

Policy 6.11 Information (Records) Management

Directorate	Business and Governance
Responsible Officer	Director Business and Governance

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Record of Administrative Amendments

Amendment Version No.:	Description of Administrative Amendment	Date Reviewed
<u>6.2</u>	<u>Review of policy in accordance with Section 165 of the <i>Local Government Act 1993</i></u> <u>Placed on Public Exhibition 23 July 2025</u>	<u>July 2025</u>
6.1	Review of policy in accordance with Section 165 of the <i>Local Government Act 1993</i> Workshopped by Councillors on 28 May 2025	May 2025
6	Adopted by Council (D22/110480)	14/11/2022

1 Introduction

1.1 Scope

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

The policy demonstrates direct commitment to the following strategic guiding principles:

- Effective and efficient | continuously improving our information and records management practices by adopting innovative practices and ensuring a clear connection between policy and implementation.
- Equitable and effective | building trust and respect by providing accessible information and records management practices, and by fostering a culture of collaboration, open communication and proactive disclosure.
- Financially sustainable | implementing cost-effective information and records management processes, systems, and technologies and service delivery to meet our legislative obligations in a cost-effective way.
- Responsive | using technology to manage our information and records management is adaptable by enabling timely access to information, real-time updates and automated workflows.
- Transparent | clearly outlining the processes for records creation, maintenance, access, and disposal. Records are systematically documented and stored and support evidence of decision-making and can be audited.
- Accountable | ensuring clear accountability by designating specific roles and responsibilities for the creation, maintenance, and disposal of records and committing to regular audits and reporting on records management. Management systems will demonstrate compliance with regulatory and legal requirements.

1.2 Purpose

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

1.3 Definitions

Nil.

Word or Terminology	Description
<u>ERDMS</u>	<p>Is an Electronic Record and Document Management System that integrates the technologies of document management and records management. Its purpose is to efficiently capture, store, manage, and retrieve electronic documents and records. Key feature of an ERDMS include:</p> <ul style="list-style-type: none"> • <u>document storage</u> • <u>sorting and categorisation</u> • <u>compliance management</u> • <u>workflow automation</u> • <u>version control</u> • <u>data security</u>
<u>Data</u>	<p>In the context of records management, data is generally referred to as raw facts and figures that are processes to create information. It can include numerical, textual, or other forms of data that are recorded and stored.</p>
<u>Information</u>	<p>Data, facts, or knowledge recorded in any form, including documents, files, emails, databases, photographs</p>
<u>Key stakeholders</u>	<p>Key stakeholders for this Information (records) Management policy are:</p> <ul style="list-style-type: none"> • <u>councillors</u> • <u>staff</u> • <u>contractors</u> • <u>sub-contractors</u> • <u>volunteers</u> • <u>members of the community</u>
<u>Record</u>	<p>Any document or other source of information compiled, recorded, or stored in written form or on film, or by electronic process, or in any other manner or by other means.</p>

2 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*

- Copyright Act 1968 (Commonwealth)

3 Implementation

3.1 Policy Statement

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

- designating and communicating clear roles and responsibilities to key stakeholders regarding records management
- 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
- integrating technology into records management processes to help maintain service delivery
- enabling staff to maintain records effectively and efficiently by providing training and education that focus on record keeping practices
- ensuring records are maintained, complete, accurate and authentic so 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 referenced in this policy
- 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 maintain records effectively and efficiently 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
- conducting regular internal and external audits to ensure compliance with records management policies and legislative requirements.

3.2 Responsibilities

3.2.1 Elected Council

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

3.2.2 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*. The CEO may will also designate the function of Public Officer to a the relevant council officer.

3.2.3 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.

3.2.4 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.

4 Supporting documents

4.1 BVSC Procedures that relate to this Policy

Procedure No.:	Procedure Name	External or Internal Procedure
<u>6.02.01</u>	<u>BVSC Code of Conduct</u>	<u>External</u>
6.11.01	Records management principles	External
6.02.08	Record Keeping requirements for Councillors	External
<u>6.27.01</u>	<u>Managing and reporting data breaches</u>	<u>Internal</u>

4.2 BVSC Policies that Relate to this Policy

Policy No.:	Policy Name
<u>6.01</u>	<u>Governance</u>
6.02	Behaviour of Councillors and Staff
6.09	Information Technology
6.12	Access to Information
6.13	Organisational Service Standards
<u>6.27</u>	<u>Data breaches</u>

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.