

Appraisal log

Industrial Relations Regulation Retention and Disposal Schedule

Office of Industrial Relations, Queensland Treasury

Date: January 2016

Function No	Title	Scope Note
1	FOSTERING A FAIR AND SAFE WORK CULTURE	<i>The function of developing, maintaining, auditing and promoting accountable, fair, safe and efficient business practices. Includes the development of processes and controls to ensure integrity, transparency and the fair and ethical treatment of all stakeholders and to assist in the prevention of accidents and the detection of fraudulent, dishonest and/or unethical behaviour by any member of staff, tribunals and other groups or committees. Also includes providing advice and interpretation of legislation, collaborating and liaising with key stakeholder groups, authorities and organisations and the provision of information and statistical analysis relevant to state and federal work health and safety issues and national reporting requirements.</i>

Activities

- 1.1 Consultation and Engagement
- 1.2 Program Management
- 1.3 Advice and Enquiries
- 1.4 Research
- 1.5 Reporting
- 1.6 Submissions
- 1.7 Land Use Safety Planning

Ref. No	Description of record and retention period	Justification for retention period
1.1.1	<p>Industry partnerships</p> <p>Records relating to developing industry capability to better identify and manage health and safety risks in a sustainable manner.</p> <p>Disposal action – Retain for 10 years after business action completed.</p>	<p>Background/business process:</p> <p>Industry partnerships may be formed with industry groups (for example Australian Industry Group (AiG), Industry Skills Council), Electrical Safety Board or Work Health and Safety Board), or a specific business. The purpose of partnerships with industries is to build better work health safety practices across industries.</p> <p>Regulatory requirements:</p> <p>There is no specific regulatory requirement for the agency to consult with industry groups, however it is good business practice to do so.</p> <p>Business requirements:</p> <p>The agency is moving from focussing on compliance to consultation and engagement with business and industry. Records will reflect this change in focus. A retention period of 10 years is proposed to align with the provision of advice at reference number 1.3.</p> <p>Community expectation:</p> <p>The community could reasonably expect there to be evidence that an agency involved relevant industry groups when developing strategies to improve work health and safety management.</p> <p>Comparison with other schedules' retention period:</p> <p><i>Queensland State Archives, GRDS QDAN 249 v.7, reference numbers:</i></p> <ul style="list-style-type: none"> • 6.4.2 – records relating to joint ventures – Retain for 7 years after last action • 7.6.2 – records relating to the development and negotiation of industrial and workplace agreements and awards – Retain for 10 years after expiry of agreement or award.
1.1.2	<p>Workplace consultations</p> <p>Records relating to the provision of information to business operators (including onsite assistance) to identify and manage health and safety risks within their businesses. Includes the development of an action plan to reduce the risks.</p>	<p>Background/business process:</p> <p>Workplace consultation activities are not compliance related and are purely engagement and awareness.</p> <p>Regulatory requirements:</p> <p>There is no specific regulatory requirement for the agency to work with businesses, however it is good business practice to do so.</p>

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	<p>Disposal action – Retain for 10 years after business action completed.</p>	<p>Business requirements: The agency is moving from focussing on compliance to consultation and engagement with business and industry. Records will reflect this change in focus. A retention period of 10 years is proposed to align with the provision of advice at reference 1.3.</p> <p>Community expectation: The community could reasonably expect the agency to work with businesses to improve work health and safety management.</p> <p>Comparison with other schedules' retention period: <i>Queensland State Archives, GRDS QDAN 249 v.7, reference number 14.5.1</i> – records relating to health and wellbeing programs – Retain for 7 years after last action.</p>
1.2.1	<p><i>Audit campaigns and intervention programs</i> Records relating to the planning, development, implementation, evaluation and review of audit campaigns and intervention programs aimed at targeting industry sectors, workplace hazards or home safety in order to measure compliance and identify work health and safety issues.</p> <p>Also includes records relating to state-wide and regional compliance campaigns and assessment strategies for the systematic identification and evaluation of industrial relations issues.</p> <p>Disposal action – Retain for 10 years after business action completed.</p>	<p>Background/business process: One of the strategic priorities for the Department of Justice and Attorney–General under the Renewal Plan 2014 –18 is '<i>Reducing the regulatory burden on Queensland businesses</i>'. The agency's focus is '<i>shifting from a reactive, punitive approach to a proactive, collaboration with business</i>.' The audit campaigns and intervention programs form part of the process to improve specific industries health and safety issues. To develop partnerships (reference 1.1.1), audit and intervention programs identify areas of risk e.g. construction lifting injuries, sugar cane railway and transport systems accidents, and re-design of rider restraint systems on amusement rides.</p> <p>Regulatory requirements: Under s. 152 (c) of the <i>Work Health and Safety Act 2011</i>, one of the functions of the regulator is to provide advice and information on work health and safety to duty holders under this Act and to the community. There are no specific regulatory requirements that specify that the agency must carry out audit campaigns and intervention programs, however the activity aligns with the agency's strategic plan.</p> <p>Business requirements: Retention period aligns with industry (reference number 1.1.1) and workplace (reference number 1.1.2) consultation/engagement. Trends across industry sectors are captured in these records.</p> <p>Community expectation: The community could reasonably expect the agency to conduct industry audits and develop programs with businesses and the community to improve work health and safety management.</p> <p>Comparison with other schedules' retention period:</p>

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		<p><i>Queensland State Archives, GRDS QDAN 249 v.7, reference number 14.5.1</i> – records relating to health and wellbeing programs – Retain for 7 years after last action.</p> <p><i>NT Archives Service, Work Health Authority Disposal Schedule No. 2014/2, reference number 1.5.3</i> – records relating to development and management of work health and safety compliance campaigns and programs – Destroy 10 years after action completed.</p> <p><i>National Archives of Australia, Comcare Records Authority 2013/00241702, reference number 61375</i> – records relating to work health and safety prevention, education and promotion activities – Destroy 10 years after action completed.</p> <p><i>Public Record Office Victoria, WorkSafe Victoria PROS 09/06, reference number 5.1.2</i> – records relating to developing, implementing and effectiveness of minor OHS improvement, awareness or educational campaigns and programs – Destroy 10 years after last action.</p> <p><i>Territory Administrative Records Disposal Schedules, Occupational Health & Safety (OH&S) Records Approval 2009 (No 1), reference number 01.093.001</i> – records relating to reviewing and monitoring health and safety programs and operations – Destroy 10 years after action completed.</p> <p>Other comments/factors for consideration:</p> <p>Disposal action is consistent with other jurisdictions who carry out the same function. OIR programs have a much larger reach than programs for other Queensland Government agencies which would be covered by the QSA disposal action.</p>
1.3.1	<p><i>Advice – work health and safety and private sector industrial relations</i></p> <p>Records relating to the provision of detailed policy and operational advice to all internal and external stakeholders including clients: the Minister and Director-General; the Workplace Health and Safety Board; General Manager; Regional Managers and the Workplace Health and Safety Inspectorate on:</p>	<p>Background/business process:</p> <p>Detailed advice may be provided to stakeholders internal and external to the agency. See scope note for further information on the advice that is provided.</p> <p>Regulatory requirements:</p> <p>Records are created according to the functions of regulator under:</p> <ul style="list-style-type: none"> • s. 152 of the <i>Work Health and Safety Act 2011</i> • s. 32 of the <i>Safety in Recreational Water Activities Act 2011</i> <p>There is no specific description of the regulatory function included in the Private Employment Agents (Code of Conduct) Regulation 2005 or the <i>Industrial Relations Act 1999</i>.</p> <p>Business requirements:</p> <p>Records of enquiries made and advice provided are referred to so that the business provides consistent responses.</p>

Ref. No	Description of record and retention period	Justification for retention period
	<ul style="list-style-type: none"> • work health and safety matters under the <i>Work Health and Safety Act 2011</i> for which the agency is responsible • matters relating to the content and operation of the <i>Safety in Recreational Water Activities Act 2011</i> • matters relating to the content and operation of the Private Employment Agents (Code of Conduct) Regulation 2005 • matters relating to the content and operation of the <i>Industrial Relations Act 1999</i>. <p>Disposal action – Retain for 10 years after business action completed.</p>	<p>Community expectation: The community can reasonably expect the agency to provide consistent and meaningful responses to enquiries.</p> <p>Comparison with other schedules' retention period: <i>Queensland State Archives, GRDS QDAN 249 v.7, reference numbers:</i></p> <ul style="list-style-type: none"> • 1.5.1 – records relating to provision of detailed information or advice to clients which may have legal significance – Retain for 7 years after last action • 6.1.1 – records relating to legislation formulated by other authorities – Retain for 7 years after last action. <p>Other comments/factors for consideration: OIR has extended the GRDS retention period from 7 to 10 years as advice can be legislatively based and the agency frequently refers back to these records to provide consistent and meaningful responses.</p>
1.3.2	<p>Advice – electrical safety Records relating to the provision of detailed policy and operational advice by and to all internal and external stakeholders including clients, the Minister, and Electrical Safety Board, on electrical safety matters under the</p>	<p>Background/business process: Detailed advice may be provided to stakeholders internal and external to the agency. The agency provides the secretariat for the Electrical Safety Board which is supported by the Electrical Licensing Committee, Electrical Equipment Committee and Electrical Safety Education Committee.</p> <p>Regulatory requirements: Records are created according to Part 7 ‘Electrical Safety Board’, Part 8 ‘Board Committees’ and s. 122 ‘Functions of the regulator’ of the <i>Electrical Safety Act 2002</i>.</p> <p>Business requirements:</p>

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	<p><i>Electricity Act 1994</i> and <i>Electrical Safety Act 2002</i> for which the agency is responsible.</p> <p>Also includes general advice provided to industry, other regulators or other government agencies.</p> <p>Disposal action – Retain for 10 years after business action completed.</p>	<p>Records on enquiries made and advice provided are referred to so that the business provides consistent responses.</p> <p>Community expectation: The community can reasonably expect the agency to retain a record of responses to enquiries.</p> <p>Comparison with other schedules' retention period: <i>Queensland State Archives, GRDS QDAN 249 v.7, reference numbers:</i></p> <ul style="list-style-type: none"> • 1.5.1 – records relating to Enquiries – legal significance – Retain for 7 years after last action • 6.1.1 – records relating to legislation formulated by other public authorities for which a public authority provides advice, or makes submissions – Retain for 7 years after last action. <p>Other comments/factors for consideration: OIR has extended the GRDS retention period from 7 to 10 years as advice can be legislatively based and the agency frequently refers back to these records to provide consistent and meaningful responses.</p>
1.3.3	<p>Advice – land use safety</p> <p>Records relating to the provision of advice to specialist land use authorities such as port authorities and airport precincts on the siting of Major Hazard Facilities and appropriate land use surrounding Major Hazard Facilities.</p> <p>Disposal action – Retain for 100 years after business action completed.</p>	<p>Background/business process: The agency provides advice on land use safety relating to the location/s of major hazard facilities. These facilities are locations that store above threshold quantities of chemicals listed in schedule 15 of the <i>Work Health and Safety Regulation 2011</i>, or are determined as a major hazard facility after an inquiry process.</p> <p>This is separate to the Land Use Safety Planning activities (reference 1.7) which relate to development applications. Some authorities collect background information prior to lodging a development application to the relevant local authority, or collect information to assist with managing their own site/s.</p> <p>Regulatory requirements: Under Part 9.2 of the <i>Work Health and Safety Regulation 2011</i>, land use is a factor in 'Determinations about major hazard facilities'.</p> <p>Business requirements: Long retention requested to align with 1.7.2 and 1.7.3 as advice relates to Development applications and/or State Interest Reviews.</p> <p>Comparison with other schedules' retention period: <i>Department of Environment and Resource Management Retention and Disposal Schedule, QDAN 653 v. 1, reference number 5.1.1</i> – records relating to advice provided by the department as an advice agency or as a third party regarding development applications – Retain for 13 years after last action.</p>

Ref. No	Description of record and retention period	Justification for retention period
		<p><i>Queensland State Archives, GRDS QDAN 249 v.7, reference number 14.9.1</i> – records relating to high risk management of work health and safety hazards – Retain for 80 years after last action.</p> <p><i>State Records Authority of New South Wales, General Retention and Disposal Authority: Administrative Records GA28, reference 16.7.5</i> – records relating to the identification and management of hazardous materials including asbestos used or encountered in construction work – Retain minimum of 75 years after removal or disposal of hazardous materials, then destroy OR transfer to new owners on disposal of property.</p> <p><i>National Archives of Australia, Administration Functions Disposal Authority, reference number 1658</i> – records relating to asbestos policy – Destroy 75 years after removal of asbestos.</p> <p>Other comments/factors for consideration: Advice provided to authorities provides background information only. Official statements regarding approval of development applications is provided under reference 1.7.</p>
1.3.4	<p>Advice – technical/scientific Records relating to the provision of technical and scientific advice on complex, high level issues including occupational health and hygiene, ergonomics, biological hazards, asbestos and dangerous goods management.</p> <p>Disposal action – Retain for 100 years after business action completed.</p>	<p>Background/business process: Detailed technical and scientific advice may be provided to stakeholders internal and external to the agency.</p> <p>Regulatory requirements: Records are created according to the ‘Functions of regulator’ under s. 152 of the <i>Work Health and Safety Act 2011</i>.</p> <p>Business requirements: Records on enquiries made and advice provided are referred to so that the business provides consistent responses. Long retention requested by the business to align with health monitoring record classes as long term health effects may not become apparent for a significant period.</p> <p>Community expectation: The community can reasonably expect the agency to provide consistent and meaningful responses to enquiries.</p> <p>Comparison with other schedules' retention period: <i>Queensland State Archives, GRDS QDAN 249 v.7, reference number 14.7.1</i> – records relating to policies for managing hazardous substances and dangerous goods – Retain for 100 years after last action. <i>State Records Authority of New South Wales, General Retention and Disposal Authority: Administrative Records GA28, reference 16.7.5</i> – records relating to the identification and management of hazardous materials including asbestos used or encountered in construction work – Retain minimum of 75 years after</p>

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		<p>removal or disposal of hazardous materials, then destroy OR transfer to new owners on disposal of property.</p> <p><i>National Archives of Australia, Administration Functions Disposal Authority, reference number 1658 – records relating to asbestos policy – Destroy 75 years after removal of asbestos.</i></p> <p>Other comments/factors for consideration:</p> <p>OIR has extended the GRDS retention period of 7 years required for enquiries as advice can be legislatively based and the agency frequently refers back to these records to provide consistent and meaningful responses. Complex advice is not provided frequently; long retention does not lead to significant quantities of data/paper being retained.</p>
1.3.5	<p>Advice – tribunal</p> <p>Records relating to the provision of strategic policy advice surrounding the activities, staffing and administration of the Queensland Industrial Relations Commission.</p> <p>Disposal action – Retain for 20 years after business action completed.</p>	<p>Background/business process:</p> <p>Records in this class are created when advice is provided related to the Queensland Industrial Relations Commission. Due to Machinery of Government changes, the Commission itself may not always be part of the same Department as the Private Sector Industrial Relations function, however the work area may still be required to provide advice.</p> <p>Regulatory requirements:</p> <p>Tribunals are managed according to the <i>Industrial Relations (Tribunals) Rules 2011</i>.</p> <p>Business requirements:</p> <p>These records can also be the trigger for amendments to legislation and/or policy relating to activities, staffing and administration of the tribunal. These records need to be retained for longer than other forms of advice provided by the agency as they show the process for the establishment and abolishing of tribunals. There is also political sensitivity around commissioner appointments and entitlements.</p> <p>Community expectation:</p> <p>The community can reasonably expect the agency to provide consistent and meaningful responses to enquiries.</p> <p>Comparison with other schedules' retention period:</p> <p><i>Queensland State Archives, GRDS QDAN 249 v.7, reference numbers:</i></p> <ul style="list-style-type: none"> 1.5.1 – records relating to legislation formulated by other public authorities for which a public authority provides advice, or makes submissions – Retain for 7 years after last action

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		<ul style="list-style-type: none"><li data-bbox="792 292 2040 355">• 6.1.1 – records relating to legislation formulated by other public authorities for which a public authority provides advice, or makes submissions – Retain for 7 years after last action See business requirements above for reasons why OIR need to retain records for the longer period.

1.4.1	<p>Research and statistics</p> <p>Records relating to research and the capture, extraction, analysis and reporting of data held by the agency. Includes:</p> <ul style="list-style-type: none"> • routine research – used to support development of health and safety or industrial relations programs and projects, responses to enquiries and other agency activities. • data capture and analysis (statistics) – requests for specific data from agency datasets and analysis of the information retrieved; and the capture of queries used for retrieving information. • surveys – the gathering of information relating to the agency’s functions, including survey design, findings and reports. • routine reports – the production of routine data and reports on pre-planned topics. • horizon scanning – the identification of potential threats, opportunities 	<p>Background/business process:</p> <p>Record sets provide the core data and information for analysis and form the evidence base for a range of safety service delivery strategies, ranging from education and training to compliance and enforcement activities.</p> <p>Statistical reporting includes reports derived from the analysis of industrial relations and labour market statistics and trends.</p> <p>Regulatory requirements:</p> <p>Under s. 152 (d) of the <i>Work Health and Safety Act 2011</i>, and s. 122 of the <i>Electrical Safety Act 2002</i>, a function of the regulator is to ‘collect, analyse and publish statistics relating to work health and safety.’</p> <p>Other records created in this class are not related to specific regulatory requirement.</p> <p>Business requirements:</p> <p>Electrical data – 10 years requested by business (ESO) to monitor trends and inform possible routine reporting.</p> <p>Survey records – Full record set required to inform future surveys. Some surveys are cyclic and the same survey topic may not arise for several years.</p> <p>Community expectation:</p> <p>The community could reasonably expect the agency to conduct research and analysis related to its activities.</p> <p>Comparison with other schedules’ retention period:</p> <p><i>Queensland State Archives, GRDS QDAN 249 v.7, reference number 8.11.1</i> – consolidated workload statistics relating to functions and activities of the public authority – Retain for 5 years after last action.</p> <p><i>National Archives of Australia, Comcare, Records Authority 2013/00241702, reference number 61374</i> – reports monitoring and analysing workers’ health, safety and wellbeing; reports on research programs – Retain as national archives.</p> <p><i>Territory Administrative Records Disposal Schedules, Occupational Health & Safety (OH&S) Records, Approval 2009 (No 1), reference number 011.091.002</i> – records documenting routine research carried out to support the occupational health & safety function – Destroy 6 months after last action.</p> <p><i>Archives Office of Tasmania, Disposal Authorisation No. 2094, reference number 04.08.07</i> – statistical reports on electrical accidents provided by electricity suppliers – Destroy 10 years after action completed.</p> <p>Other comments/factors for consideration:</p> <p>There is inconsistency across similar record classes in the schedules from other jurisdictions. OIR retention period is the same as WorkSafe Tasmania for statistics reports and meets business needs.</p>
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	<p>and likely future developments, including (but not restricted to) those at the margins of current thinking and planning.</p> <ul style="list-style-type: none"> • industrial relations – projects investigation or enquiring into a subject or area of interest in order to discover facts and principles used for the development of responses to emerging industrial and employee relations issues. <p>Disposal action – Retain for 10 years after business action completed.</p>	
1.5.1	<p><i>Audit campaigns and intervention programs</i></p> <p>Final intervention program or audit campaign reports. Also includes significant reports for ongoing programs.</p> <p>Disposal action – Retain permanently.</p>	<p>Background/business process:</p> <p>Depending on the campaign/project, these reports may be published in full or in summary on the internet. Records provide historical context of specific activities (programs/campaigns) undertaken by the agency to inform, advise and assist the community in meeting and achieving compliance with Health and Safety legislative requirements to prevent illness, injury and death in the workplace.</p> <p>Regulatory requirements:</p> <p>Under s. 152 (c) of the <i>Work Health and Safety Act 2011</i>, one of the functions of the regulator is to provide advice and information on work health and safety to duty holders under this Act and to the community. There are no specific regulatory requirements that specify that the agency must carry out audit campaigns and intervention programs, however the activity aligns with the agency's strategic plan.</p> <p>Business requirements:</p>

Ref. No	Description of record and retention period	Justification for retention period
		<p>The retention period aligns with GRDS V.7 Reference number 6.6.2. This record class is included because campaigns/programs are major core business activities, but may not be considered 'major' when compared to the high level regulatory functions of the agency. Reporting is aligned with strategic plans.</p> <p>Permanent retention criteria (where applicable): The public records provide evidence of Characteristic 2 of the QSA Appraisal Statement – Primary Functions & Programs of Government.</p> <p>Comparison with other schedules' retention period: <i>Queensland State Archives, GRDS QDAN 249 v.7, reference number 6.6.2</i> – major reports prepared by the public authority about core business activities – Retain permanently. <i>Territory Records (Records Disposal Schedule – Workplace and Safety Policy Records), Approval 2006 (No 1), reference number 1.10.1</i> – Retain as Territory Archives. <i>Public Record Office Victoria, WorkSafe Victoria, PROS 09/06, reference number 5.1.1</i> – records documenting the development, implementation and effectiveness of major OHS improvement, awareness or educational campaigns and programs – Retain as state archives.</p>
1.6.1	<p>Federal Government Authorities Records relating to submissions made to Federal Government Inquiries, agencies and authorities in relation to industrial relations and workplace issues. Includes wage case submissions to the Australia Fair Pay Commission, Parliamentary Committees and the Human Rights and Equal Opportunity Commission.</p> <p>Disposal action – Retain permanently.</p>	<p>Background/business process: Records are created when the agency makes submission to the Federal Government related to industrial relations and workplace issues, e.g. <i>Workplace Relations Framework: The Inquiry in Context Productivity Commission Issues, 2014-15 Future Directions pilot programs.</i></p> <p>Regulatory requirements: Formal submissions are managed according to the <i>Australian Government, Department of the Prime Minister and Cabinet – Cabinet Handbook.</i></p> <p>Business requirements: The Queensland Government needs to have ongoing access to submissions made to the Federal Government. The OIR requires these records be retained permanently to provide evidence of:</p> <ul style="list-style-type: none"> • decisions the State has made • the State's ongoing authority in matters related to work health and safety. <p>Permanent retention criteria (where applicable): The public records provide evidence of Characteristic 3 of the QSA Appraisal Statement – Enduring Rights & Entitlements.</p>

Ref. No	Description of record and retention period	Justification for retention period
		<p>Comparison with other schedules' retention period: <i>Queensland State Archives, GRDS QDAN 249 v.7, reference number 6.7.3</i> – records relating to cabinet submissions – Retain permanently. <i>Public Record Office Victoria, Employment, Investment and Industry, PROS 08/04, reference number 1.4.3</i> – records relating to Federal Government Authorities Submissions – Permanent.</p>
1.7.1	<p>Environmental impact statements Records relating to the assessment of environmental impact statements for State and local government agencies on the siting of Major Hazard Facilities and appropriate land use surrounding Major Hazard Facilities. Includes action and advice regarding environmental impact statements where the agency opposes a significant development.</p> <p>Disposal action – Retain permanently.</p>	<p>Background/business process: Records required to demonstrate any recommendations/ advice/ guidance provided on facility design or land use. Land Use Safety Planning Environmental Impact Statement (EIS) records are held centrally by the Department of State Development, Infrastructure and Planning (DSDIP); a copy is provided to OIR. This record class is for records relating to OIR action and advice on EIS. Where OIR does not provide feedback, the copy of the EIS will not be retained. The decision to not provide feedback will be recorded in the Land use applications register of invitations received and decisions to provide or not provide feedback to Department of State Development, Infrastructure and Planning (DSDIP).</p> <p>Regulatory requirements: Chapter 9 of the <i>Work Health and Safety Regulation 2011</i> is about Major hazard facilities. Chapter 3 of the <i>Environmental Protection Act 1994</i> is about Environmental impact statements. Under s. 37(1) (e) of the Act, development projects are projects 'of a type prescribed under a regulation for which approval by a Commonwealth or State authority is required.' S.4 of the <i>Environmental Protection Regulation 2008</i> states the types of project requiring Commonwealth or State authority approval. S. 4(b) applies where 'the relevant impacts of the project are to be assessed under a bilateral agreement.' OIR is a concurrence agency under Schedule 7, table 2, 8 of the <i>Sustainable Planning Regulation 2009</i>.</p> <p>Business requirements: Records may be linked to Facility Case Files for existing Major Hazard Facilities where relevant.</p> <p>Permanent retention criteria (where applicable): The public records provide evidence of Characteristic 6 of the QSA Appraisal Statement – Environmental Management & Change.</p> <p>Comparison with other schedules' retention period: <i>Queensland State Archives, GRDS QDAN 249 v.7, reference numbers:</i></p>

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		<ul style="list-style-type: none"> • 10.2.1 – records relating to environmental impact statements or studies prepared or commissioned by the public authority – Retain permanently • 10.7.9 – records relating to hazardous substances – Retain for 100 years after last action. <p>Other comments/factors for consideration: The Queensland regulator (this agency) should retain the records for at least as long as other government entities are required to retain similar information, i.e. the period required under GRDS QDAN 249 V.7 Ref 10.2.1.</p>
1.7.2	<p>Development applications – major hazard facility Records relating to the assessment of development applications for material change of use of premises for an existing Major Hazard Facility (or Large Dangerous Goods Location) or proposed Major Hazard Facility, as a concurrence agency under Schedule 7 of the <i>Sustainable Planning Regulation 2009</i>.</p> <p>Disposal action – Retain permanently.</p>	<p>Background/business process: The Integrated Development Assessment System (IDAS) is a component of the framework for Queensland’s planning and development assessment system by balancing community well-being, economic development, and protection of the natural environment. The State Assessment and Referral Agency (SARA) commenced on 1 July 2013. SARA provides a coordinated, whole of government approach to state development assessment for applications lodged under the <i>Sustainable Planning Act 2009</i> (SPA). SARA is administered by the Department of State Development, Infrastructure and Planning. The ‘Major Hazards Facilities Dangerous Goods’ work unit in OIR is a concurrence referral agency. Concurrence agencies can direct the assessment manager to refuse development applications or impose conditions upon the development approval. It is important to retain these records as the assessment agency may not contain all the research and investigations into the impact a major hazard facility will have on a community from a health and safety perspective.</p> <p>Regulatory requirements: Chapter 9 of the <i>Work Health and Safety Regulation 2011</i> is about Major hazard facilities. OIR is a concurrence agency under Schedule 7, table 2, 8 of the <i>Sustainable Planning Regulation 2009</i>.</p> <p>Business requirements: Records may be maintained as part of the Facility Case File (see reference 2.10.1) or linked electronically in the records management system.</p> <p>Permanent retention criteria (where applicable): The public records provide evidence of Characteristic 6 of the QSA Appraisal Statement – Environmental Management & Change.</p> <p>Comparison with other schedules' retention period:</p>

Ref. No	Description of record and retention period	Justification for retention period
		<p><i>Local Government Sector Retention and Disposal Schedule, QDAN 480 v.4, reference number 7.6.1</i> – records relating to material change of use, approved – Retain until development approval is superseded.</p> <p><i>Queensland State Archives, GRDS QDAN 249 v.7, reference numbers:</i></p> <ul style="list-style-type: none"> • 10.7.9 – records relating to hazardous substances – Retain for 100 years after last action • 14.4.3 – records relating to hazardous substances and dangerous goods – Retain for 100 years after last action.
1.7.3	<p>State interest reviews</p> <p>Records relating to the advice given to local government authorities (councils) on relevant planning schemes and compliance with the State Planning Policy.</p> <p>Disposal action – Retain permanently.</p>	<p>Background/business process:</p> <p>The agency provides advice to local governments to assist them in meeting the legislative requirements, particularly with respect to land use safety planning components of the planning schemes.</p> <p>Regulatory requirements:</p> <p>State planning policies are described in Chapter 2, Part 3 of the <i>Sustainable Planning Act 2009</i>. Chapter 3 of the <i>Sustainable Planning Act 2009</i> describes the requirements for Local planning instruments; Planning schemes are addressed in Chapter 3, Part 2. The agency provides advice to local governments to assist them in meeting the legislative requirements.</p> <p>Business requirements:</p> <p>Advice provided may influence significant decisions made by other authorities.</p> <p>Permanent retention criteria (where applicable):</p> <p>The public records provide evidence of Characteristic 6 of the QSA Appraisal Statement – Environmental Management & Change.</p> <p>Comparison with other schedules' retention period:</p> <p><i>State Strategic Planning Retention and Disposal Schedule, QDAN 699 v.1, reference number 2.2.2</i> – records relating to standard planning scheme provisions – Retain permanently.</p> <p>Other comments/factors for consideration:</p> <p>Retention period aligns with QDAN 699 v.1 as defined by the regulator of the applicable legislation, the Department of State Development, Infrastructure and Planning.</p>

Function No	Title	Scope Note
2	INDUSTRIAL RELATIONS LICENSING AND REGISTRATION, COMPLIANCE, INTERVENTION AND ENFORCEMENT	<i>The function of registering, certifying, approving and licensing people, plant and designs to undertake particular operations within the requirements of workplace health and safety and electrical safety legislation, regulations, standards and codes. The function also includes the regulation non-compliant activities, including coordinating and recommending disciplinary action, prosecution and other enforcement options.</i>
Activities		
<ul style="list-style-type: none"> 2.1 Accreditation (OIR) 2.2 Authorisation 2.3 Distribution 2.4 Licensing 2.5 Exemptions 2.6 Registration 2.7 Electrical Product Safety 2.8 Industry Audit 2.9 Investigations 2.10 Major Hazards Facility and Dangerous Goods Locations Administration 2.11 Notice and Evidence Management 2.12 Notification Management 2.13 Scientific Research and Support 2.14 Disciplinary Management 2.15 Enforceable Undertakings 2.16 Prosecution 		

Ref. No	Description of record and retention period	Justification for retention period
2.1.1	<p>Accreditation of assessors for high risk work Records relating to the appointment of accredited assessors under Part 4 Authorisations and Schedule 3,7(1)(e) of the <i>Work Health and Safety Act 2011</i>, to assess applicants for licences in high risk work occupations.</p> <p>Disposal action – Retain for 5 years after expiry, surrender, revocation or refusal of accreditation.</p>	<p>Background/business process: Accredited High Risk Work assessors provide evidence of competency for high risk work licence applicants so that licences can be issued by the regulator. Assessors must be aligned with a Registered Training Organisation.</p> <p>A licence to perform high risk work is part of a system which authorises individuals to carry out particular classes of work. There are 29 high risk work licence classes e.g. - forklift operation, operating cranes and hoists, rigging, dogging, scaffolding and pressure equipment operation. This is a national system incorporated into Queensland law by the <i>Work Health and Safety Regulation 2011</i>.</p> <p>Accredited assessors conduct high risk work licence assessments on behalf of the Office of Industrial Relations.</p> <p>Regulatory requirements: <i>Work Health and Safety Regulation 2011</i> Part 4.5 Division 2 – Accreditation of assessors, subdivision 2 s. 122 – Duration of accreditation: An accreditation takes effect on the day it is granted and, unless cancelled earlier, expires 3 years after that day.</p> <p>Under Part 4.5 Division 2 Subdivision 1 of the <i>Work Health and Safety Regulation 2011</i> there is a requirement for assessors to be accredited to assess competency for high risk work licences.</p> <p>Under Part 4.5 Division 2 Subdivision 2 of the <i>Work Health and Safety Regulation 2011</i> the regulator is required to receive and create records relating to accreditation of assessors.</p> <p>Business requirements: Accredited assessors provide evidence of competency for high risk work so that licences can be issued by the regulator. The business must be able to determine that the assessor was accredited at the time of providing the competency evaluation.</p> <p>Assessors must renew their accreditation every 3 years. Therefore the business only requires the records to be retained for 5 years.</p> <p>Community expectation: There is a community expectation that the public records will demonstrate that high risk work licences are issued in accordance with legislated requirements and that competency is assessed by authorised assessors.</p> <p>Comparison with other schedules' retention period:</p>

Ref. No	Description of record and retention period	Justification for retention period
		<p><i>National Archives of Australia, Comcare, Records Authority 2013/00241702, reference number Class 61378</i> – records documenting routine operational administrative tasks supporting the core business, and work health and safety regulation activities – Destroy 10 years after action completed.</p> <p><i>Archives Office of Tasmania, Disposal Authorisation No. 2094, reference number 01.06.06</i> – records relating to applications for registration and certification of occupational health and safety high risk work certificate of competency assessors – Destroy 10 years after non-renewal.</p> <p><i>NT Archives Service, Disposal Schedule No. 2014/2, reference number 1.3.11</i> – records documenting applications for accreditation as a high risk work licensing assessor. Includes successful and unsuccessful applications, authorisation renewal applications, and extensions-to-scope applications – Destroy 5 years after approval ceases or is withdrawn.</p> <p>Other comments/factors for consideration: OIR retention aligns with NT Archives Service. Summary information will be retained in the associated register.</p>
2.1.2	<p>Accredited high risk work assessors register</p> <p>Entries in the registers containing summary details of the accreditation of assessors. The register includes details of approved, rejected and withdrawn applications.</p> <p>Disposal action – Retain entries for 10 years.</p>	<p>Background/business process: See 2.1.1 The register is referred to internally as the ‘Applications Register for High Risk Work’.</p> <p>Regulatory Requirements: Under Part 4.5 Division 3 s. 141A of the <i>Work Health and Safety Regulation 2011</i>, the regulator may keep a register containing information about accreditations to conduct assessments.</p> <p>Business requirements: Accredited assessors provide evidence of competency for high risk work so that licences can be issued by the regulator. The business must be able to determine that the assessor was accredited at the time of providing the competency evaluation.</p> <p>Comparison with other schedules' retention period: <i>Archives Office of Tasmania, Disposal Authorisation No. 2094, reference number 01.06.04</i> – records relating to registration details contained in the registration databases called National Licensing Information System (NLIS) which may include occupational health and safety high risk work certificate of competency assessors, training providers, inspectors of hazardous plant, operators and users of industrial plant and equipment, and asbestos removalists – Permanent.</p>

Ref. No	Description of record and retention period	Justification for retention period
		<p><i>State Records Authority of New South Wales, FA307, reference number 6.5.2 – registers, including electronic databases, maintaining details of accredited persons, for example, Accredited Assessors, Accredited Dangerous Goods Consultants, Accredited Trainers etc. – Retain minimum of 15 years after action completed, then destroy.</i></p>
2.1.3	<p><i>Accredited electrical safety and work health and safety auditor, inspector and authorised officer files</i> Records relating to the accreditation of auditors and appointment of inspectors and authorised officers for electrical safety, work health and safety, dangerous goods safety management, self-insurance performance assessment or industrial relations. Includes review audit records relating to the monitoring and review by authorised Departmental staff of accredited auditors during the performance of an audit to ensure compliance with accreditation terms and conditions.</p> <p>Disposal action – Retain for 10 years after expiry, cancellation, separation or resignation.</p>	<p>Background/business process: Electrical safety – Although issued for a 5 year period, the original application contains underpinning eligibility information required to reissue accreditation. Renewal also takes into account experience and performance during previous accreditation. Performance issues are monitored via quarterly reports; significant issues trigger a review audit; outcomes placed in case file. Work health and safety – The agency maintains an ongoing inspection and audit program through Workplace Health and Safety Queensland where inspectors test compliance with the <i>Work Health and Safety Act 2011</i> and the <i>Safety in Recreational Water Activities Act 2011</i>. There may be records of qualifications provided by inspectors for their appointment to the agency which may already be held in a HR function (for example Recruitment or Personal history file) covered by the GRDS. Records in this class are created whether the person is an officer of the agency or not.</p> <p>Regulatory requirements: Electrical safety auditors are appointed according to part 12 of the <i>Electrical Safety Regulation 2013</i>. s. 221 of the <i>Electrical Safety Regulation 2013</i> states that High voltage or hazardous area electrical installation not to be connected to electricity source without inspection (by an accredited auditor). s. 237 states that the term of office as an accredited auditor is 5 years. Inspectors are appointed under s. 156 of the <i>Work Health and Safety Act 2011</i> and s.123 of the <i>Electrical Safety Act 2002</i> to monitor and enforce compliance with these Acts. s. 160 of the <i>Work Health and Safety Act 2011</i> describes the functions and powers of inspectors. Authorised officers were appointed under s.54 of the <i>Dangerous Goods Safety Management Act 2001</i>. Although this Act has been repealed, s. 302 and s. 303 under ‘Part 16 Transitional provisions’ of the <i>Work Health and Safety Act 2011</i> preserves the powers of authorised officers. Industrial relations inspectors are appointed under the <i>Industrial Relations Act 1999</i>, s.8 and Schedule 2, Part 3; <i>Private Employment Agents Act 2005</i>, Part 4; <i>Trading (Allowable Hours) Act 1990</i>, Part 3; <i>Workers’ Accommodation Act 1952</i>, s.6; <i>Child Employment Act 2006</i>, Part 3, Division 1. Under the <i>Limitations of Actions Act 1974</i> any personal injury actions must be brought 3 years after the date the action arose. Retention period adequately covers this requirement.</p>

Ref. No	Description of record and retention period	Justification for retention period
		<p>Business requirements: Records need to be accessible when an auditor applies for renewal. If accreditation has lapsed for 5 years, the applicant will need to provide all information as required for a new applicant.</p> <p>Comparison with other schedules' retention period: <i>Archives Office of Tasmania, Disposal Authorisation No. 2094, reference number 01.06.06</i> – records relating to applications for registration and certification of occupational health and safety high risk work certificate of competency assessors – Destroy 10 years after non-renewal. <i>NT Archives Service, Disposal Schedule No. 2014/2, reference number 1.3.11</i>– records documenting applications for accreditation as a high risk work licensing assessor – Destroy 5 years after approval ceases or is withdrawn. <i>Territory Records (Records Disposal Schedule, Workplace and Safety Policy Records), Approval 2006 (No 1), reference number 1.04.0</i> – records relating to Authorisation – Delegations of powers to agency staff to authorise administrative action relating to the function – Destroy 7 years after delegation is superseded or revoked. <i>Territory Administrative Records Disposal Schedules, Occupational Health & Safety (OH&S) Records, Approval 2009 (No 1), reference number 011.014.001</i> – Authorisation – Delegations of power to agency staff to authorise administrative action relating to the occupational health & safety function – Destroy 5 years after delegation superseded. <i>Public Record Office Victoria, Electrical Safety, PROS 07/07, reference number 3.1.6</i> – Electrical Inspector's License – Applications and renewals – Destroy 12 months after expiry or renewal. <i>State Records Authority of New South Wales, FA307, reference number 6.4.3</i> – Audit – Records relating to work health and safety operational or compliance audits of other organisations including Self Insurers; or audits of individuals including Accredited Assessors where there were no serious deficiencies identified – Retain minimum of 7 years after action completed, then destroy. <i>NT Archives Service, Disposal Schedule No. 2014/2, reference number 1.3.8</i> – records documenting delegations of powers to staff to authorise administrative action relating to workplace safety regulations – Destroy 7 years after authorisation expires/is withdrawn. <i>Public Record Office Victoria, WorkSafe Victoria, PROS 09/06, reference number 4.1.1</i> – Authorisation – Records documenting the delegation of authority to WorkSafe Victoria employees to act as inspectors or investigators – Destroy 25 years after inspector has ceased in the role of inspector.</p> <p>Other comments/factors for consideration:</p>

Ref. No	Description of record and retention period	Justification for retention period
		<p>Auditors – 10 year retention spans two 5 year appointment terms. Experience and performance issues are monitored via quarterly reports which inform renewal of accreditation decisions.</p> <p>Inspectors – Disposal action applied to officer’s separation or resignation date.</p> <p>Disposal actions across other jurisdictions are inconsistent.</p> <p>Additional information provided when QSA asked whether 10 years was adequate. OIR advised – it would be unlikely for a previously authorised person to use their authorisation more than 10 years after cancellation.</p>
2.1.4	<p>Accredited auditors register</p> <p>Entries in the register comprising details of appointment, suspension and revocation of accreditation of auditors, including resignations and report tracking.</p> <p>Disposal action – Retain for 100 years after business action completed.</p>	<p>Background/business process:</p> <p>This register summarises assessors accredited to assess individuals applying for high risk work licences. This helps to satisfy employers, and others who have duties under health and safety laws, that workers are competent to perform high risk work.</p> <p>To become an accredited assessor for classes of high risk work, applicants must provide OIR with a range of documentation. This register captures information about the:</p> <ul style="list-style-type: none"> • application for accreditation as an assessor • notification or cancellation of alignment with a registered training organisation (RTO) • proof of identification • copy of conditions of accreditation • application fee • copy of vocational education training (VET) assessor qualifications/competencies or equivalent • evidence of industry and operation experience. <p>Regulatory requirements:</p> <p>See 2.1.1.</p> <p>Business requirements:</p> <p>Across Australia work-related death, injury and illness on workers has a direct and indirect impact on their workplaces, families and communities. It is becoming increasingly clear among business leaders and the community that investing in work health and safety and human capital can result in more productive, healthier and more sustainable businesses.</p> <p>OIR is responsible for determining an auditor was accredited at the time they receive an auditor’s report. The long term benefit of the register is it provides information about assessors after the original records are</p>

Ref. No	Description of record and retention period	Justification for retention period
		<p>destroyed. As a summary record it helps ensure the health and safety of Queenslanders is maintained for the long term.</p> <p>Comparison with other schedules' retention period: <i>Public Record Office Victoria, Electrical Safety, PROS 07/07, reference number 3.1.1</i> – records relating to licensing and registration summary management – Destroy 50 years after license or registration expired. <i>State Records Authority of New South Wales, FA307, reference number 6.5.2</i> – registers, including electronic databases, maintaining details of accredited persons, for example, Accredited Assessors, Accredited Dangerous Goods Consultants, Accredited Trainers etc. – Retain minimum of 15 years after action completed, then destroy.</p>
2.2.1	<p>Approvals – industrial relations</p> <p>Records relating to the approving, refusing or cancelling of permits issued under industrial relations legislation.</p> <p>Examples include:</p> <ul style="list-style-type: none"> • special display and exhibition permits issued under s. 22(2) of the <i>Trading (Allowable Hours) Act 1990</i> • applications for places of public amusement to open earlier on Anzac Day under s. 35 of the <i>Trading (Allowable Hours) Act 1990</i> • approval to provide workers' accommodation and amenities that meet the 	<p>Background/business process: Records captured relate to applications for permits as per the legislation specified in the scope note.</p> <p>Regulatory requirements: The agency grants authorisations under the legislation specified in the scope note.</p> <p>Business requirements: The OIR 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 granting approvals • support decisions of business • ensure legal reference, including standard appeals of decisions and other court processes under the <i>Limitations of Actions Act 1974</i>. <p>Community expectation: There is a community expectation that the public records will provide evidence that the agency is acting in accordance with legislation.</p> <p>Comparison with other schedules' retention period: <i>State Records Authority of New South Wales, FA310, reference number 1.4.1</i> – records relating to the determination of applications for permission to trade on a restricted trading day – Retain minimum of 10 years after application determined, then destroy. <i>Local Government Sector Retention and Disposal Schedule, QDAN 480 v.4, reference number 19.6.4</i> – records relating to applications made under a local law or legislation for a permit, licence or registration – Retain for 3 years after the refusal, expiry or cancellation of the permit, licence or registration.</p>

Ref. No	Description of record and retention period	Justification for retention period
	<p>requirements and conditions outlined in the <i>Workers' Accommodation Act 1952</i></p> <ul style="list-style-type: none"> • Special Circumstances Certificates issued under s.12 of the <i>Child Employment Act 2006</i> • Work Limitation Notices issued under s.13 of the <i>Child Employment Act 2006</i>. <p>Disposal action – Retain for 10 years after business action completed.</p>	<p>Other comments/factors for consideration:</p> <p>The retention period is consistent with other application and approval processes in this schedule, which allows for consistency in sentencing.</p>
2.2.2	<p><i>Holiday proclamations</i></p> <p>Records relating to the changes of public holidays (substituting another day for a public holiday) or the appointing of public holidays, show holidays or special holidays either throughout the State or within a specified district under the <i>Holidays Act 1983</i>.</p> <p>Disposal action – Retain permanently.</p>	<p>Background/business process:</p> <p>Refer to scope note. Notices requesting holidays are received by the agency from entities across the State (often Local Governments).</p> <p>Regulatory requirements:</p> <p>The <i>Holidays Act 1983</i> makes provision for holidays and for related purposes.</p> <p>Show holidays are appointed in districts throughout Queensland in relation to annual agricultural, horticultural or industrial shows. Under Section 4(4) of the <i>Holidays Act 1983</i> show holidays are also public holidays.</p> <p>Special holidays are appointed for special events or commemorative days in certain districts throughout Queensland. Under Section 4(4) of the <i>Holidays Act 1983</i> special holidays are bank holidays. These are not public holidays.</p> <p>Business requirements:</p> <p>The OIR requires these records to be retained permanently as they:</p> <ul style="list-style-type: none"> • provide evidence of business processes associated proclaiming public holidays • support decisions of business.

Ref. No	Description of record and retention period	Justification for retention period
		<p>Permanent retention criteria (where applicable): The public records provide evidence of Characteristic 5 of the QSA Appraisal Statement – Substantial Contribution to Community Memory.</p> <p>Comparison with other schedules' retention period: <i>State Records Authority of New South Wales, FA310, reference number 1.9.1</i> – records relating to the determination of public and local holidays, including special holidays – Required as state archives.</p>
2.2.3	<p><i>Prohibited or restricted carcinogens</i> Records relating to the authorisation to use, handle or store a prohibited or restricted carcinogen according to Chapter 7, Division 8 of the <i>Work Health and Safety Regulation 2011</i>.</p> <p>Disposal action – Retain for 100 years after last action.</p>	<p>Background/business process: Records are created when the agency receives applications for and authorises businesses to use, handle and store prohibited or restricted materials if they are necessary to conduct the business or undertaking.</p> <p>Regulatory requirements: Chapter 7, Division 8 of the <i>Work Health and Safety Regulation 2011</i> describes the Prohibition, authorisation and restricted use of carcinogens. A person conducting a business or undertaking can apply for authorisation under s.383 of the regulation; the regulator may grant an authorisation under s.384.</p> <p>Business requirements: The OIR requires these records be retained for 100 years as they:</p> <ul style="list-style-type: none"> • provide longer term reference value to authorisations which continue over many years. • document the history of the agency's work in facilitating and implementing processes that authorise the use, handling and storing of prohibited or restricted materials that may cause harm to the community. <p>Long retention required to align with health monitoring records (reference numbers 2.8.3, 2.12.4).</p> <p>Comparison with other schedules' retention period: <i>National Archives of Australia, Comcare, Records Authority 2013/00241702, reference number 61377</i> – records documenting regulatory activities involving worker exposure to highly dangerous substances, for example asbestos, hazardous chemicals and carcinogens. Includes notifications and authorisations and compliance and enforcement activities related to this exposure – Destroy 80 years after the date of exposure. <i>NT Archives Service, Disposal Schedule No. 2014/2, reference number 1.3.5</i> – records documenting applications for consent to use, handle or store carcinogenic substances – Destroy 10 years after consent ceases.</p>

Ref. No	Description of record and retention period	Justification for retention period
		<p><i>Public Record Office Victoria, WorkSafe Victoria, PROS 09/06, reference number 6.1.1</i> – records documenting the licensing of carcinogenic substances, as identified on national carcinogenic schedules – Destroy 100 years after last action.</p> <p>Other comments/factors for consideration: While retention periods are inconsistent across jurisdictions, these records provide insight into how the State has managed potential effects of harmful substances.</p>
2.3.1	<p>Accountable books and forms Records relating to requests from industry stakeholders for assessment summary (AS1) books and Construction Induction Training cards stock (blanks). Disposal action – Retain until reference ceases.</p>	<p>Background/business process: The agency responds to requests for provision of collateral. Construction induction cards are to be outsourced to fulfilment agency in future. No new records will be created when arrangements with the fulfilment agency have been established.</p> <p>Regulatory requirements: There are no specific regulatory requirements to create these records.</p> <p>Business requirements: The agency needs to track requests for collateral and whether the request has been fulfilled.</p> <p>Community expectation: The community can reasonably expect the agency to provide relevant collateral to industry stakeholders.</p> <p>Comparison with other schedules' retention period: These records can be considered ephemeral – administrative reference use ceases after details have been entered in the accountable books and forms register (reference 2.3.2).</p> <p>Other comments/factors for consideration: Summary information will be retained in the associated register. Once information is entered in the register, the register becomes the primary record requiring longer retention.</p>
2.3.2	<p>Accountable books and forms register Entries in the register relating to the distribution of assessment books and construction induction cards to industry stakeholders.</p>	<p>Background/business process: The agency responds to requests for provision of physical collateral.</p> <p>Regulatory requirements: There are no specific regulatory requirements to create these records.</p> <p>Business requirements:</p>

Ref. No	Description of record and retention period	Justification for retention period
	<p>Disposal action – Retain for 2 years after business action completed.</p>	<p>The agency needs to track requests for collateral and whether the request has been fulfilled. Information will eventually be provided online only, that is, requests for physical collateral will cease. The register can be disposed 2 years after the last request for physical collateral has been fulfilled.</p> <p>Community expectation: The community can reasonably expect the agency to provide relevant collateral to industry stakeholders.</p> <p>Comparison with other schedules' retention period: <i>Queensland State Archives, GRDS QDAN 249 v.7, reference number 3.1.2</i> – records relating to non-financial records relating to the acquisition of stores – Retain for 2 years after last action.</p>
2.4.1	<p>High risk work and demolition work Records relating to applications for licences to perform high risk work or demolition work as prescribed occupations under the <i>Work Health and Safety Act 2011</i>.</p> <p>Disposal action – Retain for 7 years after business action completed.</p>	<p>Background/business process: High Risk Work – Licences are issued for a specific term and upon expiry, applicants are required to renew the licence. If the licence is not renewed within 12 months of expiry and the applicant wishes to renew at a later date, the applicant must go through the full application process, including providing current evidence of competency. The original application is not back referenced. Licences issued are recorded in the Renewable and Photographic Licensing System (RAPS) (reference number 2.4.5). Demolition Work – Licenses are issued for a specific term. There is no renewal process.</p> <p>Regulatory requirements: Records are created according to the legislated requirements in:</p> <ul style="list-style-type: none"> • <i>Work Health and Safety Act 2011</i> – Part 4 Authorisations • Work Health and Safety Regulation 2011 – Chapter 4 Hazardous work, Part 4.5 High risk work • Work Health and Safety Regulation 2011 – Chapter 4 Hazardous work, Part 4.6 Demolition work <p>Business requirements: As per the business process, the original application is not back referenced if the licence has expired for more than 12 months. Most licences are issued for 5 years (some are for shorter periods), 7 year retention after last action allows for licence period and renewal period to have expired.</p> <p>Comparison with other schedules' retention period: <i>State Records Authority of New South Wales, FA307, reference number 6.12.2</i> – records relating to successful applications for a licence, permit or registration for an organisation, person, place or item where</p>

Ref. No	Description of record and retention period	Justification for retention period
		<p>a specific separate entry is not provided. Includes conversions, replacements and updates to details, for example change of name – Retain for minimum of 7 years after licence expires, lapses or withdrawn.</p> <p><i>Public Record Office Victoria, WorkSafe Victoria, PROS 09/06, reference number 6.2.2</i> – records documenting the licensing of individuals to perform high risk work including the use of pressure equipment, scaffolding and rigging, forklifts, cranes and hoists – Retain for 4 years after expiry of licence.</p> <p>Other comments/factors for consideration:</p> <p>Where injury has occurred, a notifiable incident would have been recorded and there would be an associated investigation. Investigation records would be retained permanently, which would include all other relevant records held by the agency at that point in time. This would include licence applications and approval/refusal records pertinent to the investigation.</p>
2.4.2	<p>Electrical contractor and electrical work</p> <p>Records relating to applications for licenses to perform electrical contractor or electrical work as prescribed occupations under the <i>Electrical Safety Act 2002</i>, including electrical work licences, electrical contractor licences and electrical work training permits.</p> <p>Disposal action – Retain for 100 years after business action completed.</p>	<p>Background/business process:</p> <p>Records are created during the process of licensing for electrical work, undertaken by the agency in accordance with legislated requirements.</p> <p>Each type of electrical work licence may be issued, renewed or reinstated for a maximum of 5 years (<i>Electrical Safety Regulation 2013 s46</i>), except for electrical work training permits that are for a maximum of 1 year.</p> <p>Regulatory requirements:</p> <p>Records are created according to the legislated requirements in the <i>Electrical Safety Regulation 2013</i> – Part 4 Licensing.</p> <p>Business requirements:</p> <p>It is illegal to do electrical work in Queensland without a licence. However in 2009 a Coroner found, that the four deaths linked to the home insulation scheme, the workers had not been given adequate training or supervision by the companies involved.</p> <p>The OIR requires these original applications to be retained for 100 years because they provide evidence of their commitment to ensuring the health and safety of electrical workers. The applications prove who has been licensed to:</p> <ul style="list-style-type: none"> • test electrical equipment • install or repair telecommunication cables • perform electrical work • learn electrical work as an apprentice or trainee.

Ref. No	Description of record and retention period	Justification for retention period
		<p>Comparison with other schedules' retention period:</p> <p><i>State Records Authority of New South Wales, FA307, reference number 6.12.2</i> – records relating to successful applications for a licence, permit or registration for an organisation, person, place or item where a specific separate entry is not provided. Includes conversions, replacements and updates to details, for example change of name – Retain for minimum of 7 years after licence expires, lapses or withdrawn.</p> <p><i>Public Record Office Victoria, Electrical Safety, PROS 07/07.</i> The following reference numbers from this schedule have a disposal action of – Destroy 12 months after expiry or renewal</p> <ul style="list-style-type: none"> • 3.1.2 Electrician's License – Applications and Renewals • 3.1.3 Supervised Worker's License – Applications and Renewals • 3.1.5 Electrical Contractor Registration – Applications and Renewals • 3.1.6 Electrical Inspector's License – Applications and Renewals <p>Other comments/factors for consideration:</p> <p>Other jurisdictions do not retain electrical licensing applications for long periods, however registers (as at 2.4.4) are retained for longer. The business area has requested long retention for electrical licensing application records as they may be back referenced after long periods of time.</p>
2.4.3	<p><i>Licensing of asbestos removalists and asbestos assessors</i></p> <p>Records relating to the licensing of asbestos removalists and asbestos assessors under Part 8.10 of the <i>Work Health and Safety Act 2011</i>.</p> <p>Disposal action – Retain for 100 years after business action completed.</p>	<p>Background/business process:</p> <p>Records are created during the process of licensing asbestos removalists and asbestos assessors undertaken by the agency in accordance with legislated requirements.</p> <p>Regulatory requirements:</p> <p><i>Work Health and Safety Regulation 2011</i> Part 8.10 details the requirements for asbestos removalists and asbestos assessors to be licensed. Section 425 requires an asbestos register be maintained. This register is covered under the GRDS.</p> <p>Business requirements:</p> <p>Original applications may be back referenced after long periods of time. Asbestos –related records have long retention. The agency may need to confirm the validity of a licence as at a specific date.</p> <p>Community expectation:</p> <p>There is a community expectation that the public records will demonstrate that asbestos removal and assessor licences are issued in accordance with legislated requirements.</p> <p>Comparison with other schedules' retention period:</p>

Ref. No	Description of record and retention period	Justification for retention period
		<p><i>Queensland State Archives, GRDS QDAN 249 v.7, reference numbers:</i></p> <ul style="list-style-type: none"> • 10.7.9 – records relating to Asbestos – hazardous substances – Retain for 100 years after last action • 14.4.3 – records relating to Asbestos – hazardous substances and dangerous goods – Retain for 100 years after last action • 14.7.1 – records relating to Asbestos – hazardous substances and dangerous goods policies – Retain for 100 years after last action.
2.4.4	<p>Licensing registers</p> <p>Records comprising a number of different licensing registers containing entries that summarise licenses for electricians and electrical workers. Includes summary registration details for Registered Training Organisations (RTO) authorised signatories and medical exemptions from Cardiopulmonary Resuscitation.</p> <p>Entries in licensing registers may include but are not limited to:</p> <ul style="list-style-type: none"> • name • licence number • licence conditions • licence type of class • summary of disciplinary action against license holder 	<p>Background/business process:</p> <p>Summary information is recorded in various licensing registers. Although detailed application information may be disposed, the agency will retain evidence that licenses and exemptions existed at a given date.</p> <p>Regulatory requirements:</p> <p>Under s. 141A of the Work Health and Safety Regulation 2011, the regulator may keep a Licence and accreditation register.</p> <p>There is are no specific requirements for the regulator to keep licensing registers of the other types listed, however the agency retains them for reference purposes.</p> <p>Business requirements:</p> <p>The agency keeps registers in various formats:</p> <ul style="list-style-type: none"> • CPR Register: An Excel spreadsheet register supports administrative process. The exemption is noted in the ‘Electrical Licences Register’ and ‘Electrical Workers Register’ both with permanent retention. • Electrical Licensing System (ELS) • Authorised signatories: Excel spreadsheet register supports administrative process. <p>Registers provide evidence that individuals met conditions at any point in time. The register may be referred to a significant period after the source records were created, and after source records may have been lawfully disposed.</p> <p>Permanent retention criteria (where applicable):</p> <p>The public records provide evidence of Characteristic 2 of the QSA Appraisal Statement – Primary functions & programs of Government.</p> <p>Community expectation:</p>

Ref. No	Description of record and retention period	Justification for retention period
	<ul style="list-style-type: none"> • expiry date of licence • exemptions. <p>Disposal action – Retain permanently.</p>	<p>The community could reasonably expect the agency to be able to track if licence conditions were met at a specific point in time.</p> <p>Comparison with other schedules' retention period:</p> <p><i>Archives Office of Tasmania, Disposal Authorisation No. 2094, reference number 01.06.04</i> – records relating to registration details contained in the registration databases called National Licensing Information System (NLIS) which may include occupational health and safety high risk work certificate of competency assessors, training providers, inspectors of hazardous plant, operators and users of industrial plant and equipment, and asbestos removalists – Permanent.</p> <p><i>Public Record Office Victoria, Electrical Safety, PROS 07/07, reference number 3.1.1</i> – records relating to licensing and Registration Summary Management – Destroy 50 years after license or registration expired.</p>
2.4.5	<p>Licensing registers - Renewable and photographic licensing system (RAPS) database</p> <p>Datasets comprising details of licences issued to individuals to perform high risk work and accredited assessments, and to Registered Training Organisations (RTO). Datasets are maintained in the Renewable and Photographic Licensing System (RAPS) database.</p> <p>Information to be captured includes cancellations and suspensions, change of assessor details, changes to courses delivered.</p> <p>Disposal action – Retain for 10 years after expiry or cancellation.</p>	<p>Background/business process:</p> <p>The Renewable and Photographic Licensing System database is a National Licensing System developed as part of the Council of Australian Governments (COAG).</p> <p>Individuals with a current photographic high risk work (HRW) licence from an Australian state or territory are recognised in Queensland. Information about individuals licensed in Queensland are maintained in this national system.</p> <p>Regulatory requirements:</p> <p>Refer to reference 2.4.1 – Licensing applications.</p> <p>Under s. 141A of the Work Health and Safety Regulation 2011, the regulator may keep a Licence and accreditation register.</p> <p>Business requirements:</p> <p>The OIR requires the datasets input to the national database to be retained for 10 years to:</p> <ul style="list-style-type: none"> • provide evidence that licence conditions have been met • provide confirmation to external stakeholders that individuals are registered. <p>Community expectation:</p> <p>The community could reasonably expect the regulator to maintain details of licensing applications in an electronic system.</p> <p>Comparison with other schedules' retention period:</p>

Ref. No	Description of record and retention period	Justification for retention period
		<p><i>Archives Office of Tasmania, Disposal Authorisation No. 2094, reference number 01.06.04</i> – records relating to registration details contained in the registration databases called National Licensing Information System (NLIS) which may include occupational health and safety high risk work certificate of competency assessors, training providers, inspectors of hazardous plant, operators and users of industrial plant and equipment, and asbestos removalists – Permanent.</p> <p><i>Queensland State Archives, GRDS QDAN 249 v.7, reference number 8.3.5</i> – secondary control records – Retain until administrative use ceases.</p> <p>Other comments/factors for consideration: References in other jurisdictions are limited. The relevant business area nominated 10 year retention.</p> <p>Previous schedules (where applicable): This record class is similar to Certification registers – computer records (reference 6.1.3) which are legacy records.</p> <p><i>Workplace Health and Safety Division, Department of Training and Industrial Relations – Maryborough QDAN 98/0040, reference number 11</i> – Plant operator list for workplaces – Retain for 10 years from last date of action.</p>
2.5.1	<p>Work health and safety exemptions</p> <p>Records relating to applications for exemptions to any work health and safety legislative requirement for which the agency is the regulator.</p> <p>Specifically, licensing records relating to applications for exemptions include:</p> <ul style="list-style-type: none"> • medical exemptions, electrical safety applications for exemption from electrical licence requirements for carrying out 	<p>Background/business process:</p> <p>The records cover the activity of receiving, approving or refusing applications for exemptions issued to an industry group or a specific person.</p> <p>There are 2 types of licensing exemptions: Global – class exemption applied to an industry – usually with an end date; Individual – records are provided to Safe Work Australia where central register is held.</p> <p>Regulatory requirements:</p> <p>s. 276 (3) (a) of the <i>Work Health and Safety Act 2011</i> allows the regulator to provide exemptions from complying with regulations.</p> <p>Part 11.2 of the <i>Work Health and Safety Regulation 2011</i> provides details of the matters to be considered in granting exemptions; records are created to support this process.</p> <p>There are no provisions for general exemptions in the <i>Electrical Safety Act 2002</i>.</p> <p>There are no provisions for general exemptions in Industrial Relations legislation.</p> <p>Business requirements:</p>

Ref. No	Description of record and retention period	Justification for retention period
	<p>Cardiopulmonary Resuscitation (CPR) under s. 55 of the Electrical Safety Regulation 2013</p> <ul style="list-style-type: none"> summary details of applications are maintained in the <i>Medical exemptions for Cardiopulmonary Resuscitation (CPR) Register</i> (Ref 2.4.4) high risk work – application and granting of exemptions from holding a high risk work licence under s. 276(3)(a) of the <i>Work Health and Safety Act 2011</i>. <p>Disposal action – Retain for 10 years after expiry or last action.</p>	<p>Retention period aligns with Industrial Relations authorisations (ref 2.2.1). While in force, the agency may be required to confirm the status of an exemption with external stakeholders. There is no specific business need for records to be referenced by the agency beyond expiry of the exemption.</p> <p>Comparison with other schedules' retention period:</p> <p><i>NT Archives Service, Disposal Schedule No. 2014/2, reference number 1.3.6</i> – records documenting decisions of the regulator to refuse, suspend and revoke a licence, authorisation or registration. Includes authorised exemptions – Retain for 10 years after last action completed.</p> <p><i>State Records Authority of New South Wales, FA307, reference number 8.6.3</i> – records relating to exemptions from any provisions of the Acts, Regulations or standards – Retain minimum of 7 years after exemption expires.</p>
2.6.1	<p>Cathodic protection systems</p> <p>Records relating to applications for registration of cathodic protection systems in accordance with Part 13 Division 6 of the <i>Electrical Safety Regulation 2013</i>.</p>	<p>Background/business process:</p> <p>Cathodic protection devices protect structures and metalwork from corrosion, and are often used with structures like building reinforcement, buried metallic pipeline and cables, used for example, in skyscrapers, bridges, pipelines.</p> <p>Registration is for a period of five (5) years. The agency issues a reminder letter and a follow-up letter is issued if the re-registration application is not received. Responsibility is with the licence holder to re-register. The systems are monitored periodically via the assessment (audit) program (Ref: 2.8 Industry Audits).</p> <p>Regulatory requirements:</p>

Ref. No	Description of record and retention period	Justification for retention period
	<p>Disposal action – Retain for 25 years after business action completed.</p>	<p>Records are retained by the agency in accordance with Part 13 Division 6 of the Electrical Safety Regulation 2013.</p> <p>Business requirements: Approved systems are recorded in the <i>Cathodic protection systems register</i> (Ref 2.6.5). Protection systems can remain installed (for example underground, along with disused pipework) after registration has elapsed. The last action would be the issue of a reminder letter.</p> <p>The business area has requested 25 year retention as protection systems can remain installed (underground) after registration has elapsed.</p> <p>Community expectation: There is a community expectation that the public records will provide evidence that the agency is acting in accordance with legislation.</p> <p>Comparison with other schedules' retention period: <i>Public Record Office Victoria, Electrical Safety, PROS 07/07, reference numbers:</i></p> <ul style="list-style-type: none"> • 1.2.2 – records relating to Infrastructure Protection (Electrolysis / Stray Current Corrosion) – successful Applications for a Certificate of Registration – Destroy 2 years after expiry of certificate • 1.2.3 – records relating to Infrastructure Protection (Electrolysis / Stray Current Corrosion) – unsuccessful Applications for a Certificate of Registration – Destroy 2 years after rejection of application. <p>Other comments/factors for consideration: The disposal action covers failure to re-register, common knowledge of existence (for example Captain Cook Bridge) or an audit confirming the structure's existence or Non-existence (for example hole in ground).</p>
2.6.2	<p>Electrical equipment Records relating to the registration of in –scope electrical equipment in accordance with Part 7 of the <i>Electrical Safety Regulation 2013</i>.</p> <p>Disposal action – Retain for 25 years after business action completed.</p>	<p>Background/business process: Records relating to applications for registration of in-scope electrical equipment in accordance with Part 7 of the <i>Electrical Safety Regulation 2013</i>.</p> <p>Regulatory requirements: Records are created in accordance with Part 7 of the <i>Electrical Safety Regulation 2013</i>.</p> <p>Business requirements: Registration relates to marking of electrical products to indicate compliance with regulations. Non-renewal or cancellation does not prevent the product being used and there is no way of knowing when the last one of a type stops operating. Records contain test reports which could support a future investigation or Coronial</p>

Ref. No	Description of record and retention period	Justification for retention period
		<p>Inquest. Products that received routine approval can become topical and be subject to political and public controversy and scrutiny at any time.</p> <p>Community expectation: There is a community expectation that the public records will provide evidence that the agency has applied legislation and registered in-scope electrical equipment as there could be an impact on public safety.</p> <p>Comparison with other schedules' retention period: <i>Public Record Office Victoria, Electrical Safety, PROS 07/07, reference number 2.2.5</i> – records relating to Electrical Equipment – Non-Compliant Equipment Applications – Retain for 25 years after acceptance or rejection.</p>
2.6.3	<p>Plant design Records relating to applications for the registration of plant design, including where plant is identified as heritage listed or historically significant, in accordance with Part 5.3 Divisions 1 and 3 of the <i>Work Health and Safety Regulation 2011</i>.</p> <p>Disposal action – Retain permanently.</p>	<p>Background/business process: This record class relates to the registration of plant design whereas reference 2.6.4 relates to registration of plant. These are two different processes. The business process is in accordance with Part 5.3 Division 3 s.250 of the <i>Work Health and Safety Regulation 2011</i>. Plant design approvals do not have an expiry date. Approvals can be issued to a business or an individual and once approved the items of plant manufactured to this design can be sold or transferred to another entity. (Design registrations are monitored using manufacturer's model number.) With the approval holder's permission, a third party can seek access to agency records relating to the approved design (OIR doesn't usually have enough information to manufacture the item from scratch). Refused applications are not referenced (in the design register). If an applicant decides to resubmit an application at a future date, they must include all supporting information for registration of plant design.</p> <p>Regulatory requirements: S. 259 of the <i>Work Health and Safety Regulation 2011</i> states that 'registration of a plant design is granted for an unlimited duration'. S. 257 of the <i>Work Health and Safety Regulation 2011</i> describes the process for refusal of a plant design application.</p> <p>Business requirements: The OIR requires this record to be retained permanently to respond to requests for design verifications for plant older than 50 years. The agency may retain the custody of the record for ongoing accessibility in the future.</p>

Ref. No	Description of record and retention period	Justification for retention period
		<p>Permanent retention criteria (where applicable): The public records provide evidence of Characteristic 5 of the QSA Appraisal Statement – Substantial Contribution to Community Memory.</p> <p>Comparison with other schedules' retention period: <i>State Records Authority of New South Wales, FA307, reference number 6.5.13</i> – records relating to approved applications for registration of design, where item is identified as heritage listed, historic or significant – required as state archives.</p> <p>Other comments/factors for consideration: The regulation states that registration is granted for an unlimited duration. Permanent retention supports this.</p> <p>Previous schedules (where applicable): Workplace Health and Safety Division, Department of Employment, Training and Industrial Relations, QDAN 355 v.2, reference numbers:</p> <ul style="list-style-type: none"> • 3.1 Construction design files (10 yearly sample) – Permanent • 3.2 Construction design files – Destroy 5 years from date of last action • 5.1 and 5.2 Design registration files – Permanent/ retain for 50 years/ destroy when copied to microfilm • 6.1-6.2 Bulk files which complement the Design Registration Files – Permanent/ retain for 50 years.
2.6.4	<p>Registrable plant Records relating to applications for the registration of registrable plant in accordance with Part 5.3 Division 2 and 4 of the Work Health and Safety Regulation 2011.</p> <p>Disposal action – Retain for 10 years after business action completed.</p>	<p>Background/business process: This record class relates to the registration of plant whereas reference 2.6.3 relates to registration of plant design. These are two different processes. A person with management or control of an item of plant can apply to Workplace Health and Safety Queensland for its registration. The person with management or control of plant at a workplace is the person conducting a business or undertaking (PCBU) at a workplace. A person must not use registrable plant, and a PCBU must not direct or allow a worker to use registrable plant at a workplace unless the plant has been registered.</p> <p>Regulatory requirements: S.272 of the Work Health and Safety Regulation 2011 states that '<i>a registration of an item of plant takes effect on the day it is granted and expires 5 years after that day.</i>' This provision is written in italics in the legislation, meaning that the provision is not in operation.</p>

Ref. No	Description of record and retention period	Justification for retention period
		<p>Transitional arrangements have been extended and the duration of registration is according to s.272A which states that '(1) A registration of an item of plant, granted on or after 1 January 2012 but before 1 January 2015, is valid from the day the registration is granted until 31 January in the following year (2) This section expires on 31 January 2015.' Further extensions of provision s.272A are likely.</p> <p>s. 270 of the Work Health and Safety Regulation 2011 describes the process for refusal of a plant registration application.</p> <p>Chapter 13, Division 3 of the Work Health and Safety Regulation 2011 describes the transitional provisions for plant and plant design where (s.718) the plant was registered or (s.719) an application was pending under the repealed WHS legislation, or (s.720) the plant is no longer required to be registered under the current legislation.</p> <p>Business requirements:</p> <p>Process meets regulatory requirements. The agency may be required to confirm that an item of plant is registered at a specific point in time. If the last action is to grant the registration, then a 10 year retention provides for 5 years of retention after expiry. That is, if an item is not re-registered, records are retained for 5 years after expiry.</p> <p>Community expectation:</p> <p>The community would reasonably expect application information to remain available/accessible whilst plant is operational.</p> <p>Comparison with other schedules' retention period:</p> <p><i>State Records Authority of New South Wales, FA307, reference number 6.12.2</i> – records relating to successful applications for a licence, permit or registration for an organisation, person, place or item where a specific separate entry is not provided. Retain minimum of 7 years after licence, permit or registration expires, lapses or is withdrawn, or after action completed, then destroy.</p> <p><i>Public Record Office Victoria, WorkSafe Victoria, PROS 09/06, reference number 6.5.2</i> – Destroy 2 years after registration expires.</p> <p><i>National Archives of Australia, Comcare, Records Authority 2013/00241702, reference number 61378</i> – records documenting routine operational administrative tasks supporting the core business, and work health and safety regulation activities – Destroy 10 years after action completed.</p> <p>Other comments/factors for consideration:</p>

Ref. No	Description of record and retention period	Justification for retention period
		<p>If an application is refused, a record is created as the agency has to give written notice of proposed refusal. A string of correspondence follows which may result in a change to conditions and approval of the application.</p> <p>The retention period aligns with Comcare. Recommendation to retain for 10 years after last action for ease of sentencing.</p> <p>Previous schedules (where applicable): <i>QDAN 96/0024 – Workplace Health and Safety Division, Department of Training and Industrial Relations, reference numbers:</i></p> <ul style="list-style-type: none"> • 7 Crane and hoist approvals – Retain for 10 years from last date of action • 9 Plant record books – Retain for 10 years from last date of action • 17 Plant registrations – Retain for 10 years from last date of action
2.6.5	<p>Registration registers Records comprising entries that summarise entries for plant design, electrical equipment, registrable plant and protection systems. Information includes owner name and address, date of registration, conditions of registration, and description and location of the structure.</p> <p>Disposal action – Retain permanently.</p>	<p>Background/business process: Summary information is recorded in various registers. Although detailed application information may be disposed, the agency will retain evidence that registrations existed at a given date.</p> <p>The Registrable plant register is contained in a business application which facilitates online web application and renewal processes (no manual intervention required). The system generates data files that are sent electronically to contractors to issue invoices (if required) and certificates. Hard copy applications are also accepted by the agency.</p> <p>Regulatory requirements: There are no requirements in the Regulations that specify registration details be kept in a register.</p> <p>Business requirements: Registers have enduring value for audit, inspection and statistical purposes.</p> <p>Permanent retention criteria (where applicable): The public records provide evidence of Characteristic 5 of the QSA Appraisal Statement – Substantial Contribution to Community Memory. Community expectation: The community could reasonably expect the regulator to be able to determine if an item of plant was registered at a specific point in time.</p> <p>Comparison with other schedules' retention period:</p>

Ref. No	Description of record and retention period	Justification for retention period
		<p>There is no other references to a register of registrable plant contained within other jurisdictions' disposal authorities.</p> <p>Previous schedules (where applicable): <i>QDAN 355 v.2 – Workplace Health and Safety Division, Department of Employment, Training and Industrial Relations, reference numbers:</i></p> <ul style="list-style-type: none"> • 7 Design registration registers – permanent • 8 Machinery inspection registers – permanent <p><i>QDAN 601 v3 – University Sector Retention and Disposal Schedule, reference number:</i></p> <ul style="list-style-type: none"> • 601.2/c73 Registration university property – permanent <p><i>QDAN 480 v4 – Local Government Sector Retention and Disposal Schedule, reference number:</i></p> <ul style="list-style-type: none"> • 5.10.1 – Registration local government property – permanent
2.7.1	<p>Ministerial recall orders Records relating to the issuing of recall orders to a stated designer, manufacturer or importer under Division 2B of the <i>Electrical Safety Act 2002</i> for unsafe electrical equipment.</p> <p>Disposal action – Retain for 50 years after last action.</p>	<p>Background/business process: Mandatory recalls are in response to a major electrical safety incident and failure by the obligation holder to take action. Recalls incur significant cost and forced action could have serious implications to the extent of making a business insolvent; creating potential for media attention, political action and litigation. This would be of historical reference and interest.</p> <p>Regulatory requirements: Ministerial recall orders are made under Division 2B of the <i>Electrical Safety Act 2002</i>.</p> <p>Business requirements: Recalled items could exist in the community for unspecified lengths of time. If an item is deemed responsible for accident/injury/fire etc., recall information needs to be available.</p> <p>Community expectation: The community could reasonably expect to be notified if an electrical product has been declared unsafe and for the product to be recalled. There is a community expectation that the public records will provide evidence that the agency is acting in accordance with legislation.</p> <p>Comparison with other schedules' retention period: <i>Public Record Office Victoria, Electrical Safety, PROS 07/07, reference number 4.2.5</i> – records relating to Product Recall – Destroy 10 years after investigation closed.</p>

Ref. No	Description of record and retention period	Justification for retention period
		<p><i>State Records Authority of New South Wales, Food Authority, FA284, reference number 1.6.1</i> – records relating to the management of food recalls, which are initiated by the agency – Required as state archives.</p> <p><i>National Archives of Australia, Australian Competition and Consumer Commission, reference number 6128</i> – records relating to public register documenting unsafe goods and compulsory recall orders and notifications made to Minister – Retain as national archives.</p>
2.7.2	<p>Recall case files</p> <p>Records relating to notifying the public of interstate and Queensland Non-Ministerial recalls of unsafe electrical equipment. Includes the provision of advice to industry in issuing recalls.</p> <p>Disposal action – Retain for 10 years after file last accessed.</p>	<p>Background/business process:</p> <p>The agency (through its Electrical Safety Office function) has a responsibility to support industry, as the obligation holder, to issue the recall. The agency lists Queensland recalls on its website at: https://www.worksafe.qld.gov.au/news/electrical-product-recalls</p> <p>Items are not removed from the website listing unless there is certainty of 100% recall (which is rare). Responsibility for the safety of people and property is with industry as the obligation holder. 100% recall rarely achieved; items not successfully recalled could still be in use and could potentially cause harm. There is no end date for a product being used, for example an electric saw manufactured in 1940's could still be in use.</p> <p>The ACCC website provides general product safety recall information for businesses and lists electrical products that have been recalled. The ERAC website provides electrical equipment safety recall guidance.</p> <p>Regulatory requirements:</p> <p>Ministerial recall orders are made under Division 2B of the <i>Electrical Safety Act 2002</i>. The responsible person (stated designer, manufacturer or importer) may issue a recall that has not been directed by the Minister. There is no reference in the Electrical Safety legislation that is specific to Non-Ministerial recalls, however the agency provides advice to industry and notifies other jurisdictions.</p> <p>Business requirements:</p> <p>Recalled items could exist in the community for unspecified lengths of time. If an item is deemed responsible for accident/injury/fire etc., recall information needs to be available.</p> <p>Community expectation:</p> <p>The community could reasonably expect to be notified if an electrical product has been declared unsafe and for the product to be recalled. There is a community expectation that the public records will provide evidence that the agency is acting in accordance with legislation.</p> <p>Comparison with other schedules' retention period:</p> <p><i>Public Record Office Victoria, Electrical Safety, PROS 07/07, reference number 4.2.5</i> – records relating to Product Recall – Destroy 10 years after investigation closed.</p>

Ref. No	Description of record and retention period	Justification for retention period
2.7.3	<p>Electrical equipment examination</p> <p>Records relating to the examination of electrical equipment in response to an incident notification. Requests for examination could originate from the public, other state authorities or other government agencies.</p> <p>Includes providing reports on incidents and outcomes of examinations about the safety of a product to other jurisdictions.</p> <p>Disposal action – Retain for 50 years after business action completed.</p>	<p>Background/business process:</p> <p>Examination findings indicating risk or defect would trigger a recall (long term resolution) or other provisions relating to a single, specific item, for example, to make inoperable (short term resolution) but long term reference.</p> <p>Industry as the obligation holder is responsible for initiating a recall. Because very few recalls achieve 100% recall, and there is no end date for a product being used, 50 years is considered sufficient to cover probable use of examined products.</p> <p>Records could be used to support a Coronial inquest which could arise from the incident or in the future. Products that received approval can become topical and be subject to political and public controversy and scrutiny at any time.</p> <p>Regulatory requirements:</p> <p>Electrical incidents are reported to the agency under Part 14 of the Electrical Safety Regulation 2013. The agency conducts examination of electrical equipment to support the investigations process.</p> <p>Business requirements:</p> <p>Records in this class should be related to the investigation case file (see reference 2.9) and retained for a longer period as per the relevant investigation case file if necessary.</p> <p>Community expectation:</p> <p>There is a community expectation that the public records will provide evidence that the agency is acting in accordance with legislation. The community would reasonably expect the agency to support investigation processes that could relate to public safety incidents.</p> <p>Comparison with other schedules' retention period:</p> <p><i>State Records Authority of New South Wales, Department of Fair Trading DA48, reference number 1.7.1.1 – approval/certification registration or management records for Electrical Equipment Approval (EEA) – Retain minimum of 20 years after expiry of approval, then destroy.</i></p> <p><i>Queensland State Archives, GRDS QDAN 249 v.7, reference number 14.1.1 – records relating to notifiable work health and safety accidents, incidents and complaints – Retain for 80 years after last action.</i></p>
2.7.4	<p>Recall register</p>	<p>Background/business process:</p>

Ref. No	Description of record and retention period	Justification for retention period
	<p>Entries in the register relating to published electrical equipment recalls.</p> <p>Disposal action – Retain permanently.</p>	<p>The electronic register contains items sold in Queensland, plus significant national recalled items irrespective of being sold in Queensland. Generally overlaps the national register unless there is low risk and relevance to Queensland.</p> <p>Very few recalls achieve 100% recall and no end date for a product being used. The register provides evidence of ESO having preformed its responsibly plus summary details of the nature of the recall and action after the case file is destroyed. ESO maintain recall details on the JAG internet until it considers that a recall is complete, i.e., until every one of the affected items have been accounted for (repaired, rectified, retrieved or destroyed).</p> <p>Regulatory requirements: See reference numbers 2.7.1 and 2.7.2</p> <p>Business requirements: Recalled items could exist in the community for unspecified lengths of time. If an item is deemed responsible for accident/injury/fire etc., recall information needs to be available. The register has enduring value for statistical purposes, for example trends in manufacturer or equipment type.</p> <p>Permanent retention criteria (where applicable): The public records provide evidence of the QSA Appraisal Statement:</p> <ul style="list-style-type: none"> • Characteristic 4 – Significant Impact on Individuals • Characteristic 5 – Substantial Contribution to Community Memory <p>Community expectation: The community could reasonably expect to be notified if an electrical product has been declared unsafe and for the product to be recalled and for the agency to maintain an historical record of recalls.</p> <p>Comparison with other schedules' retention period: <i>State Records Authority of New South Wales, Department of Fair Trading DA48, reference number 1.7.2.1 – index or register of products which are totally or conditionally banned – Required as State archives.</i> <i>Public Record Office Victoria, Records of Consumer Affairs Function, PROS11/04 reference number 9.2.5 – records documenting the issue of compulsory product recall notices by agency – Permanent.</i></p>
2.8.1	Assessments – evaluations, audits and inspections	Background/business process:

Ref. No	Description of record and retention period	Justification for retention period
	<p>Records relating to licensing evaluations and targeted compliance or hazard specific audits/inspections of workplaces, in order to determine the degree of risk existing at a workplace and compliance to electrical safety; work health and safety; and industrial relations legislative requirements and standards. Includes audits and inspections of notified events and incidents where an investigation is not warranted.</p> <p>Disposal action – Retain for 10 years after business action completed.</p>	<p>Records relate to compliance evaluations and audits of workplaces. Some summary information and documents are loaded to the Compliance and Investigation System (CIS).</p> <p>Regulatory requirements: S. 122(1) (b) of the <i>Electrical Safety Act 2002</i> and s. 152(b) of the <i>Work Health and Safety Act 2011</i> state that one of the functions of the regulator is ‘to monitor and enforce compliance with this Act’. Industrial relations inspections occur under the <i>Pastoral Workers Accommodation Act 1980</i> and the <i>Workers Accommodation Act 1952</i>. In practice, these inspections are rare, however the agency is still empowered to conduct the inspections.</p> <p>Business requirements: Records may be referred to if an investigation occurs at the site at a future time. Suggested retention period is consistent with QSA GRDS which applies to records of other agencies. This record class relates to the agency conducting assessments as the regulator, compared to other agencies and workplaces conducting internal audits.</p> <p>Community expectation: The community could reasonably expect the regulator to retain records for as long as agencies and industry is required to keep similar internal records.</p> <p>Comparison with other schedules' retention period: <i>State Records Authority of New South Wales, FA307, reference number 6.4.3</i> – records relating to work health and safety operational or compliance audits of other organisations including self-insurers or audits of individuals including accredited assessors where there were no serious deficiencies identified – Retain minimum of 7 years after action completed, then destroy. <i>Queensland State Archives, GRDS QDAN 249 v.7, reference number 14.2.1</i> – records relating to health and safety audits – Retain for 7 years after last action.</p> <p>Other comments/factors for consideration: Retention period is consistent with QSA GRDS which applies to records of other agencies.</p> <p>Previous schedules (where applicable): <i>QDAN 98/0040 – Workplace Health and Safety Division, Department of Training and Industrial Relations – Maryborough, reference numbers:</i></p> <ul style="list-style-type: none"> • 6 Boiler inspection records – Retain for 10 years from last date of action • 10 Pressure vessel reports – Retain for 10 years from last date of action

Ref. No	Description of record and retention period	Justification for retention period
		<ul style="list-style-type: none"> • 16 Audits (minor) – Retain for 5 years after last action • 20 Audits of workplaces – Retain for 5 years from last date of action.
2.8.2	<p>Contractor compliance history checks</p> <p>Records relating to health and safety compliance history checks undertaken to ensure that contractors seeking eligibility to tender for government building projects have an acceptable safety record before registering under the Queensland Government's Prequalification (PQC) System.</p> <p>Disposal action – Retain for 7 years after business action completed.</p>	<p>Background/business process:</p> <p>The Contractor PQC Application Guide published by the Department of Housing and Public Works states (on page 8) that 'Contractors are required to provide details of their Occupational Health and Safety Management System (OHSMS) status at the time of application.'</p> <p>Regulatory requirements:</p> <p>S. 6 of the <i>Work Health and Safety Regulation 2011</i> states that the regulator makes a determination of the safety management system.</p> <p>Chapter 3 of the <i>Work Health and Safety Regulation 2011</i> describes the general requirements for a person conducting a business or undertaking (PCBU) with respect to risk and workplace management. S. 293 states the meaning of a principal contractor and when they take the responsibilities of the PCBU.</p> <p>Business requirements:</p> <p>The OIR requires this record to be retained for 7 years to:</p> <ul style="list-style-type: none"> • provide evidence of their legislative obligations • ensure eligibility of individuals to undertake work on government projects. <p>Seven years is adequate because individuals must meet this requirement to register to tender for projects.</p> <p>Comparison with other schedules' retention period:</p> <p><i>Queensland State Archives, GRDS QDAN 249 v.7, reference number 15.5.2</i> – records relating to employment screening assessments – Retain for 7 years after separation.</p> <p>Other comments/factors for consideration:</p> <p>Retention period is consistent with QSA GRDS for similar records.</p>
2.8.3	<p>Health monitoring and hazardous chemicals audits</p> <p>Records relating to compliance or hazard specific audits of Major Hazard Facilities or Manifest Quantity Workplaces, in order to determine the</p>	<p>Background/business process:</p> <p>WHSQ inspectors are appointed authorised officers to conduct investigations.</p> <p>Hazardous Industries Chemicals Branch (HICB) advisors are appointed authorised officers to conduct assessments/audits.</p> <p>Audit reports would be held on the relevant Facility Case File (reference 2.10.1) where a file exists.</p>

Ref. No	Description of record and retention period	Justification for retention period
	<p>degree of risk existing at a facility and compliance to hazardous chemicals/dangerous goods safety management standards. Includes health monitoring audit records.</p> <p>Includes the issuing of directives by authorised officers.</p> <p>Disposal action – Retain for 100 years after business action completed.</p>	<p>Regulatory requirements:</p> <p>S.152 (b) of the <i>Work Health and Safety Act 2011</i> state that one of the functions of the regulator is ‘to monitor and enforce compliance with this Act’.</p> <p>Schedule 1, Part 1 (1) of the <i>Work Health and Safety Act 2011</i> describes how the Act applies to the storage and handling of dangerous goods.</p> <p>Business requirements:</p> <p>The OIR requires these records be retained for 100 years to:</p> <ul style="list-style-type: none"> • provide longitudinal information on trends in health issues • ensure health issues not immediately apparent is captured • meet their legislative requirements to monitor the storage and handling of dangerous goods. <p>Comparison with other schedules' retention period:</p> <p><i>Queensland State Archives, GRDS QDAN 249 v.7, reference number 14.4.3</i> – records relating to hazardous substances and dangerous goods – Retain for 100 years after last action.</p> <p>Other comments/factors for consideration:</p> <p>Retention period is consistent with QSA GRDS for similar records.</p> <p>Representatives from other states (Tasmania, South Australia and New South Wales) who are responsible for the same regulatory function were consulted; they advised that they retain similar records permanently.</p> <p>Previous schedules (where applicable):</p> <p><i>Workplace Health and Safety Division, Department of Training and Industrial Relations – Maryborough QDAN 98/0040, reference numbers:</i></p> <p>16 Audits (major) – Permanent</p> <p>20 Audits of workplaces – Retain for 5 years from last date of action.</p>

Ref. No	Description of record and retention period	Justification for retention period
2.8.4	<p>Safety management systems – electricity entity</p> <p>Records relating to the evaluation of a prescribed electricity entity's safety management system, as described under s.234 of the <i>Electrical Safety Regulation 2013</i>.</p> <p>Disposal action – Retain for 50 years after the entity ceases to operate.</p>	<p>Background/business process:</p> <p>'Prescribed electricity entities' are organisations like Energex and Ergon. Even when the business name changes (ABN and update of Schedule 6 Prescribed electricity entities of Electrical Safety Regulation 2002), the 'infrastructure' remains and the safety system is adopted.</p> <p>Regulatory requirements:</p> <p>Under s. 210 (2) (f) of the <i>Electrical Safety Act 2002</i>, the regulator prescribes the requirements for safety management systems. Part 5 of the Act states characteristics of, and the requirement for a prescribed electricity entity to have, a safety management system.</p> <p>Business requirements:</p> <p>Changes to the system must be notified and the cumulative record is required as one systems / entity may be at fault for multiple incidents over time. Review of the safety management system may be necessary to inform Coronial inquests or ombudsman inquiries.</p> <p>Comparison with other schedules' retention period:</p> <p><i>Public Record Office Victoria, Electrical Safety, PROS 07/07, reference number 1.1.2</i> – review of operational documentation risk management plans for Electricity Supply Networks – Destroy 12 months after electrical safety scheme has expired.</p> <p><i>Public Record Office Victoria, Electrical Safety, PROS 07/07, reference number 1.1.6</i> – records relating to audits of electricity Supply Network Safety – Destroy 5 years after completion of audit.</p> <p>Other comments/factors for consideration:</p> <p>Long term retention (50 years) suggested, because of the possibility of leasing government assets; the meaning of 'prescribed electricity entity' may change.</p>

Ref. No	Description of record and retention period	Justification for retention period
2.8.5	<p>Self-insurer licenses</p> <p>Records relating to the provision of workplace health and safety assessment reports to the Workers' Compensation Regulator as part of the self – insurer licence assessment process, in accordance with s.71 and s.72 of the <i>Workers' Compensation and Rehabilitation Act 2003</i>.</p> <p>Includes the evaluation of external third party health and safety assessments and reports forwarded to Workplace Health and Safety Queensland as a requirement for licence renewal and evaluation of insurer self-audit results.</p> <p>Disposal action – Retain for 7 years after business action completed.</p>	<p>Background/business process:</p> <p>Reports are provided to the Workers' Compensation Regulator (WCR) as part of the self –insurer process. WCR is currently part of OIR, however was previously part of a separate entity (QComp).</p> <p>Regulatory requirements:</p> <p>S.71 and s.72 of the <i>Workers' Compensation and Rehabilitation Act 2003</i> state the conditions of issue or renewal of a licence to be a self-insurer for a single or group employer. S. 71(1) (c) and s.72 (1) (d) state that a condition of issue/renewal is that the 'employer's occupational health and safety performance is satisfactory'.</p> <p>The agency makes an assessment of health and safety performance.</p> <p>Business requirements:</p> <p>Reports are provided to the Workers' Compensation Regulator (WCR) and will be retained according to QDAN 621, ref. 4.1.1. There is no specific business need for the records to be retained for reference by the WHS unit of the agency. When a whole of business recordkeeping system is implemented across OIR, specific records in this class may be shared with WCR via the system.</p> <p>Comparison with other schedules' retention period:</p> <p><i>State Records Authority of New South Wales, FA307, reference number 6.4.3</i> – records relating to work health and safety operational or compliance audits of other organisations including self-insurers or audits of individuals including Accredited Assessors where there were no serious deficiencies identified – Retain minimum of 7 years after action completed, then destroy.</p> <p><i>Workers' Compensation Regulation Retention and Disposal Schedule, QDAN 621 v. 2, reference number 4.1.1</i> – records relating to audits of employers and self-insurers for compliance with the requirements of self-insurance under the <i>Workers' Compensation and Rehabilitation Act 2003</i> – Retain for 7 years after last action.</p> <p>Other comments/factors for consideration:</p> <p>Disposal action is consistent with the Workers' Compensation Regulation (WCR) Retention and Disposal Schedule. Due to machinery of government changes, WCR is currently a part of the Office of Industrial Relations.</p>
2.9.1	<p>Case files – fatalities (includes coronial cases)</p>	<p>Background/business process:</p> <p>A separate file is created for coronial cases which should be related to the investigation case file in the recordkeeping system.</p>

Ref. No	Description of record and retention period	Justification for retention period
	<p>Records relating to investigations into notifiable incidents causing death. Includes records relating to the agency assisting in coronial inquiries and responding to coronial recommendations into work related deaths.</p> <p>Disposal action – Retain permanently.</p>	<p>The Coroner only receives a summary report of OIR findings into the fatality consisting of up to 20 pages. The Coroner does not receive evidence (unless specifically requested by the Coroner), correspondence, investigation reports, prosecution recommendations or legal opinion.</p> <p>Regulatory requirements:</p> <p>Under s. 152 of the <i>Work Health and Safety Act 2011</i> the functions of the regulator include (b) to monitor and enforce compliance with this Act, and (h) to conduct and defend proceedings under this Act before a court or tribunal. Investigations support these regulatory functions.</p> <p>Part 12.4 of the <i>Work Health and Safety Regulation 2011</i> states the duty to notify the regulator (this agency) of notifiable incidents. Part 3 of the <i>Work Health and Safety Act 2011</i> specifies ‘what is a notifiable incident’ and defines each incident type.</p> <p>Part 14 of the <i>Electrical Safety Regulation 2013</i> states the duty to notify the regulator (this agency) of a serious electrical incident or dangerous electrical event. S.11 of the <i>Electrical Safety Act 2002</i> states the meaning of a serious electrical incident; s. 12 states the meaning of dangerous electrical event.</p> <p>The definition of ‘investigation document’ in Schedule 2 of the <i>Coroners Act 2003</i> includes at (d) ‘another document or part of a document connected to the investigation that the coroner obtains under this Act’. Agency records are created according to this definition. The case file includes the documents used to formulate the investigation (summary) report.</p> <p>Business requirements:</p> <p>Incidents resulting in fatalities can have major political, social and economic consequences. Records are required to support coronial inquests, and provide detailed information and trends over time. For example, the same entity could be the cause of multiple deaths over time, many years apart.</p> <p>Permanent retention criteria (where applicable):</p> <p>The public records provide evidence of Characteristic 4 of the QSA Appraisal Statement – Significant Impact on Individuals.</p> <p>Community expectation:</p> <p>The community could reasonably expect the agency to provide the Coroner with records related to a fatality case.</p> <p>Comparison with other schedules' retention period:</p> <p><i>National Archives of Australia, Comcare, Records Authority 2013/00241702, reference number 61376</i> – records relating to inspections or investigations case files involving fatalities, serious injuries, dangerous occurrences or major property damage – Retain as national archives.</p>

Ref. No	Description of record and retention period	Justification for retention period
		<p><i>State Records Authority of New South Wales, FA307, reference number 6.11.1</i> – records relating to investigations where there has been a fatality – Required as state archives.</p> <p><i>Archives Office of Tasmania, Disposal Authorisation No. 2094, reference number 04.05.04</i> – records relating to investigations of fatal accidents – Permanent.</p> <p><i>Queensland State Archives, GRDS QDAN 249 v.7, reference number 14.1.1</i> – records relating to notifiable incident records – Retain for 80 years after last action.</p> <p>Other comments/factors for consideration: Disposal action is consistent with other jurisdictions.</p> <p>Previous schedules (where applicable): <i>Workplace Health and Safety Division, Department of Training and Industrial Relations – Maryborough, QDAN 98/0040 reference number 21</i> – Breaches of Act (major) – permanent.</p>
2.9.2	<p>Case files – non-fatal incidents</p> <p>Records relating to the investigation of incidents not resulting in death, but are notifiable under s.711 of the Work Health and Safety Regulation 2011 and s. 265 and s.266 of the Electrical Safety Regulation 2013. That is, incidents resulting in serious injury or illness of a person, a dangerous incident, a serious electrical incident or dangerous electrical event.</p> <p>Disposal action – Retain for 80 years after business action completed.</p>	<p>Background/business process:</p> <p>Although a copy of notification is placed on the (hard copy) investigation file, the business expressed concern over original being retained separately hence investigation retention period aligns to the notification. Records in an electronic system (EDRMS) can be linked (when system has been implemented across the agency.)</p> <p>Regulatory requirements:</p> <p>Under s.152 of the <i>Work Health and Safety Act 2011</i> the functions of the regulator include (b) to monitor and enforce compliance with this Act, and (h) to conduct and defend proceedings under this Act before a court or tribunal. Investigations support these regulatory functions.</p> <p>Part 12.4 of the Work Health and Safety Regulation 2011 describes the duty to notify the regulator (this agency) of notifiable incidents.</p> <p>Part 3 of <i>the Work Health and Safety Act 2011</i> specifies ‘what is a notifiable incident’ and defines each incident type.</p> <p>Business requirements:</p> <p>Records are required to support future investigations and provide detailed information over time, for example, the same entity could be the cause of multiple incidents over time (several years apart).</p> <p>Comparison with other schedules' retention period:</p>

Ref. No	Description of record and retention period	Justification for retention period
		<p><i>National Archives of Australia, Comcare, Records Authority 2013/00241702, reference number 61378</i> – records relating to work health and safety regulation activities, other than those covered in classes 61376 and 61377 (fatal incidents are included in 61376) – Destroy 10 years after action completed.</p> <p><i>State Records Authority of New South Wales, FA307, reference number 6.11.4</i> – records relating to full investigations where there has been a breach in legislation and prosecution results – Retain minimum of 15 years after action completed.</p> <p><i>Archives Office of Tasmania. Disposal Authorisation No. 2094, reference number 04.05.05</i> – records relating to non-fatal accident or incident investigations that result in legal proceedings including prosecution – Destroy 7 years after finalisation of legal proceedings. Note: Records for investigations that do not result in legal proceedings (04.05.06), and complaints (04.05.07) also have retention period of 7 years.</p> <p><i>Queensland State Archives, GRDS QDAN 249 v.7, reference number 14.1.1</i> – records relating to notifiable incident records – Retain for 80 years after last action.</p> <p>Other comments/factors for consideration:</p> <p>The retention periods for other jurisdictions are inconsistent, and shorter than the proposed. The Queensland regulator (this agency) should retain the records for at least as long as the government entities who provide them to the regulator; i.e. the period required under GRDS QDAN 249.</p> <p>Previous schedules (where applicable):</p> <p><i>Workplace Health and Safety Division, Department of Training and Industrial Relations, QDAN 97/0136, reference number 2</i> – Complaint for unregistered workplaces – Retain for five (5) years, then destroy.</p> <p><i>Workplace Health and Safety Division, Department of Training and Industrial Relations, Maryborough, QDAN 98/0040, reference number 21</i> – Breaches of Act (minor) – Retain for 7 years from last date of action.</p>
2.9.3	<p>Case files – complaints</p> <p>Records relating to investigations into complaints about potential or perceived electrical, health and safety or industrial relations issues or breaches of legislation. Includes investigations into complaints made to committees for which the agency provides</p>	<p>Background/business process:</p> <p>This record class covers investigations into Non-notifiable complaints made by any stakeholder in relation to possible breaches of the legislation that the agency administers.</p> <p>Regulatory requirements:</p> <p>Under s.88 (2) (d) of the <i>Electrical Safety Act 2002</i> a function of the Electrical Licensing Committee is ‘receiving and investigating complaints about electrical work.’</p> <p>The <i>Work Health and Safety Act 2011</i> is not specific regarding requirements to receive or investigate Non-notifiable complaints.</p>

Ref. No	Description of record and retention period	Justification for retention period
	<p>secretariat support. Also includes records relating to fraud-related investigations that are not related to a notifiable incident.</p> <p>Disposal action – Retain for 10 years after business action completed.</p>	<p>Injunctions against a private employment agent under part 6 of the <i>Private Employment Agents Act 2005</i> occur as a result of a complaint and would be included in this record class.</p> <p>Business requirements:</p> <p>Not every complaint received (see reference number 2.12.3) results in an investigation. Records support investigations that are instigated after a complaint is received by the agency. Records may also support future investigations that involve parties to the initial complaint.</p> <p>Comparison with other schedules' retention period:</p> <p><i>National Archives of Australia, Comcare, Records Authority 2013/00241702, reference number 61378</i> – records relating to undertaking liaison and compliance inspections to resolve issues, respond to an incident, complaint or allegation – Destroy 10 years after action completed.</p> <p><i>NT Archives Service, Disposal Schedule No. 2014/2, reference number 1.5.5</i> – records documenting reported events in relation to work health and safety management (includes requests for statutory intervention and complaints) – Destroy 2 years after action completed.</p> <p><i>Queensland State Archives, GRDS QDAN 249 v.7, reference number 14.1.2</i> – records relating to non-notifiable incident records – Retain for 7 years after last action.</p> <p>Other comments/factors for consideration:</p> <p>Suggested retention period is consistent with National Archives of Australia and is similar to QSA GRDS requirements for Non-notifiable incidents.</p> <p>Previous schedules (where applicable):</p> <p><i>Workplace Health and Safety Division, Department of Training and Industrial Relations, QDAN 97/0136, reference number 2</i> – complaint for unregistered workplaces – Retain for five (5) years, then destroy.</p> <p><i>Workplace Health and Safety Division, Department of Training and Industrial Relations, Maryborough, QDAN 98/0040, reference numbers:</i></p> <ul style="list-style-type: none"> • 19 – Complaints – Retain for 10 years from last date of action. • 21 – Breaches of Act (minor) – Retain for 7 years from last date of action.
2.9.4	<p>Licensing investigations</p> <p>Records relating to licensing investigations undertaken as a</p>	<p>Background/business process:</p> <p>Licensing investigations may be conducted as a result of industry audit findings (reference numbers 2.8.1 and 2.8.2).</p> <p>Regulatory requirements:</p>

Ref. No	Description of record and retention period	Justification for retention period
	<p>result of industry audit or licensing evaluation findings.</p> <p>Disposal action – Retain for 10 years after business action completed.</p>	<p>As the regulator of the <i>Work Health and Safety Act 2011</i> and the associated Work Health and Safety Regulation 2011, the agency has an obligation to investigate possible breaches of the licensing requirements specified in the legislation.</p> <p>Business requirements:</p> <p>There is no specific business need for the records to be retained for reference by the agency after the investigation has been closed.</p> <p>Comparison with other schedules' retention period:</p> <p><i>National Archives of Australia, Comcare, Records Authority 2013/00241702, reference number 61378</i> – records relating to the undertaking of liaison and compliance inspections to resolve issues, respond to an incident, complaint or allegation – Destroy 10 years after action completed.</p> <p><i>NT Archives Service, Disposal Schedule No. 2014/2, reference number 1.5.5</i> – Records documenting reported events in relation to work health and safety management. Includes requests for statutory intervention and complaints – Destroy 2 years after action completed.</p> <p><i>Queensland State Archives, GRDS QDAN 249 v.7, reference numbers:</i></p> <ul style="list-style-type: none"> • 4.12.2 – records relating to minor cases – Retain for 7 years after last action • 14.1.2 – non-notifiable incident records – Retain for 7 years after last action. <p>Other comments/factors for consideration:</p> <p>Suggested retention period is consistent with National Archives of Australia and is similar, but with additional time in light of regulatory role, to QSA GRDS requirements for Non-notifiable incidents and corruption records.</p>
2.10.1	<p>Facility case file – hazardous chemicals and major hazard facilities</p> <p>Records relating to the classification and administration of Hazardous Chemical or Major Hazard Facilities (also known as Large Dangerous Goods Locations).</p> <p>Disposal action – Retain permanently.</p>	<p>Background/business process:</p> <p>All records relating to this activity form part of a case file per Major Hazard Facility (MHF) or Large Dangerous Goods Location (LDGL). Records are filed chronologically, irrespective of activity. Therefore a consistent retention period is required for the case file.</p> <p>Records are required for future community reference, to identify potential land contamination (site and surrounding area) and for ex –employee litigation or class action purposes (discovery process, RTI – what hazardous materials were stored, handled at the facility etc.).</p> <p>Regulatory requirements:</p> <p>Part 16, division 2 of the <i>Work Health and Safety Act 2011</i> makes provisions for the repealed <i>Dangerous Goods Safety Management Act 2001</i>.</p>

Ref. No	Description of record and retention period	Justification for retention period
		<p>Chapter 7 of the Work Health and Safety Regulation 2011 is about Hazardous chemicals; chapter 9 is about Major hazard facilities.</p> <p>The regulator (this agency) receives and creates records in relation to these requirements.</p> <p>Business requirements:</p> <p>The long term effects of the operations conducted on a site may not become apparent until a significant period of time has elapsed, which may be beyond the life of the facility.</p> <p>Permanent retention criteria (where applicable):</p> <p>The public records provide evidence of the QSA Appraisal Statement:</p> <ul style="list-style-type: none"> • Characteristic 4 – Significant Impact on Individuals • Characteristic 6 – Environmental Management and Change <p>Comparison with other schedules' retention period:</p> <p><i>Local Government Sector Retention and Disposal Schedule, QDAN 480 v.4, reference numbers:</i></p> <ul style="list-style-type: none"> • 5.2.8 – records relating to Restoration of contaminated land – Retain permanently • 24.3.4 – records relating to Inspections – Investigations and inspections – Major – includes major land contamination caused by chemicals or other hazardous substances – Retain permanently. <p><i>Queensland State Archives, GRDS QDAN 249 v.7, reference number 14.4.3 – records relating to Hazardous substances and dangerous goods – Retain for 100 years after last action.</i></p> <p>Other comments/factors for consideration:</p> <p>Officers in South Australia, Tasmania and New South Wales who are responsible for managing compliance of major hazard facilities were contacted by the business area regarding their record retention requirements. South Australia and Tasmania advised that records are retained permanently. Similar records in Queensland are for permanent or long retention.</p>
2.10.2	<p><i>Hazardous industries chemicals branch database</i></p> <p>Datasets containing details of Major Hazard Facilities and Large Dangerous Goods Locations maintained in the Hazardous Industries Chemical Branch (HICB) Facility</p>	<p>Background/business process:</p> <p>The Major Hazards Facilities Dangerous Goods unit is also known as the Hazardous Industries Chemical Branch (HICB). The database captures facility information and activity/intervention by HICB. This information is analysed to generate performance metrics, identify target facilities and industries for audit and intervention programs and scope projects.</p> <p>Regulatory requirements:</p>

Ref. No	Description of record and retention period	Justification for retention period
	<p>database (or equivalent system).</p> <p>Information captured includes:</p> <ul style="list-style-type: none"> • classification code • facility type, name and short name • large dangerous goods location • Major Hazard Facility sector • real property description • dangerous goods activity • file reference number • local government area • postal and street address • registered name. <p>Disposal action – Retain for 5 years after reference ceases.</p>	<p>The functions of the regulator are described in s. 152 of the <i>Work Health and Safety Act 2011</i>. The HICB database supports the regulator in carrying out its functions.</p> <p>Business requirements:</p> <p>The database is referenced by the regional inspectorate and other government agencies such as QLD Fire and Rescue Service (QFRS). Data sent monthly is used to determine what is stored at these locations in the event of fire.</p> <p>Some of these analyses may utilise data from decommissioned facilities to monitor changes over time.</p> <p>Permanent retention criteria (where applicable):</p> <p>Not applicable.</p> <p>Community expectation:</p> <p>There is a community expectation that the public records will provide evidence that the agency is acting in accordance with legislation</p> <p>Comparison with other schedules' retention period:</p> <p>No similar database references found in other schedules.</p> <p>Other comments/factors for consideration:</p> <p>Although summary records are held in the database, the full record sets are retained permanently in Facility case files (reference number 2.10.1)</p>
2.11.1	<p>Evidence arrangements</p> <p>Records relating to the management, storage and tracking of items seized as evidence during the course of an assessment/audit or investigation, including the return of items, access to, and disposal of forfeited items.</p>	<p>Background/business process:</p> <p>Refer to scope note.</p> <p>Entries are recorded in a book (register). Copies of relevant entries are saved on the relevant investigation file.</p> <p>Regulatory requirements:</p> <p>Inspectors have the power to seize evidence under s. 175 of the <i>Work Health and Safety Act 2011</i>.</p> <p>Business requirements:</p> <p>There is no specific business need for the records to be retained for reference by the agency after the investigation case has been closed.</p>

Ref. No	Description of record and retention period	Justification for retention period
	<p>Disposal action – Retain for 10 years after investigation or legal proceedings finalised.</p>	<p>Permanent retention criteria (where applicable): Not applicable.</p> <p>Community expectation: There is a community expectation that the public records will provide evidence that the agency is acting in accordance with legislation.</p> <p>Comparison with other schedules' retention period: <i>NT Archives Service, Disposal Schedule No. 2014/2, reference number 1.10.2</i> – includes statements, statutory declarations, photographs, sample evidence collected, technical advice, expert reports and witness reports – Destroy immediately after time limit for prosecution expires.</p> <p>Other comments/factors for consideration: Retention of 10 years aligns with period for Non-notifiable investigation files (reference number 2.9.3).</p>
2.11.2	<p>Penalties – notices and fines Records relating to the issuing of notices, and payment and recovery of debts owed to the state resulting from penalties imposed as disciplinary action. Also includes the 'Register of notices issues and fines paid' which contains summary details of notices issued, fine payment details and receipt numbers.</p> <p>Disposal action – Retain for 7 years after the financial year to which the record relates.</p>	<p>Background/business process: Refer to scope note.</p> <p>Regulatory requirements:</p> <ul style="list-style-type: none"> • Part 13, division 7 of the <i>Work Health and Safety Act 2011</i> describes the WHS civil penalty provisions. • S.112 of the <i>Electrical Safety Act 2002</i> describes penalties provisions under the Act. • Penalty units for breaches are specified for several sections of the <i>Child Employment Act 2006</i>. Part 3 describes the provisions for Enforcement. • Division 7 of the <i>Industrial Relations Act 1999</i> describes Penalty provisions. Note that in practice, industrial relations penalties are usually imposed by the Industrial Relations Commission which is not part of the agency covered by this schedule. • Penalty units for breaches are specified for several sections of the <i>Pastoral Workers' Accommodation Act 1980</i>. S.30 describes the Proceedings re offences. • Penalty units for breaches are specified for several sections of the <i>Private Employment Agents Act 2005</i>. Part 5 describes the provisions for Enforcement. • S.19 of the <i>Workers' Accommodation Act 1952</i> describes Offences under the Act. <p>Business requirements: Retention is aligned with other financial records.</p>

Ref. No	Description of record and retention period	Justification for retention period
		<p>Comparison with other schedules' retention period: <i>Local Government Sector Retention and Disposal Schedule, QDAN 480 v.4, reference numbers:</i></p> <ul style="list-style-type: none"> • 19.4.1 – records relating to Offences and breaches where legal action results – Retain for 7 years after last action • 24.7.1 – records relating to Notices to comply – Retain for 7 years after last action.
2.11.3	<p><i>Inspector notebooks, notice books and property receipt books</i> Inspectors' notebooks which contain notes taken during inspections and investigations; notice books including improvement, infringement, and prohibition notice types; and property receipt books for seized items.</p> <p>Also includes the 'Register of accountable books and forms' containing summary details of the notebooks, notice books and property receipt books.</p> <p>Disposal action – Retain for 10 years after last entry.</p>	<p>Background/business process: Inspectors use various books when undertaking their work. Some of the pages become part of other record sets, and some notes that are used for reference (for example, as the basis for developing a report) are retained in the book.</p> <p>Regulatory requirements: S. 153(1) of the <i>Work Health and Safety Act 2011</i> states that the regulator has the 'power to do all things necessary or convenient to be done for or in connection with the performance of the regulator's functions.' S. 154(1) of the <i>Work Health and Safety Act 2011</i> states that the regulator may delegate to an inspector.</p> <p>Business requirements: The OIR requires these records to be retained for 10 years because information contained in the records:</p> <ul style="list-style-type: none"> • provides evidence for use during investigations • ensures evidence is available to meet the agency's ongoing legislative obligations as a regulator. <p>Comparison with other schedules' retention period: <i>Local Government Sector Retention and Disposal Schedule, QDAN 480 v.4, reference number 19.5.1</i> – records relating to Local law inspectors – Retain for 2 years after last action. <i>State Records Authority of New South Wales, FA307, reference number 6.10.2</i> – records relating to Inspectors' note books which contain notes taken during inspections and investigations – Retain minimum of 15 years after action completed, then destroy.</p> <p>Previous schedules (where applicable): <i>Workplace Health and Safety Division, Department of Employment, Training and Industrial Relations – QDAN 419 v.1, reference number 1</i> – assessor report books – Retain for two (2) years after last action.</p>
2.12.1	<p><i>Notifications – fatalities</i> Records relating to the notification and evaluation of</p>	<p>Background/business process:</p>

Ref. No	Description of record and retention period	Justification for retention period
	<p>incidents causing death under s.711 of the Work Health and Safety Regulation 2011 and s. 265 and s.266 of the Electrical Safety Regulation 2013.</p> <p>Disposal action – Retain permanently.</p>	<p>The agency is notified by a person conducting a business or undertaking or electricity distribution entity if an incident causing death occurs. Notifications will be attached or related electronically to the investigation case file for the incident.</p> <p>Regulatory requirements:</p> <p>Part 12.4 of the Work Health and Safety Regulation 2011 states the duty to notify the regulator (this agency) of notifiable incidents. Part 3 of <i>the Work Health and Safety Act 2011</i> specifies ‘what is a notifiable incident’ and defines each incident type.</p> <p>Part 14 of the Electrical Safety Regulation 2013 states the duty to notify the regulator (this agency) of a serious electrical incident or dangerous electrical event. S.11 of the <i>Electrical Safety Act 2002</i> states the meaning of a serious electrical incident; s. 12 states the meaning of dangerous electrical event.</p> <p>Business requirements:</p> <p>Incidents resulting in fatalities can have major political, social and economic consequences. Records are required to support coronial inquests, and provide detailed information and trends over time. For example, the same entity could be the cause of multiple deaths over time, many years apart. Retention is aligned with the period required for the corresponding case file.</p> <p>Permanent retention criteria (where applicable):</p> <p>The public records provide evidence of the QSA Appraisal Statement:</p> <ul style="list-style-type: none"> • Characteristic 4 – Significant Impact on Individuals • Characteristic 5 – Substantial Contribution to Community Memory. <p>Comparison with other schedules' retention period:</p> <p><i>National Archives of Australia, Comcare, Records Authority 2013/00241702, reference number 61376</i> – records relating to inspections or investigations case files involving fatalities, serious injuries, dangerous occurrences or major property damage – Retain as national archives.</p> <p><i>State Records Authority of New South Wales, FA307, reference number 6.11.1</i> – Records relating to investigations where there has been a fatality – Required as state archives.</p> <p><i>Archives Office of Tasmania, Disposal Authorisation No. 2094, reference number 04.05.04</i> – records relating to investigations of fatal accidents – Permanent.</p> <p><i>Queensland State Archives, GRDS QDAN 249 v.7, reference number 14.1.1</i> – records relating to Notifiable incident records – Retain for 80 years after last action.</p> <p>Other comments/factors for consideration:</p>

Ref. No	Description of record and retention period	Justification for retention period
2.12.2	<p>Notifications – non-fatal incidents</p> <p>Records relating to the notification and evaluation of incidents not resulting in death, but are notifiable under s.711 of the Work Health and Safety Regulation 2011 and s. 265 and s.266 of the Electrical Safety Regulation 2013. That is, incidents resulting in serious injury or illness (including psychological illness) of a person, a dangerous incident, a serious electrical incident or dangerous electrical event.</p> <p>Disposal action – Retain for 80 years after business action completed.</p>	<p>Disposal action must be consistent with the investigation case file to which the notification relates.</p> <p>Background/business process:</p> <p>The agency is notified by a person conducting a business or undertaking or electricity distribution entity if a notifiable incident, serious electrical incident or dangerous electrical event occurs. The agency also receives complaints regarding work health and safety issues which could come from any source. Notifications will be attached or related electronically to the investigation case file for the incident.</p> <p>Regulatory requirements:</p> <p>Part 12.4 of the Work Health and Safety Regulation 2011 states the duty to notify the regulator (this agency) of notifiable incidents. Part 3 of <i>the Work Health and Safety Act 2011</i> specifies ‘what is a notifiable incident’ and defines each incident type.</p> <p>Part 14 of the Electrical Safety Regulation 2013 states the duty to notify the regulator (this agency) of a serious electrical incident or dangerous electrical event. S.11 of the <i>Electrical Safety Act 2002</i> states the meaning of a serious electrical incident; s. 12 states the meaning of dangerous electrical event.</p> <p>Business requirements:</p> <p>Records are required to support future investigations and provide detailed information over time, for example, the same entity could be the cause of multiple incidents over time (several years apart). Retention is aligned with the period required for the corresponding case file.</p> <p>Permanent retention criteria (where applicable):</p> <p>Not applicable.</p> <p>Community expectation:</p> <p>There is a community expectation that the public records will provide evidence that the agency is acting in accordance with legislation.</p> <p>Comparison with other schedules' retention period:</p> <p><i>National Archives of Australia, Comcare, Records Authority 2013/00241702, reference number 61378</i> – records relating to work health and safety regulation activities, other than those covered in classes 61376 and 61377 (fatal incidents are included in 61376) – Destroy 10 years after action completed.</p> <p><i>State Records Authority of New South Wales, FA307, reference number 6.11.4</i> – records relating to full investigations where there has been a breach in legislation and prosecution results – Retain minimum of 15 years after action completed.</p> <p><i>Archives Office of Tasmania, Disposal Authorisation No. 2094, reference number 04.05.05</i> – records relating to non-fatal accident or incident investigations that result in legal proceedings including prosecution.</p>

Ref. No	Description of record and retention period	Justification for retention period
		<p>Note: Records for investigations that do not result in legal proceedings (04.05.06), and complaints (04.05.07) also have retention period of 7 years – Destroy 7 years after finalisation of legal proceedings. <i>Queensland State Archives, GRDS QDAN 249 v.7, reference number 14.1.1</i> – records relating to Notifiable incident records – Retain for 80 years after last action.</p> <p>Other comments/factors for consideration:</p> <p>The retention periods for other jurisdictions are inconsistent, and shorter than the proposed. The Queensland regulator (this agency) should retain the records for at least as long as the government entities who provide them to the regulator; i.e. the period required under GRDS QDAN 249.</p> <p>Disposal action must be consistent with the investigation case file to which the notification relates.</p>
2.12.3	<p>Notifications – complaints</p> <p>Records relating to the receipt of complaints about potential or perceived health and safety or industrial relations issues or breaches of legislation. Includes complaints made to committees for which the agency provides secretariat support. Also includes records relating to fraud-related complaints that are not related to a notifiable incident.</p> <p>Disposal action – Retain for 10 years after business action completed.</p>	<p>Background/business process:</p> <p>This record class covers non-notifiable complaints made by any stakeholder in relation to possible breaches of the legislation that the agency administers.</p> <p>An employer must notify Workplace Health and Safety Queensland of the occurrence of a notifiable incident as a result of a business activity under section 38 of the Act. However an employer may also create records of incidents and accidents that are not required to be notified to Workplace Health and Safety Queensland.</p> <p>Regulatory requirements:</p> <p>Under s.88 (2) (d) of the <i>Electrical Safety Act 2002</i> a function of the Electrical Licensing Committee is ‘receiving and investigating complaints about electrical work.’</p> <p>The <i>Work Health and Safety Act 2011</i> is not specific regarding requirements to receive or investigate non-notifiable complaints.</p> <p>Injunctions against a private employment agent under part 6 of the <i>Private Employment Agents Act 2005</i> occur as a result of a complaint and would be included in this record class.</p> <p>Business requirements:</p> <p>Not every complaint received results in an investigation. Records may support investigations that are instigated after more than one complaint is received by the agency. Records may also support future investigations that involve parties to the initial complaint/s.</p> <p>Comparison with other schedules' retention period:</p> <p><i>National Archives of Australia, Comcare, Records Authority 2013/00241702, reference number 61378</i> – records relating to undertaking liaison and compliance inspections to resolve issues, respond to an incident, complaint or allegation – Destroy 10 years after action completed.</p>

Ref. No	Description of record and retention period	Justification for retention period
		<p><i>NT Archives Service, Disposal Schedule No. 2014/2, reference number 1.5.5</i> – records documenting reported events in relation to work health and safety management. Includes requests for statutory intervention and complaints – Destroy 2 years after action completed.</p> <p><i>Queensland State Archives, GRDS QDAN 249 v.7, reference number 14.1.2</i> – records relating to non-notifiable incident records – Retain for 7 years after last action.</p> <p>Other comments/factors for consideration: Suggested retention period is consistent with National Archives of Australia and is similar to QSA GRDS requirements for non-notifiable incidents.</p> <p>Previous schedules (where applicable): <i>Workplace Health and Safety Division, Department of Training and Industrial Relations, QDAN 97/0136, reference number 2</i> – Complaint for unregistered workplaces – Retain for five (5) years, then destroy. <i>Workplace Health and Safety Division, Department of Training and Industrial Relations, Maryborough, QDAN 98/0040, reference numbers:</i></p> <ul style="list-style-type: none"> • 19 – Complaints – Retain for 10 years from last date of action • 21 – Breaches of Act (minor) – Retain for 7 years from last date of action.

2.12.4

Notifications – health monitoring and asbestos

Records relating to health monitoring notifications and reports to the regulator.

Includes:

- health monitoring reports provided under s.376 of the Work Health and Safety Regulation 2011
- notification of lead risk work under s.403 of the Work Health and Safety Regulation 2011 and entries in the lead risk notification register relating to lead risk work notifications
- health monitoring reports related to asbestos, provided under s.442 of the Work Health and Safety Regulation 2011 (if/when this provision is invoked).
- notification of asbestos removal work under s.466 and asbestos emergency notifications under s.454 and s.455 of the Work Health and Safety Regulation 2011.

Background/business process:

Records are received by the agency as a result of the requirements to notify.

Regulatory requirements:

Under s.376 of the Work Health and Safety Regulation 2011, a person conducting a business or undertaking for which a worker is carrying out work for which health monitoring is required must give a copy of the health monitoring report relating to the worker to the regulator. The duty to provide health monitoring is described in s.368.

Under s.403 of the Work Health and Safety Regulation 2011, a person conducting a business or undertaking must notify the regulator of lead risk work.

Under s.378 and s. 418, health monitoring records must be kept for 30 years.

Part 8.5, Division 1 of the Work Health and Safety Regulation 2011 details similar provisions for health monitoring for asbestos, however the provisions are not yet in operation. When invoked, records would be retained according to this record class.

Under s.466 of the Work Health and Safety Regulation 2011, the regulator must be notified of asbestos removal.

Under s.454 of the Work Health and Safety Regulation 2011, the regulator must be notified if an asbestos emergency occurs at a workplace other than domestic premises.

Under s.455 of the Work Health and Safety Regulation 2011, the regulator must be notified if an asbestos emergency occurs at domestic premises.

Business requirements:

Businesses and government departments need to retain related records for 30 years as per the legislated requirements. As the regulator, the agency retains records for long term reference. Long term health effects may not become apparent until a significant period has elapsed.

With respect to asbestos removal work, although people/businesses notify to comply with legislation, the information is also used to schedule asbestos audits.

Community expectation:

There is a community expectation that the public records will provide evidence that the agency is acting in accordance with legislation.

Comparison with other schedules' retention period:

Local Government Sector Retention and Disposal Schedule, QDAN 480 v.4, reference number 22.4.2 – reports relating to health surveillance – Retain for 30 years after last action.

Queensland State Archives, GRDS QDAN 249 v.7, reference number 14.4.4 – records relating to Health monitoring – hazardous chemicals – Retain for 30 years after last action.

Ref. No	Description of record and retention period	Justification for retention period
	<p>Disposal action – Retain for 100 years after business action completed.</p>	<p><i>National Archives of Australia, Comcare, Records Authority 2013/00241702, reference number 61377</i> – records documenting regulatory activities involving worker exposure to highly dangerous substances, for example asbestos, hazardous chemicals and carcinogens. Includes notifications and authorisations and compliance and enforcement activities related to this exposure – Destroy 80 years after the date of exposure.</p> <p><i>Public Record Office Victoria, WorkSafe Victoria, PROS 09/06, reference number 6.1.2</i> – records documenting the health monitoring of individual workers exposed to substances or practices that may impact upon health. Includes medical examination and test results – Destroy 100 years after last action.</p> <p><i>Queensland State Archives, GRDS QDAN 249 v.7, reference numbers:</i></p> <ul style="list-style-type: none"> • 10.7.9 – records relating to Asbestos-related record classes – Hazardous substances – Retain for 100 years after last action • 14.4.3 – records relating to Asbestos-related record classes – Hazardous substances and dangerous goods – Retain for 100 years after last action • 14.7.1 – records relating to Asbestos-related record classes – Hazardous substances and dangerous goods policies – Retain for 100 years after last action. <p>Other comments/factors for consideration:</p> <p>Long term retention allows for retention beyond the lifespan of the workers. Retention aligns with other asbestos related activities at reference 2.4.3.</p>
2.12.5	<p>Notifications – commencement of work</p> <p>Records relating to the notification of the commencement of any work of a seasonal or periodic nature to which the provision of the <i>Workers’ Accommodation Act 1952</i> extend.</p> <p>Disposal action – Retain for 1 year after business action completed.</p>	<p>Background/business process:</p> <p>Data is provided as part of the QLeave process. QLeave collects a WHS levy (which is passed on to OIR) for construction projects with costs greater than \$250,000. Data is provided by QLeave rather than by the person conducting the business. QLeave manages the original records. Records are not needed for ongoing WHS purposes.</p> <p>Regulatory requirements:</p> <p>Notice of commencement of work is required under s. 18 of the <i>Workers’ Accommodation Act 1952</i>. There is no current legislative requirement for business to notify of commencement of construction projects. Under s. 129 of the Workplace Health and Safety Regulation 2008 there was a duty to notify if building and construction work at a cost greater than \$80,000 was to be done. This regulation has been repealed.</p> <p>Business requirements:</p> <p>There is no specific business need for the records to be retained for reference by the agency.</p>

Ref. No	Description of record and retention period	Justification for retention period
		<p>Comparison with other schedules' retention period: <i>Archives Office of Tasmania, Disposal Authorisation No. 2094, reference number 04.08.11</i> – records relating to Building Start Work Notices – Destroy 15 years after registration in database. <i>Public Record Office Victoria, WorkSafe Victoria, PROS 09/06, reference number 6.3.1</i> – records relating to notification assessment – records documenting notifications relating to the intention to perform high risk work – Destroy 1 year after last action.</p> <p>Other comments/factors for consideration: Retention periods across jurisdictions is inconsistent. Records are not needed for ongoing Industrial Relations or WHS purposes.</p> <p>Previous schedules (where applicable): <i>Workplace Health and Safety Division, Department of Training and Industrial Relations, Maryborough, QDAN 98/0040, reference numbers:</i></p> <ul style="list-style-type: none"> • 8 – Workplace registrations – Retain for 10 years from last date of action • 12 – Notices of vacating/cancelling registered premises – Retain for 5 years from last date of action • 18 – Workplace registration batches – Retain for 10 years from date of last action. <p><i>Workplace Health and Safety Division, Department of Employment, Training and Industrial Relations QDAN 355 v.2 reference numbers:</i></p> <ul style="list-style-type: none"> • 4 – Workplace registration files – Destroy when entered in database • 4.1 – Workplace registration forms – paper copy – Destroy forms when reference ceases • 4.2 – Workplace registration forms – imaged copy – Retain for 3 years after last action.
2.12.6	<p>Notifications – demolition work Records relating to the notification of demolition work under s.142 of the Work Health and Safety Regulation 2011. Disposal action – Retain for 1 year after business action completed.</p>	<p>Background/business process: Businesses are required to notify the regulator of demolition work.</p> <p>Regulatory requirements: Under s.142 of the Work Health and Safety Regulation 2011, the regulator must be notified of demolition work.</p> <p>Business requirements: There is no specific business need for the records to be retained for reference by the agency.</p> <p>Comparison with other schedules' retention period:</p>

Ref. No	Description of record and retention period	Justification for retention period
		<i>State Records Authority of New South Wales, FA307, reference number 6.6.10</i> – records relating to Notifications of Proposed Work relating to notification of intention for demolition – Retain minimum of 1 year after action completed, then destroy.
2.12.7	<p>Notifications – electricity distribution entity incident reports</p> <p>Reports from distribution entities under s.268 of the Electrical Safety Regulation 2013 about electrical shock incident records made by the distribution entity.</p> <p>Disposal action – Retain for 10 years after last action.</p>	<p>Background/business process:</p> <p>Distribution entities report to the regulator every 3 months via a spreadsheet which is sent to the ESO Compliance unit.</p> <p>Regulatory requirements:</p> <p>Electricity distribution entities must report to the regulator on incident records under s.268 of the Electrical Safety Regulation 2013. S.267(c) states that incident records must be kept (by the distribution entity) for 5 years.</p> <p>Business requirements:</p> <p>Source records need to be retained by the entity for 5 years. There is a general expectation that the regulator keeps records for longer.</p> <p>Comparison with other schedules' retention period:</p> <p><i>Public Record Office Victoria, Electrical Safety, PROS 07/07, reference number 1.1.7</i> – records relating to Electricity Supply Network Safety – Incidents – Destroy 7 years after date of the incident.</p> <p><i>Archives Office of Tasmania, Disposal Authorisation No. 2094, reference number 05.08.07</i> – records relating to Statistical reports on electrical accidents provided by electricity suppliers – Destroy 10 years after action completed.</p>
2.12.8	<p>Notifications – hazardous chemicals and major hazard facilities</p> <p>Records relating to the notifications required for hazardous chemicals under chapter 7 and major hazard facilities under chapter 9 of the Work Health and Safety Regulation 2011.</p>	<p>Background/business process:</p> <p>A Major Hazards Facility (MHF) maybe declassified and redesignated as a Manifest Quantity Workplace (MQW) therefore the MHF case file becomes the MQW case file containing history of the declassified MHF. MQW files were previously known as Large Dangerous Goods Location (LDGL) files.</p> <p>Notifications may form part of, or be linked electronically to the Facility case file (ref. 2.10.1.)</p> <p>Regulatory requirements:</p> <p>Under s. 306 of the <i>Work Health and Safety Act 2011</i>, the effect of the repealed <i>Dangerous Goods Safety Management Act 2001</i> may continue to apply. Example 2 states that: ‘A regulation may declare that a workplace defined as a large dangerous goods location under the repealed Act, part 5, is taken, under the regulation, to be a notified workplace with hazardous materials above the manifest quantity.’</p>

Ref. No	Description of record and retention period	Justification for retention period
	<p>Disposal action – Retain permanently.</p>	<p>Chapter 7 of the Work Health and Safety Regulation 2011 specifies the regulatory requirements for hazardous chemicals. Notification includes:</p> <ul style="list-style-type: none"> • s. 367 – abandoned tank <p>Chapter 9 of the Work Health and Safety Regulation 2011 specifies the regulatory requirements for Major hazard facilities. Notifications include:</p> <ul style="list-style-type: none"> • s. 536 – schedule 15 (hazardous) chemicals are present or likely to be present in a quantity that exceeds 10% of their threshold quantity • s. 537 – proposed facilities • s. 547 – re-notification if quantity of schedule 15 chemicals increases • s. 548 – new operator proposed <p>Notifications required under the repealed <i>Dangerous Goods Safety Management Act 2001</i> were:</p> <ul style="list-style-type: none"> • s.35 – Possible major hazard facilities • s.36 – New possible major hazard facility • s.37 – Certain upgrades of facilities under • s.38 – Modifications to a major hazard facility <p>Business requirements: Records are usually maintained as part of the Facility Case File (see reference 2.10.1).</p> <p>Permanent retention criteria (where applicable): The public records provide evidence of Characteristic 6 of the QSA Appraisal Statement – Environmental Management & Change.</p> <p>Comparison with other schedules' retention period: <i>Local Government Sector Retention and Disposal Schedule, QDAN 480 v.4, reference numbers:</i></p> <ul style="list-style-type: none"> • 5.2.8 – records relating to Restoration of contaminated land – Retain permanently • 24.3.4 – records relating to Investigations and inspections – Major – includes major land contamination caused by chemicals or other hazardous substances – Retain permanently. <p><i>Queensland State Archives, GRDS QDAN 249 v.7, reference number 14.4.3</i> – records relating to Hazardous substances and dangerous goods – Retain for 100 years after last action.</p> <p>Previous schedules (where applicable):</p>

Ref. No	Description of record and retention period	Justification for retention period
		<p><i>Workplace Health and Safety Division, Department of Training and Industrial Relations, Maryborough, QDAN 98/0040, reference numbers:</i></p> <ul style="list-style-type: none"> • 8 – Workplace registrations – Retain for 10 years from last date of action • 12 – Notices of vacating/cancelling registered premises – Retain for 5 years from last date of action • 18 – Workplace registration batches – Retain for 10 years from date of last action. <p><i>Workplace Health and Safety Division, Department of Employment, Training and Industrial Relations QDAN 355 v.2, reference numbers:</i></p> <ul style="list-style-type: none"> • 4 – Workplace registration files – Destroy when entered in database • 4.1 – Workplace registration forms – paper copy – Destroy forms when reference ceases • 4.2 – Workplace registration forms – imaged copy – Retain for 3 years after last action.
2.13.1	<p>Expert reports Records relating to the preparation of scientific technical reports linking a workplace, its activities or chemicals handled and processed to a possible disease outcome, or a direct injury inclusive of noise, vibration, heat or exposure to biological hazards.</p> <p>Disposal action – Retain for 30 years after business action completed.</p>	<p>Background/business process: See scope note.</p> <p>Regulatory requirements: <i>Work Health and Safety Regulation 2011</i></p> <ul style="list-style-type: none"> • Part 3.2, Division 7 – Managing risks from airborne contaminants – s. 50(2)(a) Records must be kept for 30 years • Part 7.1 – Hazardous chemicals – s. 378(1)(b) Health monitoring records must be kept for 30 years • Part 7.1 – Hazardous chemicals – s. 388 Carcinogen use, handling and storage records must be kept for 30 years • Part 7.2 – Lead – s. 418 Health monitoring records must be kept for 30 years <p>Business requirements: Retention period meets legislative requirements. Records may be related to health monitoring (2.12.4) or MHFDG (2.10.1); specific, significant reports may be held on case files and retained according to the required retention for the case file.</p> <p>Comparison with other schedules' retention period: <i>State Records Authority of New South Wales, FA307, reference number 6.18.6</i> – records relating to Research working papers relating to exposure to specific chemicals, hazardous substances, etc. including</p>

Ref. No	Description of record and retention period	Justification for retention period
		reference papers from other agencies or organisations, for example universities – Retain minimum of 30 years after action completed, then destroy.
2.13.2	<p>Testing – internal or external Records relating to simple internal laboratory testing of workplace assessment, investigation samples such as dust, liquid, solid and/or air. Includes records relating to the arrangement for external laboratory testing when chemical analysis or National Association of Testing Authorities (NATA) certified analyses are required.</p> <p>Disposal action – Retain for 30 years after last action.</p>	<p>Background/business process: Testing is performed to support industry audit/assessment (reference number 2.8) or an investigation (reference number 2.9).</p> <p>Regulatory requirements: <i>Work Health and Safety Regulation 2011</i> Part 3.2, Division 7 – Managing risks from airborne contaminants. S. 50 specifies requirements to monitor airborne contaminant levels. Records must be kept for 30 years.</p> <p>Business requirements: Retention period meets legislative requirements. Test reports that relate to a specific audit or investigation would be included in the relevant case file.</p> <p>Comparison with other schedules' retention period: <i>State Records Authority of New South Wales, FA307, reference number 6.20.4</i> – records relating to original laboratory test data on workplace assessment samples such as dust, liquid, solid and/or air – Retain minimum of 30 years after action completed, then destroy.</p>
2.13.3	<p>Laboratory samples/ specimens register Entries in the register comprising details of samples submitted for analysis and type of analysis requested. Information in the register includes unique identifier, name of laboratory to which samples were submitted for analysis and submitting inspector's name. Samples or specimens submitted for internal or external analysis include</p>	<p>Background/business process: The register contains summary records related to sampling and analysis only. Results reports should be included in the relevant case file, for example facility case file, investigation file, prosecution file. Where samples are analysed internally, the actual samples are retained according to the type/nature of the sample (solid, liquid, gas, biological) in accordance with good laboratory practice.</p> <p>Regulatory requirements: There are no specific regulatory requirements to create records in this class.</p> <p>Business requirements: The OIR requires the register be retained for 10 years to</p> <ul style="list-style-type: none"> • track the analysis of samples/specimens • provide evidence of the management of data collected for investigations, prosecutions and facilities management.

Ref. No	Description of record and retention period	Justification for retention period
	<p>biological samples, dust, liquid, solids and/or gas.</p> <p>Disposal action – Retain entries for 10 years.</p>	<p>Comparison with other schedules' retention period:</p> <p><i>Queensland State Archives, GRDS QDAN 249 v.7, reference number 8.3.5</i> – records relating to Secondary control records. No comparable references were found in schedules from other jurisdictions – Retain until administrative use ceases.</p> <p><i>Queensland Health (Pathology Laboratory Records) QDAN 614 v1, reference numbers:</i></p> <ul style="list-style-type: none"> • 1.4 – general pathology records relating to the analysis of samples, includes reports and the analysis, calculations and observations from which the result is derived – Retain for 3 years after date of testing • 1.5 – general pathology records relating to pathology laboratory samples/specimens – Retain under appropriate storage conditions for 7 days from date of receipt and 2 days after date of the issued report.
2.14.1	<p>Disciplinary action</p> <p>Records relating to undertaking disciplinary action as a result of a breach of the <i>Work Health and Safety Act 2011</i> or <i>Electrical Safety Act 2002</i>. Includes the process of verifying that there is sufficient evidence present to support and justify a recommendation for disciplinary proceedings.</p> <p>Also includes records relating to proceedings by the Licensing Review Committee or the Electrical Licensing Committee to determine disciplinary action.</p> <p>Disposal action – Retain for 10 years after business action completed.</p>	<p>Background/business process:</p> <p>This is a separate series of records to Investigations (reference number 2.9), although a disciplinary action may be related to an investigation or result from it. The process includes all steps from when a complaint is received and the disciplinary hearing, with the possible outcome of revoking entitlements (suspending or cancelling a licence).</p> <p>Regulatory requirements:</p> <p>Part 13 of the <i>Work Health and Safety Act 2011</i> describes the requirements for legal proceedings. Part 9 of the <i>Electrical Safety Act 2002</i> states the grounds for disciplinary action. Part 13 describes the requirements for proceedings and offences.</p> <p>The agency receives and creates records to meet regulatory requirements.</p> <p>Business requirements:</p> <p>If related to licensing, a copy of decision must be placed on licence holders licensing case file or linked electronically. OIR disposal action is in line with Victoria and Tasmania. 10 year retention is consistent with other OIR retention periods to allow for consistency in sentencing.</p> <p>Comparison with other schedules' retention period:</p> <p><i>Public Record Office Victoria, Electrical Safety, PROS 07/07, reference number 4.3.1</i> – records relating to Prosecutions – Case Management – Destroy 10 years after case closed.</p>

Ref. No	Description of record and retention period	Justification for retention period
		<p><i>State Records Authority of New South Wales, FA307, reference number 9.3.2</i> – records relating to Prosecution records for criminal law cases that have not established precedent – Retain <i>minimum</i> of 15 years after action completed, then destroy.</p> <p><i>Archives Office of Tasmania, Disposal Authorisation No. 2094, reference number 04.03.01</i> – records relating to disciplinary action taken against electrical technicians, contractors and nominated managers including details of licence conditions or penalties – Destroy 10 years after non-renewal.</p> <p>Previous schedules (where applicable):</p> <p><i>Workplace Health and Safety Division, Department of Training and Industrial Relations, Maryborough, QDAN 98/0040, reference number 21</i> – Breaches of Act – major, permanent/minor, retain for 7 years from last date of action.</p>
2.15.1	<p>Applications and outcomes</p> <p>Records relating to applications for an organisation or individual wishing to enter into an enforceable undertaking under Part 11 of the <i>Work Health and Safety Act 2011</i>, Part 3 of the <i>Electrical Safety Act 2002</i> or s.34 of the <i>Safety in Recreational Water Activities Act 2011</i>.</p> <p>Includes records relating to the development, implementation and monitoring of strategies to enhance the agency's enforceable undertakings program.</p> <p>Disposal action – Retain for 10 years after last action.</p>	<p>Background/business process:</p> <p>It is an offence not to comply with an Enforceable Undertaking and orders may be sought from the court to secure compliance and apply financial penalties.</p> <p>Where an Enforceable Undertaking application is rejected, prosecution of the matter will proceed through the Industrial Magistrates Court.</p> <p>Enforceable Undertakings, variations and reasons for decisions are published online and shown on the website for 5 years. https://www.worksafe.qld.gov.au/laws-and-compliance/enforceable-undertakings/enforceable-undertakings-list</p> <p>Regulatory requirements:</p> <p>Records are received and created by the agency in relation to Part 11 of the <i>Work Health and Safety Act 2011</i>, Part 3 of the <i>Electrical Safety Act 2002</i> and s.34 of the <i>Safety in Recreational Water Activities Act 2011</i> which describe requirements for Enforceable Undertakings.</p> <p>Business requirements:</p> <p>It is appropriate for records related to enforceable undertakings to have the same retention as disciplinary action (Ref 2.14.1) as the undertaking may be an alternative to other disciplinary action</p> <p>Comparison with other schedules' retention period:</p> <p><i>Public Record Office Victoria, Electrical Safety, PROS 07/07, reference number 4.3.1</i> – records relating to Prosecutions – Case Management – Destroy 10 years after case closed.</p>

Ref. No	Description of record and retention period	Justification for retention period
		<p><i>Archives Office of Tasmania, Disposal Authorisation No. 2094, reference number 04.03.01</i> – records relating to disciplinary action taken against electrical technicians, contractors and nominated managers including details of licence conditions or penalties – Destroy 10 years after non-renewal.</p> <p>Other comments/factors for consideration: OIR disposal action is in line with Victoria and Tasmania.</p>
2.15.2	<p><i>Enforceable undertakings registers</i> Entries in the registers comprising details of enforceable undertakings. Disposal action – Entries retained for 10 years after last action.</p>	<p>Background/business process: Summary information regarding enforceable undertakings is recorded in the register.</p> <p>Regulatory requirements: There are no requirements in the Act or Regulations that specify enforceable undertakings details be kept in a register.</p> <p>Business requirements: Registers have enduring value for audit, inspection and statistical purposes. The register will be retained to enable review of trends. Information contained in the registers is used for operational, strategic and board reporting. Quarterly performance reports (covered by GRDS) would contain some statistical data. Retention period of 10 years is appropriate where the driver is to keep the records 'in the public interest', however in practice, the business would not delete data from the register.</p> <p>Comparison with other schedules' retention period: No relevant references were found in other schedules.</p>
2.16.1	<p><i>Prosecution case file – precedent setting</i> Records relating to prosecutions where the case established a legal precedent taken as a guide for subsequent cases, or challenged existing legislation or government policy. Case files contain records relating to prosecutions for breaches of the <i>Work Health</i></p>	<p>Background/business process: Case files will contain some records that will not be captured on the court files. Documents forwarded to the court by OIR are in turn duplicates which are managed on the court files. Medical statements and reports produced independently and external to the prosecution process are included in the prosecution case file. In practical terms, records created in the process of developing the medical statement may be managed in a separate file which is related to the prosecution case file.</p> <p>Regulatory requirements: Part 13 of the <i>Work Health and Safety Act 2011</i> prescribes the requirements for Legal proceedings with s. 230-233 relating specifically to Prosecutions. Part 13 of the <i>Electrical Safety Act 2002</i> prescribes the requirements for Proceedings and offences with s. 186 relating specifically to Prosecutions.</p>

Ref. No	Description of record and retention period	Justification for retention period
	<p><i>and Safety Act 2011, Electrical Safety Act 2002 or Industrial Relations Act 1999. Includes records relating to the process of verifying that there is sufficient evidence present to support and justify a recommendation to prosecute. Medical statements and reports produced independently and external to the prosecution process are also included in the prosecution case file.</i></p> <p>Disposal action – Retain permanently.</p>	<p>Chapter 14 of the <i>Industrial Relations Act 1999</i> prescribes the requirements for Legal proceedings.</p> <p>Business requirements: Precedent-setting cases are referred to in future cases.</p> <p>Permanent retention criteria (where applicable): The public records provide evidence of Characteristic 3 of the QSA Appraisal Statement – Enduring Rights & Entitlements.</p> <p>Comparison with other schedules' retention period: <i>Queensland State Archives, GRDS QDAN 249 v.7, reference number 9.2.1</i> – records relating to major issues of public interest or controversy; claims or matters which are of a precedent-setting nature or which have a major impact on the public authority's policy and procedures – Retain permanently. <i>State Records Authority of New South Wales, FA307, reference number 9.3.1</i> – prosecution records for criminal law cases that established a precedent – Required as state archives.</p> <p>Previous schedules (where applicable): <i>Workplace Health and Safety Division, Department of Training and Industrial Relations, Maryborough, QDAN 98/0040, reference number 21</i> – Breaches of Act (major) – permanent.</p>
2.16.2	<p>Prosecutions – other</p> <p>Records relating to successful and unsuccessful prosecutions where the case has not established precedent.</p> <p>Case files contain records relating to prosecutions for breaches of the <i>Work Health and Safety Act 2011, Electrical Safety Act 2002 or Industrial Relations Act 1999. Includes records relating to the process of verifying that there is sufficient evidence present to support and justify a recommendation to prosecute.</i></p>	<p>Background/business process: See 2.16.1</p> <p>Regulatory requirements: See 2.16.1</p> <p>Business requirements: It is appropriate for records related to prosecutions to have the same retention as disciplinary action (Ref 2.14.1) and enforceable undertakings (Ref 2.15.1). 10 year retention is consistent with other OIR retention periods to allow for consistency in sentencing.</p> <p>Community expectation: There is a community expectation that the public records will provide evidence that the agency is acting in accordance with legislation.</p> <p>Comparison with other schedules' retention period: <i>Public Record Office Victoria, Electrical Safety, PROS 07/07, reference number 4.3.1</i> – records relating to Prosecutions – Case Management – Destroy 10 years after case closed.</p>

Ref. No	Description of record and retention period	Justification for retention period
	<p>Disposal action – Retain for 10 years after business action completed.</p>	<p>Previous schedules (where applicable): <i>Workplace Health and Safety Division, Department of Training and Industrial Relations, Maryborough, QDAN 98/0040, reference number 21 – Breaches of Act (minor) – Retain for 7 years from last date of action.</i></p>
2.16.3	<p>Prosecutions register Entries in the register detailing results of prosecutions including summaries of offences published on the agency's website. Disposal action – Retain until reference ceases.</p>	<p>Background/business process: Court summaries are published on the website for 5 years. https://www.worksafe.qld.gov.au/laws-and-compliance/compliance-and-enforcement/prosecutions/court-summaries Regulatory requirements: See 2.16.1 for the regulatory requirements under which the prosecution records are created. Business requirements: Court summaries are published on the website for 5 years. Comparison with other schedules' retention period: <i>Public Record Office Victoria, WorkSafe Victoria, PROS 09/06, reference number 4.3.1 – Permanent Summary register of all prosecutions or litigation cases undertaken.</i></p>
2.16.4	<p>Medical statements register Entries in the register detailing all requests for the preparation of medical statements. Disposal action – Retain until administrative reference ceases.</p>	<p>Background/business process: Medical statements/reports are produced independently and external to the prosecution process but form part of the prosecution case records. The register provides a mechanism for tracking requests for the preparation of medical statements. Regulatory requirements: There is no regulatory requirement to keep a medical statements register. Business requirements: The register provides a mechanism for tracking requests for the preparation of medical statements. Register is kept for business purposes only. There is no specific business need for records to be retained for long – term reference by the agency. Community expectation: There would be no community expectation to keep this register as full records are kept in the prosecution case file. Comparison with other schedules' retention period:</p>

Ref. No	Description of record and retention period	Justification for retention period
		<p>No similar references were found in other schedules.</p> <p>Other comments/factors for consideration: The business has defined the internally-required retention period currently at 2 years, however this requirement may change over time.</p>
2.16.5	<p>Schedule of comparative sentences Schedule of comparative sentences which provides a history of penalties issued by courts in relation to breaches of specific sections of the <i>Work Health and Safety Act 2011</i>, <i>Electrical Safety Act 2002</i> or <i>Industrial Relations Act 1999</i>.</p> <p>Disposal action – Retain permanently.</p>	<p>Background/business process: The agency is required to maintain history of penalties previously issued by courts to infringement of specific sections of legislation.</p> <p>Regulatory requirements: Defined by Courts and Tribunals Services (specific reference not sought).</p> <p>Business requirements: The OIR requires these records to be retained permanently to:</p> <ul style="list-style-type: none"> • provide evidence of sentences to support current and future cases. • the courts do not provide comparative analysis of information on these types of cases. • provide longitudinal trends that help design future work health and safety strategies to improve industries performance. <p>Permanent retention criteria (where applicable): The public records provide evidence of the QSA Appraisal Statement –</p> <ul style="list-style-type: none"> • Characteristic 2 - Primary Functions & Programs of Government • Characteristic 4 – Significant Impact on Individuals. <p>Community expectation: There is a community expectation that the public records will provide evidence that the agency is acting in accordance with legislation.</p> <p>Comparison with other schedules' retention period: <i>Courts Sector Retention and Disposal Schedule QDAN 705 v. 1</i>, reference numbers:</p> <ul style="list-style-type: none"> • 2.9.1 – records relating to Case registration and control – electronic – Retain permanently • 5.1.23 – records relating to Criminal Cases Register – Retain permanently.
2.16.6	<p>Schedules and court diaries</p>	<p>Background/business process:</p>

Ref. No	Description of record and retention period	Justification for retention period
	<p>Records relating to schedules of prosecution matters, current matter lists, running sheets and court diaries.</p> <p>Disposal action – Retain until reference ceases.</p>	<p>The court diary is used as the 'bring up' system for the legal unit. All items would appear in the relevant prosecution file and/or in a court listing.</p> <p>Regulatory requirements: There are no specific regulatory requirements to create records in this class.</p> <p>Business requirements: Records do not have enduring value to the business.</p> <p>Comparison with other schedules' retention period: <i>Courts Sector Retention and Disposal Schedule, QDAN 705 v. 1, reference number 2.3.2</i> – records relating to Courts listings – Retain for 2 years after last action.</p> <p>Other comments/factors for consideration: Official courts listings are retained by the relevant court in accordance with QDAN705.</p>

Function No	Title	Scope Note
3	INDUSTRIAL RELATIONS APPEALS AND DECISION REVIEW MANAGEMENT	<i>The function of managing appeals against, and requests for review of decisions made by the agency.</i>

Activities

3.1 Appeals and Decision Review

Ref. No	Description of record and retention period	Justification for retention period
3.1.1	<p>Appeals – review of decisions – significant</p> <p>Records relating to applications to review a decision by a person whose interests are affected by an action or decision of the agency. Includes reviews undertaken internally, externally and by commission.</p> <p>Also includes records relating to the agency appealing decisions by a higher court or tribunal not to suspend or cancel the entitlements of a person whose interests are affected by an action or decision of the agency.</p> <p>Significant appeals are those where the outcome:</p> <ul style="list-style-type: none"> • impacts on the provision of services to a large extent • impacts on a particular sector • sets a precedent • results in innovative or significant changes to working conditions. 	<p>Background/business process:</p> <p>The business processes must meet the requirements of part 12 of the <i>Work Health and Safety Act 2011</i> and part 12 of the <i>Electrical Safety Act 2002</i> which relate to the review of decisions.</p> <p>A copy of the appeal outcome must be placed on appellant’s licensing or accreditation case file or linked electronically. The outcome of the review should be added to the relevant register.</p> <p>In practice, decisions made by the Electrical Licensing Committee are accepted by the agency.</p> <p>In practice, most industrial relations decisions are made by the Industrial Relations Commission which is not part of the agency covered by this schedule. The agency is rarely involved in appeals related to industrial relations.</p> <p>Regulatory requirements:</p> <p><i>Work Health and Safety</i></p> <p>Under s. 224, s. 229 and s. 229A of the <i>Work Health and Safety Act 2011</i> an eligible person whose interests are affected by a decision of the agency may apply for the decision to be reviewed. Schedule 2a of the <i>Work Health and Safety Act 2011</i> lists the eligible person and reviewable decisions under the Act. A note to s. 223 of the <i>Work Health and Safety Act 2011</i> states that ‘Decisions under a regulation that will be reviewable decisions will be stated in the regulation.’</p> <p>S.676 of the <i>Work Health and Safety Regulation 2011</i> lists the reviewable decisions under the Regulation.</p> <p><i>Electrical Safety</i></p> <p>Under s. 168 of the <i>Electrical Safety Act 2002</i>, a person whose interests are affected by an original decision may apply for the decision to be reviewed.</p> <p>Under Part 12 of the <i>Electrical Safety Act 2002</i>, applications for review are submitted to the agency and records of the review decision are created.</p> <p>Records documenting all stages of the review and appeals processes must be created.</p> <p>Under s. 172 of the <i>Electrical Safety Act 2002</i>, a person may apply for an external review as provided for under the <i>Queensland Civil and Administrative Tribunal Act 2009</i>.</p> <p><i>Industrial Relations</i></p> <p>The following Industrial Relations acts allow for appeals:</p> <ul style="list-style-type: none"> • <i>Child Employment Act 2006</i> – s.15J • <i>Industrial Relations Act 1999</i> – Chapter 9 • <i>Pastoral Workers’ Accommodation Act 1980</i> – s.30

Ref. No	Description of record and retention period	Justification for retention period
	<p>Disposal action – Retain permanently.</p>	<ul style="list-style-type: none"> • <i>Private Employment Agents Act 2005</i> – s.47 • <i>Workers’ Accommodation Act 1952</i> – s.19 <p>Business requirements: The appeal file needs to be kept as long as the applicant’s case file to verify the status of the applicant’s licence or other conditions.</p> <p>Community expectation: There is a community expectation that the public records will provide evidence that the agency is acting in accordance with legislation.</p> <p>Permanent retention criteria (where applicable): <i>Queensland State Archives’ Appraisal Statement:</i></p> <ul style="list-style-type: none"> • Characteristic 4 – provide evidence of the significant impact of Queensland government decisions and actions on individuals and communities • Characteristic 3 – provide evidence of the legal status of individuals and groups within the community to lay claim to entitlements and protection provided by the state. <p>Comparison with other schedules' retention period: Queensland State Archives, GRDS QDAN 249 v.7, reference number 7.1.1 – records relating to significant appeals made to an external industrial relations arbitration body e.g. the Industrial Relations Commission or the Industrial Court of Queensland, against a decision or order – Retain permanently.</p>
3.1.2	<p>Appeals – review of decisions – other Records relating to applications to review a decision by a person whose interests are affected by an action or decision of the agency. Includes records of internal review, external review and review by commission. Also includes records relating to the agency appealing</p>	<p>Background/business process: The business processes must meet the requirements of part 12 of the <i>Work Health and Safety Act 2011</i> and part 12 of the <i>Electrical Safety Act 2002</i> which relate to the review of decisions. A copy of the appeal outcome must be placed on appellant’s licensing or accreditation case file or linked electronically. The outcome of the review should be added to the relevant register. In practice, decisions made by the Electrical Licensing Committee are accepted by the agency. In practice, most industrial relations decisions are made by the Industrial Relations Commission which is not part of the agency covered by this schedule. The agency is rarely involved in appeals related to industrial relations.</p> <p>Regulatory requirements: <i>Work Health and Safety</i></p>

Ref. No	Description of record and retention period	Justification for retention period
	<p>decisions by a higher court or tribunal not to suspend or cancel the entitlements of a person whose interests are affected by an action or decision of the agency.</p> <p>Disposal action – Retain for 10 years after business action completed.</p>	<p>Under s. 224, s. 229 and s. 229A of the <i>Work Health and Safety Act 2011</i> an eligible person whose interests are affected by a decision of the agency may apply for the decision to be reviewed. Schedule 2a of the <i>Work Health and Safety Act 2011</i> lists the eligible person and reviewable decisions under the Act. A note to s. 223 of the <i>Work Health and Safety Act 2011</i> states that ‘Decisions under a regulation that will be reviewable decisions will be stated in the regulation.’</p> <p>S.676 of the <i>Work Health and Safety Regulation 2011</i> lists the reviewable decisions under the Regulation.</p> <p><i>Electrical Safety</i></p> <p>Under s. 168 of the <i>Electrical Safety Act 2002</i>, a person whose interests are affected by an original decision may apply for the decision to be reviewed.</p> <p>Under Part 12 of the <i>Electrical Safety Act 2002</i>, applications for review are submitted to the agency and records of the review decision are created.</p> <p>Records documenting all stages of the review and appeals processes must be created.</p> <p>Under s. 172 of the <i>Electrical Safety Act 2002</i>, a person may apply for an external review as provided for under the <i>Queensland Civil and Administrative Tribunal Act 2009</i>.</p> <p><i>Industrial Relations</i></p> <p>The following Industrial Relations acts allow for appeals:</p> <ul style="list-style-type: none"> • <i>Child Employment Act 2006</i> – s.15J • <i>Industrial Relations Act 1999</i> – Chapter 9 • <i>Pastoral Workers’ Accommodation Act 1980</i> – s.30 • <i>Private Employment Agents Act 2005</i> – s.47 • <i>Workers’ Accommodation Act 1952</i> – s.19 <p>Business requirements:</p> <p>A copy of the outcome of the appeal is placed on the relevant applicant’s case file. The OIR requires these appeal records be retained for 10 years to:</p> <ul style="list-style-type: none"> • verify/cross check the status of applicant’s licence conditions • review investigation and prosecution processes where appeals go in favour of the appellant. <p>Comparison with other schedules' retention period:</p>

Ref. No	Description of record and retention period	Justification for retention period
		<p><i>National Archives of Australia, Comcare, Records Authority 2013/00241702, reference number Class 61378</i> – records documenting routine operational administrative tasks supporting the core business, and work health and safety regulation activities – Destroy 10 years after action completed.</p> <p><i>NT Archives Service, Disposal Schedule No. 2014/2, reference number 1.9.1</i> – records documenting the processes associated with requests to a higher authority to alter a decision made at a lower level in relation to work health and safety – Destroy 10 years after action completed.</p> <p>Other comments/factors for consideration: This class includes records for both successful and unsuccessful reviews to allow for standardisation of sentencing. Summary information will be retained in the associated registers.</p>
3.1.3	<p>Licensing appeals register Entries in the register comprising details of licensing disciplinary hearings and appeals maintained in the Compliance and Investigation System (CIS) database.</p> <p>Disposal action – Retain for 10 years after last action.</p>	<p>Background/business process: Summary information regarding licensing appeals is recorded in the register.</p> <p>Regulatory requirements: There are no requirements in the Act or Regulations that specify appeal details be kept in a register.</p> <p>Business requirements: Registers have enduring value for audit, inspection and statistical purposes. In practice, items are not deleted from the register. As the register is contained within a business system, the retention period allows for the system to be upgraded and for summary records for the previous 10 years to be transferred to the new system. The superseded register can then be disposed.</p> <p>Comparison with other schedules' retention period: No similar references were found in other schedules.</p>

Function No	Title	Scope Note
4	INDUSTRIAL RELATIONS VOCATIONAL TRAINING AND ASSESSMENT	<i>The function of developing and/or delivering vocational training to staff and clients to acquire qualifications required to meet a licence or other regulatory outcome. Includes the development of accredited courses containing nationally recognised qualifications (units of competency) required for eligibility to obtain an occupational licence. Also includes monitoring the delivery of training by Registered Training Organisations to maintain standards for regulatory outcomes, and contributing to the growth of the national vocational education and training (VET) system to harmonise competencies in nationally recognised qualifications.</i>

Activities

- 4.1 Apprentice, Graduate and Trainee Hosting
- 4.2 Course Delivery
- 4.3 Course Development
- 4.4 Course Management
- 4.5 Trainer and Assessor Management
- 4.6 Training Partnerships

Ref. No	Description of record and retention period	Justification for retention period
4.1.1	<p><i>Apprentices and trainees</i> Records relating to apprentices, graduates and trainees, including vacation employment.</p> <p><i>Note: If the apprentice, graduate or trainee becomes a permanent employee, these records should be kept on their personnel file with retention according to GRDS.</i></p> <p>Disposal action – Retain for 7 years after business action completed.</p>	<p>Background/business process: Records are created for apprentices and trainees who work in OIR on a short term, temporary basis.</p> <p>Regulatory Requirements: S. 8 of the <i>Further Education and Training Act 2014</i> describes the requirements for declaring a person as an apprentice or trainee.</p> <p>Business requirements: There is no specific business need for the records to be retained for reference by the agency.</p> <p>Comparison with other schedules' retention period: <i>Queensland State Archives, GRDS QDAN 249 v.7, reference 15.4.3</i> – records relating to service history of contractors, volunteers and work placement – Retain for 7 years after last action.</p>
4.2.1	<p><i>Enrolment and assessment</i> Records relating to completed learner assessment items. Includes enrolment information and final assessment outcomes provided by the agency to the partnered Registered Training Organisation.</p> <p>Disposal action – Retain for 1 year after business action completed or confirmation of final results.</p>	<p>Background/business process: Records are created when the agency conducts training and assessments.</p> <p>Regulatory requirements: The <i>Work Health and Safety Act 2011</i>, <i>Work Health and Safety Regulation 2011</i>, <i>Electrical Safety Act 2002</i> and <i>Electrical Safety Regulation 2013</i> contain various requirements where officers require certified training to perform specific roles.</p> <p>S. 8 of the <i>Further Education and Training Act 2014</i> describes the requirements for declaring a person as an apprentice or trainee.</p> <p>Part 3 of the <i>Further Education and Training Act 2014</i> specifies the requirements for supervising registered training organisations.</p> <p>Training records are created and kept according to s. 4 of the <i>Further Education and Training Regulation 2014</i>.</p> <p>Business requirements: The OIR only requires the records be retained for 1 year. There is no ongoing business requirement to retain the records longer.</p> <p>Comparison with other schedules' retention period:</p>

Ref. No	Description of record and retention period	Justification for retention period
		<p>The Australian Skills Quality Authority General Direction for “Retention requirements for completed student assessment items” states that “An RTO is required to securely retain, and be able to produce in full at audit if requested to do so, all completed student assessment items for each student, as per the definition above, for a <i>period of six months</i> from the date on which the judgment of competence for the student was made.”</p> <p><i>Technical & Further Education Institutes, QDAN 588 v.1 reference 2.2.2</i> – records relating to assessment items/tools – Retain for 3 months, following the duration of appeal period. Following lapse of appeal period, retain for 12 months after the final result for each unit of competency or for 12 months after the expiration of the contract, whichever is greater</p> <p><i>University Sector Retention and Disposal Schedule, QDAN 601 v.3 reference 601.3/C88</i> – records relating to completed assessments – Retain until the end of the appeal period or 3 months after last action, whichever is later.</p> <p>Other comments/factors for consideration:</p> <p>Retention period of 1 year suggested to align with maximum period of QDAN 588 v.1 and allow for easier sentencing.</p>
4.2.2	<p><i>Learner files and skills recognition</i></p> <p>Records relating to learners enrolled in a training program. Includes records relating to the assessment of an individual’s formal or informal training and education to determine competency; also known as recognition of prior learning (RPL).</p> <p>Disposal action – Retain for 7 years after business action completed.</p>	<p>Background/business process:</p> <p>See scope note.</p> <p>Regulatory requirements:</p> <p>There is no specific regulatory requirement for the agency to create records in this class.</p> <p>Business requirements:</p> <p>The OIR requires these records to be retained for 7 years to:</p> <ul style="list-style-type: none"> • provide evidence of individuals results of formal and informal assessment. • ensure information about individuals assessment is available for application registrations for various licenses. <p>Comparison with other schedules' retention period:</p> <p><i>Technical & Further Education Institutes, QDAN 588 v.1 reference numbers:</i></p> <ul style="list-style-type: none"> • 2.3.1 – Attendance/ participation records/roll books for accredited and non-accredited courses - Retain for 7 years after last action. • 2.5.1 – Enrolment records, including subject selection and change-of-advice forms – Retain for 7 years after data entry in CAP database has been verified. • 2.5.5 – Recognition of Prior Learning (RPL) documents – Retain for 7 years after last action.

Ref. No	Description of record and retention period	Justification for retention period
		<i>Archives Office of Tasmania – Disposal Authorisation No. 2183 (TAFE) 05.07.02</i> – records supporting the process of enrolment, e.g. recognition of prior learning applications – Destroy 7 years after action completed.
4.2.3	<p>Timetabling and arrangements</p> <p>Records relating to the scheduling of classes, examinations, 6 trainers and assessors.</p> <p>Disposal action – Retain for 2 years after business action completed.</p>	<p>Background/business process: See scope note.</p> <p>Regulatory requirements: There is no specific regulatory requirement for the agency to create records in this class.</p> <p>Business requirements: The OIR requires these records to be retained for 2 years for ongoing timetable planning.</p> <p>Comparison with other schedules' retention period: <i>Queensland State Archives, GRDS, QDAN 249 v.7, reference number 15.15.1</i> – Training Administration – Retain for 2 years after last action. <i>Technical & Further Education Institutes, QDAN 588 v.1 reference number 4.1.1</i> – Records relating to the administrative arrangements for course delivery, including student timetables and venue rosters – Retain until superseded. <i>University Sector Retention and Disposal Schedule, QDAN 601 v.3 reference number 601.2/C321</i> – Records relating to timetabling administration – Retain for 1 year after last action.</p>
4.2.4	<p>Training plans</p> <p>Records relating to the development, signing and amendment of training plans.</p> <p><i>Training plans for individual learners may be retained on the learner file (reference number 4.2.2).</i></p> <p>Disposal action – Retain for 7 years after business action completed.</p>	<p>Background/business process: Generic training plans may be developed. Training plans for individual learners would be retained on the learner files (reference 4.2.2).</p> <p>Regulatory requirements: Training plans for apprentices or trainees are developed according to Part 4 of the <i>Further Education and Training Act 2014</i>. Training records must be kept according to s. 4 of the <i>Further Education and Training Regulation 2014</i>.</p> <p>Business requirements: The OIR requires these records be retained for 7 years for ongoing planning for training programs in the future.</p> <p>Comparison with other schedules' retention period:</p>

Ref. No	Description of record and retention period	Justification for retention period
		<p><i>Technical & Further Education Institutes, QDAN 588 v.1, reference number 2.1.5</i> – Apprenticeships and Traineeships – Records relating to apprentice/traineeship students, including training plans, allocation agreements, etc. – Retain for 7 years after last action.</p> <p><i>Archives Office of Tasmania – Disposal Authorisation No. 2183 (TAFE), reference number 04.30.02</i> - Records documenting training delivery, e.g. training plans – Destroy 5 years after last use.</p>
4.3.1	<p>Courses – development and assessment</p> <p>Records relating to the development and review of training packages containing competency related requirements for a licence, occupational qualification or other regulatory outcome. Includes master copies of assessment tools, including criteria by which an assessor would base assessment decisions.</p> <p>Also includes records relating to the process of comparing standards of assessment across different courses, institutions or organisations, to ensure that assessments are valid, reliable and fair.</p> <p>Disposal action – Retain for 10 years from the last date of use.</p>	<p>Background/business process: See scope note.</p> <p>Regulatory requirements: Under s. 45 of the <i>Further Education and Training Act 2014</i>, proof of assessment is required for issue of completion certificate.</p> <p>Business requirements: The OIR requires these records be retained for 10 years to:</p> <ul style="list-style-type: none"> • provide evidence that courses are relevant for occupational competencies • support the basis of the course development • be available for future development of courses. <p>Comparison with other schedules' retention period: <i>Technical & Further Education Institutes, QDAN 588 v.1, reference number 2.2.3</i> – records relating to Assessment instruments/tools – Master copy – Retain for 7 years from date assessment was last issued. <i>University Sector Retention and Disposal Schedule, QDAN 601 v.3, reference numbers:</i></p> <ul style="list-style-type: none"> • 601.3/C20 – records relating to Curricula development and review – award courses/programs – Retain for 10 years after course/program is no longer offered • 601.3/C89 – records relating to Assessment instructions – Master set of examination papers, assignment outlines or other assessment instructions – Retain for 15 years after last action. <p>Other comments/factors for consideration: Agency training activities more closely align with TAFE than with Universities. QDAN 588 v.1 does not include a specific record class for course development.</p>
4.3.2	<p>Courses – no formal assessment</p>	<p>Background/business process: See scope note.</p>

Ref. No	Description of record and retention period	Justification for retention period
	<p>Records relating to the development of health and safety training to external communities, organisations and individuals. Includes dangerous goods safety training for local council officers and the development of courses with no assessment or certification of competency.</p> <p>Includes supporting materials such as implementation guides, workbooks, booklets, manuals, session plans, toolboxes and training guides.</p> <p>Disposal action – Retain for 5 years after business action completed.</p>	<p>Regulatory requirements: Under s. 152 of the <i>Work Health and Safety Act 2011</i>, functions of the regulator include (c) to provide advice and information on work health and safety to duty holders under this Act and to the community and (f) to promote and support education and training on matters relating to work health and safety.</p> <p>Business requirements: The OIR requires these records be retained for 5 years to:</p> <ul style="list-style-type: none"> • provide evidence of training to educate duty holders about work health and safety • align with the GRDS and the University schedule. <p>Comparison with other schedules' retention period: <i>Queensland State Archives, GRDS QDAN 249 v.7, reference number 15.15.2</i> – records relating to Training provision – Retain for 5 years after last action. <i>University Sector Retention and Disposal Schedule, QDAN 601 v.3, reference number 6.1.3/C21</i> – records relating to Curricula development and review – non-award courses/programs – Retain for 5 years after last action.</p>
4.3.3	<p>Training needs analysis</p> <p>Records relating to identification of training needs.</p> <p>Disposal action – Retain for 5 years after business action completed.</p>	<p>Background/business process: See scope note.</p> <p>Regulatory requirements: There is no specific regulatory requirement for the agency to create records in this class.</p> <p>Business requirements: The OIR requires these records be retained for 5 years to:</p> <ul style="list-style-type: none"> • provide information to help develop training courses • align with the GRDS. <p>There is no specific business need for the records to be retained for reference by the agency.</p> <p>Comparison with other schedules' retention period: <i>Queensland State Archives, GRDS QDAN 249 v.7, reference number 15.15.2</i> – records relating to Training provision – Retain for 5 years after last action.</p>

Ref. No	Description of record and retention period	Justification for retention period
4.4.1	<p>Course accreditation Records relating to applications to the Australian Skills Quality Authority (ASQA) for recognition and accreditation of training courses. Includes records relating to notifying the state registering body and course license holders about changes to accredited courses owned and licensed by the department. Also includes notification about changes of ownership of an accredited course.</p> <p>Disposal action – Retain for 7 years after expiry or cancellation of accreditation.</p>	<p>Background/business process: See scope note.</p> <p>Regulatory requirements: Under s. 5 of the <i>Vocational Education and Training (Commonwealth Powers) Act 2012</i>, Queensland has adopted the national VET legislation. Part 3 of the <i>National Vocational Education and Training Regulator Act 2011 (Cwlth)</i> specifies the requirements for accreditation of courses. Records in this class are created according to s.43 Application for accreditation and s. 50 Renewal of accreditation.</p> <p>Business requirements: The OIR requires these records be retained for 7 years to:</p> <ul style="list-style-type: none"> • provide evidence that the courses used by organisations providing training for OIR are appropriately accredited • align with the TAFE curriculum management records. <p>Comparison with other schedules' retention period: <i>Technical & Further Education Institutes, QDAN 588 v.1, reference numbers:</i></p> <ul style="list-style-type: none"> • 4.1.6 – records relating to Course Administration – Syllabus documents, national training packages or accredited curriculum documentation – Retain for 5 years after last action • 4.2.1 – records relating to Curriculum Management – Accreditation and registration documentation for institute courses – Retain for 7 years after last action. <p><i>University Sector Retention and Disposal Schedule, QDAN 601 v.3, reference number 601.3/C84</i> – records relating to Accreditation by professional bodies – application process – Retain for 3 years after accreditation expires.</p> <p><i>Archives Office of Tasmania, Disposal Authorisation No. 2094 (WHS), reference number 01.03.01</i> – Course approvals – records relating to the approval of the content of training courses – Destroy 10 years after completion of final course.</p> <p><i>Archives Office of Tasmania, Disposal Authorisation No. 2183 (TAFE), reference number 03.09.01</i> – records documenting the evaluation of learning and assessment materials including training packages, accredited courses, assessment resources and support material – Destroy 5 years after action completed.</p> <p>Other comments/factors for consideration:</p>

Ref. No	Description of record and retention period	Justification for retention period
		Retention periods in other schedules are inconsistent. The suggested retention aligns with QDAN 588 v.1, ref. 4.2.1.
4.4.2	<p>Course providers – registered training organisations</p> <p>Records relating to applications from Registered Training Organisations (RTOs) to deliver courses (accredited or Non-accredited) and issue authorities on behalf of the agency. Includes issuing participants with evidence of competency.</p> <p>Disposal action – Retain for 7 years after expiry or cancellation of licence agreement.</p>	<p>Background/business process: See scope note.</p> <p>Regulatory requirements: Under s. 152 of the <i>Work Health and Safety Act 2011</i>, functions of the regulator includes (f) to promote and support education and training on matters relating to work health and safety. Proof of competency is required in various sections of the <i>Work Health and Safety Act 2011</i>. Registered Training Organisations who provide proof of competency must be registered according to Part 2 of the <i>National Vocational Education and Training Regulator Act 2011 (Cwlth)</i>. The agency creates records in this class to confirm that requirements are met.</p> <p>Business requirements: The OIR requires these records be retained for 7 years to:</p> <ul style="list-style-type: none"> • provide evidence that organisations providing training for OIR are appropriately accredited • align with the GRDS joint venture records. <p>Community expectation: The community could reasonably expect the agency to conduct due diligence to ensure course providers meet requirements.</p> <p>Comparison with other schedules' retention period: <i>Archives Office of Tasmania, Disposal Authorisation No. 2183 (TAFE), reference number 03.13.01 – records documenting the management of licences to use learning resources developed by the Institute of TAFE Tasmania – Destroy 7 years after action completed.</i> <i>Queensland State Archives, GRDS QDAN 249 v.7, reference number 6.4.2 – records relating to other joint ventures – Retain for 7 years after last action.</i></p>
4.4.3	<p>Audits - registered training organisation and assessor</p> <p>Records relating to audits conducted to ensure that training and assessment</p>	<p>Background/business process: See scope note.</p> <p>Regulatory requirements:</p>

Ref. No	Description of record and retention period	Justification for retention period
	<p>practices of Registered Training Organisations (RTO) and authorised assessors meet licensing and regulatory requirements.</p> <p>Disposal action – Retain for 7 years after business action completed.</p>	<p>Under s. 35 of the <i>National Vocational Education and Training Regulator Act 2011 (Cwlth)</i>, the Queensland VET Regulator (Australian Skills Quality Authority) may conduct compliance audits to assess whether an organisation continues to comply.</p> <p>The agency mirrors this requirement to ensure that RTOs and assessors meet requirements.</p> <p>Business requirements: Records may be included in, or linked to the RTO course provider file (ref 4.4.2) or assessor file (ref 4.5.1). There is no specific business need for the records to be retained for reference by the agency.</p> <p>Community expectation: There is a community expectation that the public records will provide evidence that the agency is acting in accordance with legislation. The community could reasonably expect the agency to conduct audits to ensure course providers continue to meet requirements.</p> <p>Comparison with other schedules' retention period: <i>Queensland State Archives, GRDS QDAN 249 v.7, reference number 12.1.2</i> – records relating to External performance audits – Retain for 7 years after audit. <i>Archives Office of Tasmania, Disposal Authorisation No. 2094 (WHS), reference number 01.02.03</i> – records relating to audits of training providers for workplace training – Destroy 7 years after audit completed. <i>Archives Office of Tasmania, Disposal Authorisation No. 2135 (RTO), reference number 01.06.01</i> – records documenting internal and external audits relating to compliance with assessment and training standards – Destroy 3 years after action completed or following next registration audit whichever is the latter.</p>
4.5.1	<p>Trainer and assessor case files</p> <p>Records relating to applications for individuals to provide training and assessment under the <i>Work Health and Safety Act 2011</i> or <i>Electrical Safety Act 2002</i>. Includes appeals against decisions to suspend or cancel approval to provide training and assessment. Also includes</p>	<p>Background/business process: Refer to scope note. Trainers and assessors must be aligned with a Registered Training Organisation.</p> <p>Regulatory requirements: Under Part 4.5 Division 2 Subdivision 2 of the <i>Work Health and Safety Regulation 2011</i> the regulator is required to receive and create records relating to accreditation of assessors. Assessors are not automatically eligible to also provide training.</p> <p>Business requirements: Summary details contained in the register (Ref 4.5.2 for longer retention) meet business needs. There is no specific business need for the records to be retained for reference by the agency.</p>

Ref. No	Description of record and retention period	Justification for retention period
	<p>records relating to the management of approved trainers and assessors.</p> <p>Disposal action – Retain for 7 years after business action completed.</p>	<p>Community expectation: There is a community expectation that the public records will demonstrate that activities are conducted in accordance with legislated requirements and that trainers and assessors meet competency requirements.</p> <p>Comparison with other schedules' retention period: <i>Queensland State Archives, GRDS QDAN 249 v.7, reference number 15.3.1</i> – records relating to Employee complaints – Retain for 7 years after last action. <i>NT Archives Service, Disposal Schedule No. 2014/2, reference number 1.3.11</i> – records documenting applications for accreditation as a high risk work licensing assessor. Includes successful and unsuccessful applications, authorisation renewal applications, and extensions-to-scope applications – Destroy 5 years after approval ceases or is withdrawn.</p>
4.5.2	<p><i>Trainers and assessors register</i> Entries in the register summarising qualifications and professional development activities of trainers and assessors. Also includes information regarding change of details.</p> <p>Disposal action – Retain entries for 10 years.</p>	<p>Background/business process: Refer to scope note for 4.5.1. Summary details are included in a register.</p> <p>Regulatory requirements: Under Part 4.5 Division 3 s. 141A of the Work Health and Safety Regulation 2011, the regulator may keep a register containing information about accreditations to conduct assessments.</p> <p>Business requirements: Accredited assessors provide evidence of competency so that licences can be issued by the regulator. The business must be able to determine that the trainer/assessor was accredited at the time of providing the training and competency evaluation.</p> <p>Comparison with other schedules' retention period: <i>Archives Office of Tasmania, Disposal Authorisation No. 2094, reference number 01.06.04</i> – records relating to registration details contained in the registration databases called National Licensing Information System (NLIS) which may include... training providers – Permanent. <i>State Records Authority of New South Wales, FA307, reference number 6.5.2</i> – records relating to registers, including electronic databases, maintaining details of accredited persons. For example, Accredited Assessors, Accredited Dangerous Goods Consultants, Accredited Trainers etc. – Retain minimum of 15 years after action completed, then destroy.</p>
4.6.1	<p><i>External audits</i></p>	<p>Background/business process:</p>

Ref. No	Description of record and retention period	Justification for retention period
	<p>Records relating to audits conducted by the state registering body or industry regulators.</p> <p>Disposal action – Retain for 7 years after business action completed.</p>	<p>See scope note. Records are created when state/industry conduct audits of training providers relating to compliance with assessment and training standards.</p> <p>Regulatory requirements: Under s. 35 of the <i>National Vocational Education and Training Regulator Act 2011 (Cwlth)</i>, the Queensland VET Regulator (Australian Skills Quality Authority) may conduct compliance audits to assess whether an organisation continues to comply.</p> <p>Business requirements: Where relevant, records may be included in, or linked to the RTO course provider file (ref 4.4.2) or assessor file (reference number 4.5.1).</p> <p>Comparison with other schedules' retention period: <i>Queensland State Archives, GRDS QDAN 249 v.7, reference number 12.1.2</i> – External performance audits – Retain for 7 years after audit. <i>Archives Office of Tasmania, Disposal Authorisation No. 2094 (WHS), reference number 01.02.03</i> – records relating to audits of training providers for workplace training – Destroy 7 years after audit completed. <i>Archives Office of Tasmania, Disposal Authorisation No. 2135 (RTO), reference number 01.06.01</i> – records documenting internal and external audits relating to compliance with assessment and training standards – Destroy 3 years after action completed or following next registration audit whichever is the latter.</p>
4.6.2	<p>Training complaints, suggestions and compliments</p> <p>Records relating to complaints, suggestions or compliments about training and training providers, including those which contain legal advice, lead to procedural change or raise broader policy or legal issues. Also includes entries in the complaints and compliments register.</p>	<p>Background/business process: The agency receives complaints, suggestions or compliments regarding training provision and takes appropriate action.</p> <p>Regulatory requirements: There is no specific regulatory requirement for the agency to create records in this class.</p> <p>Business requirements: Where relevant, records may be included in, or linked to the RTO course provider file (reference number 4.4.2) or assessor file (reference number 4.5.1).</p> <p>Community expectation: The community could reasonably expect the agency to take appropriate action on complaints, suggestions or compliments received.</p> <p>Comparison with other schedules' retention period:</p>

Ref. No	Description of record and retention period	Justification for retention period
	<p>Disposal action – Retain for 7 years after business action completed.</p>	<p><i>Archives Office of Tasmania, Disposal Authorisation No. 2183 (TAFE), reference numbers:</i></p> <ul style="list-style-type: none"> • <i>03.20.01</i> – records relating to Public Reaction – Letters of appreciation from internal clients or outside organisations or persons – Destroy 1 year after action completed • <i>03.20.03</i> – records relating to Public Reaction – Records documenting complaints – Destroy 2 years after action completed • <i>04.11.01</i> – records documenting student grievances relating to program delivery – Destroy 7 years after last contact with the student, or when the student reaches 25 years of age, whichever is later. <p><i>Queensland State Archives, GRDS QDAN 249 v.7, reference number 1.10.1</i> – Complaint/compliment or suggestion registers – Retain for 7 years after last action.</p> <p>Previous schedules (where applicable): <i>Workplace Health and Safety Division, Department of Training and Industrial Relations – Maryborough QDAN 98/0040, reference number 19</i> – Complaints – Retain for 10 years from last date of action.</p>
4.6.3	<p>Training partnerships register</p> <p>Entries in the register Error! Bookmark not defined. of training partnerships.</p> <p>Disposal action – Retain for 7 years after business action completed.</p>	<p>Background/business process: Records are created by the business to manage training partnerships.</p> <p>Regulatory requirements: There is no specific regulatory requirement for the agency to create records in this class.</p> <p>Business requirements: The OIR requires these records be retained for 7 years to:</p> <ul style="list-style-type: none"> • provide evidence that the courses used by organisations providing training for OIR are appropriately accredited • align with the TAFE curriculum management records. <p>Permanent retention criteria (where applicable): Not applicable.</p> <p>Community expectation: The community would reasonably expect the agency to retain records in this class as required to manage training partnerships.</p> <p>Comparison with other schedules' retention period:</p>

Ref. No	Description of record and retention period	Justification for retention period
		<p><i>Archives Office of Tasmania, Disposal Authorisation No. 2183 (TAFE), reference number 03.11.01</i> – records documenting arrangements for, and the management of joint ventures. Includes partnerships – Destroy 7 years after completion or termination of agreements or contracts.</p> <p><i>Archives Office of Tasmania, Disposal Authorisation No. 2135 (RTO), reference number 01.17.01</i> – records relating to the management of joint ventures or partnerships, including the establishment, maintenance and review of joint venture agreements and contracts – Destroy 7 years after termination of arrangement.</p> <p><i>Queensland State Archives, GRDS QDAN 249 v.7, reference number 6.4.2</i> – records relating to other joint ventures – Retain for 7 years after last action.</p>
4.6.4	<p>Surveys</p> <p>Records relating to surveys of client needs and satisfaction with training providers. Also includes interviews, focus groups, and/or other data from consultation with learners, enterprise clients, industry organisations and licensing bodies.</p> <p>Disposal action – Retain for 2 years after business action completed.</p>	<p>Background/business process:</p> <p>See scope note.</p> <p>Regulatory requirements:</p> <p>There is no specific regulatory requirement for the agency to create records in this class.</p> <p>Business requirements:</p> <p>2 year retention period considered sufficient by the business. Surveys inform the business on an ongoing basis. If survey data has not been utilised within a 2 year period, the data would no longer be relevant.</p> <p>Community expectation:</p> <p>The community could reasonably expect the agency to conduct surveys of client satisfaction with course providers.</p> <p>Comparison with other schedules' retention period:</p> <p><i>Queensland State Archives, GRDS QDAN 249 v.7, reference number 1.11.1</i> – public authority surveys – Retain for 5 years after last action.</p> <p><i>Archives Office of Tasmania – Disposal Authorisation No. 2135 (RTO), reference number 01.26.01</i> – records relating to reviews of training delivery and assessment including the collection and analysis of stakeholder and client feedback – Destroy after next registration audit</p> <p><i>Archives Office of Tasmania – Disposal Authorisation No. 2183 (TAFE) reference number 03.22.01</i> – results of surveys and questionnaires relating to learning resources – Destroy 5 years after action completed.</p>

Function No	Title	Scope Note
5	ANZAC DAY TRUST FUND ADMINISTRATION	<i>The function of administering the Anzac Day Trust. Includes the acquisition of financial assets by the Trust including donations, bequests and gifts, and the application for and distribution of funds of the Trust in accordance with the terms of the Trust.</i>

Activities

5.1 Funds Management

Ref. No	Description of record and retention period	Justification for retention period
5.1.1	<p>Funding applications</p> <p>Records relating to approved and rejected direct funding applications made to the Anzac Day Trust by eligible persons, institutions, organisations or associations.</p> <p>Disposal action – Retain for 7 years after the financial year to which the records relate</p>	<p>Background/business process:</p> <p>The Anzac Day Trust considers applications made to the trust for payments out of the Anzac Day Trust Fund. The trust makes payments annually based on applications received from institutions, organisations or associations.</p> <p>Regulatory requirements:</p> <p>Payments by the Trust are made in accordance with s.9 of the <i>Anzac Day Act 1995</i>.</p> <p>Business requirements:</p> <p>From the agency's perspective, there is no specific business need to retain records beyond the requirements for financial records. Records are not deemed permanent due to applications being assessed by the Anzac Day Board of Trustees and approved in their board meeting minutes. Minutes covered by GRDS. Board of trustee membership and annual reports published annually.</p> <p>Comparison with other schedules' retention period:</p> <p><i>Queensland State Archives, GRDS QDAN 249 v.7, reference numbers:</i></p> <ul style="list-style-type: none"> • 1.4.2 – records relating to Gifts and bequests – other – Retain for 7 years after last action or until terms of the donation or gift have been fulfilled • 4.16.2 – records relating to Trusts – management – Retain for 7 years after the financial year to which the records relate.
5.1.2	<p>Contributions</p> <p>Records relating to monetary or Non-monetary contributions made to the Anzac Day trust through donations, gifts and bequests. Includes records relating to the annual public fundraising appeal by the Anzac Day Trust.</p> <p>Disposal action – Retain for 7 years after the financial year to which the records relate.</p>	<p>Background/business process:</p> <p>Refer to scope note. The agency creates records of contributions to the Anzac Day Trust.</p> <p>Regulatory requirements:</p> <p>Gifts to the Trust are accepted in accordance with s.12 of the <i>Anzac Day Act 1995</i>.</p> <p>Business requirements:</p> <p>From the agency's perspective, there is no specific business need to retain records beyond the requirements for financial records.</p> <p>Comparison with other schedules' retention period:</p> <p><i>Queensland State Archives, GRDS QDAN 249 v.7, reference numbers:</i></p> <ul style="list-style-type: none"> • 1.4.2 – records relating to Gifts and bequests – other – Retain for 7 years after last action or until terms of the donation or gift have been fulfilled

Ref. No	Description of record and retention period	Justification for retention period
		<ul style="list-style-type: none"> 4.16.2 – records relating to Trusts – management – Retain for 7 years after the financial year to which the records relate.
5.1.3	<p>Registers of contributions and disbursements</p> <p>Datasets comprising details of annual disbursement payments made to eligible organisations and details of contributors to the Anzac Day Trust either through adhoc donations or the annual fundraising appeal. Maintained in the Anzac Day Trust database.</p> <p>Information to be captured includes:</p> <ul style="list-style-type: none"> name of contributor amount of donation name of organisation amount of disbursement. <p>Disposal action – Retain for 7 years after the financial year to which the records relate.</p>	<p>Background/business process:</p> <p>The agency maintains a register of incoming and outgoing funds to/from the Anzac Day Trust.</p> <p>Regulatory requirements:</p> <p>The register is a summary of records created in accordance with s.9 and s.12 of the <i>Anzac Day Trust Act 1995</i>.</p> <p>Business requirements:</p> <p>From the agency’s perspective, there is no specific business need to retain records beyond the requirements for financial records. Records are not deemed permanent due to applications being assessed by the Anzac Day Board of Trustees and approved in their board meeting minutes. Minutes covered by GRDS. Board of trustee membership and annual reports published annually.</p> <p>Comparison with other schedules' retention period:</p> <p><i>Queensland State Archives, GRDS QDAN 249 v.7, reference numbers:</i></p> <ul style="list-style-type: none"> 1.4.2 – records relating to Gifts and bequests – other – Retain for 7 years after last action or until terms of the donation or gift have been fulfilled 4.16.2 – records relating to Trusts – management – Retain for 7 years after the financial year to which the records relate.

Function No	Title	Scope Note
6	LEGACY RECORDS	<i>This section covers legacy records of the Office of Fair and Safe Work Queensland (known as Office of Industrial Relations from 1 July 2015).</i>

Activities

6.1 Certification – licencing and registration services

6.2 Industrial Relations – Ombudsman regulation

6.3 Energy Efficiency – testing and labelling

Ref. No	Description of record and retention period	Justification for retention period
6.1	<p>CERTIFICATION – LICENSING AND REGISTRATION SERVICES</p> <p><i>The activities involved in the provision of certificate processing services for prescribed activity certificates, earthmoving and particular crane certificates, bonded asbestos removal certificates and certificates of appointment as a workplace health and safety officer (WHSO) under s.80 of the Workplace Health and Safety Regulation 2008.</i></p>	
6.1.1	<p>Certificates of competency files (also known as Certificate or Examination Files) – approved and refused</p> <p>Records relating to applications for certificates of competency issued on a lifetime basis for persons engaged in prescribed activities, earthmoving, particular crane work and demolition work.</p> <p>Includes assessment summaries, serial-numbered assessment books (Q books), statements of attainment and applications for lost, damaged, destroyed or stolen certificates.</p> <p>Includes certificate case files for occupational certificates that have been converted to a renewable and photographic licence.</p> <p>Disposal action – Dispose 6 months after end of licence conversion amnesty period.</p>	<p>Background/business process:</p> <p>The legacy records were created until August 2008 to record the issuing of paper tickets and certificates to individuals to perform prescribed activities, earthmoving and particular crane work, and appointment as workplace health and safety officers.</p> <p>The business process moved to computer records in 1992 and has involved three business systems. Holders of paper tickets had the opportunity to convert to High Risk Work (HRW) licences from July 2008 to 30 June 2013. An additional 1 year amnesty period was applied to allow holders to make a late conversion up to 30 June 2014.</p> <p>The licensing process has changed significantly with records now held electronically in the Renewable and Photographic System (RAPS).</p> <p>For full details of the business process, refer to the attached document: 20150703 Licensing and Advisory Services – Manual files information sheet v3.</p> <p>See also: https://www.worksafe.qld.gov.au/licensing-and-registrations/work-health-and-safety-licences/update-your-existing-paper-based-certificate</p> <p>Regulatory requirements:</p> <p>The legacy records were created under s. 80 of the Workplace Health and Safety Regulation 2008. This legislation has been repealed.</p> <p>The currently applicable legislation is the <i>Work Health and Safety Act 2011</i> and the Work Health and Safety Regulation 2011. The current requirements are addressed under the 'LICENSING AND REGISTRATION SERVICES' function.</p> <p>Business requirements:</p> <p>Tickets and certificates issued until 30 June 2008 were issued without an expiry date. A previous retention document, QDAN 355, recorded the disposal action as 'Retain for 90 years from date of birth'. This was applied by the business as a retention timeframe of 99 years.</p> <p>Due to the cessation of the conversion process for both paper and old style certificates, all individuals have to go through the training and assessment process (essentially they are treated as any new person coming</p>

Ref. No	Description of record and retention period	Justification for retention period
		<p>in). The legacy records will not serve any administrative purpose when all conversions have been processed, and therefore the business would like to explore a new retention period.</p> <p>Permanent retention criteria (where applicable):</p> <p>Office of Fair and Safe Work Queensland consulted with QSA regarding the permanent value of the certificates of competency cards to examination files. Agency Services consulted with Public Access and Archival Collections. It was agreed by all business units that the cards to examination files for certificates of competency have no long term value.</p> <p>Under the current legislation, High Risk Work (HRW) licences are issued rather than paper tickets or certificates of competency. Earthmoving or particular crane (EPC) work classes were abolished in 2012 and a licence is no longer required for these classes.</p> <p>Licences are not issued on a lifetime basis. An HRW licence expires 5 years after the day it is granted – s. 92 Work Health and Safety Regulation 2011.</p> <p>The conversion/amnesty period ended on 30 June 2014.</p> <p>Previous schedules:</p> <p><i>Queensland State Archives – QDAN 355 v.2 – Workplace Health and Safety Division, Department of Employment, Training and Industrial Relations, reference 1 – Certificate Files – Retain for 90 years from date of birth.</i></p> <p><i>Queensland State Archives – QDAN 97/0136 – Workplace Health and Safety Division, Department of Training and Industrial Relations, reference 3 – hardcopy of examination forms that have been entered into a computer database – Retain for 3 years, then destroy.</i></p> <p>The retention period for these records differs to the previous schedule. The background/process section in legacy section above provides details about the changes that have occurred in processes and licensee requirements. It is our view the long term retention of these records is no longer required due to the requirement holders of licenses to re-sit for examines following the expiry of the amnesty period that ended in June 2014.</p> <p>Comparison with other schedules:</p> <p><i>State Records Authority of New South Wales – WorkCover Authority and Sporting Injuries Committee FA 307 references 6.12.2 Records relating to successful applications, including certificates of competency – Retain minimum of 7 years after licence, permit or registration expires, lapses or is withdrawn, or after action completed, then destroy</i></p> <p><i>Territory Administrative Records Disposal Schedules, Occupational Health & Safety (OH&S) Records, Approval 2009 (No 1), reference number 011.021.007 – Destroy 6 months after licence expires.</i></p>

Ref. No	Description of record and retention period	Justification for retention period
		<p><i>NT Archives Service, Disposal Schedule No. 2014/2, reference number 1.3.14 – Destroy 2 years after permission ceases.</i></p> <p><i>Archives Office of Tasmania, Disposal Authorisation No. 2094 (WHS), reference number 01.06.10 – Destroy 10 years after non-renewal.</i></p> <p><i>Public Record Office Victoria, WorkSafe Victoria, PROS 09/06, reference number 6.2.2 – Destroy 4 years after expiry of license.</i></p>
6.1.2	<p>Card Index to certificates of competency files (also known as Certificate or Examination Files)</p> <p>Disposal action – Retain for 7 years after action completed.</p>	<p>Action is completed when all applications for conversion made during the conversion/amnesty period have been processed.</p> <p>Previous schedules:</p> <p><i>Queensland State Archives – Workplace Health and Safety Division, Department of Employment, Training and Industrial Relations QDAN 355 v.2, reference 2 – Card Index to Certificate Files – Transfer to QSA when administrative use ceases. See details in 6.1 and 6.1.1 and QSA file footnote references for details about change in status of records from permanent to temporary.</i></p> <p>Comparison with other schedules:</p> <p><i>State Records Authority of New South Wales – WorkCover Authority and Sporting Injuries Committee FA 307 references 6.12.9 Cards containing summary information of licences, registration, permits, e.g. certificates of competency cards – Retain minimum of 7 years after action completed, then destroy.</i></p>
6.1.3	<p>Certification registers – computer records</p> <p>Entries in databases regarding applications for certificates of competency.</p> <p>Databases include:</p> <ul style="list-style-type: none"> • SOE – March 1992 to approx. end 1994 • TEACR – end 1994 to approx. September 1997 • TECS (Training Education and 	<p>Administrative use ceases when all applications for conversion made during the conversion/amnesty period have been processed.</p> <p>Previous schedules:</p> <p><i>Queensland State Archives, QDAN 355 v.2, Workplace Health and Safety Division, Department of Employment, Training and Industrial Relations – 1 Certificate Files – Retain for 90 years from date of birth. See details in 6.1 and 6.1.1 and QSA file footnote references for details about change in length of retention for these records from long term temporary to short term temporary.</i></p>

Ref. No	Description of record and retention period	Justification for retention period
	<p>Certification System) – approx. October 1997 to end August 2008.</p> <p>Disposal action – Dispose 5 years after administrative use ceases.</p>	
6.1.4	<p><i>Workplace Health and Safety Officer – approved and refused</i></p> <p>Records relating to applications for certificates of appointment as a Workplace Health and Safety Officer.</p> <p>Includes applications for lost, damaged, destroyed or stolen certificates.</p> <p>Disposal action – Dispose 6 months after business action completed.</p>	<p>Under s. 56 of the Workplace Health and Safety Regulation 2008, prescribed workplaces were required to have a workplace health and safety officer.</p> <p>There is no requirement for workplaces to have a workplace health and safety officer in the Work Health and Safety Regulation 2011.</p>

Ref. No	Description of record and retention period	Justification for retention period
6.2.1	<p>Advice – Queensland Workplace Rights Ombudsman</p> <p>Records relating to the provision of strategic policy advice surrounding the activities, staffing and administration of the Queensland Workplace Rights Ombudsman.</p> <p>Disposal action – Retain for 10 years after business action completed.</p>	<p>The Queensland Workplace Rights Ombudsman and Queensland Workplace Rights Office were established in July 2007 under the <i>Industrial Relations Act 1999</i> in response to WorkChoices.</p> <p>On 1 January 2010, Queensland referred its private sector industrial relations jurisdictional powers to the Commonwealth as part of the establishment of a national workplace relations system.</p> <p>Section 339C of the <i>Industrial Relations Act 1999</i> provides that the position of Ombudsman may be filled or not filled at the discretion of the Government.</p> <p>In May 2012, Cabinet approved that no appointment will be made to the position of Queensland Workplace Rights Ombudsman following the expiry of the term of the existing Ombudsman on 30 June 2012; and the Queensland Workplace Rights Office will be closed on 30 June 2012.</p>
6.3.1	<p>Energy efficiency</p> <p>Records related to:</p> <ul style="list-style-type: none"> • energy efficiency labels – registration of labels under the <i>Electricity Regulation 2006</i> Chapter 7. • testing entities – assessment of suitability of Non-National Association of Testing Authorities (NATA) accredited laboratories to conduct energy efficiency examinations or tests of prescribed electrical equipment. 	<p>Background/business process:</p> <p>Energy efficiency labels are consumer advisory only with no public safety issues. Renewed every five (5) years. The Energy efficiency label registration activity was performed under delegation of powers from the Electricity Regulation 2006. Responsibility transferred to the Commonwealth in 2012. The agency will not create new records in this class.</p> <p>Regulatory requirements:</p> <p>Chapter 7 of the Electricity Regulation 2006 details the requirements for energy efficiency and performance of electrical equipment. s. 141 (2) states that ‘The maximum registration term cannot be more than 5 years from the date of registration.’</p> <p>Business requirements:</p> <p>Test reports are valid for five (5) years which corresponds to period of registration. This period also allows for the review of reasons for rejected tests.</p> <p>Comparison with other schedules' retention period:</p> <p><i>Public Record Office Victoria, Electrical Safety, PROS 07/07, reference numbers:</i></p> <ul style="list-style-type: none"> • 2.3.0 – records relating to Energy Efficiency Rating – Registration – Destroy 12 months after expiry of registration

Ref. No	Description of record and retention period	Justification for retention period
	<p>Disposal action – Retain for 10 years after business action completed.</p>	<ul style="list-style-type: none"> 2.4.0 – records relating to Energy Efficiency Rating – Testing – Destroy 2 years after date of testing <p>Other comments/factors for consideration: If the last action is to grant the energy efficiency registration, then a 10 year retention provides for 5 years of retention after expiry.</p>
6.3.2	<p><i>Samples for electrical testing</i> Records relating to the acquisition and return or disposal of sample equipment made available for check testing of energy efficiency under Chapter 7 Part 2 Division 2 of the Electricity Regulation 2006.</p> <p>Disposal action – Retain for 1 year after business action completed.</p>	<p>Background/business process: The Energy efficiency label registration activity was performed under delegation of powers from the Electricity Regulation 2006. Responsibility transferred to the Commonwealth in 2012. The agency will not create new records in this class.</p> <p>Regulatory requirements: s. 160 of the Electricity Regulation 2006 requires samples to be returned after 6 months if not required as evidence. If the owner has not collected the equipment after 6 months of the notice being issued, the equipment can be disposed of.</p> <p>Business requirements: Retention period applied as per regulation.</p> <p>Comparison with other schedules' retention period: Retention period applied as per regulation.</p> <p>Other comments/factors for consideration: Most samples have been returned or disposed as per the regulatory requirement. Any samples still in storage will be disposed.</p>