

STAFF DEVELOPMENT

The function of encouraging staff to develop their skills and abilities (through activities, programs and events) to maximise their potential and increase their productivity. Includes identifying and implementing all aspects of training needs and programs (internal and external) available to staff.

Acquisition

The process of gaining ownership or use of property and other items or the provision of services required in the conduct of business through purchase or requisitions.

Class No	Description of Records	Disposal Action
N/A	<i>[For the acquisition of goods and services required to support the staff development function where there is no tender or contracting out process, use PROCUREMENT – Acquisition.]</i>	N/A

Addresses (presentations)

The activity of giving addresses for training, professional, community relations or sales purposes. Includes speeches and multi-media presentations.

For the publication of addresses in conference proceedings or training material, use PUBLICATION - Production.

Class No	Description of records	Disposal action
1962 ■■■■■■■■	Final versions of addresses delivered to conferences and training courses supporting the staff development function.	Destroy when reference ceases
1963 ■■■■■■■■	Records documenting the preparation of addresses. Includes working papers and drafts.	Destroy when reference ceases

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
1964 ■■■■■■■■	Records relating to the receipt and provision of advice on the staff development function. Includes the procurement and distribution of advice on training courses.	Destroy 3 years after action completed

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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
1965 ■■■■■■■■	Records documenting the payment of allowances to employees to attend training courses.	Destroy 7 years after action completed

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

Arrangements

The activities involved in arranging for a journey or trip. Includes preparing travel itineraries, authorisations, entitlements, etc. Also includes arrangements made for delivery of equipment or goods and the usage made of facilities, vehicles, equipment and space.

Class No	Description of records	Disposal action
1966 ■■■■■■■■	Records relating to travel and accommodation arrangements made for employees to attend training courses and conferences.	Destroy 1 year after action completed

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Audit

The activities associated with officially checking financial, quality assurance and operational records to ensure they have been kept and maintained in accordance with agreed or legislated standards and correctly record the events, processes and business of the organisation in a specified period. Includes compliance audits, financial audits, operational audits, recordkeeping audits, skills audits, system audits and quality assurance audits.

Class No	Description of records	Disposal action
1967 ■■■■■■■■	Final versions of internal and external audit reports relating to the staff development function. Includes agency skills audit reports.	Destroy 5 years after report is completed
1968 ■■■■■■■■	Records documenting the planning and conduct of internal and external audits relating to the staff development function. Includes: <ul style="list-style-type: none"> • liaison with the auditing body; • minutes of meetings; • notes taken at opening and exit interviews; • draft report; and • comments. 	Destroy 2 years after action completed

[For the identification of training and development needs of individuals, use PERSONNEL- Performance Management.]

Authorisation

The process of delegating power to authorise an action and the seeking and granting permission to undertake a requested action.

Class No	Description of records	Disposal action
1969 ■■■■■■■■	Delegations of power to agency staff to authorise administrative action relating to the staff development function.	Destroy 7 years after delegation expires
1970 ■■■■■■■■	Authorisations for administrative action relating to the staff development function.	Destroy 7 years after action completed

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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
1971 ■■■■■■■■	Records of internal and external committees formed to consider matters relating to the staff development function. 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 3 years after action completed
1972 ■■■■■■■■	Working papers documenting the conduct and administration of committees which consider matters relating to the staff development function. Includes: <ul style="list-style-type: none"> • agenda; • notices of meetings; and • draft minutes. 	Destroy when reference ceases

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
1973 ■■■■■■■■	Records documenting agency compliance with mandatory or optional standards or with statutory requirements relating to the staff development function.	Destroy 7 years after action completed

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Conferences

The activities involved in arranging, or attending conferences held either by the organisation or by other organisations. Includes registrations, publicity and reports of participants etc.

Class No	Description of records	Disposal action
1974 ■■■■■■■■	Records documenting conferences arranged by the agency to support the staff development function. Includes: <ul style="list-style-type: none"> • program development; • invitations to speakers; • promotion activities; • registrations; • venue bookings; and • copies of financial statements. 	Destroy 3 years after action completed
1975 ■■■■■■■■	Reports commenting on and assessing agency-arranged conferences held to support the staff development function.	Destroy 5 years after action completed
1976 ■■■■■■■■	Master copies of unpublished proceedings and reports, speeches and papers from agency arranged conferences to support the staff development function.	Destroy 5 years after last action
	<i>[For published agency-arranged conference proceedings, use PUBLICATIONS - Production.]</i>	
1977 ■■■■■■■■	Records documenting the attendance of staff at conferences arranged by other organisations. Includes conference promotion material, programs and conference registration forms.	Destroy when reference ceases
	<i>[For travel and accommodation arrangements made for staff to attend conferences, use STAFF DEVELOPMENT - Arrangements.]</i>	
1978 ■■■■■■■■	Copies of published conference proceedings and official reports received at conferences arranged by other organisations.	Place one copy in agency library or information centre. Destroy when reference ceases
1979 ■■■■■■■■	Assessments of conferences arranged by other organisations.	Destroy 3 years from the date of the conference

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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 staff development function, use PROCUREMENT – Contracting-out]</i>	N/A

Evaluation

The process of determining the suitability of potential or existing programs, items of equipment, systems or services in relation to meeting the needs of the given situation. Includes systems analysis and ongoing monitoring.

Class No	Description of records	Disposal action
1981 ■■■■■■■■	Records documenting the evaluation of potential or existing activities, programs and events relating to an agencies staff development function.	Destroy 5 years after evaluation

[For the evaluation of goods and services being considered for procurement in support of the staff development function (eg training packages), use PROCUREMENT – Evaluation.]

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
1982 ■■■■■■■■	Final version of minutes and supporting documents tabled at meetings held to support the staff development function. Includes meetings with external agencies.	Destroy 3 years after action completed
1983 ■■■■■■■■	Working papers documenting the conduct and administration of meetings held to support the staff development function. Includes agenda, notices of meetings and draft minutes.	Destroy when reference ceases

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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
1984 ■■■■■■■■	Final version of agency-wide staff development plans. Includes training project management plans.	Destroy 5 years after plan is superseded
1985 ■■■■■■■■	Final version of a section or business unit's staff development plans, including state, regional or overseas office.	Destroy 3 years after plan is superseded
1986 ■■■■■■■■	Working papers used to develop all staff development plans. Includes draft plans, reports analysing issues, and comments received from other areas of the agency.	Destroy 1 year after adoption of the final plan
1987 ■■■■■■■■	Copies of all staff development 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
1988 ■■■■■■■■	Records documenting the development and establishment of the agency's staff development policies. Includes: <ul style="list-style-type: none"> • policy proposals; • research papers; • results of consultations; • supporting reports; • major drafts; and • final policy documents. 	Destroy 5 years after policy is superseded
1989 ■■■■■■■■	Records documenting comments made on the development of government-wide staff development policies.	Destroy 1 year after promulgation of the new policy
1990 ■■■■■■■■	Working papers documenting the development of all staff development policies.	Destroy 1 year after promulgation of the new policy
1991 ■■■■■■■■	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
1992 ■■■■■■■■	Master set of agency manuals, handbooks, directives etc detailing procedures supporting the staff development function.	Destroy when procedures are superseded
1993 ■■■■■■■■	Records documenting the development of agency procedures supporting the staff development function.	Destroy 1 year after production of procedures
1994 ■■■■■■■■	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
1995 ■■■■■■■■	Final version of formal reports and reports made to external agencies relating to the staff development function. Includes general staff surveys.	Destroy 5 years after action completed
1996 ■■■■■■■■	Final version of periodic reports on general administrative matters used to monitor and document recurring activities to support the staff development function.	Destroy 3 years after action completed
1997 ■■■■■■■■	Working papers documenting the development of all reports. Includes drafts and comments received.	Destroy 1 year after action completed
1998 ■■■■■■■■	Copies of staff development reports.	Destroy when reference ceases

Reviewing

The activities involved in re-evaluating or re-examining products, processes, procedures, standards and systems. Includes recommendations and advice resulting from these activities.

Class No	Description of records	Disposal action
1999 ■■■■■■■■	Records documenting a review of agency programs and operations supporting the staff development function. Includes documents establishing the review, final report and action plan.	Destroy 5 years after action completed
2000 ■■■■■■■■	Working papers documenting a review of agency programs and operations supporting the staff development function.	Destroy 2 years after action completed

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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 staff development function via a tender process, use PROCUREMENT - Tendering.]</i>	N/A

Training

The activities associated with all aspects of training (external/internal) available to staff.

Class No	Description of records	Disposal action
2011 ■■■■■■■■	Records documenting the administration of government-wide initiatives (eg the administration of the Training Guarantee [Administration] Act 1990-1996).	Destroy 5 years after action completed
2012 ■■■■■■■■	Records documenting the administration of specific study schemes (eg Studybank, scholarships, agency-supported apprenticeship and other specific trainee schemes).	Destroy 7 years after action completed
2013 ■■■■■■■■	Records detailing staff attendance at both internal and external courses.	Destroy 3 years after action completed
2014 ■■■■■■■■	Records detailing administrative arrangements supporting the attendance of staff on training courses. Includes confirmation of course attendance and lodgement of application forms. <i>[For travel and accommodation arrangements made for staff to attend training courses, use STAFF DEVELOPMENT - Arrangements.]</i>	Destroy 2 years after action completed
2015 ■■■■■■■■	Notices of examination results of either internal or external courses attended by staff. <i>[Individual formal assessments and examination results should be kept on the staff member's personnel history file. In such instances, use PERSONNEL - Cases.]</i>	Destroy 7 years after action completed

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Training - Continued

Class No	Description of records	Disposal action
2016 ■■■■■■■■	Records documenting assessments of internally and externally conducted courses. Includes course evaluations made by staff after attending courses.	Destroy 3 years after action completed
2017 ■■■■■■■■	<p>Master set of training material for courses run internally by the agency (eg induction courses, graduate training and training of volunteers). Includes:</p> <ul style="list-style-type: none"> • programs; • lecture notes; • hand-outs; and • films and videos. <p><i>[For publishing training material, use PUBLICATION - Production.]</i></p>	Destroy when course is superseded or when training material is no longer relevant
2018 ■■■■■■■■	Working papers documenting the development of training material for courses run internally by the agency.	Destroy 1 year after training material is produced
2019 ■■■■■■■■	<p>Records detailing administrative arrangements supporting the conduct of training courses run internally by the agency. Includes:</p> <ul style="list-style-type: none"> • processing applications; • venue bookings; • hire of equipment; • catering; and • copies of financial records. <p><i>[For the payment of accounts supporting the running of internal courses, use FINANCIAL MANAGEMENT - Accounting and Payments.]</i></p>	Destroy 2 years after action completed
2020 ■■■■■■■■	Records documenting occupational health and safety (OH&S) training provided to agency staff including managers and OH&S representatives. Includes hazardous substance training and training provided to staff working in confined spaces.	Destroy 50 years after training is completed
2021 ■■■■■■■■	Occupational health and safety (OH&S) training register.	Destroy 50 years after last entry