

APPRAISAL LOG

Industrial Relations Tribunals Sector Retention and Disposal Schedule

Industrial Court of Queensland, the Queensland Industrial Relations Commission,
the Industrial Registrar and the Industrial Registry

Date: 16 February 2022

Title	Scope Note
INDUSTRIAL CONCILIATION AND ARBITRATION	<p><i>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.</i></p> <p><i>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.</i></p>

APPEALS AND REVIEWS

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.

Disposal Authorisation	Record class and retention period	Justifying the retention period
2096	<p><i>Industrial Court, Full Bench, Commission – precedent setting</i></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</p>	<p>Date authorised: 21 March 2018</p> <p>Why are these records created:</p> <p>If a party (or the Minister) to a decision made by a single member of the Commission, the Full Bench, an Industrial Magistrate or Industrial Registrar is dissatisfied with the decision, they can lodge an appeal to the Commission, Full Bench or Court. The appeal can be filed in a tribunal including, but not limited to, a superior court. The matters are not referred as such.</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

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	<p>Registrar. Includes appeals against a decision of a magistrate in relation to a matter for which the magistrate has jurisdiction. Also includes appeals against decisions and reviews determined under various Acts, apart from specific Industrial Relations legislation.</p> <p><i>See <u>Industrial Court, Full Bench, Commission – non precedent setting for appeals relating to withdrawn and dismissed appeals that do not set precedent.</u></i></p> <p>Disposal action – Permanent. Transfer to QSA after business action completed.</p>	<ul style="list-style-type: none"> includes dismissed appeals that set legal precedent¹. <p>The business process involves a re-hearing of the decision on the record, although fresh evidence may be adduced or determination of error of law or excess or want, of jurisdiction in the case of appeals to the Court. The Court or Commission may dismiss the appeal; or allow the appeal, set aside the decision and substitute another decision; or allow the appeal and amend the decision; or allow the appeal, suspend the operation of the decision and remit the industrial cause, with or without directions, to the Commission, an industrial magistrate or the Registrar to act according to law.</p> <p>Appeals and reviews are also available under various legislation for persons dissatisfied with decisions regarding health and safety, workers' compensation and employment conditions for all classes of workers, apprentices and trainees.</p> <p>Why the records are retained for this retention period:</p> <p>The business unit requires these records to be retained permanently because these types of records:</p> <ul style="list-style-type: none"> can impact industry or government policy as a whole provide precedent and/or evidentiary value for the legal profession, unions, employers and employees and Court and Commission may lead to legislation amendments are likely to involve or affect multiple employers including the Government and employees and/or have a major impact on the provision of services to the community may be referenced/subject to an investigation in a Commission of Inquiry attract media and public attention and are a source of public debate may be used by individuals as evidence in matters before other courts or tribunals. <p>Applicable legislation/standards:</p> <ul style="list-style-type: none"> <i>Industrial Relations Act 2016</i>, Chapter 11 Appeals, Part 6, Divisions 2, 3 and 4 <i>Work Health and Safety Act 2011</i>, Part 12 Review of decisions, Division 4 ss229A-229F <i>Workers' Compensation and Rehabilitation Act 2003</i>, s232E, s232F and ss548A-564 <i>Building and Construction Industry (Portable Long Service Leave) Act 1991</i>, s89 <i>Coal Mining Safety and Health Act 1999</i>, s178, ss243-248, s255 and s258

¹ Appeals which may be dismissed may still be considered significant and precedent setting e.g. if the Workers Compensation Regulator wanted to test a Commission decision regarding something that could apply to all workers compensation matters, this testing would be precedent setting regardless of the appeal outcome.

Disposal Authorisation	Record class and retention period	Justifying the retention period
		<ul style="list-style-type: none"> • <i>Contract Cleaning Industry (Portable Long Service Leave) Act 2005</i>, ss97-100 and s137 • <i>Child Employment Act 2006</i>, s15C, s15J, s15K, s15N, s15O, s15P, and ss28-30 • <i>Electrical Safety Act 2002</i>, s171-177, s186, s189 and s190 • <i>Further Education and Training Act 2014</i>, ss168-171 • <i>Mining and Quarrying Safety and Health Act 1999</i>, s175, ss224-228, s234 and s237 • <i>Pastoral Workers' Accommodation Act 1980</i>, s30 • <i>Petroleum and Gas (Production and Safety) Act 2004</i>, ss823-830 • <i>Private Employment Agents Act 2005</i>, s47 • <i>Public Service Act 2008</i>, s122, Chapter 7 Appeals and reviews ss196A-208 and s215. <p>QSA Permanent appraisal characteristics: These records provide evidence of the following characteristics from the Queensland State Archives Appraisal Statement and should be retained as archival records for future research:</p> <ul style="list-style-type: none"> • 2 – primary functions & programs of government • 3 – enduring rights & entitlements • 4 – significant impact on individuals. <p>Comparison with other schedules' retention period: <i>National Archives of Australia – Records Authority - Fair Work Australia Job No. 2009/00439481, Ref no. 20231 - Cases that are appealed or referred for a Full Bench hearing - Retain as national archives.</i> <i>State Archives & Records Authority of New South Wales Functional Retention and Disposal Authority for Industrial Relations Commission of NSW and Industrial Registry: FA302.</i></p> <ul style="list-style-type: none"> • Reference 3.1.1 Representative Organisations, Appeals and referrals – Required as State archives • Reference 4.1.1 Working Conditions, Appeals and Referrals – appeals which set precedent, involve or affect multiple employers, relate to secondary boycotts, concern the advancement of technology, or are subject to significant media reporting – Required as State Archives. <p>Other Comments//factors for consideration: Provide a source of precedent decisions for future research and ensure that the rights of individuals/organisations are protected by offering the ability to appeal a decision to a higher authority.</p>

Disposal Authorisation	Record class and retention period	Justifying the retention period
2097	<p><i>Industrial Court, Full Bench, Commission – non precedent setting</i></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>.</p> <p>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>Disposal action – Retain for 12 years after business action completed.</p>	<p>Date authorised: 21 March 2018</p> <p>Why are these records created:</p> <p>If a party (or the Minister) to a decision made by a single member of the Commission, the Full Bench, an Industrial Magistrate or Industrial Registrar is dissatisfied with the decision, they can lodge an appeal to the Commission, Full Bench or Court. The appeal can be filed in a tribunal including, but not limited to, a superior court. The matters are not referred as such.</p> <p>Appeal decisions in this class do not:</p> <ul style="list-style-type: none"> • set legal precedent • 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 withdrawn appeals and dismissed appeals that do not set precedent.</p> <p>Why the records are retained for this retention period:</p> <p>The business unit requires other appeals to be retained for 12 years because these types of records:</p> <ul style="list-style-type: none"> • generally don't affect industry or government policy as a whole, do not involve or affect multiple employers and employees and would not have a major impact on the provision of services to the community and therefore do not require permanent retention • are more likely to involve individuals • have been withdrawn before or after hearing • may be subject to RTI requests • may be used by individuals as evidence in matters before other courts or tribunals. <p>Applicable legislation/standards:</p> <ul style="list-style-type: none"> • <i>Industrial Relations Act 2016</i>, Chapter 11 Appeals, Part 6, Divisions 2, 3 and 4 • <i>Work Health and Safety Act 2011</i>, Part 12 Review of decisions, Division 4 ss229A-229F • <i>Workers' Compensation and Rehabilitation Act 2003</i>, s232E, s232F and ss548A-564 • <i>Building and Construction Industry (Portable Long Service Leave) Act 1991</i>, s89 • <i>Coal Mining Safety and Health Act 1999</i>, s178, ss243-248, s255 and s258 • <i>Contract Cleaning Industry (Portable Long Service Leave) Act 2005</i>, ss97-100 and s137 • <i>Child Employment Act 2006</i>, s15C, s15J, s15K, s15N, s15O, s15P, and ss28-30

Disposal Authorisation	Record class and retention period	Justifying the retention period
		<ul style="list-style-type: none"> • <i>Electrical Safety Act 2002</i>, ss171-177, s186, s189 and s190 prior to 2014 • <i>Further Education and Training Act 2014</i>, ss168-171 • <i>Mining and Quarrying Safety and Health Act 1999</i>, s175, ss224-228, s234 and s237 • <i>Pastoral Workers' Accommodation Act 1980</i>, s30 • <i>Petroleum and Gas (Production and Safety) Act 2004</i>, ss823-830 • <i>Private Employment Agents Act 2005</i>, s47 • <i>Public Service Act 2008</i>, s122, Chapter 7 Appeals and reviews ss196A-208 and s215. <p>Comparison with other schedules' retention period: <i>National Archives of Australia – Records Authority - Fair Work Australia Job No. 2009/00439481</i>, Ref no. 20234 - Cases that do not broadly impact on workplaces – Destroy 10 years after last action. <i>State Archives & Records Authority of New South Wales Functional Retention and Disposal Authority for Industrial Relations Commission of NSW and Industrial Registry: FA302</i>, Ref no. 4.1.2 Working Conditions, Appeals and Referrals; Appeals - records which do not set precedent, involve or affect multiple employers, relate to secondary boycotts, concern the advancement of technology or are subject to significant media reporting – retain minimum of 7 years after final determination, then destroy.</p> <p>Other comments/factors for consideration: Provide a source of information for future research and ensure that the rights of individuals/organisations are protected by offering the ability to appeal a decision to a higher authority.</p>

EMPLOYMENT CONDITIONS

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.

Also includes applications by individuals in regard to policy including applications for exemptions and payment of long service leave instead of taking leave.

See INDUSTRIAL INSTRUMENTS for reviews and conditions in awards and agreements.

Disposal Authorisation	Record class and retention period	Justifying the retention period
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>Disposal action – Permanent. Transfer to QSA after business action completed.</p>	<p>Date authorised: 21 March 2018</p> <p>Why are these records created:</p> <p>Records relating to proceedings to review and amend general employment conditions under the Queensland Employment Standards. Includes family, long service and other leave and the Queensland minimum wage (State Wage Case). Applications can be made by peak union associations or peak industry groups, industrial organisations or on the Commissions' own initiative and determine wages and conditions for workers. Traditionally applications for State Wage Cases are heard by a Full Bench of the Commission.</p> <p>Why the records are retained for this retention period:</p> <p>The business unit requires these records to be retained permanently because these types of records:</p> <ul style="list-style-type: none"> • impact industry and government policy as a whole • provide precedent or evidentiary value for the legal profession, unions, employers and employees and Court and Commission • may be referenced/subject to an investigation in a Commission of Inquiry • are likely to involve or affect multiple employers and employees and/or have a major impact on the provision of services to the community • attract media attention and are a source of public debate. <p>Applicable legislation/standards:</p> <ul style="list-style-type: none"> • <i>Industrial Relations Act 2016</i>, Chapter 2 Queensland Employment Standards ss14-140. <p>QSA Permanent appraisal characteristics:</p>

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		<p>These records provide evidence of the following characteristics from the Queensland State Archives Appraisal Statement and should be retained as archival records for future research:</p> <ul style="list-style-type: none"> • 2 – primary functions and programs of government • 3 – enduring rights & entitlements • 4 – significant impact on individuals. <p>Comparison with other schedules' retention period:</p> <p><i>National Archives of Australia, Fair Work Australia, Job No. 2009/00439481, Ref no. 20231</i> - Records documenting the management of cases that broadly impact workplaces and Cases that are appealed or referred for a Full Bench hearing - Retain as national archives.</p> <p><i>National Archives of Australia, Fair Work Australia, Job No. 2009/00436141, Ref no. 20209</i> - Final documents relating to wage reviews - Retain as national archives.</p> <p><i>State Archives & Records Authority of NSW Functional Retention and Disposal Authority for the Industrial Relations Commission of New South Wales and Industrial Registry, FA302, Ref no. 4.2.3</i> - Records relating to the hearing and determination of applications for awards - Required as State Archives.</p> <p>Other comments/factors for consideration:</p> <p>There is an expectation that award information will be accessible and that regular reviews are undertaken by the QIRC to keep wages and conditions in line with inflation, CPI and community expectations.</p>
2099	<p><i>General employment conditions – long service leave</i></p> <p>Records relating to proceedings about 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 includes enduring</p>	<p>Date authorised: 21 March 2018</p> <p>Why are these records created:</p> <p>Applications can be made to the Commission by individuals for deciding any matter relating to payment for long service leave that the employee and employer cannot agree on under relevant legislation. Applications record an individual's circumstances at a particular period of time. If the application is approved a copy of the Order issued by the Commission is sent to the employer along with a copy of the application so that the employer has a record of any payment applicable and any entitlement adjustment required. Also includes the payment of long service leave on compassionate or financial hardship grounds instead of taking long service leave and the payment of pro rata long service leave.</p> <p>Why the records are retained for this retention period:</p> <p>The business unit requires these records to be retained for 12 years because these types of records:</p>

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	<p>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>Disposal action – Retain for 12 years after business action completed.</p>	<ul style="list-style-type: none"> generally don't affect industry or government policy as a whole, do not involve or affect multiple employers and employees and would not have a major impact on the provision of services to the community and therefore do not require permanent retention are more likely to involve individuals and individual employers are used for future business decision making may be subject to RTI requests may be used by individuals as evidence in matters before other courts or tribunals. <p>Applicable legislation/standards:</p> <ul style="list-style-type: none"> <i>Industrial Relations Act 2016</i>, Chapter 2 Queensland Employment Standards - s101 (payment of long service leave unable to be agreed upon), s110 (long service leave compassionate/financial grounds), s113 (exemptions). <p>Comparison with other schedules' retention period: <i>National Archives of Australia – Records Authority - Fair Work Australia Job No. 2009/00439481, Ref no. 20234 - Cases that do not broadly impact on workplaces – Destroy 10 years after last action.</i></p> <p>Other comments/factors for consideration: Evidence of the public authority's deliberations, decisions and actions. Records should be available to meet an individual's rights and entitlements in the future.</p>
2100	<p><i>Terminations and redundancy relief payments</i></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</p>	<p>Date authorised: 21 March 2018</p> <p>Why are these records created: Employees who are entitled to receive a payment when made redundant, receive a payment based on the number of years of continuous service with the employer. If the employer cannot make the payment or wishes to reduce the amount of the payment or has found alternative employment for the employee or has contributed to a fund that will provide a benefit to the employee if the employee is made redundant, then, the employer applies to the Commission for certain orders to be made in relation to the payment e.g. to vary the amount to be paid or to be relieved of the obligation to make the payment.</p> <p>Why the records are retained for this retention period: The business unit requires these records to be retained for 12 years because these types of records:</p> <ul style="list-style-type: none"> are more likely to involve individuals generally don't affect industry or government policy as a whole, do not involve or affect multiple employers and employees and would not have a major impact on the provision of services to the community and therefore do not require permanent retention

Disposal Authorisation	Record class and retention period	Justifying the retention period
	<p>settling matters about severance allowance or other separation benefits.</p> <p>Disposal action – Retain for 12 years after business action completed.</p>	<ul style="list-style-type: none"> • are used for future business decision making • may be subject to RTI requests • may be used by individuals as evidence in matters before other courts or tribunals. <p>Applicable legislation/standards: <i>Industrial Relations Act 2016</i> - s127 (variation order), s326 (settling matters about severance allowance) s1019 (relief from redundancy payment).</p> <p>Comparison with other schedules' retention period: <i>National Archives of Australia – Records Authority - Fair Work Australia Job No. 2009/00439481, Ref no. 20234</i> - Cases that do not broadly impact on workplaces – Destroy 10 years after last action.</p> <p>Other comments/factors for consideration: Evidence of the public authority's deliberations, decisions and actions. Records should be available to meet an individual's rights and entitlements in the future.</p>

TRADING HOURS

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.

Disposal Authorisation	Record class and retention period	Justifying the retention period
2101	<p>Trading hours</p> <p>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 regarding mandatory or restrictive injunctions to enforce observance of trading hours and the cancellation of obsolete orders.</p> <p>Disposal action – Permanent. Transfer to QSA after business action completed.</p>	<p>Date authorised: 21 March 2018</p> <p>Why are these records created:</p> <p>The Commission, on application, can decide trading hours for shops designated as non-exempt under the Act for particular regions or areas such as designated tourist areas. These applications do not have a conciliation process. Applications to decide trading hours are advertised widely by the Commission and any relevant organisation, association, government, union etc with interest can apply for leave to appear and be heard. Traditionally applications involving major policy changes to retail shopping hours have been heard by a Full Bench of the Commission. A recent application was heard by the Full Bench over 17 full days. Parties to the application included the National Retailers Association, major and independent supermarkets, councils, chambers of commerce, government representatives and unions. The Trading Hours Act was amended after this matter was finished.</p> <p>Also includes the Commission making an order to enforce compliance with trading hours or restraining a breach of the trading hours order. Includes the cancellation of obsolete orders by the Industrial Registrar.</p> <p>Why the records are retained for this retention period:</p> <p>The business unit requires these records to be retained permanently because these types of records:</p> <ul style="list-style-type: none"> • impact industry and government policy as a whole • provide contextual information for any resulting change in legislation • provide precedent or evidentiary value for the legal profession, unions, employers and employees and Court and Commission • may be referenced/subject to an investigation in a Commission of Inquiry • are likely to involve or affect multiple employers and employees and/or have a major impact on the provision of services to the community • attract media attention and are a source of public debate. <p>Applicable legislation/standards:</p> <ul style="list-style-type: none"> • <i>Trading (Allowable Hours) Act 1990, s5.</i>

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		<p>QSA Permanent appraisal characteristics:</p> <p>These records provide evidence of the following characteristics from the Queensland State Archives Appraisal Statement and should be retained as archival records for future research:</p> <ul style="list-style-type: none"> • 2 – primary functions and programs of government • 3 – enduring rights & entitlements • 4 – significant impact on individuals. <p>Comparison with other schedules' retention period:</p> <p><i>National Archives of Australia – Records Authority - Fair Work Australia Job No. 2009/00439481, Ref no. 20231-</i> Cases that are appealed or referred for a Full Bench hearing - Retain as national archives.</p> <p>Other comments/factors for consideration:</p> <p>Evidence that the public authority is providing a service and complying with legislation by deciding trading hours for non-exempt shops. There is an expectation that trading hours information will be accessible and provide a potential precedent source.</p> <p>Amendments to the legislation in 2017 has imposed a moratorium on the Commission hearing applications for changes to trading hours for non-exempt shops for a period of 5 years.</p> <p>In ACT, NT and Tasmania trading hours are deregulated. In NSW and Victoria, there are minimal restrictions on trading hours of shops. SA and WA are the only states which have similar trading hours' restrictions to Qld. No comparable schedules for this particular type of matter in WA or SA could be located.</p>
2102	<p><i>Exhibitions and special displays</i></p> <p>Records relating to applications to the Industrial Commission under relevant legislation for an order declaring a statement of policy about conditions to be observed in holding special exhibitions or special displays. Also includes declaring orders for special events.</p>	<p>Date authorised: 21 March 2018</p> <p>Why are these records created:</p> <p>The Commission, on application, can approve the holding of a special exhibition of goods (other than goods normally sold or displayed in what is termed under the legislation as an 'exempt shop') and impose conditions on the holding of the exhibition, such as opening and closing times and the types of goods which can be displayed or exhibited. Also includes applications for special events such as the Commonwealth Games.</p> <p>Examples of exhibitions and special displays include caravan or camping or boating shows.</p> <p>Why the records are retained for this retention period:</p> <p>The business unit requires these records to be retained for 12 years because these types of records:</p> <ul style="list-style-type: none"> • are much less common and are not generally accessed once business action is complete • do not involve significant issues, major disputes or set precedents

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	<p>Disposal action – Retain for 12 years after business action completed.</p>	<ul style="list-style-type: none"> may relate to set periods of time only, e.g. permits or one-off events e.g. exhibitions and special displays). <p>Applicable legislation/standards:</p> <ul style="list-style-type: none"> <i>Trading (Allowable Hours) Act 1990, s5.</i> <p>Comparison with other schedules' retention period: <i>Queensland Office of Industrial Relations QDAN727 v1, Ref no. 2.2.1 Approvals- Industrial Relations – Retain for 10 years after business action completed.</i> <i>National Archives of Australia – Records Authority - Fair Work Australia Job No. 2009/00439481, Ref no. 20234, Cases that do not broadly impact on workplaces – Destroy 10 years after last action.</i> <i>State Archives & Records Authority of New South Wales Functional Retention and Disposal Authority for NSW Industrial Relations (Department of Finance and Services) FA310, Ref no. 1.4.1 - records relating to applications to trade on a restricted trading day – retain minimum of 10 years after application determined, then destroy.</i></p> <p>Other comments/factors for consideration: Evidence of the public authority’s deliberations, decisions and actions. Records should be available to meet an individual’s rights and entitlements in the future.</p>

INDUSTRIAL DISPUTES

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.

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.

Includes suspension or termination by the Commission on application by the Minister or other prescribed person of Protected Industrial Action being taken.

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.

Disposal Authorisation	Record class and retention period	Justifying the retention period
2103	<p><i>Industrial disputes – significant disputes</i></p> <p>Records relating to the settling of significant industrial disputes by way of conciliation and/or mediation or arbitration as per relevant legislation.</p> <p><i>See <u>Industrial disputes – other disputes</u> for non-significant industrial disputes.</i></p> <p><i>See <u>Registration of industrial organisations</u> for remedies resulting in eligibility rules of an industrial organisation being amended.</i></p>	<p>Date authorised: 21 March 2018</p> <p>Why are these records created:</p> <p>Industrial action taken as the result of a dispute may cause, or threaten to cause, economic harm, or endanger the life, personal safety or health, or welfare of the State's population or part of it.</p> <p>When there is a dispute about an industrial matter between an employer or employer organisation and an employee or employee organisation, the Commission can take appropriate steps for the prevention or prompt settlement of the dispute, by conciliation and/or mediation or arbitration.</p> <p>Significant industrial disputes are those that:</p> <ul style="list-style-type: none"> • set precedent • broadly impact on workplaces • 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>Significant disputes may include, but are not limited to:</p> <ul style="list-style-type: none"> • demarcation disputes – the right to represent a particular group of employees, possibly to the exclusion of another industrial organisation or association. Significant demarcation disputes may result in eligibility rules of an industrial organisation being amended

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	<p>Disposal action – Permanent. Transfer to QSA after business action completed.</p>	<ul style="list-style-type: none"> • strike payments • Workplace Health & Safety permit holder disputes. <p>Why the records are retained for this retention period: The business unit requires these records to be retained permanently because these types of records:</p> <ul style="list-style-type: none"> • provide precedent or evidentiary value for the legal profession, unions, employers and employees and Court and Commission • may be referenced/subject to an investigation in a Commission of Inquiry • are likely to involve or affect multiple employers and employees and/or have a major impact on the provision of services to the community • attract media attention and are a source of public debate. <p>Applicable legislation/standards:</p> <ul style="list-style-type: none"> • <i>Industrial Relations Act 2016</i>, Chapter 4 Collective Bargaining ss240-241 • <i>Industrial Relations Act 2016</i>, Chapter 6 Industrial Disputes ss265-271 • <i>Industrial Relations Act 2016</i> Chapter 11 Division 4 Orders about right to represent a group of employees s479 • <i>Work Health and Safety Act 2011</i>, s65 • <i>Work Health and Safety Act 2011</i>, s142. <p>QSA Permanent appraisal characteristics: These records provide evidence of the following characteristics from the Queensland State Archives Appraisal Statement and should be retained as archival records for future research:</p> <ul style="list-style-type: none"> • 2 – primary functions and programs of government • 3 – enduring rights & entitlements • 4 – significant impact on individuals. <p>Comparison with other schedules' retention period: <i>National Archives of Australia, Fair Work Australia, Job No. 2009/00439481</i>, Ref no. 20231 - Records documenting the management of industrial matters that broadly impact on workplaces including disputes in respect of an industrial award - Retain as national archives. <i>State Archives & Records Authority of New South Wales Functional Retention and Disposal Authority for Industrial Relations Commission of NSW and Industrial Registry: FA302</i>, Ref no. 2.2.1 - Industrial Disputes – Disputes which set precedent, involve or affect multiple employers, relate to secondary</p>

Disposal Authorisation	Record class and retention period	Justifying the retention period
		<p>boycotts, concern the advancement of technology or are subject to significant media reporting – required as State Archives.</p> <p>Other comments/factors for consideration:</p> <p>Public Authority provides a service by addressing significant issues in workplaces which may have a major impact on the provision of services to the community.</p>
2104	<p><i>Industrial disputes – other disputes</i></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 where not covered by Industrial disputes – significant disputes</p> <p>Disposal action – Retain for 12 years after business action completed.</p>	<p>Date authorised: 21 March 2018</p> <p>Why are these records created:</p> <p>When there is a non-significant dispute about an industrial matter between an employer or employer organisation and an employee or employee organisation, the Commission can take appropriate steps for the prevention or prompt settlement of the dispute, by conciliation and/or mediation or arbitration. The Commission can also act as a conciliator under other legislation including conciliating employment claims. Industrial disputes covered by this class do not:</p> <ul style="list-style-type: none"> • set precedent • broadly impact on workplaces • 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>Industrial disputes in this class do not cause or threaten to cause, economic harm, or endanger the life, personal safety or health, or welfare of the State’s population or part of it.</p> <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>Why the records are retained for this retention period:</p> <p>The business unit requires other disputes to be retained for 12 years because these types of records:</p> <ul style="list-style-type: none"> • generally don’t affect industry or government policy as a whole, do not involve or affect multiple employers and employees and would not have a major impact on the provision of services to the community and therefore do not require permanent retention

Disposal Authorisation	Record class and retention period	Justifying the retention period
		<ul style="list-style-type: none"> • are more likely to involve individuals • are generally only conciliated with no formal decision or withdrawn • are used for future business decision making • may be subject to RTI requests. <p>Applicable legislation/standards:</p> <ul style="list-style-type: none"> • <i>Industrial Relations Act 2016</i>, Chapter 6 Industrial Disputes ss265-271 also Chapter 4 Collective Bargaining ss240-241 • <i>Magistrates Courts Act 1921</i>, Part 5A Division 2 Conciliation of disputes ss42A-42S. <p>Comparison with other schedules' retention period:</p> <p><i>National Archives of Australia, Fair Work Australia, Job No. 2009/00439481, Ref no. 20231</i> - Records documenting the management of industrial matters that do not broadly impact on workplaces including disputes in respect of an industrial award - Destroy 10 years after last action.</p> <p><i>National Archives of Australia, Fair Work Australia, Job No. 2009/00439481, Ref no. 20234</i> - cases that do not broadly impact on workplaces – Destroy 10 years after last action.</p> <p><i>ACT Administrative Records Disposal Schedule – Industrial Relations Records Approval 2011 (No.1)</i>, Ref no. 008.035.001 – Disputes - Destroy 6 years after action completed.</p> <p><i>State Archives & Records Authority of New South Wales Functional Retention and Disposal Authority for Industrial Relations Commission of NSW and Industrial Registry: FA302, Ref no. 2.2.2</i> - Industrial Disputes – Disputes which do not set precedent, involve or affect multiple employers, relate to secondary boycotts, concern the advancement of technology or are not subject to significant media reporting — Retain minimum of 7 years after last action, then destroy.</p> <p>Other comments/factors for consideration:</p> <p>Public Authority provides a service by addressing significant issues in workplaces which may have a major impact on the provision of services to the community.</p>

INDUSTRIAL INSTRUMENTS

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 of awards, deciding questions of law or fact and declaring general rulings and statements of policy. The awards are published on the Commission's website.

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.

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.

Disposal Authorisation	Record class and retention period	Justifying the retention period
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>Disposal action – Permanent. Transfer to QSA after business action completed.</p>	<p>Date authorised: 21 March 2018</p> <p>Why are these records created:</p> <p>Applications are made by the parties or on the Commission's own initiative for the making or approval of awards fixing minimum wages and employment conditions for all employees engaged in the calling to which the award applies and ensuring modern awards provide for equal remuneration. 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.</p> <p>Also applications are made by the parties to vary awards or for an interpretation of an award or exemption from an award.</p> <p>Why the records are retained for this retention period:</p> <p>The business unit requires these records to be retained permanently because these types of records:</p> <ul style="list-style-type: none"> • provide precedent or evidentiary value for the legal profession, unions, employers and employees and Court and Commission • may be referenced/subject to an investigation in a Commission of Inquiry • are likely to involve or affect multiple employers and employees and/or have a major impact on industry as a whole • attract media attention and are a source of public debate. <p>Applicable legislation/standards:</p>

Disposal Authorisation	Record class and retention period	Justifying the retention period
		<ul style="list-style-type: none"> • <i>Industrial Relations Act 2016</i>, Chapter 3 Modern Awards ss141-162, Chapter 5 Equal Remuneration ss245-259, and Chapter 17 s981 (Obsolete Industrial Instrument). <p>QSA Permanent appraisal characteristics:</p> <p>These records provide evidence of the following characteristics from the Queensland State Archives Appraisal Statement and should be retained as archival records for future research:</p> <ul style="list-style-type: none"> • 2 – primary functions and programs of government • 3 – enduring rights & entitlements • 4 – significant impact on individuals. <p>Comparison with other schedules' retention period:</p> <p><i>National Archives of Australia, Fair Work Australia, Job No. 2009/00439481, Ref no. 20231-</i> records documenting the management of cases that broadly impact workplaces - Retain as national archives.</p> <p><i>National Archives of Australia, Fair Work Australia, Job No. 2009/00436141, Ref no. 20231-</i> master set of awards - Retain as national archives.</p> <p><i>State Archives & Records Authority of NSW Functional Retention and Disposal Authority for the Industrial Relations Commission of New South Wales and Industrial Registry, FA302, Ref no. 4.2.3-</i> records relating to the hearing and determination of applications for awards - Required as State Archives.</p> <p>Other comments/factors for consideration:</p> <p>There is an expectation that award information will be accessible and that regular reviews are undertaken by the QIRC to keep wages and conditions in line with inflation/CPI and other Australian States and Territories. The awards create a history of working conditions and wages throughout Queensland.</p>
2106	<p><i>Collective bargaining instruments – certified agreements and bargaining awards</i></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</p>	<p>Date authorised: 21 March 2018</p> <p>Why are these records created:</p> <p>Certified agreements are written agreements, certified by the Commission, about industrial matters relating to an employer and a group of employees of the employer (whether all employees or a category of employees) and the employee organisations covered by the agreement who are covered by the applicable award/s.</p> <p>Bargaining awards are awards that cover those stated in the bargaining award: an employer; a group of employees of the employer, whether all employees or a category of employees; an employee organisation that represents, or is entitled to represent, any employees who are, or are entitled to be, members of the organisation; and who are covered by the bargaining award and will revoke the existing</p>

Disposal Authorisation	Record class and retention period	Justifying the retention period
	<p>includes deciding designated awards. Also includes records relating to declaring industrial instruments obsolete. Excludes Fair Work Australia certified agreements and bargaining awards that may be held for reference.</p> <p>Disposal action – Permanent. Transfer to QSA after business action completed.</p>	<p>award. Records relating to the conciliation, certification and termination and arbitration of certified agreements. This includes deciding designated awards and determinations. A Commissioner can refer disputed matters in conciliation to a Full Bench of the Commission for arbitration. The Instrument must pass a no-disadvantage test to award provisions and provide for equal remuneration.</p> <p>Why the records are retained for this retention period: The business unit requires these records to be retained permanently because these types of records:</p> <ul style="list-style-type: none"> • provide precedent or evidentiary value for the legal profession, unions, employers and employees and Court and Commission • may be referenced/subject to an investigation in a Commission of Inquiry • are likely to involve or affect multiple employers and employees and/or have a major impact on industry as a whole • attract media attention and are a source of public debate. <p>Applicable legislation/standards:</p> <ul style="list-style-type: none"> • <i>Industrial Relations Act 2016</i>, Chapter 4 Collective Bargaining ss153-244, Chapter 5 Equal Remuneration ss245-259 and Chapter 17 s981 (Obsolete Industrial Instrument). <p>QSA Permanent appraisal characteristics: These records provide evidence of the following characteristics from the Queensland State Archives Appraisal Statement and should be retained as archival records for future research:</p> <ul style="list-style-type: none"> • 2 – primary functions and programs of government • 3 – enduring rights & entitlements • 4 – significant impact on individuals. <p>Comparison with other schedules' retention period: <i>National Archives of Australia, Fair Work Australia, Job No. 2009/00803813, Ref no. 21137- Agreement processing including approved 'collective agreements'- Retain as national archives.</i> <i>State Archives & Records Authority of NSW Functional Retention and Disposal Authority for the Industrial Relations Commission of New South Wales and Industrial Registry, FA302, Ref no. 4.2.6 - Records relating to the approval, making, variation or rescission of contract and enterprise agreements - Required as State Archives.</i></p>

Disposal Authorisation	Record class and retention period	Justifying the retention period
		<p><i>ACT Administrative Records Disposal Schedule – Industrial Relations Records Approval 2011 (No. 1), Ref no. 008.041.001 Enterprise Bargaining – Retain as Territory Archives.</i></p> <p>Other comments/factors for consideration:</p> <p>There is an expectation that this information will be accessible for future reference and is likely to be used as a source of authority.</p>
2107	<p><i>Collective bargaining processes and protected industrial action</i></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><i>See Industrial disputes – significant disputes for significant cases regarding</i></p>	<p>Date authorised: 21 March 2018</p> <p>Why are these records created:</p> <p>A negotiating party can ask the Commission for help to reach agreement once the peace obligation period has ended. This process can be stopped if the parties intend to resume negotiating. A party can apply to the Commission for a scope order if the party feels the instrument will not cover appropriate employees or will cover employees whom it is inappropriate to cover. Also an employee organisation or an employer may apply to the Registrar for a certificate as to requested representation in the negotiation process. The Commission may order a vote to be taken by secret ballot of employees to be covered by the bargaining instrument.</p> <p>Protected industrial action can be taken during certain times in the negotiating phase. On an application by the industrial organisation, the Registrar can approve the employees likely to be engaging in the proposed action. The Commission can make orders for remedies if an employee is dismissed for engaging in protected industrial action.</p> <p>On application by the Minister or other prescribed person, the Commission may suspend or terminate protected industrial action.</p> <p>Why the records are retained for this retention period:</p> <p>The business unit requires these records to be retained for 12 years because these types of records:</p> <ul style="list-style-type: none"> • generally don't affect industry or government policy as a whole, do not involve or affect multiple employers and employees and would not have a major impact on the provision of services to the community and therefore do not require permanent retention • are more likely to involve individuals • are used for future business decision making • may be subject to RTI requests • may be used by individuals as evidence in matters before other courts or tribunals. <p>Applicable legislation/standards:</p>

Disposal Authorisation	Record class and retention period	Justifying the retention period
	<p><i>termination and suspension of protected industrial action.</i></p> <p>Disposal action – Retain for 12 years after business action completed.</p>	<ul style="list-style-type: none"> <i>Industrial Relations Act 2016</i>, Chapter 4 Collective Bargaining Parts 2 – 4 and Part 8 ss231-238 and Part 9 ss242-244. <p>Comparison with other schedules' retention period: <i>National Archives of Australia, Fair Work Australia, Job No. 2009/00439481</i>, Ref no. 20234 - Bargaining period applications, industrial action orders and protected action ballot decisions – Destroy 10 years after last action.</p> <p>Other comments/factors for consideration: Evidence of the public authority's deliberations, decisions and actions. Records should be available to meet an individual's rights and entitlements in the future.</p>
2108	<p><i>Other instruments related to or under industrial instruments</i></p> <p>Records relating to the issuing of student work permits, aged and infirm persons permits and supported wage assessment agreements.</p> <p>Disposal action – Retain for 7 years after business action completed.</p>	<p>Date authorised: 21 March 2018</p> <p>Why are these records created:</p> <p>Permits can be issued to students taking part in a tertiary study course to work in a calling for a particular vacation period only where it is required as part of their course.</p> <p>Permits can be issued to aged and infirm persons allowing them to work in the calling for less than the minimum wage. This includes hearing objections to issue of permits. Permits are issued for 12 or 24 months only.</p> <p>Supported wage assessment agreements are provided for under schedules in certain awards. Copies can be lodged in the registry however there is no further requirement to lodge copies after the supported wage award was declared obsolete when the schedules were inserted in other awards. The employer keeps the assessment agreements as part of the employee's employment records. They are assessed under the Australian Government's supported wage system.</p> <p>Why the records are retained for this retention period:</p> <p>The business unit requires these records to be retained for 7 years because:</p> <ul style="list-style-type: none"> these types of records are not generally accessed once business action is complete these types of records do not involve significant issues, major disputes or set precedents these types of records may relate to set periods of time only (e.g. permits) wage recovery can only be ordered for the period of 6 years after the application. <p>Applicable legislation/standards:</p> <ul style="list-style-type: none"> <i>Industrial Relations Act 2016</i>, s978 (Student Work permits), s979 (Aged or Infirm Persons Permits). <p>Comparison with other schedules' retention period:</p>

Disposal Authorisation	Record class and retention period	Justifying the retention period
		<i>National Archives of Australia, Fair Work Australia, Job No. 2009/00439481, Ref no. 20239 - Records documenting wage agreements for workers with a disability based on assessment under Australian Government schemes such as the Supported Wage System – Destroy 7 years after last action.</i>

RIGHTS and RESPONSIBILITIES

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.

See [Membership eligibility disputes](#) for the resolution of questions or disputes about membership of an organisation.

Disposal Authorisation	Record class and retention period	Justifying the retention period
2109	<p>General protection orders 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 records relating to contraventions of rights and responsibilities legislation.</p> <p>Disposal action – Retain for 12 years after business action completed.</p>	<p>Date authorised: 21 March 2018</p> <p>Why are these records created: An employee can apply to the Commission for an order to stop bullying in the workplace. Also if a person has been dismissed or affected by a contravention of rights and responsibilities legislation they can apply to the Commission to deal with the dispute (previously referred to as prohibited conduct). The Commission also hears work related complaints of alleged unlawful discrimination after the complaints have been investigated and referred to the QIRC by the Anti-Discrimination Commission Queensland (ADCQ). A work-related matter includes complaints that allege discrimination, sexual harassment, or other contraventions of the relevant legislation in the workplace.</p> <p>Why the records are retained for this retention period: The business unit requires these records to be retained for 12 years because these types of records:</p> <ul style="list-style-type: none"> • generally don't affect industry or government policy as a whole, do not involve or affect multiple employers and employees and would not have a major impact on the provision of services to the community and therefore do not require permanent retention • are more likely to involve individuals • are used for future business decision making • may be subject to RTI requests • may be used by individuals as evidence in matters before other courts or tribunals. <p>Applicable legislation/standards:</p> <ul style="list-style-type: none"> • <i>Industrial Relations Act 2016</i>, Chapter 7 s273 and Chapter 8 Rights and Responsibilities of employees, employers, organisations etc. ss278-314 • <i>Anti-Discrimination Act 1991</i> Chapter 7, Part 2 and Chapter 8.

Disposal Authorisation	Record class and retention period	Justifying the retention period
		<p>Comparison with other schedules' retention period:</p> <p><i>National Archives of Australia, Fair Work Australia, Job No. 2009/00439481, Ref no. 20234 -cases that do not broadly impact on workplaces – Destroy 10 years after last action.</i></p> <p><i>Territory Records (Records Disposal Schedule-Human Rights and Discrimination Records) Approval 20014 (No. 1) NI2004-335, Ref no. 1.1.2 - Discrimination Complaint Management Cases – Destroy 10 years after action completed.</i></p>
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>Disposal action –</p> <p>Retain for 12 years after business action completed.</p>	<p>Date authorised: 21 March 2018</p> <p>Why are these records created:</p> <p>An employee can apply to the Commission for reinstatement for an alleged unfair dismissal by an employer. If conciliation is unsuccessful then records relating to hearing and deciding applications for reinstatement for alleged unfair dismissal by an employer are created. Includes orders giving effect to article 13 of the termination of employment condition where an employer dismisses or proposes to dismiss 15 or more employees for an economic, technological or structural reason and the employer has failed to give notice or consult with employee organisations about the dismissals and stand-down of employees. 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>Why the records are retained for this retention period:</p> <p>The business unit requires these records to be retained for 12 years because these types of records:</p> <ul style="list-style-type: none"> • generally don't affect industry or government policy as a whole, do not involve or affect multiple employers and employees and would not have a major impact on the provision of services to the community and therefore do not require permanent retention • are more likely to involve individuals • are used for future business decision making • may be subject to RTI requests • may be used by individuals as evidence in matters before other courts or tribunals. <p>Applicable legislation/standards:</p> <ul style="list-style-type: none"> • <i>Industrial Relations Act 2016</i>, Chapter 8 ss316-335 • <i>Child Employment Act 2006</i>, s15P (dismissal of a child from employment). <p>Comparison with other schedules' retention period:</p> <p><i>State Archives & Records Authority of New South Wales Functional Retention and Disposal Authority for Industrial Relations Commission of NSW and Industrial Registry: FA302, Ref no. 2.1.2 - Employment</i></p>

Disposal Authorisation	Record class and retention period	Justifying the retention period
		<p>termination – records relating to the hearing and determination of claims of unfair dismissal and applications for orders to reinstate injured employees which do not set precedent, involve or affect multiple employers, relate to secondary boycotts or concern the advancement of technology, and are not subject to significant media reporting– Retain minimum of 6 years after finalisation, then destroy.</p> <p>Other comments/factors for consideration: Evidence of the public authority’s deliberations, decisions and actions. Records should be available to meet an individual’s rights and entitlements in the future.</p>
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>Disposal action – Retain for 12 years after business action completed.</p>	<p>Date authorised: 21 March 2018</p> <p>Why are these records created: 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. A reprisal is if a person causes, or attempts or conspires to cause, detriment to another person because, or in the belief that the other person or someone else has made, or intends to make, a public interest disclosure; or the other person or someone else is, has been, or intends to be, involved in a proceeding under the Act against any person.</p> <p>Why the records are retained for this retention period: The business unit requires these records to be retained for 12 years because these types of records:</p> <ul style="list-style-type: none"> • generally don’t affect industry or government policy as a whole, do not involve or affect multiple employers and employees and would not have a major impact on the provision of services to the community and therefore do not require permanent retention • are more likely to involve individuals • are used for future business decision making • may be subject to RTI requests • may be used by individuals as evidence in matters before other courts or tribunals. <p>Applicable legislation/standards:</p> <ul style="list-style-type: none"> • <i>Public Interest Disclosure Act 2010</i> ss48-56. <p>Comparison with other schedules' retention period: <i>National Archives of Australia, Fair Work Australia, Job No. 2009/00439481, Ref no. 20234</i> - cases that do not broadly impact on workplaces. – Destroy 10 years after last action.</p> <p>Other comments/factors for consideration:</p>

Disposal Authorisation	Record class and retention period	Justifying the retention period
		<p>Evidence of the public authority's deliberations, decisions and actions. Records should be available to meet an individual's rights and entitlements in the future.</p> <p>These records are not released to the public and cannot be accessed by the media.</p>
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>Disposal action – Retain for 12 years after business action completed.</p>	<p>Date authorised: 21 March 2018</p> <p>Why are these records created: Agreements are filed by the Anti-Discrimination Commission for enforcement of the agreement by the Commission if necessary.</p> <p>Why the records are retained for this retention period: The business unit requires these records to be retained for 12 years because these types of records:</p> <ul style="list-style-type: none"> • generally don't affect industry or government policy as a whole, do not involve or affect multiple employers and employees and would not have a major impact on the provision of services to the community and therefore do not require permanent retention • are more likely to involve individuals • may be subject to RTI requests • may be used by individuals as evidence in matters before other courts or tribunals. <p>Applicable legislation/standards:</p> <ul style="list-style-type: none"> • <i>Anti-Discrimination Act 1991</i>, s164 and s189. <p>Comparison with other schedules' retention period: <i>Territory Records (Records Disposal Schedule-Human Rights and Discrimination Records) Approval 20014 (No. 1) NI2004-335</i> Ref no. 1.1.2 - Discrimination Complaint Management-Cases – Destroy 10 years after action completed.</p>
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>Date authorised: 21 March 2018</p> <p>Why are these records created: Applications can be made to the Commission for exemption from specific provisions and include the period for the exemption, the person, people or class of people for whom the exemption is sought and a statement of the grounds and reasons. Exemptions can be granted for a specified period of not more than 5 years and may be renewed for a period of not more than 5 years.</p> <p>Why the records are retained for this retention period: The business unit requires these records to be retained for 12 years because these types of records:</p>

Disposal Authorisation	Record class and retention period	Justifying the retention period
	<p>Disposal action – Retain for 12 years after business action completed.</p>	<ul style="list-style-type: none"> • generally don't affect industry or government policy as a whole, do not involve or affect multiple employers and employees and would not have a major impact on the provision of services to the community and therefore do not require permanent retention • are more likely to involve individuals • are used for future business decision making • may be used by individuals as evidence in matters before other courts or tribunals. <p>Applicable legislation/standards:</p> <ul style="list-style-type: none"> • <i>Anti-Discrimination Act 1991</i>, s113. <p>Comparison with other schedules' retention period: <i>Territory Records (Records Disposal Schedule-Human Rights and Discrimination Records) Approval 20014 (No. 1) NI2004-335</i> Ref no. 1.1.2 Discrimination Complaint Management-Cases – Destroy 10 years after action completed. <i>Queensland Anti-Discrimination Commission Queensland Retention and Disposal Schedule QDAN 568 v.1</i>, Ref no. 3.1 Exemption applications - retain for 7 years after the expiry of the exemption or last action, whichever is later.</p> <p>Other comments/factors for consideration: Evidence of the public authority's deliberations, decisions and actions. Records should be available to meet an individual's rights and entitlements in the future.</p>

WAGES, FEES and SUPERANNUATION

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.

Disposal Authorisation	Record class and retention period	Justifying the retention period
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>Disposal action – Retain for 12 years after business action completed.</p>	<p>Date authorised: 21 March 2018</p> <p>Why are these records created:</p> <p>Records relating to applications under relevant legislation. 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>Why the records are retained for this retention period:</p> <p>The business unit requires these records to be retained for 12 years because these types of records:</p> <ul style="list-style-type: none"> • generally don't affect industry or government policy as a whole, do not involve or affect multiple employers and employees and would not have a major impact on the provision of services to the community and therefore do not require permanent retention • are more likely to involve individuals • are used for future business decision making • may be subject to RTI requests • may be used by individuals as evidence in matters before other courts or tribunals. <p>Applicable legislation/standards:</p> <ul style="list-style-type: none"> • <i>Industrial Relations Act 2016</i>, Chapter 11, Part 2 s465 and s471. <p>Comparison with other schedules' retention period:</p> <p><i>National Archives of Australia, Fair Work Australia, Job No. 2009/00439481, Ref no. 20234</i> - cases that do not broadly impact on workplaces. – Destroy 10 years after last action.</p> <p><i>State Archives & Records Authority of New South Wales Functional Retention and Disposal Authority for Industrial Relations Commission of NSW and Industrial Registry: FA302, Ref no. 2.3.2 Unfair contracts determination</i> – records where orders are made which do not set precedent, involve or affect multiple employers, relate to secondary boycotts, concern the advancement of technology or are not subject to significant media reporting – retain minimum of 7 years after last action, then destroy.</p>

Disposal Authorisation	Record class and retention period	Justifying the retention period
		<p>Other comments/factors for consideration: Evidence of the public authority's deliberations, decisions and actions. Records should be available to meet an individual's rights and entitlements in the future.</p>
2115	<p><i>Unpaid wages and allowances, and superannuation recovery</i> 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>Disposal action – Retain for 12 years after business action completed.</p>	<p>Date authorised: 21 March 2018</p> <p>Why are these records created: Records related to processing applications and issuing orders to recover unpaid wages 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 i.e. employment entitlements or protections, in relation to a child's employment conditions, means the entitlements or protections that cover an employee performing similar work to that performed by the child under a State award or order; or Act. An employer of a child must ensure that the agreement or arrangement under which the child is employed does not disadvantage the child in relation to the child's employment conditions.</p> <p>Why the records are retained for this retention period: The business unit requires these records to be retained for 12 years because:</p> <ul style="list-style-type: none"> • these types of records generally don't affect industry or government policy as a whole, do not involve or affect multiple employers and employees and would not have a major impact on the provision of services to the community and therefore do not require permanent retention • these types of records are more likely to involve individuals • wage recovery can only be ordered for the period of 6 years before the date of application • these types of records are used for future business decision making • these types of records may be subject to RTI requests • these types of records may be used by individuals as evidence in matters before other courts or tribunals. <p>Applicable legislation/standards:</p> <ul style="list-style-type: none"> • <i>Industrial Relations Act 2016</i>, s386 and s475 • <i>Child Employment Act 2006</i>, ss15N-15O. <p>Comparison with other schedules' retention period: <i>National Archives of Australia, Fair Work Australia, Job No. 2009/00439481, Ref no. 20234</i> - cases that do not broadly impact on workplaces. – Destroy 10 years after last action.</p>

Disposal Authorisation	Record class and retention period	Justifying the retention period
		<p><i>State Archives & Records Authority of New South Wales Functional Retention and Disposal Authority for NSW Industrial Relations (Dept. of Finance and Services): FA310, Ref no. 1.7.2 - Processing complaints regarding any breach of industrial laws (e.g. unpaid wages and allowances) – retain minimum of 7 years after last action.</i></p> <p>Other comments/factors for consideration: Evidence of the public authority’s deliberations, decisions and actions. Records should be available to meet an individual’s rights and entitlements in the future.</p>
2116	<p>Repayment of fees - private employment agents 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>Disposal action – Retain for 12 years after business action completed.</p>	<p>Date authorised: 21 March 2018</p> <p>Why are these records created: 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. The contravention occurs if a private employment agent charges a person a fee for finding or attempting to find the person work. The private employment agent must not charge a model or performer unless the model or performer is given written notice stating particulars under the regulation, including the type of work, gross amount payable to the model or performer and an itemised list of the fees payable to the agent by the model or performer.</p> <p>Why the records are retained for this retention period: The business unit requires these records to be retained for 12 years because these types of records:</p> <ul style="list-style-type: none"> • generally don’t affect industry or government policy as a whole, do not involve or affect multiple employers and employees and would not have a major impact on the provision of services to the community and therefore do not require permanent retention • are more likely to involve individuals • are used for future business decision making • may be subject to RTI requests • may be used by individuals as evidence in matters before other courts or tribunals. <p>Applicable legislation/standards:</p> <ul style="list-style-type: none"> • <i>Industrial Relations Act 2016, s403.</i> <p>Comparison with other schedules' retention period: <i>National Archives of Australia, Fair Work Australia, Job No. 2009/00439481, Ref no. 20234 - cases that do not broadly impact on workplaces – Destroy 10 years after last action.</i></p> <p>Other comments/factors for consideration:</p>

Disposal Authorisation	Record class and retention period	Justifying the retention period
		Evidence of the public authority’s deliberations, decisions and actions. Records should be available to meet an individual’s rights and entitlements in the future.

OTHER APPLICATIONS

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, legal representation applications for further and better particulars, and applications withdrawn before proceedings.

Disposal Authorisation	Record class and retention period	Justifying the retention period
2117	<p>Other applications 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>Disposal action – Retain for 12 years after business action completed.</p>	<p>Date authorised: 21 March 2018</p> <p>Why are these records created: Various interlocutory applications can be filed in relation to matters before the Commission which can be decided in hearings of substantive applications.</p> <p>Why the records are retained for this retention period: The business unit requires these records to be retained for 12 years because these types of records:</p> <ul style="list-style-type: none"> • generally don't affect industry or government policy as a whole, do not involve or affect multiple employers and employees and would not have a major impact on the provision of services to the community and therefore do not require permanent retention • are more likely to involve individuals • are used for future business decision making • may be subject to RTI requests • may be used by individuals as evidence in matters before other courts or tribunals. <p>Applicable legislation/standards:</p> <ul style="list-style-type: none"> • <i>Industrial Relations Act 2016</i>, and various other Acts • <i>Industrial Relations (Tribunals) Rules 2011</i>. <p>Comparison with other schedules' retention period: <i>National Archives of Australia, Fair Work Australia, Job No. 2009/00439481, Ref no. 20234</i>, cases that do not broadly impact on workplaces – cases that do not require a judicial decision or are withdrawn, directed for no further action or resolved by recommendation or statement – Destroy 10 years after last action.</p> <p>Other comments/factors for consideration: Evidence of the public authority's deliberations, decisions and actions. Records should be available to meet an individual's rights and entitlements in the future.</p>

Title	Scope Note
INDUSTRIAL ORGANISATIONS	<p><i>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.</i></p> <p>See <u>INDUSTRIAL DISPUTES</u> for matters relating to demarcation disputes.</p>

REGISTRATION

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.

Disposal Authorisation	Record class and retention period	Justifying the retention period
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, amalgamations and deregistration under relevant legislation.</p> <p>Includes applications for validity and compliance with rules and invalidity orders.</p>	<p>Date authorised: 21 March 2018</p> <p>Why are these records created:</p> <p>Applications for registration as an industrial organisation (industrial union) may only be made to the Commission under relevant legislation. The Commission may grant the application only if satisfied of certain conditions including: the applicant exists to further or protect its members' interests; the rules the applicant proposes to have as an organisation are not contrary to the Act and the applicant's name is not the same as an organisation's name or so similar to an organisation's name as to be likely to cause confusion. The Commission can also order that an organisation's list of callings (i.e. a craft, manufacture, occupation, trade, undertaking or vocation), originally lodged with the organisation's application for registration, be changed. Registration as an industrial organisation gives a right to represent members in proceedings and notify the Commission of Industrial disputes. The Registrar must keep a register of organisations and a copy of each organisation's rules.</p> <p>Why the records are retained for this retention period:</p> <p>These records provide contextual information about the industrial organisation. Unions hold a significant place in the working history of the state and the details and reasons for registration are retained within these records, including original registration certificates. Information found in registration files may</p>

Disposal Authorisation	Record class and retention period	Justifying the retention period
	<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>See <i>INDUSTRIAL DISPUTES</i> for matters relating to demarcation disputes and suspension of registration or deregistration.</p> <p>Disposal action – Permanent. Transfer to QSA after business action completed.</p>	<p>include a list of original members, callings and the locality in which the applicant's members exercise their callings. Although unions may hold these records themselves, these records may be at risk of not being retained when unions are disbanded or amalgamated. An original registration certificate of an industrial organisation is required when a registered industrial organisation is deregistered or amalgamated. Registered industrial organisations may have been registered up to 100 years ago and still retain their registration. There is significant media and political attention surrounding registered industrial organisations and from time to time, there are also Commissions of Inquiry investigating unions and union activity. There is an expectation that this information will be accessible for future reference and is likely to be used as a source of authority.</p> <p>Applicable legislation/standards:</p> <ul style="list-style-type: none"> • <i>Industrial Relations Act 2016</i>, Chapter 12 (whole chapter regulates Industrial Organisations Registration) • <i>Industrial Relations Regulation 2011</i>, Parts 8–13. <p>QSA Permanent appraisal characteristics: These records provide evidence of the following characteristics from the Queensland State Archives Appraisal Statement and should be retained as archival records for future research:</p> <ul style="list-style-type: none"> • 3 – enduring rights & entitlements • 5 – substantial contribution to community memory. <p>Comparison with other schedules' retention period: <i>National Archives of Australia, Fair Work Australia, Job No. 2009/00439008</i>, Ref no. 20214 - Registered organisations – Register of employer and employee organisations, Case files relating to individual registered organisations - Retain as national archives. <i>State Archives & Records Authority of New South Wales Functional Retention and Disposal Authority for Industrial Relations Commission of NSW and Industrial Registry: FA302</i>, Ref no. 3.5.1 Representative Organisations – Registration and regulation – required as State Archives.</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</p>	<p>Date authorised: 21 March 2018</p> <p>Why are these records created: Electronic register detailing information relating to industrial organisations, including the registered name of the organisation, date of registration or deregistration and registered address, is maintained in the Case Management System (CMS) as required under relevant legislation, and published on QIRC Website.</p> <p>Why the records are retained for this retention period:</p>

Disposal Authorisation	Record class and retention period	Justifying the retention period
	<p>published on QIRC Web.</p> <p>Disposal action – Permanent. Transfer to QSA after business action completed.</p>	<p>There is significant media and political attention surrounding Registered Industrial Organisations. From time to time, there are also Commissions of Inquiry investigating unions and union activity. For these reasons there are often requests to search records which may go back decades. Also Registered Industrial Organisations may have been registered up to 100 years ago and still retain their registration and there is a need for records to be available for future reference.</p> <p>The register is a living document, in continual use and the business use of the register will be long-term.</p> <p>Applicable legislation/standards:</p> <ul style="list-style-type: none"> • <i>Industrial Relations Act 2016, s614.</i> <p>QSA Permanent appraisal characteristics:</p> <p>These records provide evidence of the following characteristics from the Queensland State Archives Appraisal Statement and should be retained as archival records for future research:</p> <ul style="list-style-type: none"> • 2 – primary functions and programs of government • 3 – Enduring rights & entitlements • 5 – substantial contribution to community memory. <p>Comparison with other schedules' retention period:</p> <p><i>State Archives & Records Authority of New South Wales Functional Retention and Disposal Authority for Industrial Relations Commission of NSW and Industrial Registry: FA302, Ref no. 3.5.2 Representative Organisations – Registration and regulation – required as State Archives.</i></p> <p><i>National Archives of Australia, Fair Work Australia, Job No. 2009/00439008, Ref no. 20214 - Registered organisations – Register of employer and employee organisations – Retain as national archives.</i></p> <p>Other comments/factors for consideration:</p> <p>There is an expectation that this information will be accessible for future reference and is likely to be used as a source of authority.</p>

FINANCIAL ACCOUNTABILITY

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.

Disposal Authorisation	Record class and retention period	Justifying the retention period
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>Disposal action – Permanent. Transfer to QSA after business action completed.</p>	<p>Date authorised: 21 March 2018</p> <p>Why are these records created:</p> <p>Industrial organisations are required to file annually their audit report and accounts together with any statements of loans, grants or donations over \$1000.00 or certified true copies of audit reports or relevant accounts if an exemption from accounting or audits reports is held.</p> <p>Why the records are retained for this retention period:</p> <p>There is significant media and political attention surrounding Registered Industrial Organisations. From time to time, there are also Commissions of Inquiry investigating unions and union activity. Audit records may include those that:</p> <ul style="list-style-type: none"> • involve contentious or litigious matters and/or set a precedent • lead to a major change in policies • involve major public interest or controversy • are presented to Parliament • routine audits. <p>There are often requests to search records which may go back decades. Registered Industrial Organisations may have been registered up to 100 years ago and still retain their registration and there is a need for records to be available for future reference.</p> <p>Applicable legislation/standards:</p> <ul style="list-style-type: none"> • <i>Industrial Relations Act 2016</i>, Chapter 12 • <i>Industrial Relations Regulation 2018</i>, Parts 11 and 12 <p>QSA Permanent appraisal characteristics:</p> <p>These records provide evidence of the following characteristics from the Queensland State Archives Appraisal Statement and should be retained as archival records for future research:</p> <ul style="list-style-type: none"> • 2 – primary functions and programs of government

Disposal Authorisation	Record class and retention period	Justifying the retention period
		<ul style="list-style-type: none"> • 3 – enduring rights & entitlements • 5 – substantial contribution to community memory. <p>Comparison with other schedules' retention period: <i>National Archives of Australia, Fair Work Australia, Job No. 2009/00439008, Ref no. 20214, Registered organisations – Register of employer and employee organisations, Case files relating to individual registered organisations - Retain as national archives.</i></p> <p><i>State Archives & Records Authority of New South Wales Functional Retention and Disposal Authority for Industrial Relations Commission of NSW and Industrial Registry: FA302 Ref no. 3.5.5 Annual returns of State industrial organisations. Records include audited financial statements, details of grants, donations and loans over \$1000, particulars of office holders, rules of the organisation, and statutory declarations certifying that the register of members has been kept and maintained as required under legislation – Required as State archives.</i></p> <p>Other comments/factors for consideration: There is an expectation that this information will be accessible for future reference and is likely to be used as a source of authority.</p>

ELECTIONS

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.

Disposal Authorisation	Record class and retention period	Justifying the retention period
2121	<p><i>Election and ballot inquiries</i></p> <p>Records relating to investigating claims of irregularity in an election where an irregularity is or is not found.</p> <p>Records relating to Registrar's decision to refuse an election and ballot inquiry.</p> <p><i>See APPEALS AND REVIEWS for appeals against decision of an industrial tribunal</i></p> <p>Disposal action – Retain for 12 years after business action completed.</p>	<p>Date authorised: 21 March 2018</p> <p>Why are these records created:</p> <p>A member of an industrial organisation can apply to the Industrial Registrar to conduct an election inquiry. An irregularity is a contravention of an organisation's rules; and for an election or ballot, an act or omission by which the following is, or is attempted to be, prevented:</p> <p>(i) the full and free recording of votes by all persons who may record a vote and by no other persons</p> <p>(ii) a correct working out or declaration of the results of the voting.</p> <p>If the Registrar is satisfied there are reasonable grounds and the circumstances justify an inquiry, the application may be referred to the Commission. The Commission may, conduct an election inquiry about a claimed irregularity in an election for an organisation or branch.</p> <p>Why the records are retained for this retention period:</p> <p>Under s689 an application for an Inquiry into an Industrial Election may only be filed during the period that starts the day application for an election is filed and ends six months after the election has ended. An appeal against a decision to an industrial tribunal must be started, as required under the rules, within the appeal period. Pursuant to s564 of the IR Act 2016 the appeal period is 21 days for an appeal to be filed with the Industrial Tribunal unless application for leave to appeal is filed and granted.</p> <p>Applicable legislation/standards:</p> <ul style="list-style-type: none"> <i>Industrial Relations Act 2016, s564, s686, s687, s689, s690, s895 (Registrar refuses enquiry).</i> <p>Comparison with other schedules' retention period:</p> <p><i>State Archives & Records Authority of New South Wales Functional Retention and Disposal Authority for Industrial Relations Commission of NSW and Industrial Registry: FA302, Ref no. 3.2.3 Elections (inquiries concerning irregularities in elections) – Required as State Archives.</i></p>

Disposal Authorisation	Record class and retention period	Justifying the retention period
		<p><i>National Archives of Australia, Fair Work Australia, Job No. 2009/00439008, Ref no. 20214, Registered Organisations – Significant records including case files relating to individual registered organisations – Retain as national archives.</i></p> <p>Other comments/factors for consideration:</p> <p>There is an expectation that this information will be accessible for future reference and is likely to be used as a source of authority. While comparison schedules provided are permanent, should a party appeal to the decision of an industrial tribunal, these records would be captured under the relevant appeals and reviews class. The Electoral Commission of Queensland also keeps records relating to the conduct of industrial elections or ballots, including dispute records.</p>
2122	<p><i>Election requests</i></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><i>See <u>APPEALS AND REVIEWS</u> for appeals against decision of the Industrial Registrar.</i></p> <p><i>See <u>Registration of industrial organisations</u> for election exemption applications.</i></p>	<p>Date authorised: 21 March 2018</p> <p>Why are these records created:</p> <p>Industrial organisations (apart from corporations) must have rules governing election of officers to be either by a direct voting system or by a collegiate electoral system. Rules should ensure that election processes are transparent and irregularities are avoided. A direct vote must be conducted by a secret postal ballot, or by some alternative form of secret ballot approved by the Registrar. Unless exemptions have been granted elections are conducted by the Electoral Commission of Queensland in accordance with each organisation's rules. This is arranged by the Registrar when the organisation notifies the Registry that it is seeking to hold an election.</p> <p>Why the records are retained for this retention period:</p> <p>The business unit requires these records to be retained for 10 years because these types of records:</p> <ul style="list-style-type: none"> • generally don't affect industry or government policy as a whole, would not have a major impact on the provision of services to the community and therefore do not require permanent retention • are more likely to involve individuals • organisations are required to file officers registers annually and on any change of officers • may be subject to RTI requests • may relate to set periods of time only. <p>Applicable legislation/standards:</p> <ul style="list-style-type: none"> • <i>Industrial Relations Act 2016</i>, s669 (elections), s635 (secret ballots) and s895 (Registrar's refusal). <p>Comparison with other schedules' retention period:</p> <p><i>State Archives & Records Authority of New South Wales Functional Retention and Disposal Authority for Industrial Relations Commission of NSW and Industrial Registry: FA302, Ref no. 3.2.2 Elections</i></p>

Disposal Authorisation	Record class and retention period	Justifying the retention period
	<p>Disposal action – Retain for 10 years after business action completed.</p>	<p>(Applications for the conduct of elections of officers of representative organisations etc.) – Retain minimum of 10 years after matter finalised.</p> <p>Other comments/factors for consideration: It is not clear whether the Fair Work records are specifically in relation to elections but it is presumed elections records are stored on organisation files at the Fair Work Commission.</p>

MEMBERS, OFFICERS, EMPLOYEES OF INDUSTRIAL ORGANISATIONS

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.

Disposal Authorisation	Record class and retention period	Justifying the retention period
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>Disposal action –</p> <p>Retain for 7 years after exemption expiry/cancellation OR union deregistration.</p>	<p>Date authorised: 16 February 2022</p> <p>Why are these records created:</p> <p>An organisation can apply for exemptions from supplying the Industrial Registry with details of members/officers registers if they have a counterpart federal body.</p> <p>Under 804(3) of the <i>Industrial Relations Act 2016</i>, an approved exemption remains in force until it expires, or is cancelled.</p> <p>Why the records are retained for this retention period:</p> <p>Expiration dates are rarely stated on orders and so, to comply with the legislation, these exemptions must be cancelled which may take many years. Until this occurs the records cannot be disposed of.</p> <p>A 7 year retention period has been recommended for accountability and consistency with the retention of other Industrial Organisation records (DA2123). There is media and political attention surrounding Registered Industrial Organisations and there is a need for records to be available for future reference.</p> <p>Applicable legislation/standards:</p> <p><i>Industrial Relations Act 2016</i></p> <p>Comparison with other schedules' retention period:</p> <p><i>Courts Sector Retention & Disposal Schedule (QDAN 705):</i> Ref. 2.8.2 (Record of proceedings) - Retain until appeal period has expired and a transcription of the record has been made (as per the requirements of the <i>Recording of Evidence Act 1962</i>).</p>
2123	<p>Members and officers registers</p> <p>Records include applications for exemptions from keeping members and officer's registers, filing</p>	<p>Date authorised: 16 February 2022</p> <p>Why are these records created:</p> <p>An organisation must keep a register of each person who is or was an officer of the organisation during the whole or part of the year for which the register is kept. The Registrar may give written directions to an organisation to correct its members register or officers' register in a way the Registrar considers is necessary to ensure compliance if it has not completed the register correctly.</p>

Disposal Authorisation	Record class and retention period	Justifying the retention period
	<p>officer's registers and statistical information regarding membership numbers.</p> <p>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>Disposal action – Retain for 7 years after business action completed.</p>	<p>Applicable legislation/standards:</p> <ul style="list-style-type: none"> • <i>Industrial Relations Act 2016</i>, ss732-738 and ss804-807 • <i>Industrial Relations (Tribunals) Rules 2011</i>, Rule 220. <p>Why the records are retained for this retention period: Under legislation an organisation is required to keep these records for 7 years after the period to which the register relates. The organisation must, before 31 March in each year, file a copy of its officers' register as at the start of the year. An organisation must also file a copy of its officers' register within 30 days after a person becomes or ceases to be an officer of the organisation. There is media and political attention surrounding Registered Industrial Organisations and there is a need for records to be available for future reference.</p> <p>Comparison with other schedules' retention period: <i>State Archives & Records Authority of New South Wales Functional Retention and Disposal Authority for Industrial Relations Commission of NSW and Industrial Registry: FA302</i>, Ref no. 3.5.5 Representative Organisations – Registration and regulation. – Required as State archives.</p> <p>Other comments/factors for consideration: There is an expectation that this information will be accessible for future reference and is likely to be used as a source of authority.</p>
2124	<p>Register of WHS entry permit holders</p> <p>Entries in the electronic register of WHS entry permits holders required under relevant legislation. 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>See <i>Authorities and permits for officers and employees</i></p>	<p>Date authorised: 21 March 2018</p> <p>Why are these records created: WHS entry permits are issued, upon application to the Registrar, to a person who is an official (officer or employee) of an organisation (State or Federal) and has satisfied the eligibility criteria as set out in relevant legislation. WHS permit holders may enter workplaces to investigate possible contraventions of relevant work place health and safety legislation.</p> <p>Why the records are retained for this retention period: The relevant legislation requires the Registrar to publish an up to date register of WHS permit holders. There is significant media and political attention surrounding Registered Industrial Organisations. From time to time, there are also Commissions of Inquiry investigating unions and union activity.</p> <p>Applicable legislation/standards:</p> <ul style="list-style-type: none"> • <i>Work Health and Safety Act 2011</i>, s151 • <i>Work Health and Safety Regulation 2011</i>, s31. <p>Comparison with other schedules' retention period:</p>

Disposal Authorisation	Record class and retention period	Justifying the retention period
	<p><i>of industrial organisations for issue, cancelling and revoking WHS permits.</i></p> <p>See <u>INDUSTRIAL DISPUTES</u> for disputes regarding WHS permit holders.</p> <p>Disposal action – Retain for 15 years after expiry or termination of permit.</p>	<p>State Archives & Records Authority of New South Wales Functional Retention and Disposal Authority for Industrial Relations Commission of NSW and Industrial Registry: FA302, Ref no. 3.3.2 Registers of entry and inspection permits for officers and employees of representative authorities – Retain minimum of 10 years after last entry, then destroy.</p> <p>Other comments/factors for consideration: Register is electronic – no hard copy file is kept. There is an expectation that this information will be accessible for future reference and is likely to be used as a source of authority.</p>
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>Disposal action – Retain for 20 years after business action completed.</p>	<p>Date authorised: 21 March 2018</p> <p>Why are these records created: Eligibility for and admission to membership of industrial organisations are governed by relevant legislation. The Commission decides questions or resolves disputes about membership of an organisation. Under relevant legislation, a person or organisation may ask the Commission to decide a question or dispute about: a person's eligibility for membership; when a person became a member; whether a membership subscription, fine or levy, or some other requirement of the rules is reasonable; and the qualifications for membership of a membership applicant.</p> <p>Why the records are retained for this retention period: There is significant media and political attention surrounding Registered Industrial Organisations. From time to time, there are also Commissions of Inquiry investigating unions and union activity. For these reasons there are often requests to search records which may go back decades. Also Registered Industrial Organisations may have been registered up to 100 years ago and still retain their registration and there is a need for records to be available for future reference.</p> <p>Applicable legislation/standards:</p> <ul style="list-style-type: none"> • <i>Industrial Relations Act 2016</i>, s722 (commission may decide) and s723 (deciding application). <p>Comparison with other schedules' retention period: While there are record classes covering Registered Industrial Organisations in other States and Territories, there are no comparable records to this particular record class.</p>

Disposal Authorisation	Record class and retention period	Justifying the retention period
		<p>Other comments/factors for consideration:</p> <p>There is an expectation that this information will be accessible for future reference and is likely to be used as a source of authority. It is an ongoing register continually updated.</p>
2126	<p><i>Members' access and inspection of records</i></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>Disposal action – Retain for 10 years after business action completed.</p>	<p>Date authorised: 21 March 2018</p> <p>Why are these records created:</p> <p>Records relating to applications made by the Registrar on behalf of an organisation member to gain access to the organisation's prescribed information, for the previous financial year, under relevant legislation. Prescribed information includes details of donations, loans or grants made by or to the organisation and an officer's remuneration.</p> <p>Why the records are retained for this retention period:</p> <p>The business unit requires these records to be retained for 10 years because these types of records:</p> <ul style="list-style-type: none"> • are more likely to involve individuals • may be subject to RTI requests • may relate to set periods of time only. <p>Applicable legislation/standards:</p> <ul style="list-style-type: none"> • <i>Industrial Relations Act 2016, s787.</i> <p>Comparison with other schedules' retention period:</p> <p>While there are record classes covering Registered Industrial Organisations in other States and Territories, there are no comparable records to this particular record class.</p>
2127	<p><i>Authorities and permits for officers and employees of industrial organisations</i></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>Date authorised: 21 March 2018</p> <p>Why are these records created:</p> <p>Records relating to issuing, surrendering, suspending or revoking authorities for industrial officers under relevant legislation to inspect time and wage records and to discuss with employees, their rights under the Act/industrial instrument and WHS permits to exercise the right to inspect work systems, plant, structures; consult with workers and the person conducting business; inspect and make copies of documents under relevant work place health and safety legislation. Records relating to applications where the application is refused. WHS permits can be issued to authorised industrial officers and/or Federal Right of Entry permit holders (issued by Fair Work Australia) only.</p> <p>Why the records are retained for this retention period:</p> <p>The business unit requires these records to be retained for 6 years because these types of records:</p>

Disposal Authorisation	Record class and retention period	Justifying the retention period
	<p>Records relating to issuing, surrendering, suspending or revoking entry permits under relevant work place health and safety legislation.</p> <p>See <i>INDUSTRIAL DISPUTES</i> for hearing disputes about permit holders.</p> <p>Disposal action – Retain for 6 years after business action completed.</p>	<ul style="list-style-type: none"> • generally don't affect industry or government policy as a whole, do not involve or affect multiple employers and employees and would not have a major impact on the provision of services to the community and therefore do not require permanent retention • are more likely to involve individuals • may be subject to RTI requests • may relate to set periods of time only (e.g. permits). <p>Applicable legislation/standards:</p> <ul style="list-style-type: none"> • <i>Industrial Relations Act 2016</i>, s337 and s338 • <i>Work Health and Safety Act 2011</i>, s.134. <p>Comparison with other schedules' retention period: <i>National Archives of Australia, Fair Work Australia, Job No. 2009/00439008, Ref no. 20217</i> - Records documenting the provision of right of entry permits - Destroy 6 years after permit or exemption granted, suspended or refused.</p> <p>Other comments/factors for consideration: Authority or Permit is valid for 3 years. Applicant must re-apply after authority or permit expires.</p>

Title	Scope Note
REGISTRY AND TRIBUNAL MANAGEMENT	<p><i>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.</i></p> <p><i>See the <u>General Retention and Disposal Schedule (GRDS)</u> for records relating to:</i></p> <ul style="list-style-type: none"> <i>• conflicts of interest (e.g. commissioner who heard a matter as ombudsman)</i> <i>• contracting (e.g. to engage a Registrar’s auditor)</i> <i>• delegations of authority</i> <i>• enquiries relating to routine and general matters</i> <i>• legislation review</i> <i>• publication management (e.g. notice of hearing and decisions on QIRC website)</i> <i>• reporting (e.g. annual reports, matters not proceeding).</i>

APPOINTMENT OF TRIBUNAL MEMBERS

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.

Disposal Authorisation	Record class and retention period	Justifying the retention period
2128	<p><i>Commissions appointing tribunal members</i></p> <p>Records relating to the appointment of tribunal members by Governor-in-Council.</p> <p>Disposal action – Permanent. Transfer to QSA after business action completed.</p>	<p>Date authorised: 21 March 2018</p> <p>Why are these records created:</p> <p>A member is appointed by the Minister, such appointment then being approved by Governor-in-Council in the form of a document entitled a Commission. The appointee, usually at a ceremony, signs and makes an oath or affirmation of allegiance and office before either the President or Industrial Registrar of the Court and Commission. The records are not filed documents and therefore not entered in the case management system.</p> <p>Why the records are retained for this retention period:</p> <p>The business unit requires these records to be retained permanently because these types of records:</p> <ul style="list-style-type: none"> • are an historical record of the Industrial Court and Industrial Relations Commission members for over 100 years

Disposal Authorisation	Record class and retention period	Justifying the retention period
		<ul style="list-style-type: none"> • provide precedent or evidentiary value for the legal profession, unions, employers and employees and Court and Commission • may be referenced/subject to an investigation in a Commission of Inquiry • attract media attention and are a source of public debate • may be subject to RTI requests. <p>Applicable legislation/standards:</p> <ul style="list-style-type: none"> • <i>Industrial Relations Act 2016</i>, Chapter 11, s 413, s418, s421, s441, s442, s444 and s514. <p>QSA Permanent appraisal characteristics:</p> <p>These records provide evidence of the following characteristics from the Queensland State Archives Appraisal Statement and should be retained as archival records for future research:</p> <ul style="list-style-type: none"> • 1 – authority, foundation & structure of government • 3 – enduring rights & entitlements. <p>Comparison with other schedules' retention period:</p> <p><i>State Archives & Records Authority of New South Wales Functional Retention and Disposal Authority for Industrial Relations Commission of NSW and Industrial Registry: FA302</i>, Ref no. 1.1.1- Records relating to the establishment of industrial committees tribunals and panels – Required as State Archives.</p> <p><i>State Archives & Records Authority of New South Wales Functional Retention and Disposal Authority for Independent Pricing and Regulatory Tribunal: FA351</i>, Ref no. 6.5.1 – Members –the activities associated with managing members of the Tribunal and committees -Required as State archives.</p> <p><i>Queensland General Retention & Disposal Schedule</i>, Ref no. 1014 High-level Committees - Permanent – transfer to QSA once business action complete.</p> <p>Other comments/factors for consideration:</p> <p>For the more recent appointees, the Industrial Registry holds the original records but for earlier appointees, the Office of Industrial Relations (Treasury) holds the original Commissions. There is an expectation that this information will be accessible for future reference and is likely to be used as a source of authority.</p>

INQUIRIES

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 or Minister 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.

For records relating to administrative support to boards of inquiry i.e. remuneration and allowances, personnel and other general administrative matters, refer to General Retention and Disposal Schedule (GRDS).

See ELECTIONS for election and ballot inquiries.

Disposal Authorisation	Record class and retention period	Justifying the retention period
2129	<p><i>Boards of inquiry</i> 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>Disposal action – Permanent.</p>	<p>Date authorised: 21 March 2018</p> <p>Why are these records created: The function of the Commission includes promoting cooperative and productive workplace relations, taking measures to prevent disputes and resolving other disputes that threaten to harm the community or the economy. The Commission may hold an inquiry into or about an industrial matter on application by an interested person or on its own motion and it must hold an inquiry into or about an industrial matter if the Minister, by notice, directs. Includes the 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 including arrangements for hearings, interviews and meetings. The Commission must report the result of the inquiry, and make recommendations, to the Minister.</p> <p>Why the records are retained for this retention period: The business unit requires these records to be retained permanently because these types of records:</p> <ul style="list-style-type: none"> • provide precedent or evidentiary value for the legal profession, unions, employers and employees and Court and Commission • may result in legislation amendments • may be referenced/subject to an investigation in a Commission of Inquiry • are likely to involve or affect multiple employers and employees and/or have a major impact on the provision of services to the community • attract media attention and are a source of public debate. <p>Applicable legislation/standards:</p> <ul style="list-style-type: none"> • <i>Industrial Relations Act 2016</i>, s447 and s448. <p>QSA Permanent appraisal characteristics:</p>

Disposal Authorisation	Record class and retention period	Justifying the retention period
	Transfer to QSA after business action completed.	<p>These records provide evidence of the following characteristics from the Queensland State Archives Appraisal Statement and should be retained as archival records for future research:</p> <ul style="list-style-type: none"> • 2 – primary functions and programs of government. <p>Comparison with other schedules' retention period: <i>State Archives & Records Authority of New South Wales Functional Retention and Disposal Authority for Industrial Relations Commission of NSW and Industrial Registry: FA302, Ref no. 1.4.1 Inquiries – Required as State Archives.</i></p> <p>Other comments/factors for consideration: Evidence of the public authority's actions and method of management of various types of matters. There is an expectation that this information will be accessible for future reference and is likely to be used as a source of authority.</p>

INDUSTRY PANELS

The activities involved in forming and managing panels of industry with experience and expertise in the relevant industries to assist with settling disputes.

Disposal Authorisation	Record class and retention period	Justifying the retention period
2130	<p>Industry panels Records relating to the establishment, variation of and dissolution of industry panels.</p> <p>Disposal action – Retain for 7 years after business action completed.</p>	<p>Date authorised: 21 March 2018</p> <p>Why are these records created: The President of the Industrial Relations Commission may establish panels of members and assign an industry or group of industries to each panel. Industry panels are made up of members of the Commission and are designed to ensure, where possible, members with experience and expertise in the relevant industries are assigned to deal with disputes. The aim is to enhance the ability of the Commission to deal with disputes more quickly and effectively.</p> <p>Why the records are retained for this retention period: The President is responsible for the administration of the Commission and Registry, including the establishment of industry panels. These are the administrative records of the establishment, variations and dissolutions of industry panels. The decisions of these panels are captured in the appropriate industrial conciliation and arbitration classes and appointment records relating to the panellists are captured in the appointment classes for commissioners.</p> <p>Applicable legislation/standards:</p> <ul style="list-style-type: none"> • <i>Industrial Relations Act 2016, s435(6).</i> <p>Comparison with other schedules' retention period: General retention and disposal schedule, DA1025 Stakeholder engagement – 7 years after business action completed.</p>

POLICY

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.

See EMPLOYMENT CONDITIONS for general rulings and statements of policy.

Disposal Authorisation	Record class and retention period	Justifying the retention period
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>Disposal action – Permanent. Transfer to QSA after business action completed.</p>	<p>Date authorised: 21 March 2018</p> <p>Why are these records created:</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. Practice notes are published on the QIRC website. Practice notes are issued by either the President or Vice President and give more in depth detail in regard to the operational requirements and functions of the Court, Commission and Registry, than is provided for in legislation, with a view to a matter being dealt with in the most expeditious and cost effective way. The practice notes are utilised by parties, legal representatives, the Court, Commission and Registry in conjunction with legislation.</p> <p>Why the records are retained for this retention period:</p> <p>The business unit requires these records to be retained permanently because these types of records:</p> <ul style="list-style-type: none"> • provide precedent or evidentiary value for the legal profession, unions, employers and employees and Court and Commission • may be referenced/subject to an investigation in a Commission of Inquiry • are likely to involve or affect multiple employers and employees and/or have a major impact on the provision of services to the community • attract media attention and are a source of public debate. <p>Applicable legislation/standards:</p> <ul style="list-style-type: none"> • <i>Industrial Relations Act 2016</i>, s451 (General Powers), s552 (Directions about practice). <p>QSA Permanent appraisal characteristics:</p> <p>These records provide evidence of the following characteristics from the Queensland State Archives Appraisal Statement and should be retained as archival records for future research:</p> <ul style="list-style-type: none"> • 2 – primary functions and programs of government. <p>Comparison with other schedules' retention period:</p>

Disposal Authorisation	Record class and retention period	Justifying the retention period
		<p><i>State Archives & Records Authority of New South Wales Functional Retention and Disposal Authority for Industrial Relations Commission of NSW and Industrial Registry: FA302, Ref no. 1.6.1 Policies and Procedures (including practice directions and practice notes) - Required as State Archives.</i></p> <p><i>Queensland Courts Sector Retention and Disposal Schedule QDAN 705 v.1, Ref no. 234 Practice Directions - Retain permanently.</i></p> <p>Other comments/factors for consideration:</p> <p>Evidence of the public authority's actions and method of management of various types of matters. There is an expectation that this information will be accessible for future reference and is likely to be used as a source of authority.</p>

INTERAGENCY COOPERATION

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.

Disposal Authorisation	Record class and retention period	Justifying the retention period
2132	<p><i>Interagency cooperation and arrangements</i> Records relating to cooperating and liaising with industrial, judicial and law enforcement agencies regarding the functions and jurisdiction of the organisation.</p> <p>Disposal action – Retain for 10 years after business action completed.</p>	<p>Date authorised: 21 March 2018</p> <p>Why are these records created: Records relating to cooperating and liaising with industrial, judicial and law enforcement agencies regarding the functions and jurisdiction of the organisation.</p> <p>Why the records are retained for this retention period: The business unit requires these records to be retained for 10 years because these types of records:</p> <ul style="list-style-type: none"> • generally don't affect industry or government policy as a whole, do not involve or affect multiple employers and employees and would not have a major impact on the provision of services to the community and therefore do not require permanent retention • are more likely to involve individuals • are used for future business decision making • may be subject to RTI requests • may be used by individuals as evidence in matters before other courts or tribunals. <p>Applicable legislation/standards:</p> <ul style="list-style-type: none"> • <i>Industrial Relations Act 2016, ss491-500.</i> <p>Comparison with other schedules' retention period: <i>State Archives & Records Authority of New South Wales Functional Retention and Disposal Authority for Industrial Relations Commission of NSW and Industrial Registry: FA302, Ref no. 1.5.1 Interagency cooperation - Retain minimum of 10 years after last action, then destroy.</i></p>

Title	Scope Note
LEGACY RECORDS	<p><i>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 changes in, both Federal and State government.</i></p> <p><i>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.</i></p>

PRESIDENT'S ADVISORY COMMITTEE – 1997 TO 2000

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.

Disposal Authorisation	Record class and retention period	Justifying the retention period
2133	<p><i>President's advisory committee</i></p> <p>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.</p> <p>Disposal action –</p>	<p>Date authorised: 21 March 2018</p> <p>Why are these records created:</p> <p>A committee formed under repealed 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. Members of the committee were appointed by the Minister in December 1997 and remunerated under a directive from Public Sector Industrial Relations and/or possible Cabinet submission. The committee met in December 1998 and January 1999. While the records do not indicate why the Committee did not proceed past this date range, it may have been due to Justice Williams being replaced as President of the Industrial Court and Commission by DR Hall in 2000 followed by the repeal of the relevant sections of the Act in 2005.</p> <p>Why the records are retained for this retention period:</p> <p>The business unit requires these records to be retained permanently because:</p> <ul style="list-style-type: none"> • the records are a snapshot of a period in time and reflective of the requirements of the legislation at the time and the perception of the Court and Commission as being seen to be working with the community • the intention of the Committee was to have an impact on the operations of the Court and Commission and for this reason the records have evidentiary value

Disposal Authorisation	Record class and retention period	Justifying the retention period
	Permanent. Transfer to QSA after business action completed.	<ul style="list-style-type: none"> the external members were appointed by the Minister. There appears to have been a cabinet submission for the appointment and remuneration of members. <p>Applicable legislation/standards:</p> <ul style="list-style-type: none"> <i>Workplace Relations Act 1997</i> (repealed), s264 <i>Industrial Relations Act 1999</i> (Reprint No.1) (repealed), s253, s254 and Schedule 2, Part 4. <p>QSA Permanent appraisal characteristics:</p> <p>These records provide evidence of the following characteristics from the Queensland State Archives Appraisal Statement and should be retained as archival records for future research:</p> <ul style="list-style-type: none"> 2 – primary functions & programs of government. <p>Comparison with other schedules' retention period:</p> <p><i>Queensland General Retention & Disposal Schedule, Ref no. 1013 Advisory Bodies and Ref no. 1014 High-level Committees - Permanent – transfer to QSA once business action complete.</i></p> <p><i>State Archives & Records Authority of New South Wales Functional Retention and Disposal Authority for Industrial Relations Commission of NSW and Industrial Registry: FA302, Ref no. 1.1.1 - Committees, tribunals and panels - Required as State Archives.</i></p> <p><i>National Archives of Australia, Fair Work Australia, Job No. 2009/00439481, Ref no. 20229 - External Relations- Records documenting external relations (including committees and meetings, heads of tribunal meetings and consultative councils where the agency provides secretariat support) - Retain as national archives.</i></p> <p><i>ACT Administrative Records Disposal Schedule – Industrial Relations Records Approval 2011 (No.1), Ref no. 008.020.001 - Committees – retain as Territory Archives.</i></p>

INDUSTRIAL RELATIONS ADVISORY COMMITTEE – 2003 TO 2005

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.

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

- appointment of committee members
- working papers.

Disposal Authorisation	Record class and retention period	Justifying the retention period
2134	<p><i>Industrial relations advisory committee</i></p> <p>Records relating to the committee formed under relevant legislation.</p> <p>Disposal action – Permanent. Transfer to QSA after business action completed.</p>	<p>Date authorised: 21 March 2018</p> <p>Why are these records created:</p> <p>A committee formed under the <i>Industrial Relations Act 1999</i> 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 relations matters. Functions also included review of the Act and its operation.</p> <p>Why the records are retained for this retention period:</p> <p>The business unit requires these records to be retained permanently because:</p> <ul style="list-style-type: none"> • the records are a snapshot of a period in time and reflective of the requirements of the legislation at the time and the perception of the Court and Commission as being seen to be working with the community • the intention of the Committee was to have an impact on the operations of the Court and Commission and for this reason the records have evidentiary value. <p>Applicable legislation/standards:</p> <ul style="list-style-type: none"> • <i>Industrial Relations Act 1999</i> (repealed). <p>QSA Permanent appraisal characteristics:</p> <p>These records provide evidence of the following characteristics from the Queensland State Archives Appraisal Statement and should be retained as archival records for future research:</p> <ul style="list-style-type: none"> • 1 – authority, foundation & structure of government • 2 – primary functions and programs of government • 4 – significant impact on individuals. <p>Comparison with other schedules' retention period:</p>

Disposal Authorisation	Record class and retention period	Justifying the retention period
		<p><i>Queensland General Retention & Disposal Schedule</i>, Ref no. 1013 Advisory Bodies and Ref no. 1014 High-level Committees - Permanent – transfer to QSA once business action complete.</p> <p><i>National Archives of Australia, Fair Work Australia, Job No. 2009/00439481</i>, Ref no. 20229 - External Relations- Records documenting external relations (including committees and meetings, heads of tribunal meetings and consultative councils where the agency provides secretariat support) - Retain as national archives.</p> <p><i>State Archives & Records Authority of New South Wales Functional Retention and Disposal Authority for Industrial Relations Commission of NSW and Industrial Registry: FA302</i>, Ref no. 1.1.1 Committees, tribunals and panels– required as State Archives.</p> <p><i>ACT Administrative Records Disposal Schedule – Industrial Relations Records Approval 2011 (No.1)</i>, Ref no. 008.020.001 - Committees – retain as Territory Archives.</p>

AGREEMENTS AND OTHER INDUSTRIAL INSTRUMENTS PRIOR TO JANUARY 2010

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.

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

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

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.

See [INDUSTRIAL INSTRUMENTS](#) for awards and certified agreements.

Disposal Authorisation	Record class and retention period	Justifying the retention period
2135	<p>Queensland industrial agreements (1932-2007) Case files containing records relating to making, amending and terminating Queensland Industrial Agreements.</p> <p>Disposal action – Retain for 20 years after business action completed.</p>	<p>Date authorised: 21 March 2018</p> <p>Why are these records created: Queensland Industrial Agreements are made between an industrial organisation of employees and an industrial organisation or association of employers or a single employer. The content of Queensland Industrial Agreements deal with industrial matters as defined in the <i>Industrial Conciliation and Arbitration Act 1961-1987</i>.</p> <p>These agreements are for the period 1932 – 2007 (Including Traineeships under the Australian Traineeship System and Superannuation Agreements). They are binding on the parties and are enforceable as if they were Awards.</p> <p>Why the records are retained for this retention period: The business unit requires these records to be retained for 20 years because these types of records:</p> <ul style="list-style-type: none"> • may involve or affect multiple employees but would not have a major impact on the provision of services to the community and therefore do not require permanent retention • were made for a set time period of no more than 3 years • provide evidentiary value for the legal profession, unions, employers and employees and Court and Commission. <p>Applicable legislation/standards:</p> <ul style="list-style-type: none"> • <i>Industrial Conciliation and Arbitration Act 1961-1987</i>, s 89.

Disposal Authorisation	Record class and retention period	Justifying the retention period
		<p>Comparison with other schedules' retention period: <i>State Archives & Records Authority of New South Wales Functional Retention and Disposal Authority for Industrial Relations Commission of NSW and Industrial Registry: FA302, Ref no. 4.2.6 – Records relating to the approval, making, variation or rescission of contract and enterprise agreements relating to the terms and conditions of employment or the conduct of work – Retain minimum of 3 years after last action, then transfer.</i></p> <p>Other comments/factors for consideration: The final process of declaring Industrial Agreements obsolete was in 2007.</p>
2136	<p>Queensland workplace agreements cases Case files containing records relating to making, amending and terminating Queensland Workplace Agreements.</p> <p>Disposal action – Retain for 20 years after business action completed.</p>	<p>Date authorised: 21 March 2018</p> <p>Why are these records created: Queensland Workplace Agreements (QWA) are made between a single employee and a single employer or between multiple employees and a single employer. The content of QWAs deal with the matters relating to the relationship between an employer and an employee. (eg: rates of pay, hours of work etc.) These agreements are for the period 1998 – 2009.</p> <p>Why the records are retained for this retention period: The business unit requires these records to be retained for 20 years because these types of records:</p> <ul style="list-style-type: none"> • may involve or affect multiple employees but would not have a major impact on the provision of services to the community and therefore do not require permanent retention • are more likely to involve individuals • may be subject to RTI requests. <p>Applicable legislation/standards:</p> <ul style="list-style-type: none"> • <i>Workplace Relations Act 1997, Chapter 2 Part 2 ss67-121.</i> <p>Comparison with other schedules' retention period: <i>National Archives of Australia, Fair Work Australia, Job No. 2009/00803813, Ref no. 21138 - Records documenting the processing of approved individual workplace agreements (Australian Workplace Agreements) - destroy 20 years after termination of agreement, or where an agreement is not terminated, 20 years after the nominal expiry date.</i></p> <p>Other comments/factors for consideration: This particular record class was highly controversial and attracted significant public debate upon implementation in the period of operation. Apart from the parties, the Agreements were not open for inspection by anyone including industrial organisations.</p>

Disposal Authorisation	Record class and retention period	Justifying the retention period
2137	<p>Memorandums of agreement</p> <p>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.</p> <p>Disposal action – Retain for 20 years after expiry or termination of agreement</p>	<p>The retention period has been chosen to align with Fair Work Australia’s retention period for Australian Workplace Agreements.</p> <p>Date authorised: 21 March 2018</p> <p>Why are these records created: Agreements were made between parties as a method of resolving disputes usually outside of award conditions applying at the time. They could cover various conditions including bonus payments, number of workers on a shift or roster etc. These Agreements were private and confidential and lodged for safekeeping in the Registrar’s office only.</p> <p>Why the records are retained for this retention period: The business unit requires these records to be retained for 20 years because these types of records:</p> <ul style="list-style-type: none"> • may involve or affect multiple employees but would not have a major impact on the provision of services to the community and therefore do not require permanent retention • are more likely to involve individual employers • may be subject to RTI requests. <p>Applicable legislation/standards:</p> <ul style="list-style-type: none"> • <i>Industrial Relations Act 1999</i> (repealed) applying to making and amending awards. <p>Comparison with other schedules’ retention period: <i>National Archives of Australia, Fair Work Australia, Job No. 2009/00803813, Ref no. 21138</i> - Records documenting the processing of approved individual workplace agreements (Australian Workplace Agreements), destroy 20 years after termination of agreement, or where an agreement is not terminated, 20 years after the nominal expiry date.</p> <p>Other comments/factors for consideration: Any agreements resulting from disputes remain on the disputes file and are not lodged separately. Most of these MOAs referred to private sector employers. The retention period has been chosen to align with Fair Work Australia’s retention period for Australian Workplace Agreements as most of the Agreements were for Private Sector Employers.</p>
2138	<p>Registered employment agreements</p> <p>Individual agreements lodged in the property sales industry under a central</p>	<p>Date authorised: 21 March 2018</p> <p>Why are these records created: Electronic copies only of individual agreements in the property sales industry were lodged with the Industrial Registry serving to make each agreement a schedule to the award. The individual agreements</p>

Disposal Authorisation	Record class and retention period	Justifying the retention period
	<p>registry of all employment arrangements for those employees who are covered by the award and provided for by the award.</p> <p>Disposal action – Retain for 7 years after expiry or termination of agreement</p>	<p>allowed certain employees to opt out of certain conditions in the award. The agreements were for a fixed period of time of 3 years.</p> <p>Why the records are retained for this retention period: The business unit requires these records to be retained for 7 years because these types of records:</p> <ul style="list-style-type: none"> • may relate to set periods of time only (e.g. permits) • wage recovery can only be ordered for the period of 6 years before the application • may involve or affect multiple employees but would not have a major impact on the provision of services to the community and therefore do not require permanent retention • are more likely to involve individuals • may be subject to RTI requests. <p>Applicable legislation/standards:</p> <ul style="list-style-type: none"> • <i>Industrial Relations Act 1999</i> (repealed) applying to making and amending awards • <i>“Property Sales Award Queensland – State”</i>. <p>Comparison with other schedules’ retention period: No comparison with other schedules could be found.</p> <p>Other comments/factors for consideration: These agreements are no longer relevant to business requirements as they are now covered by a Fair Work Australia Award.</p>
2139	<p><i>Queensland enterprise bargaining agreements (1993-1996)</i> Case files containing records relating to making, amending and terminating Queensland enterprise bargaining agreements.</p> <p>Disposal action – Retain for 7 years after business action completed.</p>	<p>Date authorised: 21 March 2018</p> <p>Why are these records created: Queensland enterprise bargaining agreements are made between private enterprise and employees. The content of Queensland enterprise bargaining agreements deal with the matters relating to wages and conditions. These agreements are for the period 1993 – 1996.</p> <p>Why the records are retained for this retention period: The business unit requires these records to be retained for 7 years because these types of records:</p> <ul style="list-style-type: none"> • may provide historical value for the legal profession, unions, employers and employees and Court and Commission. • were made for a set period of time i.e. 3 years. <p>Applicable legislation/standards:</p>

Disposal Authorisation	Record class and retention period	Justifying the retention period
		<ul style="list-style-type: none"> to comply with the principles of the State Wage Case January 1992. <p>Comparison with other schedules' retention period: <i>State Archives & Records Authority of New South Wales Functional Retention and Disposal Authority for Industrial Relations Commission of NSW and Industrial Registry: FA302, Ref no. 4.2.6 – Records relating to the approval, making, variation or rescission of contract and enterprise agreements relating to the terms and conditions of employment or the conduct of work – Retain minimum of 3 years after last action, then transfer.</i></p>
2140	<p>Queensland enterprise flexibility agreements (1994-2007) Case files containing records relating to making, amending and terminating Queensland enterprise flexibility agreements.</p> <p>Disposal action – Retain for 7 years after business action completed.</p>	<p>Date authorised: 21 March 2018</p> <p>Why the records are retained for this retention period: The business unit requires these records to be retained for 7 years because these types of records: May provide historical value for the legal profession, unions, employers and employees and Court and Commission.</p> <p>Applicable legislation/standards: <i>Industrial Relations Act 1990.</i></p> <p>Comparison with other schedules' retention period: <i>State Archives & Records Authority of New South Wales Functional Retention and Disposal Authority for Industrial Relations Commission of NSW and Industrial Registry: FA302, Ref no. 4.2.6 – Records relating to the approval, making, variation or rescission of contract and enterprise agreements relating to the terms and conditions of employment or the conduct of work – Retain minimum of 3 years after last action, then transfer.</i></p> <p>Other comments/factors for consideration: Due to the introduction of certified agreements in 2005, these EFA's were reviewed in 2007 and subsequently made obsolete.</p>
2141	<p>Queensland voluntary employment agreements (1987-1990) Case files containing records relating to making, amending and terminating Queensland voluntary employment agreements.</p> <p>Disposal action –</p>	<p>Date authorised: 21 March 2018</p> <p>Why are these records created: Queensland voluntary employment agreements are made between 1) unions of employees and union of employers or any employer. 2) employers and employees. These agreements could only be made if at least 60% of employees in a business agreed to make the agreement. The content of Queensland voluntary employment agreements deal with the matters relating to wages and conditions. These agreements are for the period 1987 – 1990.</p> <p>Why the records are retained for this retention period:</p>

Disposal Authorisation	Record class and retention period	Justifying the retention period
	Retain for 7 years after business action completed.	<p>The business unit requires these records to be retained for 7 years because these types of records:</p> <ul style="list-style-type: none"> • These agreements were made for a set period of time ie 3 years • May provide historical value for the legal profession, unions, employers and employees and Court and Commission. <p>Applicable legislation/standards:</p> <ul style="list-style-type: none"> • <i>Industrial Conciliation and Arbitration Act 1961-1987.</i> <p>Comparison with other schedules' retention period:</p> <p><i>State Archives & Records Authority of New South Wales Functional Retention and Disposal Authority for Industrial Relations Commission of NSW and Industrial Registry: FA302, Ref no. 4.2.6 – Records relating to the approval, making, variation or rescission of contract and enterprise agreements relating to the terms and conditions of employment or the conduct of work – Retain minimum of 3 years after last action, then transfer.</i></p>
2142	<p><i>Clothing trades registrations</i></p> <p>Records relating to employers registering outworkers including quarterly or half yearly returns.</p> <p>Disposal action – Retain for 7 years after business action completed</p>	<p>Date authorised: 21 March 2018</p> <p>Why are these records created:</p> <p>Under previous clothing trades awards, if a person employed someone to make clothing but the employee was not working in their employer's factory or workshop, the employer was then required to enter into a contract with the employee.</p> <p>Why the records are retained for this retention period:</p> <p>These awards was transferred from State coverage to Federal coverage in January 2010. These clothing trade awards were declared obsolete in 2013.</p> <p>The business unit requires these records to be retained for 7 years because these types of records:</p> <ul style="list-style-type: none"> • are much less common and are not generally accessed once business action is complete • may relate to set periods of time only • wage recovery can only be ordered for the period of 6 years before the application • do not involve significant issues, major disputes or set precedents. <p>Applicable legislation/standards:</p> <ul style="list-style-type: none"> • <i>"Clothing Trade Award - State (Excluding South-East Queensland)"</i> • <i>"Clothing Trades Award - Southern and Central Divisions".</i> <p>Comparison with other schedules' retention period:</p> <p>No comparison with other schedules could be found.</p>

Disposal Authorisation	Record class and retention period	Justifying the retention period
		Other comments/factors for consideration: These agreements are no longer relevant to business requirements as they are now covered by a Fair Work Australia Award.

OBSOLETE LEGISLATIVE PROVISIONS

The activities associated with obsolete provisions which have not carried over to current legislation. This information was required under previous Industrial Relations legislation.

Disposal Authorisation	Record class and retention period	Justifying the retention period
2143	<p><i>Freedom of association - exemption from membership</i></p> <p>Records relating to applications under legislation for exemption from membership of Industrial Organisations on grounds of conscientious beliefs.</p> <p>Disposal action – Retain for 7 years after business action completed</p>	<p>Date authorised: 21 March 2018</p> <p>Why are these records created:</p> <p>Under most awards and industrial instruments preference of employment provisions related to members of the industrial organisation covered by the award or instrument. Applications could be made to the Registrar for exemption from membership on grounds of conscientious beliefs. As part of the hearing of the application, an amount is paid by the applicant to the Registrar (the same amount as the membership subscription of the organisation). If the application is granted, an exemption certificate will be issued stating the applicant is exempt due to conscientious beliefs and the day the exemption was granted. The certificate expired one year after issue and therefore, an application for exemption from membership must be re-applied for annually. After private sector awards were transferred to Fair Work Australia few applications were lodged with the Registrar as they were only useful for determining which superannuation fund the exemption holders could belong to. The last exemption was issued in February 2017.</p> <p>Applicable legislation/standards:</p> <ul style="list-style-type: none"> • Industrial Relations Act 1999 (repealed) s111 – no provisions in current <i>Industrial Relations Act 2016</i>. <p>Why the records are retained for this retention period:</p> <p>The business unit requires these records to be retained for 7 years because these types of records:</p> <ul style="list-style-type: none"> • are not generally accessed once business action is complete • may relate to set periods of time only (e.g. permits) they are more likely to involve individuals • wage recovery including superannuation can only be ordered for the period of 6 years before the application • do not involve significant issues, major disputes or set precedents • may be subject to RTI requests • may be used by individuals as evidence in matters before other courts or tribunals. <p>Comparison with other schedules' retention period:</p> <p>These records do not compare with other jurisdictions in that they are only issued for 1 year at a time.</p>

Disposal Authorisation	Record class and retention period	Justifying the retention period
		<p>Other comments/factors for consideration:</p> <p>These exemptions would be similar to records under 1.5.4 Other Instruments related to or under Industrial Instruments if they were still in existence. Private sector awards and industrial instruments are no longer under the jurisdiction of Queensland Industrial Relations Commission.</p>
2144	<p><i>Financial registers - published</i></p> <p>Electronic register detailing information relating to industrial organisations financial registers maintained as required under relevant legislation at the time and published on QIRC website or the organisation’s own website.</p> <p>Disposal action – Retain for 7 years after business action completed.</p>	<p>Date authorised: 21 March 2018</p> <p>Why are these records created:</p> <p>Electronic register detailing information relating to industrial organisations financial registers maintained as required under relevant legislation at the time and published on QIRC website or the organisation’s own website and continues to be published for a period of 2 years after the end of the financial year.</p> <p>Records only relevant for period 1 July 2013 (introduction in Act) to 28 February 2017 after being repealed.</p> <p>Why the records are retained for this retention period:</p> <p>The business unit requires these records to be retained for 7 years because:</p> <ul style="list-style-type: none"> • s557H of the repealed Act specified records to be kept for 7 years • they are more likely to involve individuals • may be subject to RTI requests • are only required by legislation to be kept for a period of 2 years after the end of the financial year. <p>Applicable legislation/standards:</p> <ul style="list-style-type: none"> • <i>Industrial Relations Act 1999</i> (repealed), Chapter 12 Part 12 Division 2A (maintenance of register), s557F (publication). <p>Comparison with other schedules' retention period:</p> <p><i>State Archives & Records Authority of New South Wales Functional Retention and Disposal Authority for Industrial Relations Commission of NSW and Industrial Registry: FA302, Ref no. 3.5.6 - Annual returns of non-State industrial organisations – Retain minimum of 6 years after lodgement.</i></p> <p>Other comments/factors for consideration:</p> <p>There is an expectation that this information will be accessible for future reference and is likely to be used as a source of authority.</p> <p>State Archives & Records Authority of NSW records – the NSW record class is similar but not quite the same. A comparable class of records could not be located.</p>

Disposal Authorisation	Record class and retention period	Justifying the retention period
2750	<p>Statements of interest Records relating to statements of interest provided by high-level union officials to the Industrial Registry.</p> <p>Disposal action – Retain for 7 years after the financial year to which the records relate.</p>	<p>Date authorised: 16 February 2022</p> <p>Why are these records created: Under the previous Newman government, the <i>Industrial Relations Act</i> was amended to include a requirement for high-level union members to make considerable financial disclosures to the Industrial Registry. These disclosures included bank accounts details, investments, home details, and where donations were being made by the member and their family.</p> <p>Financial disclosures continued to be received by the Industrial Registry until the Act changed in 2016.</p> <p>Why the records are retained for this retention period: Given the Industrial Registry does not consider the retention of these records to be in the public interest, a 7 year retention period has been recommended for consistency with similar financial records covered by the GRDS.</p> <p>Applicable legislation/standards: <i>Industrial Relations (Transparency and Accountability of Industrial Organisations) and Other Acts Amendment Act 2013</i> <i>Industrial Relations Act 2016</i></p> <p>Comparison with other schedules' retention period: <i>General retention and disposal schedule:</i> DA1099 (Asset & money management) – 7 years after the financial year to which the records relate.</p>