



Responsible Public Authority: QLeave

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Scope of disposal schedule

This Schedule applies to core business records created and received by the Building and Construction Industry (Portable Long Service Leave) Authority trading as QLeave and the Contract Cleaning Industry (Portable Long Service Leave) Authority.

This Schedule is to be used in conjunction with the *General Retention and Disposal Schedule for Administrative Records (GRDS)*. See the General Retention and Disposal Schedule for Administrative Records (GRDS) for:

- *Equipment and Stores*
- *External Relations*
- *Financial Management*
- *Fleet Management*
- *Human Resource Management*
- *Information and Communication Technology (ICT)*
- *Information and Knowledge Management*
- *Premises Management*



- *Publication Management*
- *Workplace Health and Safety*

Authority

Authorisation for the disposal of public records is given under, and subject to, the provisions of s.13 of the *Public Records Act 2002* (the Act). Public records must not be disposed of if disposal would amount to a contravention of s.13.

Revocation of previously issued disposal authorities

Any previously issued disposal authority which applied to disposal classes described in this schedule are revoked. QLeave should take measures to withdraw revoked disposal authorities from circulation. This includes, but is not limited to:

- QDAN 96/0072 - 13 December 1996, Building and Construction Industry Portable Long Service Leave Authority

About this Schedule

All of the retention periods in this approved schedule are the minimum period for which the sentenced records must be maintained.

Additionally, any class may be required to be retained longer if subject to any of the following requirements:

- (i) for any civil or criminal court action which involves or may involve the State of Queensland or an agency of the State
- (ii) because the public records may be obtained by a party to litigation under the relevant Rules of Court, whether or not the State is a party to that litigation
- (iii) pursuant to the *Evidence Act 1977*, or
- (iv) for any other purpose required by law.

This list is not exhaustive.

Documents which deal with the financial, legal or proprietary rights of the State of Queensland or a State related Body or Agency viz-a-viz another legal entity and any document which relates to the financial, legal or proprietary rights of a party other than the State are potentially within the category of public records to which particular care should be given prior to disposal.



Records which are subject to a Right to Information application are to be retained for a period greater than the time specified to ensure that all avenues for appeals for review under the legislation are exhausted, even though the records may be due for destruction according to this Schedule at the time of the application (see *General Retention and Disposal Schedule for Administrative Records*).

For information on how to apply this Schedule please refer to the *Guideline for the Implementation of Retention and Disposal Schedules*, available from the Queensland State Archives' website at www.archives.qld.gov.au.

Transfer of public records to Queensland State Archives

Records covered by a class with the disposal action of 'Retain permanently' should be transferred to Queensland State Archives with the approval of the State Archivist once they are no longer required for business purposes by the agency. Agencies are required to submit a transfer proposal containing details of the records under consideration for transfer. Queensland State Archives will assess the transfer proposal before formal approval to transfer is issued. The State Archivist reserves the right to revise any previous decisions made with regard to the appraisal and transfer of records. Contact Agency Services at Queensland State Archives on (07) 3131 7777 for further details.



Revision history

QDAN	Date of Approval	Extent of revision
96/0072, QDAN 72 version 1	23/12/1996	Initial Schedule
QDAN 661 version 1	6 October 2010	Major Revision



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1. BOARD MANAGEMENT

The function of providing administrative and secretariat support to the Board for both the Building and Construction Industry (Portable Long Service Leave) Authority (BCI) trading as QLeave and the Contract Cleaning Industry (Portable Long Service Leave) Authority (CCI).

See the General Retention and Disposal Schedule for Administrative Records relating to:

- *Appointments*
- *Insurance*
- *Planning*
- *Travel.*

Reference	Description of records	Status	Disposal Action
1.1	DIRECTORS PAYMENTS <i>The activity of managing fees and payments in respect of the discharge of duties of Board members (Directors) of the BCI or the CCI.</i>		
1.1.1	Fees and entitlements (BCI and CCI) Records relating to remuneration, allowances, entitlements and fees paid to Board members. Records may include, but are not limited to: <ul style="list-style-type: none">• remuneration rate increases• fee reconciliation (including salary payments, reimbursement of allowances and expenses.	Temporary	Retain for 7 years after the financial year to which the records relate.



Reference	Description of records	Status	Disposal Action
1.2	DIRECTORS SEPARATION <i>The activities associated with the finalisation of a Board Members (Directors) appointment to the Board of the BCI or the CCI.</i>		
1.2.1	Separation notices (BCI and CCI) Records relating to the separation of a Board member from the BCI or CCI. Records may include, but are not limited to: <ul style="list-style-type: none">• separation notice• resignation advice• Gazette notice.	Temporary	Retain for 5 years after cessation of Board Members' appointment.
1.3	MEETINGS <i>The activities associated with conducting Subcommittee meetings of the BCI.</i>		
1.3.1	Agendas and minutes of Subcommittee meetings (BCI) Master set of agendas and minutes of Subcommittee meetings. Records may include, but are not limited to: <ul style="list-style-type: none">• master sets of minutes• agendas• attachments/papers.	Temporary	Retain for 5 years after date of meeting.



2. CORPORATE GOVERNANCE

The function of applying broad systematic management planning and governance for QLeave. Includes the development, monitoring, and reviewing of business plans, strategic plans, corporate mission, and other long-term organisational plans and strategies, high-level organisational planning, and organisational performance management. The formulation and amendment of legislation which provides the legislative basis for the organisation.

See the General Retention and Disposal Schedule for Administrative Records (GRDS) for records relating to reporting.

Reference	Description of records	Status	Disposal Action
2.1	INTERNAL MEETINGS <i>The activities associated with conducting internal management team and operational committee meetings.</i>		
2.1.1	Agendas and minutes (BCI) Master set of agendas and minutes of internal management and administration meetings of the BCI. Records may include, but are not limited to: <ul style="list-style-type: none">• master sets of minutes• agendas• attachments. <i>See section 1.3 for meetings of the governing Board.</i>	Temporary	Retain for 5 years after date of meeting.



3. LEGAL SERVICES

The function of providing legal services to the organisation. Includes the interpretation and provision of advice to the organisation regarding legislation and legal matters, the drawing up of legal agreements and the handling of legal action and disputes. Also includes legal advice received from in-house consultants and external sources including Crown Law.

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

- *Advice and enquiries*
- *Agreements*
- *Contracting*
- *Intellectual Property*
- *Reporting.*

Reference	Description of records	Status	Disposal Action
3.1	LEGAL PROCEEDINGS (CLIENT MATTERS) <i>The activity of taking legal action against a person under the Building and Construction (Portable Long Service Leave) Act 1991 and the Contract Cleaning Industry (Portable Long Service Leave) Act 2005.</i>		



Reference	Description of records	Status	Disposal Action
3.1.1	<p>Case Files - Significant (BCI and CCI)</p> <p>Records relating to legal action taken by QLeave on behalf of the BCI or CCI which creates precedents in relation to the interpretation and application of legislative provisions with significant impact on the viability of the relevant scheme.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none">• legal advice (internal and external) including legal instructions• Court documentation (eg. Court application)• case notes• research and background information• correspondence with employers, workers and levy payers.	Permanent	Retain permanently.
3.1.2	<p>Case Files - Other (BCI and CCI)</p> <p>Records relating to legal action undertaken by QLeave on behalf of the BCI and CCI not covered under reference number 3.1.1.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none">• legal advice (internal and external) including legal instructions• Court documentation (eg. Court application)• case notes• research and background information• correspondence with employers, workers and levy payers.	Temporary	Retain for 7 years after case finalised.



Reference	Description of records	Status	Disposal Action
3.2	REVIEWS <i>The process of reviewing an earlier decision, determination, direction or advice made by QLeave upon the written application of an aggrieved or dissatisfied person in accordance with section 87(1) of the Building and Construction Industry (Portable Long Service Leave) Act 1991 or section 91(1) of the Contract Cleaning Industry (Portable Long Service Leave) Act 2005.</i>		
3.2.1	Reconsideration (BCI and CCI) Records relating to the review of a decision made by QLeave on behalf of the BCI or CCI. Records may include, but are not limited to: <ul style="list-style-type: none">• research and background information• legal advices (internal and external) including legal instructions• legal searches• database records containing contact summary• correspondence between QLeave and other party• file notes.	Temporary	Retain for 7 years after finalisation of review and all appeals processes.
3.3	AUTHORISATION <i>The activities associated with verifying authorisation and credibility of officers exercising authorised officer powers under the provisions of the Building and Construction (Portable Long Service Leave) Act 1991 and the Contract Cleaning Industry (Portable Long Service Leave) Act 2005.</i> <i>See General Retention and Disposal Schedule (GRDS) for Personnel records.</i>		



Reference	Description of records	Status	Disposal Action
3.3.1	<p>Authorisation records (BCI and CCI)</p> <p>Records relating to the appointment of authorised officers under the <i>Building and Construction (Portable Long Service Leave) Act 1991</i> and the <i>Contract Cleaning Industry (Portable Long Service Leave) Act 2005</i>.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none">• identity cards• tests taken by officers. <p>See <i>General Retention and Disposal Schedule (GRDS)</i> for training materials of training provided to officers.</p>	Temporary	Retain for 2 years after appointment ceases.



4. LEVY ADMINISTRATION (BCI)

The function of collecting levies and fees on all notifiable building and construction work.

See Legal Services Case Files for activities associated with compliance and enforcement of levy collection.

See the General Retention and Disposal Schedule for Administrative Records (GRDS) for:

- records relating to the administration of levy collection and quarterly returns for the Contract Cleaning Industry (Portable Long Service Leave) Authority (CCI)*
- records relating to the administration of levy collection for the Training levy and the Workplace Health and Safety Queensland levy for the Building and Construction Industry (Portable Long Service Leave) Authority (BCI).*

Reference	Description of records	Status	Disposal Action
4.1	LEVY PAYMENT <i>Activities related to the payment of levies and associated fees on notified building and construction work.</i>		
4.1.1	Levy Payer - File (BCI) Records relating to the management of the levy paid on notifiable building works under Part 8 of the <i>Building and Construction (Portable Long Service Leave) Act 1991</i> . Records may include, but are not limited to: <ul style="list-style-type: none">general correspondenceinstalment notices.	Temporary	Retain for 7 years after last action.



Reference	Description of records	Status	Disposal Action
4.1.2	Notification and payment forms (BCI) Notification and payment forms (NPF's), including forms lodged electronically.	Temporary	Retain for 7 years after last action.
4.2	COMPLIANCE INSPECTIONS <i>The activity of performing inspections of levy payer's records carried out for compliance with mandatory and legislative requirements under the Building and Construction Industry (Portable Long Service Leave) Act 1991.</i>		
4.2.1	Inspection records (BCI) Records relating to inspections of levy payers' records which document leviable construction work carried out by QLeave in order to monitor compliance with the <i>Building and Construction Industry (Portable Long Service Leave) Act 1991</i> . Records may include, but are not limited to: <ul style="list-style-type: none">• audit papers• copies of seized documents• correspondence with employers• warrants. <i>See reference number 5.3.1 for inspections of employers' and workers' books and records.</i>	Temporary	Retain for 7 years after compliance inspection finalised.



5. LONG SERVICE LEAVE SERVICES

The function of administering a paid long service leave scheme providing long service leave benefits to workers in the building and construction and contract cleaning industries. Includes legislative compliance monitoring.

See the the General Retention and Disposal Schedule for Administrative Records relating to:

- *Advice and enquiries*
- *Agreements*
- *Planning*
- *Policies and procedures*
- *Reporting.*

Reference	Description of records	Status	Disposal Action
5.1	WORKER MANAGEMENT <i>The processes associated with managing case files containing a number of activities relating to individual workers employed within the building and construction and contract cleaning industries and registered with QLeave. Includes registering and maintaining workers details, administering and managing claims for long service payments, handling enquiries, processing appeals, and advising workers on long service payment scheme matters.</i>		



Reference	Description of records	Status	Disposal Action
5.1.1	<p>Worker's file (BCI and CCI)</p> <p>Records relating to the management of individual worker files under the <i>Building and Construction Industry (Portable Long Service Leave) Act 1991</i> and the <i>Contract Cleaning (Portable Long Service Leave) Act 2005</i>.</p> <p>Records may include, but not limited to:</p> <ul style="list-style-type: none">• membership applications• statutory notices relating to long service leave administration• requests for missing service• general enquiries and routine correspondence from workers concerning long service leave payment scheme matters.	Temporary	Retain for 7 years after the financial year in which last service has been credited.
5.1.2	<p>Register of workers (BCI)</p> <p>Summary information of workers in the building and construction industry kept in accordance with s.37 of the <i>Building and Construction Industry (Portable Long Service Leave) Act 1991</i>.</p> <p>Information registered includes, but is not limited to:</p> <ul style="list-style-type: none">• name of person registered• date of registration• number of days' service credited• long service leave taken.	Temporary	Retain for 7 years after the financial year in which last service has been credited.



Reference	Description of records	Status	Disposal Action
5.1.3	<p>Register of workers (CCI)</p> <p>Summary information of registered workers kept in accordance with s.44 of the <i>Contract Cleaning Industry (Portable Long Service Leave) Act 2005</i>.</p> <p>Information registered includes, but is not limited to:</p> <ul style="list-style-type: none">• name of person registered• date of registration• number of days' service credited• long service leave taken.	Temporary	Retain for 7 years after the financial year in which last service has been credited.
5.2	<p>EMPLOYER MANAGEMENT</p> <p><i>The processes associated with managing case files relating to individual employers in the building and construction and contract cleaning industries that are registered with QLeave. Includes registering and maintaining employer details, assessing and monitoring compliance, administering and managing claims for long service leave payments, handling enquiries, processing appeals, and advising employers on long service payment scheme matters.</i></p>		



Reference	Description of records	Status	Disposal Action
5.2.1	<p>Employer's file (BCI and CCI)</p> <p>Records relating to the management of individual employer files under the <i>Building and Construction Industry (Portable Long Service Leave) Act 1991</i> and the <i>Contract Cleaning (Portable Long Service Leave) Act 2005</i>.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none">• employer registration applications• statutory notices relating to long service leave registrations, entitlements and claims• notification of no longer employing eligible workers• general enquiries and routine correspondence from employers concerning long service leave payment scheme matters.	Temporary	Retain for 7 years after ceasing to employ eligible workers.
5.2.2	<p>Register of employers (BCI)</p> <p>Summary information of registered employers kept in accordance with s.42 of the <i>Building and Construction Industry (Portable Long Service Leave) Act 1991</i>.</p> <p>Information registered includes, but is not limited to:</p> <ul style="list-style-type: none">• name of person registered• trading name• date of registration.	Temporary	Retain for 7 years after ceasing to employ eligible workers.



Reference	Description of records	Status	Disposal Action
5.2.3	<p>Register of employers (CCI)</p> <p>Summary information of registered employers kept in accordance with s.51 of the <i>Contract Cleaning Industry (Portable Long Service Leave) Act 2005</i>.</p> <p>Information registered includes, but is not limited to:</p> <ul style="list-style-type: none">• name of person registered• trading name• date of registration.	Temporary	Retain for 7 years after ceasing to employ eligible workers.
5.2.4	<p>Certificates of Service (BCI)</p> <p>Worker Service Returns (WSR) detailing the worker's and employer's particulars and amount of days worked. Includes electronic spreadsheets.</p>	Temporary	Retain for 2 years after the financial year to which the records relate.
5.2.5	<p>Quarterly returns (CCI)</p> <p>Quarterly returns submitted by employers. Includes hardcopy returns and electronic (spreadsheet) returns.</p>	Temporary	Retain for 7 years after the financial year to which the records relate.
5.3	<p>COMPLIANCE INSPECTIONS</p> <p><i>The activity of performing inspections of employers' and workers' books and records for compliance with mandatory and legislative requirements under the Building and Construction Industry (Portable Long Service Leave) Act 1991 and the Contract Cleaning Industry (Portable Long Service Leave) Act 2005.</i></p>		



Reference	Description of records	Status	Disposal Action
5.3.1	<p><i>Books and records inspections (BCI and CCI)</i></p> <p>Records relating to inspections of employers' and workers' books and records which document wages paid or received carried out by QLeave on behalf of the BCI and CCI in order to monitor compliance with the <i>Building and Construction Industry (Portable Long Service Leave) Act 1991</i> and the <i>Contract Cleaning Industry (Portable Long Service Leave) Act 2005</i>.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none">• audit papers• copies of seized documents• correspondence with employers• warrants. <p><i>See reference number 4.2.1 for inspections of levy payer's records.</i></p>	Temporary	Retain for 7 years after compliance inspection finalised.