



DA 2015-003/1

**Sector Disposal Authority for Racing, Gaming & Wagering, and Liquor Regulators - Amendment**

DA Type: Sector

## Sector Disposal Authority for Racing, Gaming & Wagering, and Liquor Regulators - Amendment

<b>Disposal Authority No</b>	2015-003/1
<b>Disposal Authority Type</b>	Sector
<b>Organisation/s</b>	[Racing, Gaming & Wagering, Liquor Regulators]
<b>Disposal Authority Scope</b>	Sector Disposal Authority for the functional records of Racing, Gaming & Wagering, and Liquor Regulators, amendment to include functional records for the Office of the Independent Monitor
<b>Disposal Authority Status</b>	Approved by SRC
<b>Status Date</b>	6/12/2023

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## INTRODUCTION

### 1. ABOUT THIS DISPOSAL AUTHORITY

#### 1.1 Important Note

This Sector Disposal Authority for Racing, Gaming & Wagering, and Liquor Regulators (the SDA) will be used in combination with the State Records Office publication *General Disposal Authority for State Government Information* which covers records of activities / categories that are common across State government.

The State Records Office guideline *Records Retention and Disposal Instructions* will be consulted before any disposal of records is conducted, whether as part of a formal / regular disposal program or on an ad hoc basis.

#### 1.2 Organisation Background

Government organisations established for purposes of regulating Racing, Gaming & Wagering, and Liquor industries include:

- Department of Local Government, Sport and Cultural Industries (DLGSC) - responsible for regulating and maintaining the integrity of lawful racing, gambling and liquor activities for Western Australians to participate in. Prior to 1 July 2017, agency was known as the Department of Racing, Gaming and Liquor;
- Gaming and Wagering Commission of Western Australia (GWC) - responsible for controlling and regulating gambling in Western Australia, via administering the *Betting Control Act 1954*, the *Racing and Wagering Western Australia Act 2003*, the *Casino Control Act 1984* and the *Racing and Wagering Western Australia Tax Act 2003*;
- Liquor Commission (LC) - primary function is to adjudicate on matters brought before it through referral by the Director of Liquor Licensing, or by an application for a review of a decision made by the Director of Liquor Licensing;
- Racing Penalties Appeals Tribunal (RPAT) - provides the racing industry with an impartial judicial forum to hear appeals against penalties imposed in disciplinary proceedings arising from or in relation to the conduct of greyhound racing, horse racing and harness racing; and

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- Racing and Wagering Western Australia (RWVA) - fosters development, promotes the welfare and ensures the integrity of metropolitan and country Thoroughbred, Harness and Greyhound racing in the interests of the long-term viability of the racing industry in Western Australia. RWVA also has responsibility for the off-course wagering functions trading as the TAB;
- Office of the Independent Monitor (OIM) - established in 2022 as a short-term statutory office by section 21J of the Casino Control Act 1984, following findings of the Perth Casino Royal Commission. The Independent Monitor's strategic focus and business activity is to assess, monitor and report to Government on the implementation and overall efficacy of the remediation of the management and operation of Burswood Casino in line with the pathway to suitability outlined in the Royal Commission report.

*Note: The DLGSC administers the records of all of the above agencies, except the OIM and RWVA.*

Also includes the Gaming Community Trust.

Previous (defunct) organisations include the Betting Control Board, Gaming Commission of WA (now the GWC), Totalisator Agency Board and the Racecourse Development Trust.

## 1.3 Purpose of this Authority

This SDA has been developed by the State Records Office of WA in conjunction with the organisations, to form part of the Recordkeeping Plan of each organisation, as required under section 16(3)(a-c) of the *State Records Act 2000*.

The objectives of this SDA are to:

- Identify all core business records of the organisations;
- Identify which records are required for permanent retention as State archives and which records can be destroyed; and
- Establish retention periods for records that will be destroyed so that they are kept for appropriate periods to satisfy legal, business or other requirements.



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## **1.4 Scope and Implementation of this Authority**

This SDA covers the core business records of each of the organisations (as set out in 1.2 of this Introduction) and any offices, including subordinate or regional offices. It also covers the core business records of predecessor / defunct organisations.

This SDA supersedes:

- RD 2006021 (Racing and Wagering Western Australia); and
- RD 2007039 (Department of Racing, Gaming and Liquor).

Records already sentenced under the previous Schedules which are still in the custody of the organisations will be re-sentenced as necessary in accordance with this SDA.

This SDA applies to records in **all formats**.

Before any records covered in this SDA are destroyed or transferred to the State Records Office as State archives, they will be reviewed by authorised officers and authorised for destruction or transfer.

A record of destroyed records and, where destruction is performed by an external contractor, certificates of destruction, provided by the contractor to the organisation's authorised officer, will be retained in accordance with the *General Disposal Authority for State Government Information*.

The value of records may change over time. In assessing records that have reached their minimum retention period and are due for destruction, officers should consider those that may have potential business or historical value, for ongoing retention or archiving if warranted. Any records due for destruction that on re-assessment may have archival value should be referred to the State Records Office for further evaluation.

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## **1.5 Investigations, Inquiries and Freedom of Information**

If an Investigation or Inquiry is in progress (or likely or imminent), or if a request for access to information under the *Freedom of Information Act 1992* has been lodged, all records relevant or subject to the Investigation / Inquiry / FOI request must be identified and retained until the action and any subsequent actions are completed. This applies regardless of whether the records in question are due for destruction.

## **1.6 Review of this Authority**

The State Records Office of WA will review the structure, coverage and content of this SDA within five years of its approval.

The review will be conducted in conjunction with all organisations that are subject to this SDA.

Any proposed revisions / amendments to this SDA, or any intention to prepare a new SDA to replace this one, will be discussed with the organisations prior to such activity commencing.

## **2. SPECIFIC MATTERS**

### **2.1 "Significant" Records**

In this SDA, each disposal class has usually been assigned one disposal action (e.g. "Required as State archives" or "Destroy").

If a disposal class contains records of both archival and non-archival value, two disposal actions have been assigned and:

- the term "Significant" has been used to identify records of archival value;
- the term "Other" has been used to identify records of non-archival value.

In such cases, the criteria for identifying which records are "Significant" are that the records document matters which:

- Relate to the development of, or caused substantial change, to legislation, regulations or government policy; or
- Set a legal or substantive precedent; or

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- Generated / involved substantial public debate or controversy, community or public interest; or
- Dealt with an Emergent Trend or Special Problem; or
- Involved items or property considered to have cultural heritage value.

For some classes of records, more specific criteria for identifying which records are "Significant" are included in the Description column.

## 2.2 Archives Not Transferred to the State Records Office

All State archives identified in this SDA will be transferred to the State Records Office before they are 25 years old.

## 2.3 Restricted Access Archives

A restricted access archive is *"a State archive that is a government record and to which access is restricted until it is of a certain age"* (State Records Act 2000, sect. 3). Part 6 of the State Records Act 2000 provides for the restriction of certain categories of State archives.

Any access restrictions that apply to State archives identified in this Schedule are documented in a separate *Restricted Access Justifications* report.

## 3. DEFINITIONS

### 3.1 Definition of Terms

**Custody:** *means* the minimum retention period for which records are to be kept prior to their disposal. The Custody statement includes the disposal trigger that begins the retention period.

**Destroy:** *applies to* records identified as having temporary value and which will be destroyed once their retention period has expired.

**Disposal Action:** *means* the final disposition for records once their retention period has expired. The main disposal actions are "Required as State archives" and "Destroy".

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**Required as State archives:** *applies to* records identified as having permanent value. State archives are to be transferred to the State Records Office once their retention period has expired (unless the State Records Commission has given approval for the organisation to retain such records).

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No	Function/Activity	Description	Disposal Action	Custody
1	<b>LICENSING / APPROVALS</b>	The administration of all applications for Licences, Permits, Approvals, Certificates, or Authorisations, with respect to any aspect of the Racing, Gaming & Wagering, and Liquor Industries.		
1.1	<b>REGISTERS</b>	Registers of Licences, Permits, etc., whether or not prescribed by legislation.  <i>"Registers" may be in hard copy (e.g. book) or digital (e.g. database) format.</i>		
1.1.1		<p><b>Gaming</b></p> <p>Register of Approvals, Permit holders etc., established and maintained under section 50 of the <i>Gaming and Wagering Commission Act 1987</i>.</p> <p><b>Liquor</b></p> <p>Register of Licensed Premises.</p> <p><b>Racing</b></p> <p>Register/s of licensed:</p> <ul style="list-style-type: none"> <li>• Racing Clubs</li> <li>• Racecourses</li> <li>• People associated with Racing</li> <li>• Animals.</li> </ul>	Required as State archives	Retain 25 years after action completed, then transfer to the SRO.

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No	Function/Activity	Description	Disposal Action	Custody
<i>LICENSING / APPROVALS - APPLICATIONS - GAMING</i>				
		<p><b>Wagering</b></p> <p>Register of all persons licensed under the <i>Betting Control Act 1954</i>, as required by Regulation 25 of the <i>Betting Control Regulations 1978</i>.</p>		
1.2	<b>APPLICATIONS - GAMING</b>	Administration of the receipt, evaluation and determination of all Applications for Licences / Permits associated with the Gaming Industry.		
1.2.1	<b>Casino Licence</b>	Grant and administration of the Burswood Casino Licence (currently Crown Perth).	Required as State archives	Retain 5 years after action completed, then transfer to the SRO.
1.2.2	<b>Casino Employees</b>	<p>Licensing of people who have managerial responsibilities or have duties that support the licensed casino (Crown Perth), under the <i>Casino Control (Burswood Island) (Licensing of Employees) Regulations 1985</i>.</p> <p>Approved licensing records associated with:</p> <ul style="list-style-type: none"> <li>• Casino Key Employee (managerial responsibilities); and</li> <li>• Casino Employee (e.g. croupiers, surveillance operators, security officers, etc.).</li> </ul>	Destroy	Retain 7 years after expiry of licence, then destroy.
1.2.3	<b>Casino Gaming Licences</b>	Granting, management and conduct of Casino Gaming Licences, issued under Part IV of the <i>Casino Control Act 1984</i> .	Destroy	Retain 7 years after expiry of licence, then destroy.

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No	Function/Activity	Description	Disposal Action	Custody
<i>LICENSING / APPROVALS - APPLICATIONS - GAMING</i>				
		Records include applications, conditions, prohibitions, etc.		
1.2.4	<b>Casino Games</b>	<p>Records relating to casino games being declared authorised games, under Part V of the <i>Casino Control Act 1984</i>.</p> <p>Declaration that a game is an authorised game includes approval of the rules of the game. Includes directions by the GWC of licence conditions and alterations to game rules.</p> <p><i>Note: The casino reserves the right to remove an authorised game from the casino floor and reinstate it at a later date.</i></p>	Destroy	Retain 7 years after game has been permanently removed from casino floor, then destroy.
1.2.5	<b>Community Gaming</b>	<p>Approved applications for:</p> <ul style="list-style-type: none"> <li>• Gaming Operator's Certificates</li> <li>• Gaming Supplier's Certificates</li> <li>• Approved Gaming Premises.</li> </ul> <p>Includes authorising the conduct of gaming by means of gaming equipment.</p> <p>Records include application, probity checks and associated documentation.</p>	Destroy	Retain 7 years after expiry of licence, then destroy.
1.2.6	<b>Community Gaming</b>	Approved applications for Gaming Permits / Certificates, issued for but not limited to:	Destroy	Retain 2 years after expiry of permit, then

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No	Function/Activity	Description	Disposal Action	Custody
<i>LICENSING / APPROVALS - APPLICATIONS - GAMING</i>				
		<ul style="list-style-type: none"> <li>• Bingo, Calcutta, Two-up</li> <li>• Video Lottery Terminals (VLTs)</li> <li>• Continuing Lottery (break-open bingo tickets)</li> <li>• Standard Lottery (raffle)</li> <li>• Gaming functions.</li> </ul> <p>Records include application, probity checks and associated documentation.</p>		Destroy.
1.2.7	<b>Suppliers of Lottery Tickets</b>	<p>Approved applications for licensed supplier of lottery tickets (Continuing Lottery Tickets), issued under section 104B of the <i>Gaming and Wagering Act 1987</i>.</p> <p><b>See related ACTIVITY:</b></p> <ul style="list-style-type: none"> <li>• 4.1.4. COMPLIANCE / DISCIPLINARY - Supplier's tickets - for records relating to supplier's tickets delivered to the Commission on the expiry of the licence (if not disposed of by the supplier on approval of the Commission).</li> </ul>	Destroy	Retain 7 years after expiry of licence, then destroy.
1.3	<b>APPLICATIONS - LIQUOR</b>	<p>Administration of the receipt, evaluation and determination of all applications for licences / permits associated with the Liquor industry.</p> <p>Licence categories include:</p>		



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No	Function/Activity	Description	Disposal Action	Custody
<i>LICENSING / APPROVALS - APPLICATIONS - LIQUOR</i>				
		<ul style="list-style-type: none"> <li>• Casino</li> <li>• Hotel, Tavern, Small Bar and Club</li> <li>• Restaurant, Nightclub</li> <li>• Liquor Store, Producer, Wholesaler</li> <li>• Special Facility</li> <li>• Occasional.</li> </ul>		
1.3.1	<b>Liquor Accords</b>	<p>Records associated with:</p> <ul style="list-style-type: none"> <li>• The development of 'Liquor Accords', under section 64 of the <i>Liquor Control Act 1988</i>.</li> </ul> <p>Records include but may not be limited to:</p> <ul style="list-style-type: none"> <li>• Correspondence, reports and submissions from parties (e.g. licensees, police, local governments, etc.)</li> <li>• Inquiry, comments and review records</li> <li>• Determinations, Licence variations / conditions and decisions.</li> </ul>	Required as State archives	Retain 5 years after action completed, then transfer to the SRO.
1.3.2	<b>Restricted Areas</b>	<p>Records associated with:</p> <ul style="list-style-type: none"> <li>• Areas of the State being declared Restricted Areas, under section 175(1a) of the <i>Liquor</i></li> </ul>	Required as State archives	Retain 5 years after expired, then transfer to the SRO.

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No	Function/Activity	Description	Disposal Action	Custody
<i>LICENSING / APPROVALS - APPLICATIONS - LIQUOR</i>				
		<p><i>Control Act 1988.</i></p> <p>Records include, but may not be limited to application, correspondence and Declaration.</p>		
1.3.3	<b>Premises - Significant</b>	<p>Records associated with <b>Significant</b> Licensed Premises.</p> <p>A <b>significant</b> Licensed Premise includes, but may not be limited to:</p> <ul style="list-style-type: none"> <li>• (Perth) Casino</li> <li>• Landmark or historic premises</li> <li>• Famous or renowned premises</li> <li>• Premise is/was an integral part of community fabric.</li> </ul> <p>Records include, but may not be limited to:</p> <ul style="list-style-type: none"> <li>• Application</li> <li>• Alteration, variation or redefinition of licence conditions</li> <li>• Approved One-off Extensions or variations</li> <li>• Approval of manager / Protection Orders</li> <li>• Changes of premises name</li> </ul>	Required as State archives	Retain 5 years after expiry of licence, then transfer to the SRO.

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No	Function/Activity	Description	Disposal Action	Custody
<i>LICENSING / APPROVALS - APPLICATIONS - LIQUOR</i>				
		<ul style="list-style-type: none"> <li>• Position of authority / shareholding</li> <li>• Arrangement / agreement</li> <li>• Complaints and associated documentation</li> <li>• Inspection reports, work orders / infringements / cautions issued</li> <li>• Licence cancellation, surrender or revocation.</li> </ul> <p><i>NOTE: See also definition of "Significant" in the Introduction to this SDA.</i></p>		
1.3.4	<b>Premises - Other</b>	<p>Records associated with <b>other</b> Licensed Premises, not included in 1.3.3.</p> <p>Includes records associated with Restricted Premises, being:</p> <ul style="list-style-type: none"> <li>• Approved applications by owners / occupiers of private premises / land to declare premises restricted premises, under Part 5B of the <i>Liquor Control Act 1988</i>; and</li> <li>• Approved applications by prescribed persons to declare restricted premises, under section 152P(4) (Part 5B) of the <i>Liquor Control Act 1988</i>.</li> </ul>	Destroy	Retain 7 years after expiry of licence, then destroy.
1.3.5	<b>Occasional</b>	Approved applications for Occasional Licences.	Destroy	Retain 2 years after expiry of licence, then

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No	Function/Activity	Description	Disposal Action	Custody
<i>LICENSING / APPROVALS - APPLICATIONS - RACING</i>				
				destroy.
1.4	<b>APPLICATIONS - RACING</b>	Administration of the receipt, evaluation and determination of applications for licences / permits associated with the Racing Industry.		
1.4.1	<b>Racing Clubs</b>	<p>Registration of racing clubs under section 40 of the <i>Racing and Wagering Western Australia Act 2003</i>, in accordance with the rules of racing and the regulations.</p> <p>Includes clubs in all codes of racing (Thoroughbreds, Harness and Greyhounds) and Metropolitan, Provincial and Country / Community Clubs.</p>	Required as State archives	Retain 5 years after action completed, then transfer to the SRO.
1.4.2	<b>Racecourses</b>	<p>The registration of racecourses under section 39 of the <i>Racing and Wagering Western Australia Act 2003</i>, in accordance with the rules of racing and the regulations.</p> <p>Records include applications and associated correspondence, etc.</p>	Required as State archives	Retain 5 years after action completed, then transfer to the SRO.
1.4.3	<b>Race Meetings / Races / Training and Trial Tracks</b>	The registration of race meetings, races and training and trial tracks under section 39 of the <i>Racing and Wagering Western Australia Act 2003</i> , in accordance with the rules of racing and the regulations.	Destroy	Retain 7 years after expiry of licence, then Destroy
1.4.4	<b>Animals - Significant</b>	The registration of <b>significant</b> racing horses (thoroughbred and harness) and greyhounds under section 41 of the <i>Racing and Wagering Western Australia Act 2003</i> , in accordance with the rules of	Required as State archives	Retain 5 years after expiry or surrender of licence, then transfer to the SRO

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<i>LICENSING / APPROVALS - APPLICATIONS - RACING</i>				
		<p>racing and the regulations.</p> <p>The criteria for <b>significant</b> animals are, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Animal achieved exceptional results</li> <li>• Animal nominated for Hall of Fame</li> </ul> <p><i>NOTE: See also criteria for "Significant" in the Introduction to this SDA.</i></p>		
1.4.5	<b>Animals - Other</b>	The registration of <b>other</b> racing horses (thoroughbred and harness) and greyhounds under section 41 of the <i>Racing and Wagering Western Australia Act 2003</i> , in accordance with the rules of racing and the regulations, not included in 1.4.4.	Destroy	Retain for 7 years after expiry of licence, then destroy.
1.4.6	<b>Syndicates</b>	The registration of syndicates for all types of racing.	Destroy	Retain 7 years after action completed, then Destroy.
1.4.7	<b>Leases</b>	The registration of leases for all types of racing.	Destroy	Retain 7 years after action completed, then Destroy.
1.4.8	<b>People - Significant</b>	<p>The registration / licensing of <b>significant</b>:</p> <ul style="list-style-type: none"> <li>• Owners (of thoroughbred or harness racing horses or greyhounds)</li> <li>• Trainers</li> </ul>	Required as State archives	Retain 5 years after expiry or surrender of licence, then transfer to the SRO

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No	Function/Activity	Description	Disposal Action	Custody
<i>LICENSING / APPROVALS - APPLICATIONS - RACING</i>				
		<ul style="list-style-type: none"> <li>• Breeders / stud masters</li> <li>• Jockeys or drivers / reins persons.</li> </ul> <p>under section 42 of the <i>Racing and Wagering Western Australia Act 2003</i>.</p> <p>The criteria for significant persons are, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Person achieved fame or notoriety in the industry</li> <li>• Person made an exceptional contribution to the industry</li> </ul> <p><i>NOTE: See also criteria for "Significant" in the Introduction to this SDA.</i></p>		
1.4.9	<b>People - Other</b>	<p>The registration / licensing of <b>other</b> owners (of thoroughbred or harness racing horses or greyhounds), trainers, breeders and jockeys or drivers / reins persons under section 42 of the <i>Racing and Wagering Western Australia Act 2003</i>, not included in 1.4.8.</p> <p>Includes licensing of all other persons associated with racing, such as:</p> <ul style="list-style-type: none"> <li>• Stable-hands, attendants, track riders</li> <li>• Apprentices</li> </ul>	Destroy	Retain 7 years after expiry or surrender of licence, then destroy.

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No	Function/Activity	Description	Disposal Action	Custody
<i>LICENSING / APPROVALS - APPLICATIONS - RACING</i>				
		<ul style="list-style-type: none"> <li>• Stewards.</li> </ul>		
1.4.10	<b>Racing Colours</b>	The registration of racing colours for harness and thoroughbred racing.	Destroy	Retain 7 years after action completed, then Destroy.
1.4.11	<b>Designated Sporting Events</b>	<p>Approved applications for a permit to conduct a designated sporting event at a registered place, under section 4A of the <i>Betting Control Act 1964</i>.</p> <p>Includes the registration of the 'place' if not already registered as a place.</p> <p>Records include application, supporting documentation, and any conditions, restrictions and prohibitions imposed on the event or the place.</p>	Destroy	Retain 7 years after expiry of permit, then destroy
1.4.12	<b>Approved Racing Organisations</b>	The registration of Approved Racing Organisations (ARO) i.e. not thoroughbred or harness.	Destroy	Retain 7 years after terminated, then Destroy.
1.4.13	<b>Certain Races</b>	Licences for "certain races" that are not a thoroughbred or harness race, and are not conducted by an ARO, i.e. 'bush' or 'picnic' races.	Destroy	Retain 7 years after action completed, then Destroy.
1.4.14	<b>Stable Returns and Racing Gear</b>	<ul style="list-style-type: none"> <li>• Stable Returns lodged with the RWWA.</li> <li>• Records associated with any gear that horses are to race in, including removal or addition of racing gear.</li> </ul> <p>where not held on relevant Licence File (e.g. trainer,</p>	Destroy	Retain 2 years after action completed, then Destroy.

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<i>LICENSING / APPROVALS - APPLICATIONS - WAGERING</i>				
		horse).		
1.5	<b>APPLICATIONS - WAGERING</b>	Administration of the receipt, evaluation and determination of Applications for Licences, Permits, etc., associated with the Wagering industry.		
1.5.1	<b>Bookmaker - Significant</b>	<p>Records associated with <b>significant</b> bookmaker's licences issued under Part 2 of the <i>Betting Control Act 1954</i>, and including:</p> <ul style="list-style-type: none"> <li>• Bookmaker - Natural person</li> <li>• Bookmaker - Partnership</li> <li>• Bookmaker - Body corporate.</li> </ul> <p>The criteria for <b>significant</b> persons are, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Person achieved fame or notoriety in the industry</li> <li>• Person made an exceptional contribution to the industry</li> </ul> <p><i>NOTE: See also criteria for "Significant" in the Introduction to this SDA.</i></p> <p>Records include, but may not limited to, applications, supporting documentation, probity checks, conditions, renewals, etc.</p>	Required as State archives	Retain 5 years after expiry or surrender of licence, then transfer to the SRO



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No	Function/Activity	Description	Disposal Action	Custody
<i>LICENSING / APPROVALS - APPLICATIONS - WAGERING</i>				
1.5.2	<b>Bookmaker - Other</b>	<p>Records associated with <b>other</b> bookmaker's licences issued under Part 2 of the <i>Betting Control Act 1954</i>, not included in 1.5.1.</p> <p>Includes all licensing records for:</p> <ul style="list-style-type: none"> <li>• Bookmaker's Manager</li> <li>• Bookmaker's Employee.</li> </ul>	Destroy	Retain 7 years after expiry or surrender of licence, then destroy
1.5.3	<b>Bookmakers' Temporary Employee</b>	Records associated with issue of temporary bookmaker's licences, under section 12A of the <i>Betting Control Act 1954</i> .	Destroy	Retain for 2 years after expiry of licence, then destroy
1.5.4	<b>RWWA Employees</b>	<p>Licensing of Racing and Wagering Western Australia (RWWA) personnel in accordance with the <i>Racing and Wagering Western Australia Act 2003</i>.</p> <p>Approved licensing records associated with:</p> <ul style="list-style-type: none"> <li>• Directors</li> <li>• Key employees.</li> </ul>	Destroy	Retain for 7 years after expiry of licence, then destroy.
1.5.5	<b>Publication WA Race Fields</b>	Applications and authorisation / approval of betting operators to publish or otherwise make available WA race fields.	Destroy	Retain 1 year after action completed, then Destroy.
1.6	<b>APPLICATIONS - UNAPPROVED</b>			

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No	Function/Activity	Description	Disposal Action	Custody
<i>LICENSING / APPROVALS - APPLICATIONS - UNAPPROVED</i>				
1.6.1		Records of the evaluation of all applications for all Gaming / Liquor / Racing / Wagering "licences" which are not granted or approved, refused, withdrawn, lapsed or not proceeded with.	Destroy	Retain 2 years after action completed, then Destroy.
2	<b>APPEALS</b>	<p>Matters brought before regulatory bodies for hearing and determination, including:</p> <p><b><i>Liquor Commission (LC)</i></b></p> <p>(NOTE: Includes records of the defunct Liquor Licensing Court, replaced by the LC effective 7 May 2007)</p> <p>Includes the following matters under the <i>Liquor Control Act 1988</i>:</p> <ul style="list-style-type: none"> <li>• Section 21 - power to award costs;</li> <li>• Section 24 - referral by the Director of Liquor Licensing of whole or part of any matter that is to be determined by him or any question of law arising from such a matter;</li> <li>• Section 25 - application for review of decisions (on prescribed matters) by the Director of Liquor Licensing;</li> <li>• Section 28(4A) - appeal against the decision of one Commission member;</li> <li>• Section 95 - where a complaint is lodged for</li> </ul>		

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No	Function/Activity	Description	Disposal Action	Custody
<i>APPEALS</i>				
		<p>disciplinary action; and</p> <ul style="list-style-type: none"> <li>• Section 115(AD) - application for review of a barring notice issued by the Commissioner of Police.</li> </ul> <p>Includes matters referred back from the Supreme Court / Court of Appeals.</p> <p><b><i>Racing Penalties Appeal Tribunal (RPAT)</i></b></p> <p>Appeals against penalties (e.g. suspension, disqualification, imposition of a fine, given a Notice/Warning-Off - as determined by RWWA, a steward or a committee of a racing club) imposed in disciplinary proceedings arising from, or in relation to, the conduct of thoroughbred racing, harness racing and greyhound racing.</p> <p><b><i>Gaming and Wagering Commission (GWC)</i></b></p> <p>Appeals made to the GWC under section 32 of the <i>Betting Control Act 1954</i>, by any party, from a determination by stewards of a race meeting or a committee or other authority controlling a race course in regard to questions or disputes as to bets with a bookmaker.</p> <p><b><i>Appeals made to the (relevant) Minister in regard to determinations made by the GWC.</i></b></p> <p>Appeals to the (relevant) Minister of determinations made by the GWC, with respect to</p>		

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No	Function/Activity	Description	Disposal Action	Custody
<i>APPEALS - Appeals</i>				
		the GWC revoking, refusing to renew, or amending, an approval, permit or certificate issued under the <i>Gaming and Wagering Act 1987</i> .		
2.1	<b>Appeals</b>	Appeals brought for hearing and determination.		
2.1.1	<b>Significant</b>	<p>All records relating to <b>significant</b> appeals, whether granted or dismissed.</p> <p>Records include, but may not be limited to:</p> <ul style="list-style-type: none"> <li>• Application</li> <li>• Evidence from original hearing, new evidence, including expert opinion</li> <li>• Submissions and documentation from all parties to the appeal</li> <li>• Notice of Intervention, Objections, Public Interest Assessment</li> <li>• Decisions and Determinations</li> <li>• Includes a full transcript, if an Appeal comprises a Hearing which is recorded and a full transcript is produced.</li> </ul> <p><i>NOTE: See criteria for "Significant" in the Introduction to this SDA.</i></p>	Required as State archives	Retain 5 years after action completed, then transfer to the SRO.
2.1.2	<b>Other</b>	All records relating to <b>other</b> appeals, whether	Destroy	Retain 7 years after action completed, then

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No	Function/Activity	Description	Disposal Action	Custody
<i>APPEALS - Appeals</i>				
		granted or dismissed, not included in 2.1.1.		Destroy.
2.1.3	<b>Withdrawn Appeals</b>	All records relating to Appeals which have been withdrawn or not proceeded with.	Destroy	Retain 2 years after action completed, then Destroy.
2.1.4	<b>Hearings - Recordings</b>	Recordings of Hearings where a full transcript of the Hearing is <u>NOT</u> produced.	Destroy	Retain 3 years after action completed, then Destroy.
2.1.5	<b>Hearings - Recordings</b>	Recordings of Hearings where a full transcript of the Hearing is produced and kept with the Appeal / Case records (at 2.1.1 or 2.1.2).	Destroy	Retain 1 year after action completed, then Destroy.
3	<b>AUDITING / AUDITS</b>	<p>Examination of Industry business, operations, accounts, quality assurance and records to ensure legislative and regulatory compliance.</p> <p><i>See also General Disposal Authority for State Government Information:</i></p> <ul style="list-style-type: none"> <li>• 52. INFRINGEMENTS / LITIGATION / PROSECUTIONS for infringements, cautions or prosecutions arising out of audit activities, where not held on Audit / Case / Licence file.</li> </ul>		
3.1	<b>GAMING</b>	Audits of Gaming activities.		
3.1.1	<b>Casino</b>	Records associated with audits of Casino activities, such as:	Destroy	Retain 7 years after action completed, then

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No	Function/Activity	Description	Disposal Action	Custody
<i>AUDITING / AUDITS - GAMING</i>				
		<ul style="list-style-type: none"> <li>• Daily revenue figures calculated</li> <li>• Hard and soft cash counts</li> <li>• Casino GST reimbursement claims</li> <li>• Other Casino audits.</li> </ul>		Destroy.
3.1.2	<b>Community Gaming</b>	Records associated with audits of Community Gaming activities.	Destroy	Retain 7 years after action completed, then Destroy.
3.1.3	<b>Lotterywest</b>	Records associated with audits of Lotterywest activities, such as: <ul style="list-style-type: none"> <li>• Lotterywest GST reimbursement audits.</li> </ul>	Destroy	Retain 7 years after action completed, then Destroy.
3.2	<b>LIQUOR</b>	Audits of Liquor activities.		
3.2.1		Audit records associated with Liquor Licensing and premises.  (Audit records are held with the relevant "Licensed Premises" files).	Retain in accordance with relevant Licenced Premise File (sections 1.3.1 - 1.3.5)	Retain in accordance with relevant Licenced Premise File (sections 1.3.1 - 1.3.5)
3.3	<b>RACING</b>	Audits of Racing activities.		
3.3.1		Records related to all matters of entry and inspection of race courses and certain other premises to audit records required to be kept under the <i>Betting Control Act 1954</i> or the <i>Racing and Wagering Western</i>	Destroy	Retain 7 years after action completed, then Destroy.

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No	Function/Activity	Description	Disposal Action	Custody
<i>AUDITING / AUDITS - WAGERING</i>				
		<i>Australia Act 2003.</i>		
3.4	<b>WAGERING</b>	Audits of Wagering activities.		
3.4.1	<b>Levies and Totalisators</b>	<ul style="list-style-type: none"> <li>• Records associated with betting operators' (domestic, offshore or operator of a betting exchange) lodging of returns on racing bets and payment of racing bets levy.</li> <li>• Records associated with bookmakers' lodging of returns on on-course turnover and payment of betting levy.</li> </ul> <p>Under Part 3 of the <i>Betting Control Act 1954</i>.</p>	Destroy	Retain 7 years after action completed, then Destroy.
3.4.2		<p>Records associated with audits of wagering activities, such as:</p> <ul style="list-style-type: none"> <li>• TAB agency cash counts</li> <li>• On course tote audits</li> <li>• Sports betting contingency audits</li> <li>• Race fields bet levy return audits</li> <li>• Racing industry GST reimbursement audits.</li> </ul>	Destroy	Retain 7 years after action completed, then Destroy.
3.4.3		<ul style="list-style-type: none"> <li>• Records associated with Disputed Lost (betting) Ticket Claims.</li> <li>• Records associated with Lost (betting) Ticket</li> </ul>	Destroy	Retain 7 years after action completed, then Destroy.

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No	Function/Activity	Description	Disposal Action	Custody
<i>COMPLIANCE / DISCIPLINARY</i>				
		Claims.		
4	<b>COMPLIANCE / DISCIPLINARY</b>	<p>Compliance with mandatory or optional accountability, legal, regulatory or quality standards or requirements to which the Industry is subject.</p> <p><b>See also related ACTIVITIES:</b></p> <ul style="list-style-type: none"> <li>• 3. AUDITING / AUDITS</li> <li>• 8. INSPECTIONS &amp; INVESTIGATIONS</li> </ul> <p><i>See also General Disposal Authority for State Government Information:</i></p> <ul style="list-style-type: none"> <li>• 52. INFRINGEMENTS / LITIGATION / PROSECUTIONS for infringements, cautions or prosecutions arising out of compliance / disciplinary activities.</li> </ul>		
4.1	<b>GAMING</b>	Compliance and monitoring of casino and community gaming activities.		
4.1.1	<b>Rules of Gaming</b>	Development, amendment and approval of rules of games (in accordance with the relevant section of the Act).	Required as State archives	Retain 5 years after action completed, then transfer to the SRO.
4.1.2	<b>Significant</b>	<p><b>Significant</b> compliance breaches (arising out of audits, inspections or investigations).</p> <p>A <b>significant</b> compliance breach includes, but is not limited to:</p>	Required as State archives	Retain 5 years after action completed, then transfer to the SRO.



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No	Function/Activity	Description	Disposal Action	Custody
<i>COMPLIANCE / DISCIPLINARY - GAMING</i>				
		<ul style="list-style-type: none"> <li>• Major Violation Report pertaining to the Casino operation (such as substantial breach of game rules, procedures or directions).</li> <li>• Major Complaints</li> </ul> <p><i>NOTE: See also definition of "Significant" in the Introduction to this SDA.</i></p>		
4.1.3	<b>Other</b>	Records associated with <b>other</b> compliance breaches (arising out of audits, inspections or investigations), not included in 4.1.2.	Destroy	Retain 7 years after action completed, then Destroy.
4.1.4	<b>Supplier's Tickets</b>	<ul style="list-style-type: none"> <li>• Suppliers' Lottery Tickets delivered to the GWC under section 104E of the <i>Gaming and Wagering Act 1987</i>.</li> <li>• Commission approval for the supplier to destroy tickets, under section 104J.</li> <li>• Commission's destruction of tickets under section 104K.</li> </ul>	Destroy	Retain 1 year after action completed, then Destroy.
4.2	<b>LIQUOR</b>	<p>Compliance and monitoring of liquor licensing / premises activities.</p> <p><b>See also related ACTIVITY:</b></p> <ul style="list-style-type: none"> <li>• 1.3 APPLICATIONS - LIQUOR, for records associated with complaints lodged (by the Director of Liquor Licensing, the Commissioner of Police or a local government</li> </ul>		

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No	Function/Activity	Description	Disposal Action	Custody
<i>COMPLIANCE / DISCIPLINARY - LIQUOR</i>				
		authority) with the LC under section 95 of the <i>Liquor Control Act 1988</i> , held on the Licensed Premises file.		
4.2.1	<b>Prohibition Orders</b>	Prohibition Orders issued under section 152B of the <i>Liquor Control Act 1988</i> .  Records include: Application and information relevant to issue; Written notice and submissions; Determination and Order; and records of non-compliance with Order.	Destroy	Retain 7 years after expired, then Destroy.
4.3	<b>RACING</b>	Compliance and monitoring of Racing activities.  <i>See General Disposal Authority for State Government Information:</i>  <ul style="list-style-type: none"> <li>• 74. PROCEDURES, for development of sample collection and drug testing procedures.</li> </ul>		
4.3.1	<b>Rules of Racing</b>	Development, amendment and approval of rules of racing with respect to the control, regulation and supervision of:  <ul style="list-style-type: none"> <li>• Thoroughbred Racing (Rules of Thoroughbred Racing)</li> <li>• Harness Racing (Rules of Harness Racing)</li> <li>• Greyhound Racing (Rules of Greyhound Racing).</li> </ul> In accordance with section 45 of the <i>Racing and</i>	Required as State archives	Retain 5 years after action completed, then transfer to the SRO.

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No	Function/Activity	Description	Disposal Action	Custody
<i>COMPLIANCE / DISCIPLINARY - RACING</i>				
		<i>Wagering Western Australia Act 2003.</i>		
4.3.2	<b>Racing Reports - Significant</b>	Records associated with <b>significant</b> : <ul style="list-style-type: none"> <li>• Stewards Reports</li> <li>• Drug Sample Collection Reports</li> <li>• Veterinarians Reports.</li> </ul> A <b>significant</b> report includes, but is not limited to: <ul style="list-style-type: none"> <li>• Major Violation Report pertaining to a Race</li> <li>• Substantial breach of Race Rules or procedures</li> <li>• Major complaint.</li> </ul> <i>NOTE: See also definition of "Significant" in the Introduction to this SDA.</i>	Required as State archives	Retain 5 years after action completed, then transfer to the SRO.
4.3.3	<b>Racing Reports - Other</b>	Records associated with <b>other</b> reports, not included in 4.3.2. <ul style="list-style-type: none"> <li>• Stewards Reports</li> <li>• Drug Sample Collection Reports</li> <li>• Veterinarians Reports.</li> </ul>	Destroy	Retain 7 years after action completed, then Destroy.
4.3.4	<b>Racing Club Records</b>	Records relating to request for and provision of racing club records to RWWA, pursuant to section 46 of the <i>Racing and Wagering Western Australia Act</i>	Destroy	Retain 7 years after action completed, then

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No	Function/Activity	Description	Disposal Action	Custody
<i>COMPLIANCE / DISCIPLINARY - RACING</i>				
		<i>2003.</i>		Destroy.
4.3.5	<b>Race Results</b>	Race results.	Destroy	Retain 2 years after action completed, then Destroy.
4.3.6	<b>Steward Patrol Film</b>	Steward patrol film.	Destroy	Retain 1 year after action completed, then Destroy.
4.4	<b>WAGERING</b>	Compliance and monitoring of wagering and gambling activities.		
4.4.1	<b>Rules of Wagering</b>	Development, amendment and approval of rules of wagering, in accordance with section 120 of the <i>Racing and Wagering Western Australia Act 2003</i> .	Required as State archives	Retain 5 years after action completed, then transfer to the SRO.
4.4.2		Records associated with the conduct of disciplinary proceedings under section 32A of the <i>Betting Control Act 1954</i> .	Destroy	Retain 7 years after action completed, then Destroy.
4.4.3		Records associated with RWWA ensuring that on-course wagering by bookmakers and racing club totalisators is conducted in accordance with the <i>Betting Control Act 1954</i> and the rules of wagering, under section 50(1)(a) of the <i>Racing and Wagering Western Australia Act 2003</i> .	Destroy	Retain 7 years after action completed, then Destroy.
4.4.4		Records associated with GWC approval, or not, of: <ul style="list-style-type: none"> <li>• The form of betting tickets, under Regulation 36 of the <i>Betting Control Regulations 1978</i>;</li> </ul>	Destroy	Retain 7 years after action completed, then Destroy.

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No	Function/Activity	Description	Disposal Action	Custody
<i>COMPLIANCE / DISCIPLINARY - OFFICE OF THE INDEPENDENT MONITOR</i>				
		<p>and</p> <ul style="list-style-type: none"> <li>• The form of the written record of betting transaction, as applicable under Regulation 37 of the <i>Betting Control Regulations 1978</i>.</li> </ul> <p>Includes records associated with the GWC supplying approved forms / books under the Regulations.</p>		
4.5	<b>OFFICE OF THE INDEPENDENT MONITOR</b>	Activities of the Independent Monitor to oversee and report to Government on the progress and efficacy of remediation activity at Burswood Casino under Part IVA of the <i>Casino Control Act 1984</i> (CCA).		
4.5.1	<b>The Independent Monitor</b>			
4.5.1.1	<b>Legislative documents</b>	<p>The following documents referred to in the CCA:</p> <ul style="list-style-type: none"> <li>• Any approved plan for the remediation for the management and operation of Burswood Casino and correspondence relating to it (s21N)</li> <li>• Interim reports on the progress of the remediation plan and other matters as outlined in the CCA (s21P)</li> <li>• The final report issued at the end of the remediation period (s21P)</li> <li>• Legislative documents issued by the Independent Monitor under the CAA:</li> </ul>	Retain as State archives	Retain as State archives

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No	Function/Activity	Description	Disposal Action	Custody
<i>COMPLIANCE / DISCIPLINARY - OFFICE OF THE INDEPENDENT MONITOR - The Independent Monitor</i>				
		Directions about remediation plan (s21O) <ul style="list-style-type: none"> <li>• Notice for Information document (s21S)</li> <li>• Directions to comply with a notice given under s21S (s21T)</li> <li>•</li> </ul>		
4.5.1.2		Documents provided by the Burswood Casino licensee or other relevant person as defined in the CCA, in response to a Notice for Information or Direction.	Retain as State archives	Retain as State archives
4.5.1.3		Documents provided by the Burswood Casino licensee or other relevant person as defined in the CCA, other than in response to a Notice for Information or Direction.	Retain as State archives	Retain as State archives
4.5.1.4	<b>OIM assurance activities</b>	Records of OIM assurance activities designed to assess the efficacy of the remediation of the management and operation of the Burswood Casino, namely: <ul style="list-style-type: none"> <li>• OIM Program of Works (Schedule, Program Governance etc)</li> <li>• Project Initiation Documents (or similar)</li> <li>• Outcome Reports/Summaries and related correspondence</li> </ul>	Retain as State archives	Retain as State archives

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No	Function/Activity	Description	Disposal Action	Custody
<i>GAMBLING - Specialised Functions</i>				
5	<b>GAMBLING - Specialised Functions</b>	Matters associated with specialised functions in relation to gambling under Part 5 of the <i>Racing and Wagering Western Australia Act 2003</i> .		
5.1	<b>TOTALISATOR AGENCIES / RWWA OFFICES</b>	The establishment and management of totalisator agencies and RWWA offices where wagers may be made, under section 51 of the <i>Racing and Wagering Western Australia Act 2003</i> .		
5.1.1	<b>Long Term Agency</b>	<p>Establishment and management of long term RWWA offices or totalisator agencies.</p> <p>Records include:</p> <ul style="list-style-type: none"> <li>• Written notices to the GWC</li> <li>• Land, building or premises leases or licences</li> <li>• Contracts and Approvals</li> <li>• Submissions and Objections, etc.</li> </ul>	Destroy	Retain 7 years after action completed, then Destroy.
5.1.2	<b>Temporary Agency</b>	<p>Establishment and management of temporary totalisator agencies.</p> <p>Records include, but may not be limited to, written notices to the GWC.</p>	Destroy	Retain 2 years after action completed, then Destroy.
5.1.3		Proposed establishment / management of totalisator agencies and RWWA offices, which are not approved or proceeded with.	Destroy	Retain 2 years after action completed, then Destroy.

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No	Function/Activity	Description	Disposal Action	Custody
<i>GAMBLING - Specialised Functions - TOTALISATOR WAGERING</i>				
5.2	<b>TOTALISATOR WAGERING</b>	Matters associated with operating: <ul style="list-style-type: none"> <li>• Off-course totalisator wagering services on races and certain sporting and other events</li> <li>• On-course totalisator wagering services on behalf of racing clubs when engaged to do so.</li> </ul>		
5.2.1	<b>RWWA Totalisator</b>	Records associated with the RWWA conducting totalisator wagering under section 54(2) of the <i>Racing and Wagering Western Australia Act 2003</i> , and in accordance with the regulations (RWWA Regulations) and the rules of wagering.  Includes wagers received by a racing club and transmitted to RWWA for inclusion in a totalisator pool conducted by RWWA.	Destroy	Retain 7 years after action completed, then Destroy.
5.2.2	<b>Combined Totalisator</b>	Records associated with RWWA participation in combined totalisator pool schemes.  Records include GWC recommendation, Ministerial approval and contractual arrangements.	Destroy	Retain 7 years after action completed, then Destroy.
5.3	<b>FIXED ODDS WAGERING</b>	Matters associated with the business of setting, accepting and making fixed odds wagers in relation to races and certain sporting and other events.		
5.3.1	<b>RWWA Fixed Odds Wagering</b>	Records relating to the RWWA conducting fixed odds wagering under section 54(2) of the <i>Racing and Wagering Western Australia Act 2003</i> , and in accordance with the regulations (RWWA Regulations)	Destroy	Retain 7 years after action completed, then Destroy.



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No	Function/Activity	Description	Disposal Action	Custody
<i>GAMBLING - Specialised Functions - FIXED ODDS WAGERING</i>				
		and the rules of wagering.		
5.3.2	<b>Jointly Operated Fixed Odds Wagering</b>	Records associated with RWWA participation in a jointly operated fixed odds wagering system.  Records include GWC recommendation, Ministerial approval and contractual arrangements.	Destroy	Retain 7 years after action completed, then Destroy.
5.4	<b>WAGERING ACCOUNTS</b>	Wagering accounts established under section 64 of the <i>Racing and Wagering Western Australia Act 2003</i> .		
5.4.1		Records associated with the establishment and management of wagering accounts.	Destroy	Retain 7 years after expiry of account, then destroy.
5.5	<b>PROBLEM GAMBLING</b>	Matters associated with problem gambling including the Problem Gambling Support Services Committee, unlawful gambling, gambling support services and social issues of gambling.  <b>See also related ACTIVITY:</b>  • 6. GRANT FUNDING, for records relating to the Beyond Gambling Grants Program.		
5.5.1		Records relating to problem gambling including records associated with the Problem Gambling Support Services Committee, unlawful gambling, gambling support services and social issues of gambling.	Required as State archives	Retain 5 years after action completed, then transfer to the SRO.

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No	Function/Activity	Description	Disposal Action	Custody
<i>GAMBLING - Specialised Functions - WINNINGS / DIVIDENDS</i>				
5.6	<b>WINNINGS / DIVIDENDS</b>			
5.6.1	<b>Payment of Refunds and Dividends by RWWA</b>	All moneys payable by way of dividends, winnings or refunds in respect of any wager paid by RWWA.	Destroy	Retain 7 years after action completed, then Destroy.
5.6.2	<b>Unclaimed Winnings / Dividends</b>	Records of monies paid by RWWA into the Sports Wagering Account under section 109 of the <i>Gaming and Wagering Commission Act 1987</i> .	Destroy	Retain 7 years after action completed, then Destroy.
6	<b>GRANTS / FUNDING</b>	<p>Matters relating to grant funding and incentives.</p> <p>Including, but may not be limited to:</p> <ul style="list-style-type: none"> <li>• Gaming Community Trust</li> <li>• The Beyond Gambling Grants Program</li> <li>• Development Grants</li> <li>• Training Track Grants.</li> </ul> <p><i>See General Disposal Authority for State Government Information for records associated with Trust and Program Panel Meetings, receipt of moneys, and applications for and issuing of Grants.</i></p>		
6.1	<b>GRANTS</b>	<p>Records associated with the management of Grants or subsidies received or provided by the agency.</p> <p><i>See General Disposal Authority for State Government</i></p>		

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No	Function/Activity	Description	Disposal Action	Custody
<i>GRANTS / FUNDING - INCENTIVES</i>				
		<i>Information</i> <ul style="list-style-type: none"> <li>• 48. GRANT FUNDING</li> </ul>		
6.2	<b>INCENTIVES</b>	Records associated with the management of RWWA Incentives to foster and promote local product.		
6.2.1		Records associated with the distribution of funds.  Includes, but may not be limited to: <ul style="list-style-type: none"> <li>• WestBred</li> <li>• WestSpeed</li> <li>• WestChase</li> <li>• EPONA.</li> </ul>	Destroy	Retain 7 years after action completed, then Destroy.
6.3	<b>PROFIT DISTRIBUTION SCHEMES</b>	The development and implementation of scheme/s for the distribution of net profits and the negotiation of funding arrangements with individual racing clubs.		
6.3.1		Records associated with the development and implementation of scheme/s for the distribution of net profits and the negotiation of funding arrangements with individual racing clubs.	Destroy	Retain 7 years after action completed, then Destroy.
7	<b>INQUIRIES</b>	Formal investigations carried out by persons or bodies authorised to inquire and report on a subject, such as the LC, GWC, racing stewards etc.  Includes the agency's participation in the inquiry by		

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No	Function/Activity	Description	Disposal Action	Custody
<i>INSPECTIONS / INVESTIGATIONS</i>				
		<p>providing evidence in the form of submissions, statements, reports etc., whether by official request or voluntarily.</p> <p><i>See General Disposal Authority for State Government Information</i></p> <ul style="list-style-type: none"> <li>• 53. INQUIRIES</li> </ul> <p><b>See also related ACTIVITY:</b></p> <ul style="list-style-type: none"> <li>• 8. INSPECTIONS / INVESTIGATIONS</li> </ul>		
8	<b>INSPECTIONS / INVESTIGATIONS</b>	<p>Matters relating to official inspections and investigations conducted by 'authorised persons' to ensure compliance with legislation.</p> <p><b>See also related ACTIVITIES:</b></p> <ul style="list-style-type: none"> <li>• 3. AUDITING / AUDITS</li> <li>• 4. COMPLIANCE / DISCIPLINARY</li> </ul> <p><i>See General Disposal Authority for State Government Information:</i></p> <ul style="list-style-type: none"> <li>• 52. INFRINGEMENTS / LITIGATION / PROSECUTIONS for infringements, cautions or prosecutions arising out of inspections or investigations, if not held on associated Inspection / Investigation file.</li> </ul>		

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No	Function/Activity	Description	Disposal Action	Custody
<i>INSPECTIONS / INVESTIGATIONS - GAMING</i>				
8.1	<b>GAMING</b>	Inspections conducted by 'authorised persons' under Part 3 of the <i>Gaming and Wagering Commission Act 1987</i> and Part VB of the <i>Casino Control Act 1984</i> .		
8.1.1	<b>Casino</b>	Records associated with casino inspections, including but not limited to: <ul style="list-style-type: none"> <li>• Equipment checks</li> <li>• EGM Prom and seal checks</li> <li>• Other casino inspections.</li> </ul> Includes detection of illegal activity.	Destroy	Retain 7 years after action completed, then Destroy.
8.1.2	<b>Community Gaming</b>	Records associated with inspections of Community Gaming activities.	Destroy	Retain 7 years after action completed, then Destroy.
8.1.3	<b>Lotterywest</b>	Records associated with Inspections of Lotterywest activities, such as: <ul style="list-style-type: none"> <li>• Cash 3 draw verification</li> <li>• Lotto / Soccer Pools draw verification</li> <li>• Promotional draws verification.</li> </ul>	Destroy	Retain 7 years after action completed, then Destroy.
8.2	<b>LIQUOR</b>	Inspections conducted by 'authorised persons' under Part 6 of the <i>Liquor Control Act 1988</i> .  <b>See also related ACTIVITY:</b>		

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No	Function/Activity	Description	Disposal Action	Custody
<i>INSPECTIONS / INVESTIGATIONS - LIQUOR</i>				
		<ul style="list-style-type: none"> <li>• 1.3 LICENSING / APPROVALS for records of inspections of Licensed Premises held on the Licensed Premises file.</li> </ul>		
8.2.1		Records associated with Inspections concerning: <ul style="list-style-type: none"> <li>• Standards and operations of Licensed premises</li> <li>• Maintenance of Incident and Training registers at premises</li> <li>• General maintenance of premises.</li> </ul>	Destroy	Retain 7 years after action completed, then Destroy.
8.3	<b>RACING</b>	Inspections conducted by 'authorised persons' under section 113 of the <i>Racing and Wagering Western Australia Act 2003</i> .		
8.3.1		Records associated with inspections of: <ul style="list-style-type: none"> <li>• Premises at which racing horses or greyhounds are kept, trained or raced</li> <li>• A racecourse.</li> </ul> Records include surveillance records.	Destroy	Retain 7 years after action completed, then Destroy.
8.4	<b>WAGERING</b>	Inspections conducted by 'Gaming and Wagering Commission representatives' under section 20 of the <i>Betting Control Act 1954</i> .		
8.4.1		Records associated with inspections of:	Destroy	Retain 7 years after action completed, then

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No	Function/Activity	Description	Disposal Action	Custody
<i>LEVIES / RETURNS</i>				
		<ul style="list-style-type: none"> <li>• Premises from which a bookmaker carries on business</li> <li>• Venue at which a sporting event on which betting takes place is being held</li> <li>• A totalisator, totalisator agency or other premises of RWWA.</li> </ul> <p>Inspections may cover but not be limited to:</p> <ul style="list-style-type: none"> <li>• Bookmaker telephone betting inspections</li> <li>• Bookmaker licensing and equipment checks</li> <li>• Bookmaker betting operations inspections</li> <li>• TAB agency inspections</li> <li>• On course tote inspections</li> <li>• Levy liabilities, etc.</li> </ul>		Destroy.
9	<b>LEVIES / RETURNS</b>	Matters associated with payment of monies as required by legislation.		
9.1	<b>GAMING</b>	Payment of gaming levies or returns.		
9.1.1	<b>Gaming Returns</b>	Continuing Lottery Returns lodged and receipt of levies from Licenced Ticket Suppliers, under sections 104F and 104G of the <i>Gaming and Wagering Act 1987</i> .	Destroy	Retain 7 years after action completed, then Destroy.

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No	Function/Activity	Description	Disposal Action	Custody
<i>LEVIES / RETURNS - LIQUOR</i>				
		<p>Includes records associated with:</p> <ul style="list-style-type: none"> <li>• Exemptions from payment of levy</li> <li>• Refunds of levies paid.</li> </ul> <p>Includes financial returns where the return identifies an amount of the proceeds to be returned to the GWC, relating to Gaming permits for:</p> <ul style="list-style-type: none"> <li>• Bingo</li> <li>• Two-up, Kalgoorlie bush</li> <li>• Video lottery terminals.</li> </ul>		
9.2	<b>LIQUOR</b>	Payment of liquor levies or returns.		
9.2.1	<b>Liquor Returns</b>	Returns lodged with the Director of Liquor Licensing under section 146 of the <i>Liquor Control Act 1988</i> .	Destroy	Retain 7 years after action completed, then Destroy.
9.3	<b>RACING</b>	Payment of racing levies or returns.		
9.3.1	<b>Racing Returns</b>	Returns received by RWWA under section 110B(5) of the <i>Gaming and Wagering Commission Act 1987</i> .	Destroy	Retain 7 years after action completed, then Destroy.
9.4	<b>WAGERING</b>	Payment of wagering levies or returns.		
9.4.1	<b>Off-course Wagers</b>	Returns produced by RWWA under section 102(2)(a) of the <i>Racing and Wagering Western Australia Act</i>	Destroy	Retain 7 years after action completed, then



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No	Function/Activity	Description	Disposal Action	Custody
<i>LEVIES / RETURNS - WAGERING</i>				
	<b>Returns</b>	2003, stating all amounts of money received by RWVA in respect of wagers made.		Destroy.
9.4.2	<b>Bookmakers Levies</b>	<p>Payment of levies by bookmakers on bets made at registered premises, under the <i>Betting Control Act 1954</i>.</p> <p>Records include matters about particulars and details of bets or betting transactions, turnover and returns of amount of levy, etc.</p>	Destroy	Retain 7 years after action completed, then Destroy.
10	<b>PUBLIC REACTION</b>	<p>Handling reaction to policies, processes or services.</p> <p>Includes, but may not be limited to:</p> <ul style="list-style-type: none"> <li>• Complaints, suggestions or appreciation from clients or the public</li> <li>• Suggestions to improve services and processes.</li> </ul> <p><i>See General Disposal Authority for State Government Information:</i></p> <ul style="list-style-type: none"> <li>• 77. PUBLIC REACTION for complaints etc. not covered below.</li> </ul>		
10.1	<b>Gaming</b>	<p>Records relating to complaints received from members of the public with respect to any aspect of gaming operations.</p> <p>Includes complaints received from members of the public with respect to any aspect of the operations of</p>	Destroy	Retain 7 years after action completed, then Destroy.

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No	Function/Activity	Description	Disposal Action	Custody
<i>PUBLIC REACTION</i>				
		the casino, pursuant to section 21A of the <i>Casino Control Act 1984</i> .		
10.2	<b>Liquor</b>	<p>Records relating to:</p> <ul style="list-style-type: none"> <li>• objections to applications under section 74 of the <i>Liquor Control Act 1988</i>; or</li> <li>• complaints lodged (by the Director of Liquor Licensing, the Commissioner of Police or a local government authority) with the Liquor Commission under section 95 of the <i>Liquor Control Act 1988</i>; or</li> <li>• complaints lodged with the Director of Liquor Licensing under section 117 of the <i>Liquor Control Act 1988</i>.</li> </ul> <p><b>See related ACTIVITY:</b></p> <ul style="list-style-type: none"> <li>• <b>1.3 - LICENSING / APPROVALS - LIQUOR</b>, where records are held on the relevant Licensed Premises File.</li> </ul>	Retain in accordance with relevant Licenced Premise File (sections 1.3.1 - 1.3.5)	Retain in accordance with relevant Licenced Premise File (sections 1.3.1 - 1.3.5)
10.3	<b>Wagering</b>	Records relating to complaints from members of the public with respect to any aspect of the gambling operations of RWWA, pursuant to section 109I of the <i>Gaming and Wagering Act 1987</i> .	Destroy	Retain 7 years after action completed, then Destroy.

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No	Function/Activity	Description	Disposal Action	Custody
<i>TRAINING</i>				
11	<b>TRAINING</b>	<p>The provision of training, including registration and operations as a Registered Training Organisation to provide accredited courses.</p> <p><i>See General Disposal Authority for State Government Information:</i></p> <ul style="list-style-type: none"> <li>• 97. TRAINING AND DEVELOPMENT for other training records not covered below.</li> </ul>		
11.1	<b>Registered Training Organisation</b>	Matters relating to operations as a Registered Training Organisation.		
11.1.1		Registration and administration of operations in accordance with the Australian Quality Framework	Destroy	Retain 7 years after action completed, then Destroy.
11.1.2		Formal recognition of courses by the Training Accreditation Council.	Destroy	Retain 7 years after action completed, then Destroy.
11.1.3		Development of training material and curriculum.	Destroy	Retain 7 years after delivery ceases, then Destroy
11.2	<b>Student Records</b>			
11.2.1		Records relating to an individual's training and assessment for certification of accredited training under the Australian Qualifications Framework.	Destroy	Retain 30 years after action completed, then Destroy.

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No	Function/Activity	Description	Disposal Action	Custody
<i>TRAINING - Student Records</i>				
		Includes, but not limited to: <ul style="list-style-type: none"> <li>• Certificates / certification documentation;</li> <li>• Course qualifications and re-qualification;</li> <li>• Statements of Attainment; and</li> <li>• Units of competency.</li> </ul>		
11.2.2		Records relating to delivery of accredited training.  Includes, but not limited to: <ul style="list-style-type: none"> <li>• Training delivery and assessment policies and procedures;</li> <li>• Enrollment and nomination records;</li> <li>• Attendance records; and</li> <li>• Records of assessments.</li> </ul>	Destroy	Retain 7 years after action completed, then Destroy.
11.2.3		Completed student assessments, workbooks, etc., where not returned to students.	Destroy	Retain 6 months after assessment completed, then Destroy.