Introduction

This procedure outlines the responsibilities of various positions within Council as they relate to records management.

General Manager

The General Manager has a duty under s.10 of the State Records Act 1998 (the Act) to ensure Bega Valley Shire Council (BVSC) complies with the requirements of the Act and regulations for which the organisation is responsible. As records management is a business corporate governance issue, the General Manager has the responsibility to ensure the implementation of best practice.

Executive Manager | Organisational Development and Governance (ODG)

The Executive Manager | Organisational Development and Governance is the senior manager responsible for the records management program and functions for the purposes of the Standard on Records Management Programs. The Executive Manager (ODG) is accountable to the Leadership Executive Group (LEG) for the management of the program.

Governance Coordinator

The Governance Coordinator is accountable for ensuring BVSC compliance with external recordkeeping standards and for making and administering arrangements for the monitoring of the program by BVSC in that role, as required by s.12(3) of the Act.

Records Management Team

Relevant Records Management team members are accountable to the Governance Coordinator for the efficient daily operation of the records management system and the provision of services at agreed standards.

Group Managers/Executive Managers

The Leadership Executive Group (LEG) and their delegated line Managers are responsible for ensuring practices and systems in their respective areas of responsibility comply with this procedure and related principles and practice.

All staff

All staff are accountable to their supervisors for compliance with this policy and with related policies, standards and guidance. All staff has a responsibility to create records to document all BVSC business activities. This includes:

1. decisions
2. oral decisions and commitments, including telephone discussions
3. meetings
4. other events

All staff has a responsibility to capture records into official recordkeeping systems, except records that can be disposed of under normal administrative practice (see Procedures Manual or contact the records team).