

TITLE:	Records Management Policy		
DIVISION:	Governance		
ADOPTED BY:	Barkly Regional Council		
DATE OF ADOPTION:	28 March 2019	DATE OF REVIEW:	March 2022
MOTION NUMBER:			
POLICY NUMBER:	CP29		
AUTHORISED:	Barkly Regional Council		

THIS POLICY APPLIES TO:

All employees of the Barkly Regional Council and Elected Members

PREAMBLE

The aim of all policy is for Councillors to provide strategic input into the effective operational framework of the organisation under the *Local Government Act (NT)*.

SUMMARY

This Policy provides a Records Management Framework for the creation and management of complete and accurate records of the business of Barkly Regional Council (BRC).

OBJECTIVES

The objective of this policy is to outline the relevant responsibilities and obligations of all staff and Elected Members in respect to records of the Council under various Territory and Federal legislative instruments.

BACKGROUND

BRC is committed to good governance and compliance with all relevant legislation. The promotion and practice of good recordkeeping is a key focus for BRC.

The Council is required to ensure that complete and accurate records of the business are maintained as per the Records Disposal Schedules.

These records provide evidence of the Council's functions and activities and form part of the public record. Through its commitment to effective recordkeeping policy, BRC acknowledges its recordkeeping responsibilities and accountabilities to government, stakeholders and the community.

This policy applies to all staff and Elected Members of the Council and to records of all business activities performed by or on behalf of the Council, regardless of the media in which they are created or captured. All practices, systems and procedures pertaining to recordkeeping are to be consistent with this policy.

POLICY STATEMENT

BRC will maintain an approved electronic records management system for the management of all records. The following principles will apply:

1. Records Management Plans, strategies and activities are supported by policies, systems and practices to suit the business, legal, public and operational requirements of the council;
2. Records security and access controls must be in place to minimise risks to the confidentiality, integrity, reliability and availability of council records;
3. Records of council are identified, classified and registered into the approved electronic recordkeeping system;
4. Records are not disposed of without an authorised Records Disposal Schedule and authorised approval of that disposal;
5. Records of legislative, audit or historical significance are preserved in a way that ensures they remain readable and accessible for future reference; and
6. All Council staff and Elected Members are trained in best recordkeeping practices and procedures appropriate to their position.

DELEGATION

Chief Executive Officer

The CEO of the Council has a duty to ensure that the Record Management Policy and Framework complies with all relevant legislation. The CEO is to ensure that the Policy is communicated and implemented at all levels within the organisation.

Management

Directors are responsible for:

- a) Supporting the application of record management policies throughout the council;
- b) Ensuring that appropriate staff are designated to assist with the implementation of record management procedures; and
- c) Ensuring that staff are educated to comply with records management policies and procedures.

POLICY

Records Officer

The Records Officer is responsible for:

- a) co-ordinating all aspects of records management, including the design, implementation and maintenance of records systems and their operations; and
- b) training users on records management and records systems operations.

Individual Employees

All records managed by Council employees are the property of BRC.

Individual employees are responsible for ensuring that they:

- a) create accurate and reliable records;
- b) maintain their records appropriately within the records management framework as communicated by the Records Officer;
- c) secure records in the appropriate level; and
- d) retain and dispose records as per the Records Disposal Schedule.

LEGISLATION, TERMINOLOGY AND REFERENCES

Council is required to comply with the recordkeeping standards within the following legislation:

[Records Disposal Schedule for Local Authorities \(NT\);](#)

[Records Management Standards for Public Sector Organisations \(NT\);](#)

[Information Act \(NT\)](#)

[Local Government Act \(NT\)](#)

[Local Government \(Administration\) Regulations \(NT\)](#)

[Fair Work Act \(Cth\)](#)

[Fair Work Regulations \(Cth\)](#)

All relevant legislation under which the Council has responsibilities

ENFORCEMENT

There are severe penalties for failing to comply with the above legislative instruments. These penalties depend on the relevant legislation. Employees must be aware of the records management processes within their operational area.

EVALUATION AND REVIEW

This Policy is to be reviewed every three (3) years or as required by legislative changes.

LINKS

http://www.nt.gov.au/dcis/docs/records_policy_standards/records_management_standards.pdf

<https://legislation.nt.gov.au/legislation/information-act>

<https://legislation.nt.gov.au/legislation/local-government-administration-regulations>

RELATED POLICIES

Document Control Policy