

Policy 6.11 Information (Records) Management

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|----------------------------|----------------------------------|
| Directorate | Business and Governance |
| Responsible Officer | Director Business and Governance |

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1.1 Introduction

1.1.1 Scope

This policy outlines the processes implemented to record, manage, and ensure timely access to information across all sections of Bega Valley Shire Council (BVSC).

1.1.2 Purpose

To effectively record, manage and enable access to information stored in both physical and electronic formats in accordance with statutory requirements.

1.2 Definitions

Nil.

1.3 Legislation

- *NSW State Records Act 1988*
- *Local government records (GA39) General Retention and Disposal Authority NSW State Archives*
- *Government Information (Public Access) Act 2009*
- *Privacy and Personal information Protection Act 1998*
- *Health Records and Information Privacy Act 2002*

1.4 Implementation

1.4.1 Policy Statement

Bega Valley Shire Council will record, manage, and enable access to its records and information in a professional and effective manner by :

- Implementing records practices that capture information from electronic sources and documents.
- Maintaining records that provide appropriate and adequate evidence of the conduct of BVSC's business and affairs.
- Ensuring records are maintained, complete, accurate and authentic so that they can have integrity and are accessible and usable.
- Maintaining permanent records in accordance with section 12(1) of the *NSW Records Act 1988* and the related procedures and guidelines included in the procedures below.
- Keeping full and accurate records of the activities and decisions of the Councillors in the course of their official duties.
- Managing records in accordance with organisational needs and accountability requirements.
- Enabling staff to effectively and efficiently maintain records through the implementation of appropriate records management systems.
- Adhering to guidelines prescribed under the *Government Information Public Access Act 2009*.
- Managing personal information in accordance with the *Privacy and Personal Information Protection Act 1998* as well as the National Privacy Principles.
- Managing health records in accordance with the *Health Records and Information Privacy Act 2002* as well as the National Privacy Principles.

1.4.2 Responsibilities

1.4.2.1 Elected Council

Comply with this policy and associated procedure 6.02.08 Record Keeping requirements for Councillors

1.4.2.2 Chief Executive Officer (CEO), Leadership Executive Group (LEG)

The CEO and Leadership Executive Group (LEG) will ensure that Council establishes and regularly reviews its records management procedures and strategies to make sure it continues to adhere to the provisions of the *State Records Act 1998*.

The CEO will also be Council's Principal Officer under Part 7(5) of the *Government Information (Public Access) Act 2009*.

1.4.2.3 Director Business and Governance

The Director of Business and Governance has the delegation and responsibility of Council's Public Officer under Section 342 – part 3 of the *Local Government Act (1993)*. The Director of Business and Governance will also be Council's Senior Responsible Officer relating to records management.

1.4.2.4 People and Governance teams

The People and Governance Section will be responsible for contributing to the development of strategic records management plans and will provide advice and support to the organisation to ensure records management activities are implemented on a day-to-day basis.

1.5 Supporting documents

1.5.1 BVSC Procedures that relate to this Policy

| Procedure No.: | Procedure Name | External or Internal Procedure |
|----------------|---|--------------------------------|
| 6.11.01 | Records management principles | External |
| 6.02.08 | Record Keeping requirements for Councillors | External |

1.5.2 BVSC Policies that Relate to this Policy

| Policy No.: | Policy Name |
|-------------|------------------------------------|
| 6.02 | Behaviour of Councillors and Staff |
| 6.09 | Information Technology |
| 6.12 | Access to Information |
| 6.13 | Customer Service |

Note: Policy details may change from time to time. To ensure you are viewing the most recent version please view Council's adopted Policies and Procedures on Council website.