

Appraisal log

Queensland Civil and Administrative Tribunal Retention and Disposal Schedule

Queensland Civil and Administrative Tribunal

Date: August 2016

Function No	Title	Scope Note
1	CASE MANAGEMENT	<p><i>The core business of resolving disputes and making decisions. QCAT makes decisions across a range of matters including anti-discrimination, guardianship and administration for adults, children and young people, civil, administrative and disciplinary.</i></p> <p><i>Includes those cases that are heard via the Alternative Dispute Resolution service, e.g. mediation or compulsory conferences.</i></p>
Activities		
1.1	Administrative reviews	
1.2	Anti-discrimination	
1.3	Buildings	
1.4	Children and young people	
1.5	Clinical research	
1.6	Guardianship	
1.7	Minor civil disputes	
1.8	Occupational regulation	
1.9	Other civil disputes	
1.10	Retail shop lease	

NOTE: Under s.253 of the *Queensland Civil and Administrative Tribunal Act 2009*, all records of a former tribunal are records of QCAT.

Ref. No	Description of record and retention period	Justification for retention period
1.1	ADMINISTRATIVE REVIEWS	
1.1.1	<p>Administrative review case files</p> <p>Case management records relating to the review of administrative decisions including, but not limited to:</p> <ul style="list-style-type: none"> • animal care and regulation • blue card applications • civil partnerships • racing • retirement villages • right to information requests. <p>Disposal action – Retain for 12 years after business action completed and finalisation of all appeal processes.</p>	<p>Background/business process: QCAT may review a wide range of administrative decisions made under a number of different legislation. QCAT will ask the original decision maker to reconsider their decision, which in turn, they can either vary, substitute or confirm the original decision. If the original decision maker confirms the original decision or QCAT doesn't refer the matter back to them, QCAT can make its own decision about the review. QCAT can then either vary, substitute or confirm the original decision. It can also set aside the decision and return the matter with instructions to follow. QCAT can also make recommendations to the decision maker about their policies, practices and procedures to improve future decisions.</p> <p>Regulatory requirements: <i>Queensland Civil and Administrative Tribunal Act 2009</i> <i>Working with Children (Risk Management and Screening) Act 2000</i> See Appendix 1 for the full list of legislation</p> <p>Business requirements: Under s.10(4) of the <i>Limitations of Actions Act 1974</i>, an action shall not be brought upon a judgment after the expiration of 12 years from the date on which the judgment becomes enforceable.</p> <p>Comparison with other schedules' retention period: <i>Territory Records (Records Disposal Schedule – ACT Law Courts and Tribunals Records) NI2004-478</i> Reference 2.1.6 AAT case files – Destroy 7 years after last action <i>National Archives of Australia Administrative Appeals Tribunal 2013/00144004</i> Reference 61350 Records documenting cases that are finalised by way of a decision on the merits following a hearing under the Tribunal's legislation and is not significant – Destroy 5 years after action completed <i>NSW Civil and Administrative Tribunal FA361</i> Reference 1.8 Files and associated case management records relating to administrative decision review matters – Retain minimum of 7 years action completed, then destroy <i>PROV Retention & Disposal Authority for records of the Victorian Civil and Administrative Tribunal PROS05/03</i> Reference 2.2.0 Proceeding files – Destroy 5 years after final determination of proceedings</p> <p>Previous schedules (where applicable):</p>

Ref. No	Description of record and retention period	Justification for retention period
		Supreme Court of Queensland QDAN581 v.1 (Superseded) – Commercial and Consumer Tribunal – Retain for 12 years after last action Office of Racing QDAN620 v.2 (Current) – Reference 2.4.3 Racing Appeals Tribunal – Retain for 7 years after last action District Court of Queensland QDAN589 v.1 (Superseded) – Fisheries Tribunal – Retain for 12 years after last action

Ref. No	Description of record and retention period	Justification for retention period
1.2	ANTI-DISCRIMINATION	
1.2.1	<p>Anti-discrimination case files Case management records relating to hearing complaints of alleged unlawful discrimination, sexual harassment, vilification and victimisation investigated and referred to QCAT.</p> <p>Disposal action – Retain for 12 years after business action completed and finalisation of all appeal processes.</p>	<p>Background/business process: QCAT hears complaints of alleged unlawful discrimination, sexual harassment, vilification and victimisation after they have been investigated and referred to QCAT by the Anti-Discrimination Commission Queensland. QCAT can also grant an exemption to allow a person or business to do something that is otherwise unlawful under the <i>Anti-Discrimination Act 1991</i> and can provide opinions on anti-discrimination matters to the Commissioner.</p> <p>Regulatory requirements: <i>Anti-Discrimination Act 1991</i> <i>Queensland Civil and Administrative Tribunal Act 2009</i></p> <p>Business requirements: Under s.10(4) of the <i>Limitations of Actions Act 1974</i>, an action shall not be brought upon a judgment after the expiration of 12 years from the date on which the judgment becomes enforceable.</p> <p>Comparison with other schedules' retention period: <i>National Archives of Australia Administrative Appeals Tribunal 2013/00144004</i> Reference 61350 Records documenting cases that are finalised by way of a decision on the merits following a hearing under the Tribunal's legislation and is not significant – Destroy 5 years after action completed <i>NSW Civil and Administrative Tribunal FA361</i> Reference 1.8 Files and associated case management records relating to discrimination matters – Retain minimum of 7 years after action completed, then destroy <i>PROV Retention & Disposal Authority for records of the Victorian Civil and Administrative Tribunal PROS05/03</i> Reference 2.2.0 Proceeding files – Destroy 5 years after final determination of proceedings</p> <p>Previous schedules (where applicable): Anti-Discrimination Commission Retention and Disposal Schedule (QDAN568 v.1) Superseded – Retain for 12 years after last action</p>

Ref. No	Description of record and retention period	Justification for retention period
1.3	BUILDINGS	
1.3.1	<p>Building case files</p> <p>Case management records relating to hearings to settle disputes of domestic and commercial building work and disciplinary proceedings against building certifiers and contractors.</p> <p>Includes the review of decisions made by the Queensland Building and Construction Commission (QBCC) or an adjudicator registrar.</p> <p>Excludes claims for personal injuries.</p> <p>Disposal action –</p> <p>Retain for 12 years after business action completed and finalisation of all appeal processes.</p>	<p>Background/business process:</p> <p>QCAT will settle disputes relating to domestic and commercial building work. A consumer, contractor, subcontractor or building industry professional can make a complaint relating to the performance of the work, the contract of the work or a claim of negligence, nuisance or trespass other than a claim for personal injuries.</p> <p>Regulatory requirements:</p> <p><i>Queensland Building and Construction Commission Act 1991</i> <i>Queensland Civil and Administrative Tribunal Act 2009</i></p> <p>Business requirements:</p> <p>Under s.10(4) of the <i>Limitations of Actions Act 1974</i>, an action shall not be brought upon a judgment after the expiration of 12 years from the date on which the judgment becomes enforceable.</p> <p>Comparison with other schedules' retention period:</p> <p><i>National Archives of Australia Administrative Appeals Tribunal 2013/00144004</i> Reference 61350 Records documenting cases that are finalised by way of a decision on the merits following a hearing under the Tribunal's legislation and is not significant – Destroy 5 years after action completed</p> <p><i>NSW Civil and Administrative Tribunal FA361</i> Reference 1.9 Files and associated case management records relating to home building matters – Retain minimum of 3 years after action completed, then destroy</p> <p><i>PROV Retention & Disposal Authority for records of the Victorian Civil and Administrative Tribunal PROS05/03</i> Reference 2.2.0 Proceeding files – Destroy 5 years after final determination of proceedings</p> <p>Other comments/factors for consideration:</p> <p>Parties are required to participate in a dispute resolution process with the Queensland Building and Construction Commission (QBCC) before making a commercial or domestic building dispute application to QCAT.</p> <p>Previous schedules (where applicable):</p> <p>Supreme Court of Queensland QDAN581 v.1 (Superseded) - Commercial and Consumer Tribunal – Retain for 12 years after last action</p> <p>District Court of Queensland QDAN589 v.1 (Superseded) – Queensland Building Services Tribunal – Retain for 12 years after last action</p>

Ref. No	Description of record and retention period	Justification for retention period
1.4	CHILDREN AND YOUNG PEOPLE	
1.4.1	<p>Child matters case files Case management records relating to the review of decisions made by the Department of Communities, including Child Safety Services and the Public Safety Business Agency that have been referred to QCAT.</p> <p>Review of decisions include:</p> <ul style="list-style-type: none"> • children and young people: who they should live with, not telling their parents where they are living, the amount and type of contact between them and their parents, other care arrangements • people who have applied to adopt a child • licensing a childcare centre • prohibiting a person from entering a school or state instructional institution. <p>Disposal action – Retain permanently.</p>	<p>Background/business process: Under s.8 of the <i>Children Protection Act 1999</i>, a child is an individual under 18 years. QCAT will review some of the decisions made by the Department of Communities, Child Safety and Disability Services and the Public Safety Business Agency.</p> <p>Decisions that can be reviewed about children and young people include:</p> <ul style="list-style-type: none"> • who they should live with • not telling their parents where they are living • the amount and type of contact between them and their parents • other care arrangements. <p>Other decisions that can be reviewed are:</p> <ul style="list-style-type: none"> • people who have applied to adopt a child • people who are not allowed to work with children because of their history • licensing a childcare centre • prohibiting a person from entering a school or state instructional institution. <p>Regulatory requirements: <i>Adoption Act 2009</i> <i>Child Care Act 2002</i> <i>Child Protection Act 1999</i> <i>Education (General Provisions) Act 2006</i> <i>Queensland Civil and Administrative Tribunal Act 2009</i></p> <p>Business requirements: This retention period is consistent with the <i>Registry of Births, Deaths and Marriages (QDAN634 v.3)</i> schedule where adoption registrations are kept permanently by the agency.</p> <p>Permanent retention criteria (where applicable): 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

Ref. No	Description of record and retention period	Justification for retention period
		<ul style="list-style-type: none"> • 4 – significant impact on individuals. <p>Community expectation: Australia adopted the United Nations Convention on the Rights of the Child in 1990, which is a formal protection of human rights for children 18 years and younger.</p> <p>Comparison with other schedules' retention period: <i>NSW Civil and Administrative Tribunal FA361</i> Reference 1.3 Files and associated case management records relating to applications for review of decisions prohibiting or disqualifying a person from working with children where a declaration or an enabling order is made – Required as State archives <i>Registry of Births, Deaths and Marriages QDAN634 v.3</i> Reference 1.8.1 Adoptions registrations – Retain permanently by the registry <i>Children's Rights, Protection and Promotion Retention and Disposal Schedule QDAN636 v.2</i> Reference 2.2.1 Child/young person case files – Retain for 100 years after last action</p> <p>Other comments/factors for consideration: The Office of the Public Guardian can provide support and advice for children and young people in out-of-home care.</p> <p>Previous schedules (where applicable): Supreme Court of Queensland QDAN581 v.1 (Superseded) – Child Services Tribunal – Retain permanently</p>

Ref. No	Description of record and retention period	Justification for retention period
1.5	CLINICAL RESEARCH	
1.5.1	<p><i>Clinical research case files</i> Case management records relating to approvals to undertake clinical research. Includes approving clinical research which seeks to include people with impaired decision making capacity.</p> <p>Disposal action – Retain for 15 years after completion of trial and finalisation of all appeal processes..</p>	<p>Background/business process: QCAT may approve clinical research once:</p> <ul style="list-style-type: none"> • the clinical research is approved by an ethics committee • any drugs or techniques on trial in the clinical research are intended to diagnose, maintain or treat a condition affecting the participants in the research • the research will not involve any known substantial risk to the participants or, if there is existing health care for the particular condition, the research will not involve known material risk to the participants greater than the risk associated with the existing health care • the development of any drugs or techniques on trial has reached a stage at which safety and ethical considerations make it appropriate for the drugs or techniques to be made available to the participants despite the participants being unable to consent to participation • having regard to the potential benefits and risks of participation, on balance it is not adverse to the interests of the participants to participate. <p>Once the proposed clinical research has been approved by QCAT, then it is considered a health matter and s.66 of the Act determines who may consent to the adult's participation in the approved clinical research.</p> <p>Regulatory requirements: Australian code for the responsible conduct of research <i>Guardianship and Administration Act 2000</i> National Health Medical Research (NHMRC) Guidelines <i>Queensland Civil and Administrative Tribunal Act 2009</i></p> <p>Business requirements: According to the <i>Australian code for the responsible conduct of research</i>, the minimum recommended period for retention of research data is 5 years from the date of publication. However, for most clinical trials, it is recommended that research data for clinical trials be retained for 15 years or more.</p> <p>Comparison with other schedules' retention period: <i>National Archives of Australia Administrative Appeals Tribunal 2013/00144004</i> Reference 61350 Records documenting cases that are finalised by way of a decision on the merits following a hearing under the Tribunal's legislation and is not significant – Destroy 5 years after action completed</p>

Ref. No	Description of record and retention period	Justification for retention period
		<p><i>NSW Civil and Administrative Tribunal FA361 Reference 1.7</i> Files and associated case management records relating to guardianship (including clinical trial approvals) and protected estates matters – Retain minimum of 20 years after matter finalised or, if the matter involves a minor, until the client reaches 25 years of age, whichever is longer, then destroy</p>

Ref. No	Description of record and retention period	Justification for retention period
1.6	GUARDIANSHIP	
1.6.1	<p>Guardianship case files Case management records relating to hearings to appoint, review or revoke individuals as guardians, administrators or power of attorney for people with impaired capacity.</p> <p>Disposal action – Retain permanently.</p>	<p>Background/business process: QCAT can appoint a person as a guardian to help those adults with impaired decision-making capacity to make certain personal and health care decisions on their behalf. Guardians can be given the authority to make decisions on behalf of the adult such as:</p> <ul style="list-style-type: none"> • where they live • what support services they receive • with whom they have contact or visits • general health care matters • the approval of containment and seclusion in certain limited circumstances • the approval of chemical, physical or mechanical restraint • restricting access to objects • other day-to-day issues. <p>Guardians are not permitted to make decisions about:</p> <ul style="list-style-type: none"> • financial or property matters unless they have also been appointed as the adult’s administrator or as attorney for financial matters under an enduring power of attorney • special health care matters including sterilisation or tissue donation • special personal matters including making or revoking a will or consenting to marriage or relinquishing a child for adoption. <p>The Public Trustee cannot be appointed guardian, they can only appoint the administrator. The only statutory body that can be appointed as a guardian is the Public Guardian.</p> <p>Regulatory requirements: <i>Aged Care Act (Commonwealth) 1997</i> <i>Disability Discrimination Act (Commonwealth) 1992</i> <i>Disability Services Act 2006</i> <i>Guardianship and Administration Act 2000</i> <i>Mental Health Act 2000</i> <i>Powers of Attorney Act 1998</i></p>

Ref. No	Description of record and retention period	Justification for retention period
		<p><i>Public Trustee Act 1978</i></p> <p><i>Queensland Civil and Administrative Tribunal Act 2009</i></p> <p><i>Residential Services (Accreditation) Act 2002</i></p> <p><i>Residential Tenancies and Rooming Accommodation Act 2008</i></p> <p>Business requirements:</p> <p>When a person is appointed as a guardian by QCAT (a legally appointed position), they are making decisions for certain personal and health care decisions which impacts the adult they are caring for the rest of their life and all actions and decisions made on behalf of the person is accountable to QCAT.</p> <p>Permanent retention criteria (where applicable):</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"> • 3 – enduring rights & entitlements • 4 – significant impact on individuals. <p>Community expectation:</p> <p>There is an expectation that this information concerning guardians will be accessible and that regular reviews of the appointment are undertaken by QCAT every 5 years (s.28 of the <i>Guardianship and Administration Act 2000</i>).</p> <p>Comparison with other schedules' retention period:</p> <p><i>Territory Records (Records Disposal Schedule – ACT Law Courts and Tribunals Records) NI2004-478</i> Reference 2.1.10 Guardianship and management of property Tribunal case files – Retain for a period of 99 years</p> <p><i>NSW Civil and Administrative Tribunal FA361</i> Reference 1.7 Files and associated case management records relating to guardianship (including clinical trial approvals) and protected estates matters – Retain minimum of 20 years after matter finalised or, if the matter involves a minor, until the client reaches 25 years of age, whichever is longer, then destroy</p> <p><i>NT disposal schedule for Civil and Administrative Tribunal Services Records 2015/24</i> Reference 1.8.2 Records documenting tribunal proceedings involving adult guardianship – Destroy 30 years after final determination or 6 years after the person is deceased</p> <p>Other comments/factors for consideration:</p>

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		The Office of the Public Guardian provides a Guardianship Information Service about the rights, responsibilities and legal requirements as an appointed guardian or information decision-maker and the role and authority of the guardian.

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1.7	MINOR CIVIL DISPUTES	
1.7.1	<p>Minor civil disputes case files</p> <p>Case management records relating to hearings of:</p> <ul style="list-style-type: none"> • property damage disputes, including damage to a house, car • debt disputes • consumer and trade disputes • residential tenancy disputes. <p>Disposal action – Retain for 12 years after business action completed and finalisation of all appeal processes.</p>	<p>Background/business process:</p> <p>Minor civil disputes are disputes between individuals, or individuals and a trader, business or company valued up to including \$25,000. These cases used to be heard by the Small Claims Tribunal.</p> <p>QCAT decides on:</p> <ul style="list-style-type: none"> • property damage disputes including damage to a house, or a car from a motor vehicle accident • debt disputes related to a fixed or agreed sum of money • consumer and trader disputes arising out of a contract for the supply of goods and services, or repair of a defect in a motor vehicle which is under a statutory warranty, if the previous owner refuses to carry out the repair • residential tenancy disputes between tenants and landlords • dividing fence disputes if an agreement cannot be reached about building or repairs after one month. <p>Regulatory requirements:</p> <p><i>Agents Financial Administration Act 2014</i> <i>Debt Collectors (Field Agents and Collection Agents) Act 2014</i> <i>Dividing Fences Act 1953</i> <i>Motor Dealers and Chattel Auctioneers Act 2014</i> <i>Neighbourhood Disputes (Dividing Fences and Trees) Act 2011</i> <i>Property Occupations Act 2014</i> <i>Queensland Civil and Administrative Tribunal Act 2009</i> <i>Residential Tenancies and Rooming Accommodation Act 2008</i></p> <p>Business requirements:</p> <p>Under s.10(4) of the <i>Limitations of Actions Act 1974</i>, an action shall not be brought upon a judgment after the expiration of 12 years from the date on which the judgment becomes enforceable.</p> <p>Comparison with other schedules' retention period:</p> <p><i>Territory Records (Records Disposal Schedule – ACT Law Courts and Tribunals Records) NI2004-478</i> Reference 2.1.16 Residential Tenancies Tribunal case files where the matter has been determined by the RTT – Destroy 7 years after last action</p>

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		<p><i>National Archives of Australia Administrative Appeals Tribunal 2013/00144004 Reference 61350</i> Records documenting cases that are finalised by way of a decision on the merits following a hearing under the Tribunal’s legislation and is not significant – Destroy 5 years after action completed</p> <p><i>NSW Civil and Administrative Tribunal FA361 Reference 1.10</i> Files and associated case management records relating to consumer, commercial, tenancy and other residential property matters – Retain minimum of 2 years after action completed, then destroy</p> <p><i>NT disposal schedule for Civil and Administrative Tribunal Services Records 2015/24 Reference 1.8.3</i> Records documenting tribunal proceedings where the Northern Territory Civil and Administrative Tribunal have review jurisdiction, including civil disputes that are valued up to and including \$25,000 – Destroy 3 years after action completed</p> <p><i>PROV Retention & Disposal Authority for records of the Victorian Civil and Administrative Tribunal PROS05/03 Reference 2.2.0</i> Proceeding files – Destroy 5 years after final determination of proceedings</p> <p>Previous schedules (where applicable):</p> <p>Magistrates Court QDAN296 v.2 (Superseded) – Small Claims Tribunal – Retain for 12 years after date of order</p>

Ref. No	Description of record and retention period	Justification for retention period
1.8	NEIGHBOURHOOD DISPUTES	
1.8.1	<p>Neighbourhood disputes case files</p> <p>Case management records relating to hearings of neighbourhood disputes which include tree and dividing fence disputes.</p> <p>Disposal action –</p> <p>Retain for 12 years after business action completed and finalisation of all appeal processes.</p>	<p>Background/business process:</p> <p>QCAT decides on:</p> <ul style="list-style-type: none"> dividing fence disputes if an agreement cannot be reached about building or repairs after one month recovering a debt from a neighbour for overhanging branch removal or a tree affecting neighbouring land including damaging property or causing injury, or interfering with the use of land. <p>Regulatory requirements:</p> <p><i>Dividing Fences Act 1953</i></p> <p><i>Neighbourhood Disputes (Dividing Fences and Trees) Act 2011</i></p> <p><i>Queensland Civil and Administrative Tribunal Act 2009</i></p> <p>Business requirements:</p> <p>Under s.10(4) of the <i>Limitations of Actions Act 1974</i>, an action shall not be brought upon a judgment after the expiration of 12 years from the date on which the judgment becomes enforceable.</p> <p>Comparison with other schedules' retention period:</p> <p><i>Territory Records (Records Disposal Schedule – ACT Law Courts and Tribunals Records) NI2004-478</i> Reference 7.1.23 Small claims case files in the Magistrates Court – Destroy 10 years after completion</p> <p><i>National Archives of Australia Administrative Appeals Tribunal 2013/00144004</i> Reference 61350 Records documenting cases that are finalised by way of a decision on the merits following a hearing under the Tribunal's legislation and is not significant – Destroy 5 years after action completed</p> <p><i>NSW Civil and Administrative Tribunal FA361</i> Reference 1.9 Files and associated case management records relating to home building matters – Retain minimum of 3 years after action completed, then destroy</p> <p><i>NT disposal schedule for Civil and Administrative Tribunal Services Records 2015/24</i> Reference 1.8.3 Records documenting tribunal proceedings where the Northern Territory Civil and Administrative Tribunal have review jurisdiction, including civil disputes that are valued up to and including \$25,000 – Destroy 3 years after action completed</p> <p><i>PROV Retention & Disposal Authority for records of the Victorian Civil and Administrative Tribunal PROS05/03</i> Reference 2.2.0 Proceeding files – Destroy 5 years after final determination of proceedings</p> <p>Previous schedules (where applicable):</p> <p>Magistrates Court QDAN296 v.2 (Superseded) – Small Claims Tribunal – Retain for 12 years after date of order</p>

Ref. No	Description of record and retention period	Justification for retention period
1.9	OCCUPATIONAL REGULATION	
1.9.1	<p>Occupational regulation case files</p> <p>Case management records relating to the review of decisions made by appointed governing bodies for occupations that include, but are not limited to:</p> <ul style="list-style-type: none"> • health practitioners • motor dealers • plumbers and drainers • police officers and other prescribed persons • property agents • teachers • veterinary surgeons. <p>Disposal action –</p> <p>Retain for 12 years after business action completed and finalisation of all appeal processes.</p>	<p>Background/business process:</p> <p>There are a range of occupations that are governed by an authority, board, panel, committee or society. These appointed bodies protect the public by determining working guidelines, assessing registration applications, investigating complaints and initiating proceedings against members for unsatisfactory professional conduct.</p> <p>When a client is dissatisfied with the work, service or advice they receive from an individual, the client can contact the appointed body, e.g. Veterinary Surgeons Board of Queensland, to investigate complaints and resolve minor disciplinary proceedings. If the complaint is of a serious nature or the individual is not abiding by the appointed body's decision, an application can be made by the appointed body to QCAT to conduct further disciplinary proceedings or enforce their decision.</p> <p>If the individual who the complaint was made against does not agree with the disciplinary decision made by the appointed body, an application can be made to QCAT to review the decision.</p> <p>Regulatory requirements:</p> <p><i>Agents Financial Administration Act 2014</i> <i>Architects Act 2002</i> <i>Building Act 1975</i> <i>Crime and Corruption Act 2001</i> <i>Debt Collectors (Field Agents and Collection Agents) Act 2014</i> <i>Dental Technicians Registration Act 2001</i> <i>Education (Queensland College of Teachers) Act 2005</i> <i>Health Practitioners (Professional Standards) Act 1999</i> <i>Introduction Agents Act 2001</i> <i>Legal Profession Act 2007</i> <i>Medical Radiation Technologists Registration Act 2001</i> Medical Radiation Technologists Registration Regulation 2002 <i>Motor Dealers and Chattel Auctioneers Act 2014</i> <i>Nursing Act 1992</i> <i>Occupational Therapists Registration Act 2001</i></p>

Ref. No	Description of record and retention period	Justification for retention period
		<p><i>Pharmacy Business Ownership Act 2001</i></p> <p><i>Plumbing and Drainage Act 2002</i></p> <p><i>Physiotherapists Registration 2001</i></p> <p><i>Podiatrists Registration Act 2001</i></p> <p><i>Professional Engineers Act 2002</i></p> <p><i>Property Occupations Act 2014</i></p> <p><i>Psychologists Registration Act 2001</i></p> <p><i>Psychologists Registration Regulation 2001</i></p> <p><i>Queensland Building and Construction Commission Act 1991</i></p> <p><i>Queensland Civil and Administrative Tribunal Act 2009</i></p> <p><i>Racing Act 2002</i></p> <p><i>Second Hand Dealers and Pawnbrokers Act 2003</i></p> <p><i>Security Providers Act 1993</i></p> <p><i>Speech Pathologists Registration Act 2001</i></p> <p><i>Surveyors Act 2003</i></p> <p><i>Tattoo Parlours Act 2013</i></p> <p><i>Tourism Services Act 2003</i></p> <p><i>Travel Agents Act 1988</i></p> <p><i>Valuers Registration Act 1992</i></p> <p><i>Veterinary Surgeons Act 1936</i></p> <p>Business requirements:</p> <p>Under s.10(4) of the <i>Limitations of Actions Act 1974</i>, an action shall not be brought upon a judgment after the expiration of 12 years from the date on which the judgment becomes enforceable.</p> <p>Comparison with other schedules' retention period:</p> <p><i>National Archives of Australia Administrative Appeals Tribunal 2013/00144004</i> Reference 61350 Records documenting cases that are finalised by way of a decision on the merits following a hearing under the Tribunal's legislation and is not significant – Destroy 5 years after action completed</p>

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		<p><i>NSW Civil and Administrative Tribunal FA361</i> Reference 1.8 Files and associated case management records relating to occupational regulation (e.g. licensing) matters – Retain minimum of 7 years after action completed, then destroy</p> <p><i>PROV Retention & Disposal Authority for records of the Victorian Civil and Administrative Tribunal PROS05/03</i> Reference 2.2.0 Proceeding files – Destroy 5 years after final determination of proceedings</p> <p>Other comments/factors for consideration: Individuals can also apply to QCAT to review other decisions made by an appointed body including decisions about licensing and registration.</p> <p>Previous schedules (where applicable): Supreme Court of Queensland QDAN581 v.1 (Superseded) – Commercial and Consumer Tribunal, Legal Practice Tribunal – Retain for 12 years after last action District Court of Queensland QDAN589 v.1 (Superseded) – Health Practitioners Tribunal, Nursing Tribunal – Retain for 12 years after last action</p>

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1.10	OTHER CIVIL DISPUTES	
1.10.1	<p><i>Other civil disputes case files</i> Case management records relating to hearings of:</p> <ul style="list-style-type: none"> • body corporate and community management scheme disputes • financial loss caused by a motor dealer or property agent • integrated resort development matters • legal cost agreement claims • manufactured home park disputes • retirement village disputes • Sanctuary Cove Resort matters. <p>Disposal action – Retain for 12 years after business action completed and finalisation of all appeal processes.</p>	<p>Background/business process: QCAT can decide and review decisions on the following civil disputes:</p> <ul style="list-style-type: none"> • body corporate and community management schemes • financial losses caused by debt collectors, motor dealers or property agents • integrated resort development matters • legal cost agreement claims • manufactured home park disputes • retirement village disputes • Sanctuary Cove Resort matters. <p>Regulatory requirements: <i>Agents Financial Administration Act 2014</i> <i>Body Corporate and Community Management Act 1997</i> <i>Debt Collectors (Field Agents and Collection Agents) Act 2014</i> <i>Integrated Resort Development Act 1987</i> <i>Legal Profession Act 2007</i> <i>Manufactured Homes (Residential Parks) Act 2003</i> <i>Motor Dealers and Chattel Auctioneers Act 2014</i> <i>Property Occupations Act 2014</i> <i>Retirement Villages Act 1999</i> <i>Sanctuary Cove Resort Act 1985</i></p> <p>Business requirements: Under s.10(4) of the <i>Limitations of Actions Act 1974</i>, an action shall not be brought upon a judgment after the expiration of 12 years from the date on which the judgment becomes enforceable.</p> <p>Comparison with other schedules' retention period: <i>National Archives of Australia Administrative Appeals Tribunal 2013/00144004</i> Reference 61350 Records documenting cases that are finalised by way of a decision on the merits following a hearing under the Tribunal's legislation and is not significant – Destroy 5 years after action completed</p>

Ref. No	Description of record and retention period	Justification for retention period
		<p><i>NSW Civil and Administrative Tribunal FA361</i> Reference 1.10 Files and associated case management records relating to consumer, commercial, tenancy and other residential property matters – Retain minimum of 2 years after action completed, then destroy</p> <p><i>NT disposal schedule for Civil and Administrative Tribunal Services Records 2015/24</i> Reference 1.8.3 Records documenting tribunal proceedings where the Northern Territory Civil and Administrative Tribunal have review jurisdiction, including civil disputes that are valued over \$25,000 – Destroy 10 years after action completed</p> <p><i>PROV Retention & Disposal Authority for records of the Victorian Civil and Administrative Tribunal PROS05/03</i> Reference 2.2.0 Proceeding files – Destroy 5 years after final determination of proceedings</p> <p>Previous schedules (where applicable):</p> <p>Supreme Court of Queensland QDAN581 v.1 (Superseded) – Commercial and Consumer Tribunal – Retain for 12 years after last action</p>

Ref. No	Description of record and retention period	Justification for retention period
1.11	RETAIL SHOP LEASE	
1.11.1	<p>Retail shop lease case files Case management records relating to hearings of disputes over retail shop leases.</p> <p>Disposal action – Retain for 12 years after business action completed and finalisation of all appeal processes.</p>	<p>Background/business process: QCAT has jurisdiction to hear retail tenancy disputes about:</p> <ul style="list-style-type: none"> • the procedure for the determination of rent payable under a retail shop lease, but not the actual amount of the rent • the basis on which the lessor’s outgoings are payable by, and the procedures for charging the lessor’s outgoings to, a lessee under a retail shop lease, but not the actual amount of the outgoings • whether an item, or part of an item, of the lessor’s outgoings for the retail shopping centre or leased building in which a leased shop is situated was reasonably incurred in, or directly attributable to, the operations, maintenance or repair of the centre or building • arrears of rent payable under a retail shop lease if the dispute is also about the payment of compensation by the lessor to the lessee under the lease. <p>Regulatory requirements: <i>Queensland Civil and Administrative Tribunal Act 2009</i> <i>Retail Shop Leases Act 1994</i></p> <p>Business requirements: Under s.10(4) of the <i>Limitations of Actions Act 1974</i>, an action shall not be brought upon a judgment after the expiration of 12 years from the date on which the judgment becomes enforceable.</p> <p>Comparison with other schedules' retention period: <i>National Archives of Australia Administrative Appeals Tribunal 2013/00144004</i> Reference 61350 Records documenting cases that are finalised by way of a decision on the merits following a hearing under the Tribunal’s legislation and is not significant – Destroy 5 years after action completed</p> <p>Previous schedules (where applicable): Supreme Court of Queensland QDAN581 v.1 (Superseded) – Retail Shop Leases Registry and Tribunal – Retain for 12 years after last action</p>

Function No	Title	Scope Note
2	QCAT MANAGEMENT	<i>The function of managing the Queensland Civil and Administrative Tribunal (QCAT).</i>
Activities		
2.1 Queensland Civil and Administrative Tribunal (QCAT) management		

Ref. No	Description of record and retention period	Justification for retention period
2.1	QUEENSLAND CIVIL AND ADMINISTRATIVE TRIBUNAL (QCAT) MANAGEMENT	
2.1.1	<p>Practice directions Records relating to Practice Directions issued by the President on how to conduct QCAT proceedings.</p> <p>Disposal action – Retain permanently.</p>	<p>Background/business process: Practice Directions are guidelines for QCAT proceedings. The directions provide more information on specific issues and complement existing QCAT legislation and rules. All Practice Directions are approved by the QCAT President.</p> <p>Regulatory requirements: <i>Queensland Civil and Administrative Tribunal Act 2009</i> Queensland Civil and Administrative Tribunal Rules 2009</p> <p>Business requirements: The purpose of the Practice Directions ensure that matters before QCAT are dealt with in a way that is accessible, fair, just, economical, informal and quick. The Practice Directions also guide QCAT and other parties to proceedings to resolve disputes consistently while allowing the flexibility to cater for different needs of particular parties.</p> <p>Permanent retention criteria (where applicable): 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. <p>Community expectation: The Practice Directions provide procedures that are used in the same way for all proceedings and do not involve unnecessary and burdensome requirements. They also encourage the early and economical resolutions of disputes, conduct proceedings in an informal way, recognise and respond to the diverse needs of people who use QCAT.</p>

Ref. No	Description of record and retention period	Justification for retention period
		<p>Comparison with other schedules' retention period:</p> <p><i>National Archives of Australia Administrative Appeals Tribunal 2013/00144004</i> Reference 61349 Records documenting the development and dissemination of case management practice directions and other major policies and guidelines, including requests for comment from external stakeholders and submissions received – Destroy 20 years after action completed</p> <p><i>NSW Civil and Administrative Tribunal FA361</i> Reference 2.1 Records relating to the formulation and establishment of rules and procedural or practice directions for the commencement and conduct of matters and proceedings – Required as State archives</p> <p><i>NT disposal schedule for Civil and Administrative Tribunal Services Records 2015/24</i> Reference 1.6.1 Final set of Northern Territory Civil and Administrative Tribunal rules and practice directions – Permanent</p> <p><i>General Retention and Disposal Schedule for Administrative Records QDAN249 v.7</i> Reference 12.10.1 Policy final-core business – Retain permanently</p> <p><i>Courts Sector Retention and Disposal Schedule QDAN705 v.1</i> Reference 2.3.4 Practice directions – Retain permanently</p>
2.1.2	<p>Rules committee</p> <p>Records relating to the functions undertaken by the Rules Committee of the Tribunal.</p> <p>Disposal action – Retain permanently.</p>	<p>Background/business process:</p> <p>The Rules Committee is established under the <i>Queensland Civil and Administrative Tribunal Act 2009</i> to develop and review the rules of the Act, approve forms for use under the Act and any other functions conferred on the Committee.</p> <p>The Committee consists of the President, the Deputy President, a full time ordinary member, a full time member who is not an Australian lawyer, an adjudicator and other members nominated by the President.</p> <p>Regulatory requirements:</p> <p><i>Queensland Civil and Administrative Tribunal Act 2009</i></p> <p>Business requirements:</p> <p>The Rules Committee are approving the forms that are used by QCAT and also support the development of new practices and procedures used in QCAT. This retention period is consistent with the Practice Directions record class (3.1.3).</p> <p>Permanent retention criteria (where applicable):</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.

Ref. No	Description of record and retention period	Justification for retention period
		<p>Community expectation: QCAT are developing and abiding by the rules that are set out in legislation.</p> <p>Comparison with other schedules' retention period: <i>NT disposal schedule for Civil and Administrative Tribunal Services Records 2015/24 Reference 1.3.2</i> Records documenting the establishment of the Rules Committee as required under the Act, including agendas and minutes – Permanent <i>General Retention and Disposal Schedule for Administrative Records QDAN249 v.7 Reference 12.2.1</i> Internal committees-major – Retain permanently</p>
2.1.3	<p>Case register Records relating to maintaining case management systems and other control records used to record details of tribunal proceedings, and related processes and/or events for future reference.</p> <p>Entries on the register include:</p> <ul style="list-style-type: none"> • caseworks • claims – financial • Queensland Wide Interlinked Courts (QWIC) – financial. <p>Disposal action – Retain permanently.</p>	<p>Background/business process: The QCAT dispute resolution process is based on active case management to resolve disputes in a way that is fair, just, accessible, quick and inexpensive. These records relate to the registration of summary information and control records for QCAT proceedings.</p> <p>Regulatory requirements: <i>Queensland Civil and Administrative Tribunal Act 2009</i></p> <p>Business requirements: These records contribute to the authenticity, integrity and ongoing management of business information and have been identified for permanent retention.</p> <p>Permanent retention criteria (where applicable): 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 • 3 – enduring rights & entitlements • 4 – significant impact on individuals. <p>Community expectation: The registration system used for QCAT cases needs to be maintained so that cases can be easily accessible.</p> <p>Comparison with other schedules' retention period:</p>

Ref. No	Description of record and retention period	Justification for retention period
		<p><i>Territory Records (Records Disposal Schedule – ACT Law Courts and Tribunals Records) NI2004-478</i> Reference 2.1.1 All Tribunal registers, indexes, card systems including electronic indexes and registers – Retain as Territory Archives</p> <p><i>National Archives of Australia Administrative Appeals Tribunal 2013/00144004</i> Reference 61347 The following significant records documenting case registers and other case control records maintained in all formats, including code records relating to confidential matters – Retain as national archives</p> <p><i>NSW Civil and Administrative Tribunal FA361</i> Reference 1.1 Published decisions and details of final orders or determinations made by the Tribunal – Required as State archives</p> <p><i>NT disposal schedule for Civil and Administrative Tribunal Services Records 2015/24</i> Reference 1.5.1 Register of proceedings, including hearings and decisions under the Act – Permanent, retain in organisation</p> <p><i>PROV Retention & Disposal Authority for records of the Victorian Civil and Administrative Tribunal PROS05/03</i> Reference 1.5.1 Register of proceedings, including hearings and decisions under the Act – Permanent, retain in organisation</p> <p><i>General Retention and Disposal Schedule for Administrative Records QDAN249 v.7</i> Reference 8.3.4 Master control records – Retain permanently</p> <p><i>Courts Sector Retention and Disposal Schedule QDAN705 v.1</i> Reference 2.9.1 Case registration and control-electronic – Retain permanently</p>
2.1.4	<p>Permanent case management files</p> <p>Records relating to matters that have been brought to the tribunal which are selected by the President or Principal Registrar to be exceptional, set a precedent, are notable for their contribution in developing the law, their factual complexity or the level of public interest generated.</p> <p>Disposal action – Retain permanently.</p>	<p>Background/business process:</p> <p>This record class has been included here in the QCAT Management function as these case files are decided upon by the President and the Principal Registrar.</p> <p>Regulatory requirements:</p> <p><i>Queensland Civil and Administrative Tribunal Act 2009</i></p> <p>Business requirements:</p> <p>This retention period meets a number of criteria of the QSA Appraisal Statement.</p> <p>Permanent retention criteria (where applicable):</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 • 3 – enduring rights & entitlements • 4 – significant impact on individuals

Ref. No	Description of record and retention period	Justification for retention period
		<ul style="list-style-type: none"> • 5 – substantial contribution to community memory. <p>Community expectation: These records will show those matters that have set a precedent, contributed to developing law, were complex or generated a lot of public interest.</p> <p>Comparison with other schedules' retention period: There are no other schedules found in other jurisdictions for comparison.</p>
2.1.5	<p>Memorandum of understandings (MOU)/relationship agreements</p> <p>Records relating to memorandum of understandings (MOU) and relationship agreements entered into by QCAT.</p> <p>Disposal action – Retain for 12 years after expiry or business action completed.</p>	<p>Background/business process: QCAT will enter into a Memorandum of Understanding with a range of parties for reimbursement of costs incurred by QCAT in providing independent tribunal services.</p> <p>Business requirements: Under s.10(3) of the <i>Limitations of Actions Act 1974</i>, an action upon a specialty shall not be brought after the expiration of 12 years from the date on which the cause of action accrued. The retention period is also consistent with the case records for QCAT.</p> <p>Comparison with other schedules' retention period: <i>General Retention and Disposal Schedule for Administrative Records QDAN249 v.7</i> Reference 4.11.1 Contracts-under seal – Retain for 12 years after the expiry or termination of the contract</p>
2.1.6	<p>Search and copy requests</p> <p>Records relating to requests to access, inspect and/or copy tribunal records, exhibits and subpoenaed material.</p> <p>Disposal action – Retain for 2 years after last action.</p>	<p>Background/business process: Requests can be made to search or view:</p> <ul style="list-style-type: none"> • the QCAT register of proceedings • the QCAT record of proceedings. <p>If you are not directly involved in the case, a fee will apply. To view a record of proceedings, the requestor must view the file on the QCAT premises.</p> <p>Regulatory requirements: <i>Queensland Civil and Administrative Tribunal Act 2009</i></p> <p>Business requirements:</p>

Ref. No	Description of record and retention period	Justification for retention period
		<p>Under s.229 and .s230 of the <i>Queensland Civil and Administrative Tribunal Act 2009</i>, the principal registrar must keep a register of proceedings and keep a record containing all documents filed in the registry that is available for inspection. The retention period is consistent with the Courts Sector schedule.</p> <p>Comparison with other schedules' retention period:</p> <p><i>National Archives of Australia Administrative Appeals Tribunal 2013/00144004</i> Reference 61352 Records documenting routine notifications and advice – Destroy 3 months after action completed</p> <p><i>NSW Civil and Administrative Tribunal FA361</i> Reference 1.13 Copies of documents produced under summons – Retain for minimum of 28 days after finalisation of matter, then destroy unless requested to return</p> <p><i>General Retention and Disposal Schedule for Administrative Records QDAN249 v.7</i> Reference 1.5.2 Enquiries-other – Retain for 2 years after last action</p> <p><i>Courts Sector Retention and Disposal Schedule QDAN705 v.1</i> Reference 2.4.3 Search and copy requests – Retain for 2 years after last action</p>

Appendix 1: List of legislation that confers legislation on QCAT

Adoption Act 2009
Adult Proof of Age Card Act 2008
Agents Financial Administration Act 2014, section 45, 103, 122(1)
Agricultural Chemicals Distribution Control Act 1966
Agricultural Chemicals Distribution Control Regulation 1998
Agricultural Standards Act 1994
Animal Care and Protection Act 2001
Animal Management (Cats and Dogs) Act 2008
Anti-Discrimination Act 1991
Apiaries Regulation 1998
Architects Act 2002
Associations Incorporation Act 1981
Biodiscovery Act 2004
Births, Deaths and Marriages Registration Act 2003
Body Corporate and Community Management Act 1997
Building Act 1975
Building Regulation 2006
Building and Construction Industry Payments Act 2004
Building Boost Grant Act 2011
Building Regulation 2006
Casino Control Act 1982
Charitable and Non-Profit Gaming Act 1999
Chemical Usage (Agricultural and Veterinary) Control Act 1988
Child Protection Act 1999
Child Protection (International Measures) Act 2003
City of Brisbane Regulation 2012
Classification of Computer Games and Images Act 1995
Classification of Films Act 1991
Classification of Publications Act 1991
Community Ambulance Cover Levy Repeal Act 2011
Cooperatives Act 1997
Corrective Services Act 2006
Credit (Rural Finance) Act 1996
Crime and Corruption Act 2001
Debt Collectors (Field Agents and Collection Agents) Act 2014, section 117, 119(1)
Disability Services Act 2006
Disaster Management Act 2003
Drugs Misuse Act 1986
Duties Act 2001
Education and Care Services Act 2013
Education and Care Services National Law (Queensland) Act 2011
Education (General Provisions) Act 2006
Education (Queensland College of Teachers) Act 2005
Education (Queensland Curriculum and Assessment Authority) Act 2014
Electricity Act 1994
Electricity Regulation 2006
Electronic Conveyancing National Law (Queensland) Act 2013
Exotic Diseases in Animals Act 1981
Explosives Act 1999
Fair Trading Act 1989 (incorporating the Australian Consumer Law)
Financial Intermediaries Act 1996
Fire and Emergency Services Act 1990
First Home Owner Grant Act 2000
Fisheries Act 1994
Food Act 2006
Food Production (Safety) Act 2000
Funeral Benefit Business Act 1982
Further Education and Training Act 2014
Gaming Machine Act 1991
Gas Supply Act 2003
Gold Coast Waterways Authority Act 2012
Guardianship and Administration Act 2000
Guide, Hearing and Assistance Dogs Act 2009
Health (Drugs and Poisons) Regulation 1996
Health Ombudsman Act 2013
Health Practitioner Regulation National Law Act 2009
Heavy Vehicle National Law Act 2012
Heavy Vehicle National Law (Queensland)
Higher Education (General Provisions) Act 2008
Information Privacy Act 2009
Integrated Resort Development Act 1987

Interactive Gambling (Player Protection) Act 1998
Interactive Gambling (Player Protection) Regulation 1998
Introduction Agents Act 2001
Keno Act 1996
Land Protection (Pest and Stock Route Management) Act 2002
Land Valuation Act 2010
Legal Profession Act 2007
Liquid Fuel Supply Act 1984
Liquor Act 1992
Liquor Regulation 2002
Local Government Regulation 2012
Lotteries Act 1997
Manufactured Homes (Residential Parks) Act 2003
Marine Parks Act 2004
Marine Parks Regulation 2006
Mixed Use Development Act 1993
Motor Accident Insurance Act 1994
Motor Dealers and Chattel Auctioneers Act 2014, section 196, 198(1)
Nature Conservation (Administration) Regulation 2006
Neighbourhood Disputes (Dividing Fences and Trees) Act 2011
Pest Management Act 2001
Petroleum and Gas (Production Safety) Act 2004
Pharmacy Business Ownership Act 2001
Plant Protection Act 1989
Plumbing and Drainage Act 2002
Police Powers and Responsibilities Act 2000
Powers of Attorney Act 1998
Private Health Facilities Act 1991
Professional Engineers Act 2002
Property Occupations Act 2014, section 176, 178(1)
Prostitution Act 1999
Public Guardian Act 2014
Public Health (Infection Control for Personal Appearance Services) Act 2003
Public Health Act 2005
Queensland Building and Construction Commission Act 1991
Queensland Heritage Act 1992
Racing Act 2002
Radiation Safety Act 1999
Recreation Areas Management Act 2006
Relationships Act 2011
Residential Services (Accreditation) Act 2002
Residential Tenancies and Rooming Accommodation Act 2008
Residential Tenancies and Rooming Accommodation Regulation 2009
Retail Shop Leases Act 1994
Retirement Villages Act 1999
Right to Information Act 2009
Safety in Recreational Water Activities Act 2011
Sanctuary Cove Resort Act 1985
Second-hand Dealers and Pawnbrokers Act 2003
Security Providers Act 1993
South Bank Corporation Act 1989
South-East Queensland Water (Distribution and Retail Restructuring) Act 2009
Stock Act 1915
Surat Basin Rail (Infrastructure Development and Management) Act 2012
Surveyors Act 2003
Tattoo Parlours Act 2013
Taxation Administration Act 2001
Tourism Services Act 2003
Tow Truck Act 1973
Transport Infrastructure Act 1994
Transport Infrastructure (Dangerous Goods by Rail) Regulation 2008
Transport Infrastructure (Public Marine Facilities) Regulation 2011
Transport Infrastructure (Waterways Management) Regulation 2012
Transport Operations (Marine Pollution) Act 1995
Transport Operations (Marine Safety) Act 1994
Transport Operations (Passenger Transport) Act 1994
Transport Operations (Road Use Management) Act 1995
Transport Operations (Road Use Management—Accreditation and Other Provisions) Regulation 2005
Transport Operations (Road Use Management—Dangerous Goods) Regulation 2008

Transport Operations (Road Use Management—Fatigue Management)
Regulation 2008
TransTransport Planning and Coordination Act 1994
Transport (Rail Safety) Act 2010
Travel Agents Act 1988
Valuers Registration Act 1992
Vegetation Management Act 1999
Veterinary Surgeons Act 1936
Victims of Crime Assistance Act 2009
Vocational Education, Training and Employment Act 2000

Wagering Act 1998
Waste Reduction and Recycling Act 2011
Water Act 2000
Water Supply (Safety and Reliability) Act 2008
Weapons Act 1990
Wine Industry Act 1994
Work Health and Safety Act 2011
Work Health and Safety Regulation 2011
Working with Children (Risk Management and Screening) Act 2000
(previously the *Commission for Children and Young People and Child
Guardian Act 2000*)