

INDUSTRIAL RELATIONS

The function of establishing formal relations with the organisation's employees and their representatives to achieve a harmonious workplace. Includes negotiations conducted to obtain determinations, agreements or awards, industrial disputes settled within the organisation or by an external arbitrator and reports of the state of industrial relations within an organisation.

Advice

The activities associated with offering opinions by or to the organisation as to an action or judgement. Includes the process of advising.

Class No	Description of records	Disposal action
1418 ■■■■■■■■	Records documenting the receipt and provision of advice on the industrial relations function.	Destroy 3 years after action completed

[For legal advice obtained on industrial relations matters, use LEGAL SERVICES - Advice.]

Agreements

The processes associated with the establishment, maintenance, review and negotiation of agreements.

For agency collective or enterprise bargaining agreements, use INDUSTRIAL RELATIONS - Enterprise Bargaining.

For Australian Workplace Agreements with individual employees, use PERSONNEL - Agreements.

Class No	Description of records	Disposal action
20951 ■■■■■■■■	Records documenting cases covering awards and agreements heard or certified by the central arbitration or determining body (eg Australian Industrial Relations Commission or former Public Service Arbitrator) where the agency is a major participant in negotiations. Includes arbitrated variations and consent variations to an award.	Destroy 10 years after expiry of agreement
1420 ■■■■■■■■	Records documenting other cases covering awards and agreements where the agency had little or no input.	Destroy 5 years after action completed

Allowances

The activities involved in arranging and managing money paid to employees in addition to salary to cover expenses incurred in the course of employment (eg travelling allowances).

Class No	Description of records	Disposal action
1421 ■■■■■■■■	Records documenting arrangements and money paid to enable employees to attend meetings and events to support the industrial relations function (eg Workplace Relations Committee meetings).	Destroy 1 year after action completed

[For the payment of allowances to employees, use FINANCIAL MANAGEMENT - Salaries.]

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Appeals (decisions)

The activities involved in the process of appeals against decisions by application to a higher authority.

Class No	Description of records	Disposal action
20952 ■■■■■■■■■■	Records documenting appeals made to the central arbitration or determining body (eg Fair Work Australia or the former Australian Industrial Relations Commission or Public Service Arbitrator) against a decision or an order where the agency is a major participant in negotiations.	Destroy 7 years after action completed
1423 ■■■■■■■■■■	Records documenting appeals against a decision or an order where the agency had little or no input into the negotiations.	Destroy 2 years after action completed

[For appeals made by individual employees, use PERSONNEL – Reviews (Decisions).]

Claims

The process of administering and managing payments demanded in accordance with an insurance policy as compensation for injury, death, or denial of rights of a person, or damage to or destruction of property. Includes disputes over rights and ownership, and recompense sought for stolen or lost property.

Class No	Description of records	Disposal action
1424 ■■■■■■■■■■	Records documenting insurance claims for damage and loss incurred by an agency resulting from industrial action.	Destroy 7 years after finalisation or withdrawal of claim

[For the management of insurance policies, use INDUSTRIAL RELATIONS - Insurance.]

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Committees

The activities associated with the managing of committees and task forces. Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes of meetings, reports, agenda etc.

Class No	Description of records	Disposal action
1425 ■■■■■■■■■■	Records of internal and external committees formed to consider matters relating to the industrial relations function (eg Workplace Relations Committee). Includes: <ul style="list-style-type: none"> • documents establishing the committee; • final versions of minutes; • reports; • recommendations; and • supporting documents such as briefing papers and discussion papers. 	Destroy 10 years after action completed

[For records of the Workplace Relations Committee detailing negotiations for enterprise bargaining agreements, use INDUSTRIAL RELATIONS - Enterprise Bargaining.]

1426 ■■■■■■■■■■	Working papers documenting the conduct and administration of committees which consider matters relating to the industrial relations function. Includes: <ul style="list-style-type: none"> • agenda; • notices of meetings; and • draft minutes. 	Destroy when reference ceases
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Compliance

The activities associated with complying with mandatory or optional accountability, fiscal, legal, regulatory or quality standards or requirements to which the organisation is subject. Includes compliance with legislation and with national and international standards, such as the ISO 9000 series.

Other activities within this function may also be relevant to the Compliance activity.

Class No	Description of records	Disposal action
1427 ■■■■■■■■■■	Records documenting agency compliance with mandatory or optional standards or with statutory requirements relating to the industrial relations function.	Destroy 7 years after action completed

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Contracting-out


The activities involved in managing the performance of work or the provision of goods and services by an external contractor, vendor or consultant, or by using external bureau services. Includes outsourcing.

For information on records issues relating to outsourcing and contracting-out see General Disposal Authority 25.

Class No	Description of Records	Disposal Action
N/A	<i>[For records documenting contract management relating to the industrial relations function, use PROCUREMENT – Contracting-out.</i>	N/A

Disputes

The process of handling any disagreement pertaining to awards, agreements, demarcation issues, breaches of injunctions, secret ballots, etc.

Class No	Description of records	Disposal action
1429 	Records documenting the management of service, agency-wide or local industrial disputes. Includes records documenting liaison with employees, union representatives and the Commonwealth's lead agency.	Destroy 6 years after action completed

[For advice on legal aspects of an industrial dispute, use LEGAL SERVICES - Advice.

For a dispute which escalates into industrial action (eg strikes, bans, lock-outs) use INDUSTRIAL RELATIONS - Industrial Action.]

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Enterprise Bargaining

The process where employees negotiate increased pay or other benefits with their employers in exchange for the implementation of working arrangements that improve the performance of the organisation. Includes the activities associated with establishing an enterprise agreement.

Class No	Description of records	Disposal action
20953 ■■■■■■■■■■	Records documenting negotiation, establishment and implementation of agency collective agreements or enterprise bargaining agreements made under industrial relations legislation. Includes: <ul style="list-style-type: none"> • negotiations with staff and union representatives; • records documenting the conduct of the staff ballot; • draft agreement; • liaison with the Commonwealth's lead agency; • Ministerial approval; • records to support lodgement of agreements with the central lodgement authority; • certified copy of final agreement; and • minutes of Workplace Relations Committee meetings considering issues relating to the development of certified agreements. 	Destroy 10 years after expiry of agreement

[For Australian Workplace Agreements with an individual employee, use PERSONNEL - Agreements.]

Grievances

The activities associated with the handling and resolution of grievances. Includes handling complaints over perceived discrimination, or those arising over work environment, work organisation or distribution, peers, supervisors or subordinates. Also includes complaints regarding the provision of access to opportunities such as training, equipment, promotion or higher duties.

Class No	Description of records	Disposal action
1432 ■■■■■■■■■■	Records documenting employee grievances and complaints. Includes records documenting liaison with employees, union representatives and the Commonwealth's lead agency.	Destroy 6 years after action completed

[For a grievance which escalates into a dispute or industrial action, use INDUSTRIAL RELATIONS - Disputes or INDUSTRIAL RELATIONS - Industrial Action.

For grievances lodged by individual employees, use PERSONNEL - Grievances.

For advice on legal aspects of handling grievances, use LEGAL SERVICES - Advice.]

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Industrial Action

The activities associated with dealing with a failure or refusal to attend or perform work in association with a dispute between management and workers. Includes lock-outs, strikes etc.

For advice on legal aspects of managing an industrial action, use LEGAL SERVICES - Advice.

For the management of any variation in employees' pay as a result of an industrial action, use PERSONNEL - Salaries.

Class No	Description of records	Disposal action
1433 ■■■■■■■■■■	Records documenting the management of industrial action (ie strikes, bans, lockouts, go-slows, work-to-rule) of a significant nature (eg involving large numbers of agency staff, where the action has a major affect on the provision of services to the community or if it has service-wide implications). Includes: <ul style="list-style-type: none"> • notification to Minister; • liaison with the relevant lead agency; • discussions/meetings and conferences between parties; • hearings with the Australian Industrial Relations Commission (Public Service Arbitrator); • hearings before the Federal Court and predecessor bodies; and • communications with staff. 	Retain as national archives
1434 ■■■■■■■■■■	Records documenting the management of industrial action (ie strikes, bans, lockouts, go-slows, work-to-rule) of a minor nature (eg involving few staff, with no major effect on the provision of services to the community or confined to a localised area of the agency).	Destroy 6 years after action completed

Infringements

The activities associated with handling breaches of rules. Includes driving or traffic infringements and infringements of the organisation's intellectual property.

Class No	Description of records	Disposal action
1435 ■■■■■■■■■■	Records documenting any industrial relations infringements incurred by the agency.	Destroy 7 years after action completed

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Inspections

The process of official examinations of facilities, equipment and items, to ensure compliance with agreed standards and objectives.

For inspections where a prosecution occurs, use LEGAL SERVICES - Litigation.

For records detailing inspections carried out under the OH&S function, use OH&S - Inspections.

Class No	Description of records	Disposal action
1436 ■■■■■■■■■■	Records documenting inspections carried out as a result of an OH&S dispute where breaches are recorded.	Destroy 6 years after action completed
1437 ■■■■■■■■■■	Records documenting routine inspections.	Destroy 3 years after action completed

Insurance

The process of taking out premiums to cover loss or damage to property or premises, and to cover customers and staff against injury or death resulting from incidents on the organisation's premises or whilst engaged during employment.

For insurance claims lodged, use INDUSTRIAL RELATIONS - Claims.

For managing financial transactions supporting insurance activities, use FINANCIAL MANAGEMENT - Accounting and/or FINANCIAL MANAGEMENT - Payments.

Class No	Description of records	Disposal action
1438 ■■■■■■■■■■	Insurance policies.	Destroy 7 years after policy expires
1439 ■■■■■■■■■■	Records documenting the annual renewal of insurance policies.	Destroy 1 year after action completed

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Meetings

The activities associated with ad hoc gatherings held to formulate, discuss, update or resolve issues and matters pertaining to the management of the section, department, or organisation as a whole. Includes arrangements, agenda, taking of minutes etc. Excludes committee meetings.

Class No	Description of records	Disposal action
1440 ■■■■■■■■	Final version of minutes and supporting documents tabled at meetings held to support the industrial relations function. Includes ongoing consultative meetings with union representatives and staff.	Destroy 6 years after action completed
1441 ■■■■■■■■	Working papers documenting the conduct and administration of meetings held to support the industrial relations function. Includes agenda, notices of meetings and draft minutes.	Destroy when reference ceases

Planning

The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.

Class No	Description of records	Disposal action
1442 ■■■■■■■■	Final versions of agency-wide industrial relations plans (eg dispute contingency or action plans).	Destroy 5 years after plan is superseded
1443 ■■■■■■■■	Final version of section or business unit's industrial relations plans, including state, regional or overseas office.	Destroy 3 years after plan is superseded
1444 ■■■■■■■■	Working papers used to develop all industrial relations plans. Includes working papers, draft plans, reports analysing issues, and comments received from other areas of the agency.	Destroy 1 year after adoption of the final plan
1445 ■■■■■■■■	Copies of all industrial relations plans.	Destroy when reference ceases

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Policy

The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making, as the basis from which the organisation's operating procedures are determined.

Class No	Description of records	Disposal action
1446 ■■■■■■■■	Records documenting the development and establishment of the agency's industrial relations policies. Includes: <ul style="list-style-type: none"> • policy proposals; • research papers; • results of consultations; • supporting reports; • major drafts; and • final policy documents. 	Retain as national archives
1447 ■■■■■■■■	Records documenting comments made on the development of government-wide industrial relations policies.	Destroy 3 years after promulgation of the new policy
1448 ■■■■■■■■	Working papers documenting the development of all industrial relations policies.	Destroy 3 years after promulgation of the new policy
1449 ■■■■■■■■	Copies of policy documents and supporting papers.	Destroy when reference ceases

Procedures

Standard methods of operating laid down by an organisation according to formulated policy.

Class No	Description of records	Disposal action
1450 ■■■■■■■■	Master set of agency manuals, handbooks, directives etc detailing procedures supporting the industrial relations function.	Destroy 5 years after procedures are superseded
1451 ■■■■■■■■	Records documenting the development of agency procedures supporting the industrial relations function.	Destroy 2 years after completion of procedures
1452 ■■■■■■■■	Copies of manuals, handbooks, directives etc.	Destroy when reference ceases

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Reporting

The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements or findings of the results of the examination or investigation. Includes agenda, briefing, business, discussion papers, proposals, reports, reviews and returns.

Class No	Description of records	Disposal action
1453 ■■■■■■■■	Final version of formal internal reports and reports made to external agencies relating to the industrial relations function.	Destroy 5 years after action completed
1454 ■■■■■■■■	Final version of periodic internal reports on general administrative matters used to monitor and document recurring activities to support the industrial relations function.	Destroy 3 years after action completed
1455 ■■■■■■■■	Working papers documenting the development of all reports. Includes drafts and comments received.	Destroy 1 year after action completed
1456 ■■■■■■■■	Copies of industrial relations reports.	Destroy when reference ceases

Research

The activities involved in investigating or enquiring into a subject or area of interest in order to discover facts, principles etc used to support development of projects, standards, guidelines etc and the business activities of the organisation in general. Includes following up enquiries relating to organisational programs, projects, working papers, literature searches etc.

Class No	Description of records	Disposal action
1457 ■■■■■■■■	Records documenting detailed research carried out to support the industrial relations function.	Destroy 3 years after research is completed
1458 ■■■■■■■■	Records documenting routine research carried out to support the industrial relations function.	Destroy when reference ceases

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Risk Management

The process involving identification of risks, likelihood and consequences of those risks and implementation of appropriate practice and procedures to treat the risks.

Class No	Description of records	Disposal action
20954 ■■■■■■■■■■	Records documenting risk management relating to the industrial relations function. Includes documentation covering each stage of the process, treatment schedules and action plans.	Destroy 7 years after next risk assessment
20955 ■■■■■■■■■■	Industrial relations risk register.	Destroy 7 years after next risk assessment

Tendering

The activities involved in receiving and assessing tenders, of making offers and finalising contract arrangements for the supply, sale or purchase of goods and services.

Class No	Description of Records	Disposal Action
N/A	<i>[For the acquisition of goods and services required to support the community relations function via a tender process, use PROCUREMENT - Tendering.]</i>	N/A