

Appraisal log

Gold Coast 2018 Commonwealth Games Coordination Retention and Disposal Schedule

Department of Tourism, Major Events, Small Business and the Commonwealth Games

Date: July 2015

Function No	Title	Scope Note
1	OFFICE OF COMMONWEALTH GAMES COORDINATION (OCGC)	<p><i>The function of managing relationships and project deliverables involving key interest groups, partners and industry bodies associated with the 2018 Commonwealth Games. Including liaising and negotiating with key stakeholders in state, federal and local government jurisdictions and ensure that the activities of the 2018 Gold Coast Commonwealth Games Corporation meet all statutory, legislative and fiscal requirements.</i></p> <p><i>Records created by the Office of Commonwealth Games Coordination are contractually required as being the host city, to pass on to the next host city, the legacy benefits of hosting the Commonwealth Games.</i></p> <p>See Gold Coast 2018 Commonwealth Games Corporation (GOLDOC) QDAN713 v.1 for records relating to the delivery of the games.</p>
Activities		
1.1	Agreements	
1.2	Appointments	
1.3	Authorisations	
1.4	Claims Management	
1.5	Disposal	
1.6	Infrastructure Development	
1.7	Investigations	
1.8	Monitoring and Surveillance	
1.9	Partnerships	
1.10	Planning	
1.11	Prosecution	
1.12	Reporting	
1.13	Stakeholder Engagement	

Ref. No	Description of record and retention period	Justification for retention period
1.1	Agreements	
1.1.1	<p>Agreements Required by Future Game Hosts – Proceeded with</p> <p>Records relating to Gold Coast 2018 Commonwealth Games agreements that are required to be kept for reference by future game hosts.</p> <p>Includes records relating to the establishment, negotiation, maintenance, review and variation of agreements.</p> <p>Disposal action - Retain permanently</p>	<p>Background/business process:</p> <p>Agreements are created during Commonwealth Games management processes as evidence of foundational and facilitative arrangements as the basis for working with others in partnerships, collaborations, funding arrangements, through various means of agreements, e.g. memoranda of understanding, signed documents, formal agreements.</p> <p>Illustrative process:</p> <ul style="list-style-type: none"> Identify need for agreement and potential parties; negotiate and agree with potential parties; draft agreement; negotiate signing; plan and organise responsibilities under agreement; fulfil responsibilities (via other business processes); identify review date for agreement; review agreement. <p>The original agreements will be kept by the department and copies are sent to the Commonwealth Games Federation (CGF) knowledge management portal as a blueprint for future hosts.</p> <p>Regulatory requirements:</p> <p><i>Commonwealth Games Arrangements Act 2011 - s 40</i></p> <p>Permanent criteria:</p> <p>Meets the following characteristics:</p> <ul style="list-style-type: none"> 3 - Enduring Rights and Entitlements 4 - Significant Impact on Individuals. <p>Business requirements:</p> <p>Commonwealth Games Division (DTESB) requires these records to be retained permanently as they:</p> <ul style="list-style-type: none"> provide evidence of decisions, support actions, and provide a history of the Gold Coast 2018 Commonwealth Games are required for long term reference to meet contractual arrangements. <p>Comparison with other schedules:</p> <p><i>State Records Authority of NSW Olympic Co-ordination Authority DA37 – Reference 1.1.1 Agreements – Required as State Archives.</i></p> <p><i>Public Records Office of Victoria Melbourne 2006 Commonwealth Games PROS08/08 – Reference 1.5.0 Host City Contract – Retain as State Archives.</i></p>

Ref. No	Description of record and retention period	Justification for retention period
1.1.2	<p>Agreements Not Required by Future Game Hosts – Proceeded with</p> <p>Records relating to making agreements to organise arrangements for the Gold Coast 2018 Commonwealth Games not covered under 1.1.1.</p> <p>Includes records relating to the establishment, negotiation, maintenance, review and variation of agreements.</p> <p>Disposal action - Retain 7 years after agreement terminated, expired.</p>	<p>Background/business process: See above.</p> <p>Regulatory requirements: See above.</p> <p>Business requirements: Commonwealth Games Division (DTESB) requires these records to be retained for 7 years as they:</p> <ul style="list-style-type: none"> are required for financial reasons. They are linked to the receipt of monies and are therefore required to be retained for the same period of time as the related financial records which is 7 years within the <i>General Retention and Disposal Schedule for Administrative Records</i> support the decisions of the business including ongoing requirements of the department under current agreements ensure legal reference, including standard appeals of decisions, judicial review and other court processes under the <i>Limitation of Actions Act 1974</i>. <p>Comparison with other schedules: <i>General Retention and Disposal Schedule for Administrative Records QDAN249 v.7</i> – Reference 4.3.1 Financial agreements – Retain for 7 years after the expiry or termination of the agreement.</p>
1.1.3	<p>Agreements - not proceeded with</p> <p>Records relating to making agreements to organise arrangements for the Gold Coast 2018 Commonwealth Games that do not proceed.</p> <p>Disposal action – Retain for 2 years after decision not to proceed.</p>	<p>Background/business process: Agreements not proceeded may include draft unsigned agreements and working papers, where conditions agreeable to both parties could not be reached.</p> <p>Regulatory requirements: See above.</p> <p>Business requirements: Commonwealth Games Division (DTESB) requires these records to be retained for 2 years as they:</p> <ul style="list-style-type: none"> meets the department's short term obligations for accountability and information accessibility provide evidence of the decision by the department or another body not to approve an agreement ensure short term access to agreements for the resurrection of an agreement or reworking of an agreement following a change of circumstance e.g. changes in government, changes in funding etc. <p>Comparison with other schedules: <i>Agriculture Retention and Disposal Schedule QDAN719 v.1</i> – Reference 1.3.2 Agreements-not proceeded</p>

Ref. No	Description of record and retention period	Justification for retention period
		with – Retain for 2 years after decision not to proceed.

Ref. No	Description of record and retention period	Justification for retention period
1.2	Appointments	
1.2.1	<p>Authorised and accredited officers</p> <p>Records relating to the appointment of officers and inspectors authorised or accredited under <i>Commonwealth Games Arrangements Act 2011</i>, and undertake Commonwealth Games related activities including, but not limited to:</p> <ul style="list-style-type: none"> • investigations • monitoring and enforcement of breaches of legislation. <p>Disposal action - Retain for 10 years after appointment ceased.</p>	<p>Background/business process:</p> <p>Appointment records are created during representative, selection, nomination and election processes and subsequent remuneration negotiations. Powers are given by instruments of appointment, expressed with conditions and limitations as required.</p> <p>Illustrative process:</p> <ul style="list-style-type: none"> • Identify role need/vacancy; identify potential, suitable and short listed candidates; forward nomination/election notifications; run nomination/election process; identify successful candidate; negotiate remuneration; draft appointment including terms and conditions; seek approvals; appoint successful candidate; publish appointment notices. <p>The department does not separate out appointments that are successful and ones that are not. The same retention period for both under business interest applies.</p> <p>Regulatory requirements:</p> <p><i>Commonwealth Games Arrangements Act 2011 – ss. 14, 31</i></p> <p>Business requirements:</p> <p>Commonwealth Games Division (DTESB) requires these records to be retained for 10 years as they:</p> <ul style="list-style-type: none"> • provide evidence of business processes associated with appointments including allocating conditions, varying and terminating appointments • support the decisions of the business. • ensure legal reference, including standard appeals of decisions, judicial review and other court processes under the <i>Limitation of Actions Act 1974</i>. <p>Comparison with other schedules:</p> <p><i>Public Records Office of Victoria Melbourne 2006 Commonwealth Games PROS08/08 – Reference 11.4.0 Issue of Accreditation Passes – Destroy 7 years after the conclusion of the Melbourne 2006 Commonwealth Games.</i></p>

Ref. No	Description of record and retention period	Justification for retention period
1.3	Authorisations	
1.3.1	<p>Granted rights</p> <p>Records relating to the granting of Commonwealth Games related authorisations under <i>Commonwealth Games Arrangements Act</i> including, but not limited to:</p> <ul style="list-style-type: none"> • undertaking particular actions • using protected images and references for restricted purposes • commercial activities • advertising, marketing and promotional purposes • sponsorship arrangements. <p>Disposal action - Retain for 7 years after authorisation ceased or expired.</p>	<p>Background/business process:</p> <p>Records are created during authorisation approval processes for a range of authorities, permissions and rights granted to approved applicants under legislation. The period of currency or renewal period varies under different legislation.</p> <p>Illustrative process:</p> <ul style="list-style-type: none"> • Receive and assess rights application; request further information; assess individual supporting studies and reports; consult with stakeholders (if required); make required checks e.g. check histories (e.g. criminal, occupational), qualifications, examination results; check mutual recognition and previous rights status (as applicable); grant rights, issue rights identification or certification; transfer, suspend or cancel rights. <p>Regulatory requirements:</p> <p><i>Commonwealth Games Arrangements Act 2011 – s. 56</i> <i>Commonwealth Games Arrangements (Brand Protection) Amendment Act 2013 s. 12</i></p> <p>Business requirements:</p> <p>Commonwealth Games Division (DTESB) requires these records to be retained for 7 years as they:</p> <ul style="list-style-type: none"> • provide evidence of business processes associated with granting rights • support the decisions of the business • ensure legal reference, including standard appeals of decisions, judicial review and other court processes under the <i>Limitation of Actions Act 1974</i>. <p>Comparison with other schedules:</p> <p><i>Public Records Office of Victoria Melbourne 2006 Commonwealth Games PROS08/08 – Reference 6.7.0 Merchandise Licensing – Destroy 7 years after the conclusion of the Melbourne 2006 Commonwealth Games.</i></p>
1.3.2	<p>Unsuccessful and withdrawn applications</p> <p>Records relating to unsuccessful and withdrawn applications for Commonwealth Games related authorisations.</p>	<p>Background/business process:</p> <p>See above.</p> <p>Regulatory requirements:</p> <p>See above.</p> <p>Business requirements:</p> <p>Commonwealth Games Division (DTESB) requires these records to be retained for 2 years as they:</p>

Ref. No	Description of record and retention period	Justification for retention period
	Disposal action - Retain for 2 years after authority refused or withdrawn.	<ul style="list-style-type: none"> • meet the department's short term obligations for accountability and information accessibility • support the decisions of the business as evidence of the reasons for an application refusal. Comparison with other schedules: <i>Agriculture Retention and Disposal Schedule QDAN719 v.1</i> – Reference 1.5.2 Unsuccessful and withdrawn applications – Retain for 2 years after authority refused or withdrawn.

Ref. No	Description of record and retention period	Justification for retention period
1.4	Claims Management	
1.4.1	<p>Compensation claims Records relating to claims for compensation for costs, damage or loss incurred under <i>Commonwealth Games Arrangements Act 2011</i> including, but not limited to:</p> <ul style="list-style-type: none"> events happening in relation to Gold Coast 2018 Commonwealth Games loss or damage incurred from exercise of inspectorate power. <p>Disposal action - Retain for 7 years after claim determined</p>	<p>Background/business process: Compensation claim records are created when assessing the department's liability for compensation payable to applicants for a range of loss, damage and costs associated with the department's excise of legislative and inspectorate duties. Illustrative process:</p> <ul style="list-style-type: none"> Receive and assess compensation claim application; request further information; investigate claim; approve application; reject application; pay claim. <p>Regulatory requirements: <i>Commonwealth Games Arrangements Act 2011 – s. 62</i></p> <p>Business requirements: Commonwealth Games Division (DTESB) requires these records to be retained for 7 years as they:</p> <ul style="list-style-type: none"> provide evidence of decisions made in support of claims remain available for potential repeat and overlapping claims for compensation ensure legal reference, including standard appeals of decisions, judicial review and other court processes under the <i>Limitation of Actions Act 1974</i>. <p>Comparison with other schedules: <i>Agriculture Retention and Disposal Schedule QDAN719 v.1</i> – Reference 1.6.1 Compensation claims – Retain for 7 years after claim determined.</p>

Ref. No	Description of record and retention period	Justification for retention period
1.5	<i>Disposal of goods and devices</i>	
1.5.1	<p><i>Seized items</i> Records relating to disposal of seized goods, advertising material or devices obtained under enforcement, inspection and investigation activities under <i>Commonwealth Games Arrangements Act 2011</i>. Includes, but not limited to:</p> <ul style="list-style-type: none"> • issuing seizure orders and destruction notices • transferring and disposing seized objects • publishing intention to sell • selling seized and detained objects • removing and disposing of preparations and products. <p>Disposal action - Retain for 10 years after action completed.</p>	<p>Background/business process: Disposal related records are created during processes of evidence seizure, property forfeiture and waste collection generally through enforcement processes (e.g. inspections, investigations, prosecution) and disposal of such items in line with legislative and procedural requirements for handling said items.</p> <p>Illustrative process:</p> <ul style="list-style-type: none"> • Obtain warrants; collect evidence; seize property and waste; list and store evidence; list and store seized/forfeited items; issue seizure receipts/forfeiture notices; issue disposal notices; seek approvals; destroy items; certify destruction. <p>Regulatory requirements: <i>Commonwealth Games Arrangements Act 2011</i> – ss. 66-76</p> <p>Business requirements: Commonwealth Games Division (DTESB) requires these records to be retained for 10 years as they:</p> <ul style="list-style-type: none"> • support the decisions of the business - business unit requested extension • The timeframe reflects the 7 year (Statute of Limitations) plus extra 3 years as buffer for irregularities in investigations and prosecutions processes, without having a time-intensive and business unit input disposal calculation requirement. • Disposal class covers initial collection and end disposal of evidence and items after court processes have been run. <p>Comparison with other schedules: <i>Territory Records (Records Disposal Schedule – Fair Trading Records) Approval 2005 (No 1)</i> – Reference 1.2.3 Seized exhibits – If banned, destroy 7 years after completion of investigation or retain for exhibit purposes. If a prosecution has not commenced return to the owner within 120 days.</p>

Ref. No	Description of record and retention period	Justification for retention period
1.6	Infrastructure Development	
1.6.1	<p>Commonwealth Games Infrastructure</p> <p>Records relating to acquisition, holding, letting, leasing and disposing of property associated with event facilities, venues and infrastructure related to the Gold Coast 2018 Commonwealth Games.</p> <p>Disposal action - Retain permanently</p>	<p>Background/business process:</p> <p>Infrastructure development and development planning plays a key role in constructing new facilities and redeveloping existing facilities by managing the land and property acquisition, holding, leasing and disposal processes, and in some cases project managing construction and other development activities, (otherwise liaising with government agencies responsible for construction and development) and managing use of new and revitalised assets during Commonwealth Games and post-period. Infrastructure development facilitates economic growth and investment opportunities for Queensland as potential from hosting the Commonwealth Games flows onto other events and hosting capabilities.</p> <p>Illustrative processes:</p> <ul style="list-style-type: none"> • Plan requirements as per Games bid planning documents; identify land and existing infrastructure as per bid; consult with other government agencies responsible for development activities. • Purchase property; manage property holdings to optimise pre and post Games revenue e.g. interim leases; lease property (for purpose); • Identify property excess to purposes; identify best purpose; organise sale or lease • Map activities; develop task lists and work schedules; run planned work as per other business processes; monitor performance; review plans. <p>Permanent criteria:</p> <p>Meets the following characteristics:</p> <ul style="list-style-type: none"> • 4 - Significant Impact on Individuals • 5 – Substantial contribution to community memory. <p>Business requirements:</p> <p>Commonwealth Games Division (DTESB) requires these records to be retained permanently as they:</p> <ul style="list-style-type: none"> • provide evidence of decisions, support actions, and provide a history of the Gold Coast 2018 Commonwealth Games • are required for long term reference to meet contractual arrangements: <p>Comparison with other schedules:</p> <p><i>State Records Authority of NSW Olympic Co-ordination Authority DA37</i></p> <ul style="list-style-type: none"> • Reference 2.2.1 Construction – Required as State Archives

Ref. No	Description of record and retention period	Justification for retention period
		<ul style="list-style-type: none">• Reference 2.5.1 Land acquisition and lease – Required as State Archives. <i>Public Records Office of Victoria Melbourne 2006 Commonwealth Games PROS08/08</i>• Reference 8.4.1 Design, construction or renovation management of government owned or operated facilities – Retain as State Archives• Reference 8.4.3 Design of government owned facilities subsequently sold – Retain as State Archives.

Ref. No	Description of record and retention period	Justification for retention period
1.7	Investigations	
1.7.1	<p>Investigations -Significant *</p> <p>Records relating to significant Commonwealth Games related investigations involving offences under the <i>Commonwealth Games Arrangements Act</i> including, but not limited to:</p> <ul style="list-style-type: none"> significant contraventions of restrictions on protected images and references considerable violations of sponsorship arrangements severe breaches of infrastructure development contracts significant accidents and incidents relating to preparation and delivery of Games. <p>Disposal action - Retain permanently</p>	<p>Background/business process:</p> <p>Investigation records are created as part of compliance enforcement processes, where an investigating officer finds a cause or evidence to open a case to investigate further, or has a case referred by other authorised officers (inspectors, complaint conciliators) with a view to successfully prosecute for an offence under legislation. A case proceeds to prosecution if a worthy case has been made and is likely to succeed through the courts.</p> <p>Illustrative process:</p> <ul style="list-style-type: none"> Receive complaint/notification of potential offence; conduct investigations; conduct interviews; collect evidence; compile case; make recommendations for prosecution; refer to prosecutors. <p>Regulatory requirements:</p> <p><i>Commonwealth Games Arrangements Act 2011 – s. 3</i></p> <p>Business requirements:</p> <p>Commonwealth Games Division (DTESB) requires these records to be retained permanently as they:</p> <ul style="list-style-type: none"> provide evidence of decisions, support actions, and provide a history of the investigations relating to significant offences support other business processes including complaint conciliation, mediation, enforcement and dispute resolution processes. <p>Permanent retention criteria:</p> <p>Meets the following characteristic of the QSA Appraisal Statement:</p> <ul style="list-style-type: none"> 5 - Substantial contribution to community memory. <p>Comparison with other schedules:</p> <p><i>Agriculture Retention and Disposal Schedule QDAN719 v1 – Reference 1.14.1 Investigations-Significant – Retain permanently</i></p>
1.7.2	<p>Investigations - Other ~</p> <p>Records relating to investigating other Commonwealth Games related offences under legislation not covered by reference number 1.7.1.</p>	<p>Background/business process:</p> <p>See above.</p> <p>Regulatory requirements:</p> <p>See above.</p> <p>Business requirements:</p>

Ref. No	Description of record and retention period	Justification for retention period
	<p>Disposal action - Retain for 7 years after action completed.</p>	<p>Commonwealth Games Division (DTESB) requires these records to be retained for 7 years as they:</p> <ul style="list-style-type: none"> • are required for future business enhancement and improvement • support the decisions of the business • ensure legal reference, including standard appeals of decisions, judicial review and other court processes under the <i>Limitation of Actions Act 1974</i>. <p>Comparison with other schedules: <i>Agriculture Retention and Disposal Schedule QDAN719 v1</i> – Reference 1.14.1 Investigations-Other – Retain for 7 years after action completed.</p>

Ref. No	Description of record and retention period	Justification for retention period
1.8	<i>Knowledge Transfer</i>	
1.8.1	<p><i>Knowledge transfer</i></p> <p>Copies of records that have been transferred to the Commonwealth Games Federation (CGF) as part of the knowledge transfer process.</p> <p>Disposal action – Transfer to Commonwealth Games Federation.</p>	<p>Background/business process:</p> <p>The Office of Commonwealth Games Coordination is contractually obliged to provide copies of certain records to the next host city as part of a knowledge transfer process. This is in addition to, not instead of, the retention requirements determined in this schedule.</p> <p>With future host cities drawing on the wealth of knowledge that is available from past Games, allows organizing committees to make their own preparations more efficient and effective, meaning they are able to deliver the best Games possible.</p> <p>Regulatory requirements:</p> <p>N/A</p> <p>Business requirements:</p> <p>This retention is based on the Sydney Olympics and Melbourne Commonwealth Games schedule as only copies of records are sent to the Commonwealth Games Federation (CGF) knowledge transfer portal.</p> <p>Comparison with other schedules:</p> <p><i>State Records Authority of NSW Olympic Co-ordination Authority DA37</i> – Reference 1.9.3 Olympic reporting documents – Retain until reference has ceased, then destroy.</p> <p><i>Public Records Office of Victoria Melbourne 2006 Commonwealth Games PROS08/08</i> Reference 21.1.0 Knowledge transfer reports – Destroy copies when final Post Games Report is prepared.</p>

Ref. No	Description of record and retention period	Justification for retention period
1.9	<i>Monitoring and Surveillance</i>	
1.9.1	<p><i>Monitoring compliance</i></p> <p>Records relating to monitoring and administering compliance of authorisations and community adherence with Commonwealth Games related legislation, authorities and conditions.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • monitoring Commonwealth Games related authorities, contracts and sponsorship arrangements • protecting intellectual property of Commonwealth Games, including use of restricted Commonwealth Games images and references. <p>Disposal action - Retain for 7 years after action completed.</p>	<p>Background/business process:</p> <p>Monitoring and surveillance records are created in planning and programming enforcement action processes.</p> <p>Illustrative process:</p> <ul style="list-style-type: none"> • Gather and analyse enforcement related data (e.g. remote sensors, offence demographics), report on enforcement related issues, plan enforcement priorities, design enforcement program, run enforcement program, (e.g. authorised officers duty rosters), collect enforcement work and output data, report on enforcement work outputs (e.g. planned versus actual comparisons) and outcomes (e.g. reductions/increases), review enforcement outcomes (e.g. recommendations for next program) <p>Regulatory requirements:</p> <p>Monitoring and surveillance is an inferred responsibility given enforcement, inspection, investigation, and prosecution activities. However, some legislation mandates monitoring and surveillance activities:</p> <p><i>Commonwealth Games Arrangements Act 2011 – s. 3</i></p> <p>Business requirements:</p> <p>Commonwealth Games Division (DTESB) requires these records to be retained for 7 years as they:</p> <ul style="list-style-type: none"> • are required for future business enhancement and improvement • need to be retained to support the decisions of the business. <p>Comparison with other schedules:</p> <p><i>Agriculture Retention and Disposal Schedule QDAN719 v.1 – Reference 1.16.1 Monitoring licence holders and areas – Retain for 7 years after action completed.</i></p>

Ref. No	Description of record and retention period	Justification for retention period
1.10	Partnerships	
1.10.1	<p>Joint Ventures - Significant * Records relating to managing significant joint operations by the department with other organisations (both private sector and government) through contracts, joint contribution of funds, time, co-research or collaboration, where the partnership provides a significant contribution to Commonwealth Games outcomes.</p> <p>Disposal action - Retain permanently.</p>	<p>Background/business process: Partnership records are created in setting up arrangements to work with others in significant partnerships and joint ventures to carry out significant Commonwealth Games development responsibilities, activities and programs. Illustrative process:</p> <ul style="list-style-type: none"> Identify need for partnership, identify potential parties, negotiate with potential parties, agree on parties, agree on funding*, agree on roles and responsibilities, identify format of agreement (e.g. formal agreement, memorandum of understanding) , draft agreement or instrument (as required), negotiate signing*, plan and organise responsibilities under partnership, fulfil responsibilities (via other business processes), identify review date for agreement*, review agreement* (*if required) <p>Business requirements: Commonwealth Games Division (DTESB) requires these records to be retained permanently as they:</p> <ul style="list-style-type: none"> provide long term reference value document the history of the department's significant work. <p>Permanent retention criteria: Meets the following characteristics:</p> <ul style="list-style-type: none"> 2 - Primary Functions and Programs of Government 5 - Substantial Contribution to Community Memory 6 - Environmental Management and Change. <p>Comparison with other schedules: <i>State Records Authority of NSW Olympic Co-ordination Authority DA37</i> - Reference 1.4.1 Corporate liaison – Required as State Archives. <i>General Retention and Disposal Schedule for Administrative Records QDAN249 v.7</i> – Reference 6.4.1 Joint ventures-significant – Retain permanently.</p>
1.10.2	<p>Joint Ventures - Other ~ Records relating to managing other joint operations by the department with other</p>	<p>Background/business process: See above.</p> <p>Regulatory requirements:</p>

Ref. No	Description of record and retention period	Justification for retention period
	<p>organisations (private sector and government) not covered by reference number 1.10.1.</p> <p>Disposal action - Retain for 7 years after partnership expires.</p>	<p>See above.</p> <p>Business requirements:</p> <p>Commonwealth Games Division (DTESB) requires these records to be retained for 7 years as they:</p> <ul style="list-style-type: none"> • are required for future business enhancement and improvement • need to be retained to support the decisions of the business • ensure legal reference, including standard appeals of decisions, judicial review and other court processes under the <i>Limitation of Actions Act 1974</i>. <p>Comparison with other schedules:</p> <p><i>State Records Authority of NSW Olympic Co-ordination Authority DA37</i> - Reference 1.4.2 Corporate liaison – Retain a minimum of 2 years after action completed, then destroy.</p> <p><i>General Retention and Disposal Schedule for Administrative Records QDAN249 v.7</i> – Reference 6.4.2 Joint ventures-other – Retain for 7 years after last action.</p>

Ref. No	Description of record and retention period	Justification for retention period
1.11	Planning	
1.11.1	<p>Strategic planning - Significant *</p> <p>Records relating to planning significant Commonwealth Games development initiatives, programs, strategies, priorities and activities for improved community outcomes. Includes preparing management plans and consultation processes with community and key stakeholders.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • infrastructure, venues, events and scheduling • athlete housing, welfare, transport and security • opening and closing ceremonies • visitor security and hospitality services. <p>Disposal action - Retain permanently.</p>	<p>Background/business process:</p> <p>Planning records are created during planning, reviewing and evaluating Commonwealth Games management industry development processes.</p> <p>Illustrative process:</p> <ul style="list-style-type: none"> • Research environment and markets; determine broad direction appropriate to environment and markets; develop mission statement; identify goals, objectives and strategies; draft planning document; consult with stakeholders; approve planning document; map activities; develop tactical and operational plans, task lists and work schedules; run planned work as per other business processes; monitor performance as per performance management processes; review plans. <p>Business requirements:</p> <p>Commonwealth Games Division (DTESB) requires these records to be retained permanently as they:</p> <ul style="list-style-type: none"> • provide long term reference value to the department including knowledge of past planning activities reducing the potential for repetition of mistakes, or unnecessary cycling through unsuccessful methodologies • document the history of the department's significant work. <p>Permanent retention criteria:</p> <p>Meets the following characteristic of the QSA Appraisal Statement:</p> <ul style="list-style-type: none"> • 2 - Primary functions and programs of government • 5 - Substantial contribution to community memory • 6 - Environmental management and change. <p>Comparison with other schedules:</p> <p><i>State Records Authority of NSW Olympic Co-ordination Authority DA37</i></p> <ul style="list-style-type: none"> • Reference 1.5.1 Corporate planning – Required as State archives • Reference 4.4.1 Event planning – Required as State archives. <p><i>Public Records Office of Victoria Melbourne 2006 Commonwealth Games PROS08/08</i></p> <ul style="list-style-type: none"> • Reference 4.1.0 Public Relations & Communications-Policy & Strategy – Retain as State Archives • Reference 6.1.0 Marketing & Merchandise-Policy & Planning – Retain as State Archives

Ref. No	Description of record and retention period	Justification for retention period
		<ul style="list-style-type: none"> Reference 7.1.1 Games Workforce Policy & Strategy – Retain as State Archives Reference 8.1.0 Games Venues & Facilities-Policy & Strategy – Retain as State Archives Reference 10.1.0 Ticketing Policy & Strategy – Retain as State Archives Reference 11.1.0 Accreditation Policy & Strategy – Retain as State Archives Reference 12.1.0 Traffic & Transport Policy & Strategy – Retain as State Archives Reference 13.1.0 Security & Emergency Management-Policies, Plans & Strategies – Retain as State Archives Reference 14.1.0 Broadcasting & Media - Policy & Strategy – Retain as State Archives Reference 16.1.0 Non-Competition Event Management-Policy & Strategy – Retain as State Archives Reference 17.1.0 Games Festivals-Policy & Strategy – Retain as State Archives Reference 18.1.0 Games Family Services-Policy & Strategy – Retain as State Archives Reference 19.1.0 Spectator Services-Policy & Strategy – Retain as State Archives.
1.11.2	<p>Strategic planning - Other ~ Records relating to planning Commonwealth Games development initiatives, programs, strategies, priorities, activities for improved community outcomes that are not covered by reference number 1.11.1.</p> <p>Disposal action - Retain for 7 years after action completed.</p>	<p>Background/business process: See above.</p> <p>Regulatory requirements: See above.</p> <p>Business requirements: Commonwealth Games Division (DTESB) requires these records to be retained for 7 years as they:</p> <ul style="list-style-type: none"> are required for future business enhancement and improvement support the decisions of the business ensure legal reference, including standard appeals of decisions, judicial review and other court processes under the <i>Limitation of Actions Act 1974</i>. <p>Comparison with other schedules: <i>State Records Authority of NSW Olympic Co-ordination Authority DA37</i> – Reference 4.4.2 Event planning – Retain a minimum of 7 years after action completed, then destroy. <i>Public Records Office of Victoria Melbourne 2006 Commonwealth Games PROS08/08</i></p> <ul style="list-style-type: none"> Reference 4.2.0 Public Relations & Communications – Development & Planning – Destroy 7 years after the conclusion of the Melbourne 2006 Commonwealth Games

Ref. No	Description of record and retention period	Justification for retention period
		<ul style="list-style-type: none">• Reference 7.1.2 Games Workforce Development & Planning – Destroy 7 years after administrative use is concluded• Reference 10.2.0 Ticketing Planning & Operations – Destroy 7 years after the conclusion of the Melbourne 2006 Commonwealth Games• Reference 11.2.0 Accreditation Planning & Operations – Destroy 7 years after the conclusion of the Melbourne 2006 Commonwealth Games• Reference 15.2.0 Competition Events Policy, Planning & Operations - Destroy 7 years after the conclusion of the Melbourne 2006 Commonwealth Games.

Ref. No	Description of record and retention period	Justification for retention period
1.12	Prosecution	
1.12.1	<p>Prosecutions - Significant * Records relating to prosecuting significant Commonwealth Games related offences under legislation including precedent setting cases.</p> <p>Disposal action - Retain permanently</p>	<p>Background/business process: Prosecution records are created when charging persons/parties with offences under legislation and conducting court cases by presenting evidence and arguments to the judiciary to resolve cases and prosecute offenders as a disincentive for non-compliance to legislation and other statutory instruments. Significant cases include those that set a precedent or are the first of its kind. Illustrative process:</p> <ul style="list-style-type: none"> • Receive referrals for prosecution from investigators; research and assess case; schedule agreed cases; prepare prosecution notes; conduct court case/present evidence; receive outcome; review case. <p>Regulatory requirements: <i>Commonwealth Games Arrangements Act 2011 – s. 3</i></p> <p>Permanent retention criteria: Meets the following characteristic of the QSA Appraisal Statement:</p> <ul style="list-style-type: none"> • 3 - Enduring Rights and Entitlements • 4 - Significant Impact on Individuals. <p>Business requirements: Commonwealth Games Division (DTESB) requires these records to be retained permanently as they:</p> <ul style="list-style-type: none"> • provide evidence of decisions, support actions, and provide a history of repeat and habitual offenders • provide long term reference for generational change • set a precedent. <p>Comparison with other schedules: <i>General Retention and Disposal Schedule for Administrative Records QDAN249 v.7 – Reference 9.2.1</i> Litigation-Significant – Retain permanently.</p>
1.12.2	<p>Prosecutions - Other ~ Records relating to prosecuting offences under legislation not covered by reference number 1.12.1.</p>	<p>Background/business process: See above.</p> <p>Regulatory requirements: See above.</p>

Ref. No	Description of record and retention period	Justification for retention period
	<p>Disposal action - Retain for 7 years after action completed.</p>	<p>Business requirements: Commonwealth Games Division (DTESB) requires these records to be retained for 7 years as they:</p> <ul style="list-style-type: none"> • support the decisions of the business • ensure legal reference, including standard appeals of decisions, judicial review and other court processes under the <i>Limitation of Actions Act 1974</i>. <p>Comparison with other schedules: <i>General Retention and Disposal Schedule for Administrative Records QDAN249 v.7</i> – Reference 9.2.2 Litigation-other – Retain for 7 years after last action.</p>

Ref. No	Description of record and retention period	Justification for retention period
1.13	Reporting	
1.13.1	<p>Commonwealth Games Federation (CGF) Post Games Final Report</p> <p>Records relating to final report (including lessons learnt) created post-Games and submitted to Commonwealth Games Federation (CGF) as part of knowledge transfer requirements of host city contract with Federation.</p> <p>Disposal action - Retain permanently.</p>	<p>Background/business process:</p> <p>Reporting is an integral part of other records classes, both as an output in its own right but also resulting from quality and performance management processes. Reporting can also be its own records class, where its scope is holistic or covers numerous activities and business processes.</p> <p>Illustrative process:</p> <ul style="list-style-type: none"> • Determine scope; identify content; research topic; develop draft; consult with stakeholders; approve report; publish report; disseminate report. • Run reports from information systems; collate reports from existing data from existing business processes and systems; add to written reports. <p>Regulatory requirements:</p> <p>Contracts signed by Host City Commonwealth Games outlining reporting requirements.</p> <p>Permanent criteria:</p> <p>Meets the following characteristics:</p> <ul style="list-style-type: none"> • 4 - Significant Impact on Individuals • 5 – Substantial contribution to community memory. <p>Business requirements:</p> <p>Commonwealth Games Division (DTESB) requires these records to be retained permanently as they:</p> <ul style="list-style-type: none"> • provide evidence of decisions, support actions, and provide a history of the Gold Coast 2018 Commonwealth Games • are required for long term reference to meet contractual arrangements. <p>Comparison with other schedules:</p> <p><i>State Records Authority of NSW Olympic Co-ordination Authority DA37</i> – Reference 1.9.1 Olympic reporting documents – Required as State archives.</p> <p><i>Public Records Office of Victoria Melbourne 2006 Commonwealth Games PROS08/08</i> - Reference 21.2.0 Post Games Report Final Report (including lessons learned) to the Commonwealth Games Federation (CGF) Retain as State Archives (original copy is delivered to the CGF).</p>
1.13.2	Commonwealth Games Federation (CGF) Progress	Background/business process:

Ref. No	Description of record and retention period	Justification for retention period
	<p>Reports Records relating to progress reports on program areas, including lessons learnt, about the delivery of the Games submitted to the Commonwealth Games Federation.</p> <p>Disposal action - Retain 7 years after action completed</p>	<p>See above.</p> <p>Regulatory requirements: See above.</p> <p>Business requirements: Even though there is a difference between jurisdictions of retention periods, the Commonwealth Games Division (DTESB) requires these records to be retained for 7 years as they:</p> <ul style="list-style-type: none"> • support the decisions of the business • ensure legal reference, including standard appeals of decisions, judicial review and other court processes under the <i>Limitation of Actions Act 1974</i> • provide evidence of the State's activities during the preparation for the Commonwealth Games. <p>Comparison with other schedules: <i>State Records Authority of NSW Olympic Co-ordination Authority DA37</i> – Reference 1.9.4 Olympic reporting documents – Retain a minimum of 1 year after action completed, then destroy. <i>Public Record Office Victoria Records of Melbourne 2006 Commonwealth Games PROS 05/08</i> - Reference 21.1.0 Knowledge Transfer Reports Regular progress reports by program areas to the Commonwealth Games Federation (CGF) regarding delivery of the Games. Original documents to be transferred to Commonwealth Games Federation. Destroy copies when final Post Games Report is prepared.</p>
1.13.3	<p>Working Papers of Commonwealth Games Federation (CGF) Reports Records relating to compiling reports submitted to Commonwealth Games Federation (CGF).</p> <p>Disposal action - Retain until administrative use ceases</p>	<p>Background/business process: See above.</p> <p>Regulatory requirements: See above.</p> <p>Business requirements: Commonwealth Games Division (DTESB) requires these records to be retained until administrative use ceases as they have limited value beyond inclusion in progress and final reports.</p> <p>Comparison with other schedules: <i>Public Record Office Victoria Records of Melbourne 2006 Commonwealth Games PROS 05/08</i> - Reference 21.3.0 - Inputs into Post Games Report Material of a facilitative nature that assists in the preparation of the Post Games Report such as published background material, data reports and individual officer's working papers. Destroy when administrative use is concluded. <i>General Retention and Disposal Schedule for Administrative Records QDAN249 v.7</i> – Reference 16.1.6</p>

Ref. No	Description of record and retention period	Justification for retention period
		Drafts not required as public records – Retain until reference ceases.

Ref. No	Description of record and retention period	Justification for retention period
1.14	Stakeholder Engagement	
1.14.1	<p>Consultation and engagement - Significant *</p> <p>Records relating to conducting consultative and engagement processes with external stakeholders where engagement revealed significant public interest matters, precedents or issues that had a significant impact on the department's decisions to initiate, develop and operate Commonwealth Games initiatives.</p> <p>Disposal action - Retain permanently.</p>	<p>Background/business process:</p> <p>Stakeholder engagement records can be a subset of other records classes where consultation and liaison are part of the job, however they are also created as separate but influential records sets.</p> <p>Illustrative process:</p> <ul style="list-style-type: none"> Identify aspirations, identify stakeholders, identify champion stakeholders, identify and assess material issues and stakeholder needs, identify stakeholder participants for material issues and informing business processes, identify stakeholder roles and responsibilities (including roles of collaborating, reviewing, assessing, advising, deciding, informing, communicating, receiving), draft stakeholder plan, initiate engagement as per plan monitor stakeholder interaction (links to other business processes as per context of material issues), review engagement (links to performance management process). <p>Business requirements:</p> <p>Commonwealth Games Division (DTESB) requires these records to be retained permanently as they:</p> <ul style="list-style-type: none"> provide long term reference value document the history of the department's significant work. <p>Permanent retention criteria:</p> <p>Meets the following characteristics</p> <ul style="list-style-type: none"> 5 - Substantial Contribution to Community Memory <p>Comparison with other schedules:</p> <p><i>State Records Authority of NSW Olympic Co-ordination Authority DA37- Reference 4.7.1 Inter-agency liaison – Required as State archives.</i></p> <p><i>Public Record Office Victoria Records of Melbourne 2006 Commonwealth Games PROS 05/08</i></p> <ul style="list-style-type: none"> Reference 2.2.0 Executive-Correspondence of Major Importance – Retain as State Archives Reference 4.5.0 Public Relations & Communications-Major communication & publicity material – Retain as State Archives Reference 17.2.0 Final program of Games Festivals – Retain as State Archives.
1.14.2	<p>Consultation and engagement - Other ~</p> <p>Records relating to conducting</p>	<p>Background/business process:</p> <p>See above.</p> <p>Business requirements:</p>

Ref. No	Description of record and retention period	Justification for retention period
	<p>consultative and engagement processes with external stakeholders not covered by reference number 1.14.1.</p> <p>Disposal action - Retain for 7 years after action completed.</p>	<p>Commonwealth Games Division (DTESB) requires these records to be retained for 7 years as they:</p> <ul style="list-style-type: none"> • are required for future business enhancement and improvement • support the decisions of the business • ensure legal reference, including standard appeals of decisions, judicial review and other court processes under the <i>Limitation of Actions Act 1974</i>. <p>Comparison with other schedules:</p> <p><i>State Records Authority of NSW Olympic Co-ordination Authority DA37- Reference 4.7.2 Inter-agency liaison</i> – Retain a minimum of 5 years after action completed, then destroy.</p> <p><i>Public Record Office Victoria Records of Melbourne 2006 Commonwealth Games PROS 05/08</i></p> <ul style="list-style-type: none"> • Reference 2.2.0 Executive-Routine Correspondence – Destroy 7 years after the conclusion of the Melbourne 2006 Commonwealth Games • Reference 4.6.0 Communications likely to have been used as the basis for making important decisions – Destroy 7 years after the conclusion of the Melbourne 2006 Commonwealth Games.

Appendix: Definition of Significant Versus Other

* Significant

Significance may be determined by a number of factors:

- Department is the lead agency with another government agency or private organisation
- Substantial changes or influences government policy or direction
- Results in a significant government project or program
- Significant contribution to the body of knowledge on a particular subject
- Considerable economic impact (e.g. major government contracts, corporatisation of government assets)
- Notable environmental impact (e.g. drought, salinity, genetically modified crops, heritage buildings/places, world heritage listings, national parks/reserves)
- Extent of profound changes to lives of individuals, families or communities (e.g. Native Title)
- Public reaction or sensitivity
- Serious impact or consequence (e.g. deaths, a large case)
- Precedent setting prosecutions, court cases (e.g. first of its kind)

If on balance of the factors, the records represent significant issue/s, retain as “Significant”.

If in doubt, seek advice or keep as default with review until more information becomes available.

~ Other

Also known as non-State significant, not significant, minor, low value, low risk, routine, etc. Non-significance may be determined by a number of factors:

- Lesser in size, scope or importance
- Represents one individual's opinion on topic of low value to community
- Not serious i.e. routine, duplicable, low value, short applicability, short term relevance
- Not resulting in changes to Government or agency policy, or minor changes only
- Not generating or outlaying significant funds
- Not substantial public interest in the context of the definitions of 'significant' above
- Low value to community
- Inconsequential or low risk if records not kept
- Minor operational details
- Routine matters
- Working papers, audio, video or other recordings used as working notes only

If on balance of the factors, the records represent non-significant issues, retain as “Other”.

If in doubt, seek advice or keep as default with review until more information becomes available

