintained in the Case Management System (CMS) as required and published on QIRC Web.</p> <p>Information to be captured includes:</p> <ul style="list-style-type: none"> • name • registration date • registered address. 	Permanent. Transfer to QSA after business action completed.	21 March 2018
<p>FINANCIAL ACCOUNTABILITY</p> <p><i>The activities associated with ensuring that industrial organisations comply with all financial accountability requirements and regulations. This includes filing annual audit reports, deciding applications for exemption from accounting or audit requirements, investigating reports of contraventions or irregularity and approving access to financial records.</i></p>			

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
2120	<p>Audits</p> <p>Audit records required under the legislation including audit report and accounts, statements of loans, grants or donations over \$1000.00 and certified true copies of audit reports or relevant accounts if the organisation holds an exemption.</p> <p>Records also include applications for exemption from accounting or audit reports and applications by an auditor for an accounting contravention or irregularity.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • applications • copies of audited accounts, statements, reports • correspondence • certified true copies of audit reports or relevant accounts • exemption certificates • statements of loans, grants, donations • complaints • investigation records. 	<p>Permanent.</p> <p>Transfer to QSA after business action completed.</p>	21 March 2018
<p>ELECTIONS</p> <p><i>The activities associated with ensuring that industrial organisations comply with election rules and processes. This includes approving requests for elections, making arrangements with the Electoral Commission Queensland to conduct the election, filing election reports, deciding applications for alternative types of secret ballot, investigating irregularities (which can involve financial assistance and calling fresh elections) and validation of past election events.</i></p>			
2121	<p>Election and ballot inquiries</p> <p>Records relating to investigating claims of irregularity in an election where an irregularity is or is not found. Also records relating to Registrar's decision to refuse an election and ballot inquiry.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • applications 	<p>Retain for 12 years after business action completed.</p>	21 March 2018

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	<ul style="list-style-type: none"> • affidavits • notices • election results reports • orders • decision on amount of financial help • decisions. <p><i>See <u>APPEALS AND REVIEWS</u> for appeals against decision of Industrial Registrar or Commission.</i></p>		
2122	<p>Election requests</p> <p>Records relating to requests by industrial organisations to conduct elections including alternative types of secret ballot. This includes arrangements for the election to be conducted by the Electoral Commission.</p> <p>Records relating to Registrar's decision to refuse an election request as per relevant legislation.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • request for conduct of election • prescribed information • notices • grant of approval • correspondence. <p><i>See <u>APPEALS AND REVIEWS</u> for appeals against decision of Industrial Registrar.</i></p> <p><i>See <u>REGISTRATION</u> for election exemption applications.</i></p>	Retain for 10 years after business action completed.	21 March 2018

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
<p>MEMBERS, OFFICERS, EMPLOYEES OF INDUSTRIAL ORGANISATIONS</p> <p><i>The activities associated with ensuring that industrial organisations comply with statutory requirements relating to keeping members or officer's registers, eligibility for membership disputes, freedom of association principles and resolving demarcation of callings with other organisations and issuing on application of authorities and permits to employees and officers of industrial organisations. This includes exemptions from keeping members or officer's registers. The organisation must file a register of officers annually and on any change of office holders and any statistical information required such as the number of members as at 30 June in each year.</i></p>			
2749	<p>Members and officers registers (approved exemptions)</p> <p>Records relating to approved requests for exemptions from the requirement to supply membership information to the Industrial Registry.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • applications for exemption • submissions • decisions • correspondence. 	Retain for 7 years after exemption expiry/cancellation OR union deregistration.	16 February 2022
2123	<p>Members and officers registers</p> <p>Records include applications for exemptions from keeping members and officer's registers, filing officer's registers and statistical information regarding membership numbers. Also includes any directions given by the Registrar to the industrial organisation.</p> <p>Excludes approved requests for exemptions from the requirement to supply membership information covered by DA 2749.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • copies of annual registers of officers • copies of updates to registers • applications for exemption • submissions • decisions. 	Retain for 7 years after business action completed.	16 February 2022

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
2124	<p>Register of WHS entry permit holders</p> <p>Entries in the electronic register of WHS entry permits holders required under relevant legislation.</p> <p>Information captured and published on the QIRC website includes:</p> <ul style="list-style-type: none"> • name of applicant • name of organisation • term of permit. <p><i>See <u>Authorities and permits for officers and employees of industrial organisations</u> for issue, cancelling and revoking WHS permits.</i></p> <p><i>See <u>INDUSTRIAL DISPUTES</u> for disputes regarding WHS permit holders.</i></p>	Retain for 15 years after expiry or termination of permit.	21 March 2018
2125	<p>Membership eligibility disputes</p> <p>Records relating to applications to resolve a question or dispute about eligibility for membership, applicant members qualifications or reasonableness of a membership subscription, fine or levy, or other requirement of its members under its rules.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • applications • orders to admit applicant. 	Retain for 20 years after business action completed.	21 March 2018
2126	<p>Members' access and inspection of records</p> <p>Records relating to applications made by the Registrar on behalf of an organisation member to gain access to the organisations prescribed information under relevant legislation.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • applications • submissions. 	Retain for 10 years after business action completed.	21 March 2018

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
2127	<p>Authorities and permits for officers and employees of industrial organisations</p> <p>Records relating to issuing, surrendering, suspending or revoking authorities for industrial officers under relevant legislation to enter premises and inspect time and wage records or where the application is refused.</p> <p>Records relating to issuing, surrendering, suspending or revoking entry permits under relevant work place health and safety legislation.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • applications • photographs, specimen signatures • notices • surrendered authorities and permits. <p><i>See <u>INDUSTRIAL DISPUTES</u> for hearing disputes about WHS permit holders.</i></p>	Retain for 6 years after business action completed.	21 March 2018

REGISTRY AND TRIBUNAL MANAGEMENT

The function of managing the non-judicial activities of the Industrial Court, Industrial Commission and the Industrial Registrar excluding administrative functions. This includes managing panels of industry experts, conducting inquiries, formulating industrial policy and working with other jurisdictions.

See the General Retention and Disposal Schedule (GRDS) for records relating to:

- *conflicts of interest (e.g. commissioner who heard a matter as ombudsman)*
- *contracting (e.g. to engage a Registrar's auditor)*
- *delegations of authority*
- *enquiries relating to routine and general matters*
- *legislation review*
- *publication management (e.g. notice of hearing and decisions on QIRC website)*
- *reporting (e.g. annual reports, matters not proceeding).*

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
<p>APPOINTMENT OF TRIBUNAL MEMBERS <i>The activities associated with the appointment of the President by gazette notice, and tribunal members by Commission by the Governor-in-Council pursuant to relevant legislation. Also includes the appointment of the Industrial Registrar by gazette notice by the Governor-in-Council.</i></p>			
2128	<p>Commissions appointing tribunal members Records relating to the appointment of tribunal members by Governor-in-Council. Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • documentation of nomination and appointment of members • commissions • documentation of variations including resignations. 	Permanent. Transfer to QSA after business action completed.	21 March 2018
<p>INQUIRIES <i>The activities associated with conducting investigations into industrial matters relating to work done or to be done, the privileges, rights or functions of employers or employees or a matter that the Court or Commission considers has been, is, or may be a cause or contributory cause of an industrial action or industrial dispute. This includes the receipt of material pertaining to the inquiry.</i></p>			

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
<p>See <i>General Retention and Disposal Schedule (GRDS)</i> for records relating to administrative support to boards of inquiry i.e. remuneration and allowances, personnel and other general administrative matters.</p> <p>See <i>ELECTIONS</i> for election and ballot inquiries.</p>			
2129	<p>Boards of inquiry</p> <p>Records relating to the establishment or re-establishment of boards of inquiry. Appointment of members to the board of inquiry and arrangements for its conduct to inquire into the circumstances and probable causes of any industrial matter.</p> <p>Also includes records relating to inquiries, into or about an industrial matter on application by an interested person or on the Commissions' own initiative or at the direction of the Minister and arrangements for hearings, interviews and meetings.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • establishment • gazette notices • legal advice • ministerial directives • terms of reference • procedures • calling witnesses to attend • notices of hearings and submission dates (including media advertisements) • orders to provide facts and figures and expert evidence • registrations of interest • scheduling of submissions and hearings • evidence, transcripts • records of proceedings, reports of findings. 	<p>Permanent.</p> <p>Transfer to QSA after business action completed.</p>	21 March 2018

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
<p>INDUSTRY PANELS</p> <p><i>The activities involved in forming and managing panels of industry with experience and expertise in the relevant industries to assist with settling disputes.</i></p>			
2130	<p>Industry panels</p> <p>Records relating to the establishment, variation of and dissolution of industry panels.</p> <p>Records include but are not limited to:</p> <ul style="list-style-type: none"> • establishment, dissolution, extension or reestablishment of panels • documentation of the nomination and appointment of members. 	Retain for 7 years after business action completed.	21 March 2018
<p>POLICY</p> <p><i>The activities associated with establishing and refining industrial relations principles and rules of conduct and procedural guidance governing industrial proceedings. This includes practice notes for the guidance of parties to any proceedings.</i></p> <p><i>See <u>EMPLOYMENT CONDITIONS</u> for general rulings and statements of policy.</i></p>			
2131	<p>Practice notes</p> <p>Records relating to the formulation of practice notes developed to assist persons or parties in their administrative dealings with the Commission and or proceedings.</p> <p>Records include but are not limited to:</p> <ul style="list-style-type: none"> • practice notes. 	Permanent. Transfer to QSA after business action completed.	21 March 2018
<p>INTERAGENCY COOPERATION</p> <p><i>The activities involved in maintaining relationships with other industrial and judicial agencies in Queensland and Australia to support industrial relations principles and practices. This includes, making arrangements for members of the Commonwealth commission to hear matters under the Queensland Act and for conferences and joint sessions with other industrial authorities.</i></p>			
2132	<p>Interagency cooperation and arrangements</p> <p>Records relating to cooperating and liaising with industrial, judicial and law enforcement agencies regarding the functions and jurisdiction of the organisation.</p> <p>Records include but are not limited to:</p>	Retain for 10 years after business action completed.	21 March 2018

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	<ul style="list-style-type: none">• agreements• referrals• notes or minutes of meetings• documentation of decisions made• reports or correspondence about follow up actions.		

LEGACY RECORDS

This section covers legacy records which are no longer filed in or created by the Industrial Registry or Queensland Industrial Relations Commission. Industrial Relations policy is driven by change in government, both Federal and State.

In 2006 the Australian Industrial Relations Commission gained sole jurisdiction for industrial coverage of corporations. On 1 January 2010 Fair Work Australia (formerly Australian Industrial Relations Commission) gained sole jurisdiction for industrial coverage of all private sector employers and public sector employers who were corporations.

Please contact Queensland State Archives for advice regarding any other legacy records not listed below.

Disposal Authorisation	Description of records	Date range	Retention period & trigger	Date authorised
<p>PRESIDENT'S ADVISORY COMMITTEE – 1997 TO 2000 <i>A committee formed under the repealed Industrial Relations Act 1999 comprising representatives of employee and employer organisations, experts in industrial relations and the Anti-Discrimination Commission with functions to discuss matters relating to the accessibility, efficiency, effectiveness, flexibility, operation, and responsiveness of the court and commission.</i></p>				
2133	<p>President's advisory committee Records relating to the committee formed under relevant legislation comprising representatives of employee and employer organisations, experts in industrial relations and the Anti-Discrimination Commission with functions to discuss matters relating to the accessibility, efficiency, effectiveness, flexibility, operation, and responsiveness of the Court and Commission. Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • master set of agendas, minutes and related papers. 	1997 - 2000	Permanent. Transfer to QSA after business action completed.	21 March 2018
<p>INDUSTRIAL RELATIONS ADVISORY COMMITTEE – 2003 TO 2005 <i>A committee formed under the Industrial Relations Act 1999 comprising representatives of employee and employer organisations, experts in industrial relations and the Anti-Discrimination Commission with functions to investigate, report to and make recommendations to the minister on industrial relation matters. Functions also included review of the Act and its operation.</i> <i>See the General Retention and Disposal Schedule (GRDS) for records relating to routine meetings and non-committee meetings.</i></p>				

Disposal Authorisation	Description of records	Date range	Retention period & trigger	Date authorised
2134	<p>Industrial relations advisory committee Records relating to the committee formed under relevant legislation Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • master set of agendas, minutes, related papers, reports and recommendations. 	2003 - 2005	Permanent. Transfer to QSA after business action completed.	21 March 2018
<p>AGREEMENTS AND OTHER INDUSTRIAL INSTRUMENTS PRIOR TO 1 JANUARY 2010 <i>From January 2010, the Queensland Industrial Relations Commission ceased to cover private sector employers who are now covered by Fair Work Australia. Awards and Industrial Instruments referring to private sector employers ceased to operate under the Industrial Relations Act 1999 (repealed) and were transferred to Fair Work Australia.</i> <i>The activities involved in managing the filing of Queensland Workplace Agreements (QWA) made between a single employee and a single employer or multiple employees and a single employer in relation to working conditions and pay under previous legislation. 1998 – 2009</i> <i>Private and confidential agreements lodged in the Registry for independent safe keeping made between unions and employers resulting usually from an industrial dispute as a method of resolution for conditions outside of or better than award provisions. 1963 – 2010</i> <i>Also includes any registered agreements under an award or industrial instrument and the registration of employers employing outworkers under the relevant clothing trades award prior to 1 January 2010.</i> <i>See <u>INDUSTRIAL INSTRUMENTS</u> for awards and certified agreements.</i></p>				
2135	<p>Queensland industrial agreements Case files containing records relating to making, amending and terminating Queensland Industrial Agreements. Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • applications • orders • notices • decisions • determinations • exhibits 	1932 - 2007	Retain for 20 years after business action completed.	21 March 2018

Disposal Authorisation	Description of records	Date range	Retention period & trigger	Date authorised
	<ul style="list-style-type: none"> • transcripts • submissions • master agreements. 			
2136	<p>Queensland workplace agreements cases Case files containing records relating to making, amending and terminating Queensland Workplace Agreements. Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • applications • statements • extension agreements • orders • declarations • filing receipts • information statements • reports and advice to Minister • written undertakings • approved QWA or ancillary documents including amendment agreements. 	1998 - 2009	Retain for 20 years after business action completed.	21 March 2018
2137	<p>Memorandums of agreement Agreements lodged in the Registry for independent safe keeping made between unions and employers regarding certain conditions of employment that may have resulted from industrial disputes. Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • agreements. 	1963 - 2007	Retain for 20 years after business action completed.	21 March 2018

Disposal Authorisation	Description of records	Date range	Retention period & trigger	Date authorised
2138	<p>Registered employment agreements</p> <p>Individual Agreements lodged in the property sales industry under a central registry of all employment arrangements for those employees who were covered by the award and provided for by the award.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • agreements. 	2006 - 2010	Retain for 7 years after expiry or termination of agreement.	21 March 2018
2139	<p>Queensland enterprise bargaining agreements</p> <p>Case files containing records relating to making, amending and terminating Queensland enterprise bargaining agreements.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • applications • orders • notices • decisions • determinations • exhibits • transcripts • submissions • master agreements. 	1993 - 1996	Retain for 7 years after business action completed.	21 March 2018
2140	<p>Queensland enterprise flexibility agreements</p> <p>Case files containing records relating to making, amending and terminating Queensland enterprise flexibility agreements.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • applications • orders 	1994 - 2007	Retain for 7 years after business action completed.	21 March 2018

Disposal Authorisation	Description of records	Date range	Retention period & trigger	Date authorised
	<ul style="list-style-type: none"> • notices • decisions • determinations • exhibits • transcripts • submissions • master agreements. 			
2141	<p>Queensland voluntary employment agreements Case files containing records relating to making, amending and terminating Queensland voluntary employment agreements. Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • applications • orders • notices • decisions • determinations • exhibits • transcripts • submissions • master agreements. 	1987 - 1990	Retain for 7 years after business action completed.	21 March 2018
2142	<p>Clothing trades registrations Records relating to employers registering outworkers including quarterly or half yearly returns. Records may include, but are not limited to:</p>	Up to 1.1.2010	Retain for 7 years after business action completed.	21 March 2018

Disposal Authorisation	Description of records	Date range	Retention period & trigger	Date authorised
	<ul style="list-style-type: none"> • registrations • quarterly or half yearly returns. 			
<p>OBSOLETE LEGISLATIVE PROVISIONS <i>The activities associated with obsolete provisions which have not carried over to current legislation. This information was required under previous industrial relations legislation.</i></p>				
2143	<p>Freedom of association - exemption from membership Records relating to applications under legislation for exemption from membership on grounds of conscientious beliefs. Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • applications • correspondence • certificates of exemption. 	Up to 1.3.2017	Retain for 7 years after business action completed.	21 March 2018
2144	<p>Financial registers - published Electronic register detailing information relating to industrial organisations financial registers maintained as required under relevant legislation at the time and published under relevant legislation on QIRC website or the organisation's own website.</p>	2013 - 2017	Retain for 7 years after business action completed.	21 March 2018
2750	<p>Statements of interest Records relating to statements of interest provided by high-level union officials to the Industrial Registry. Financial disclosures may include:</p> <ul style="list-style-type: none"> • Bank accounts details • Investments • Home details • Donations made by the member or their family. 	2013-2016	Retain for 7 years after the financial year to which the records relate.	16 February 2022