



Tiwi Islands Regional Council

Title: Records Management Policy
Policy No: 05
Adopted By: Council
Next Review Date: April 2018
Responsibility: Chief Executive Officer
InfoXpert Document Number 190846

Version	Decision Number	Adoption Date	History
2	Resolution 6 of 29-06-16	29 June 2016	Revised version
1	Nil	November 2008	TISC Original Document

THIS POLICY APPLIES TO

All employees of the Tiwi Islands Regional Council.

Summary

To provide the Records Management Framework for the creation and management of complete and accurate records of the business Tiwi Islands Regional Council.

Objectives

The objective of this policy is to outline responsibilities and obligations for all staff in respect to records of the Council under the variety of relevant legislation not limited to but including, *Information Act, Local Government Act, Local Government Administration Regulations, the Northern Territory Records Management Standards for Public Sector Organisations, the Commonwealth Fair Work Act 2009 and Fair Work Regulations.*

Background

The Tiwi Islands Regional Council is committed to good governance and the achievement of compliance of all relevant legislation. The Council affirms that the promotion and practice of good recordkeeping is a key focus for meeting these outcomes.

The Council is required by the *Information Act* to ensure that complete and accurate records of the business of the Council are created and managed for as long as required to support business, accountability and legislative requirements until their disposal in accordance with an authorised retention and disposal schedule.



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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, the Council acknowledges its recordkeeping responsibilities and accountability to government, clients and the local community.

This policy applies to all staff 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

The Council 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 and public accountabilities, operational requirements and technical and intellectual capabilities of the Council.
2. Records security and access controls must be in place to minimize 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, a business system that interfaces with the approved records management system.
4. Records are not disposed of without an authorised records disposal schedule and authorised approval.
5. Records of legislative, audit or historical significance are preserved in a way that ensures they remain readable and accessible for future reference.
6. All Council staff are trained in best recordkeeping practices and procedures appropriate to their position.

Legislation, Terminology and References

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

- *Information Act*
- *Local Government Act*
- *Local Government (Administration) Regulations*
- *NT Records Management Standards for Public Sector Organisations*
- *Fair Work Act*



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- *Fair Work Regulations*
- All relevant legislation under which the Council has responsibilities
- Council Confidential Agreement
- Privacy Act

Implementation and Delegation

The Chief Executive Officer is responsible for:

- Ensuring compliance with legislative requirements for recordkeeping
- Ensuring that this policy is communicated and implemented at all levels in the Council and assigning responsibilities for recordkeeping

The General Manager Finance and Compliance is responsible for:

- Ensuring recordkeeping guidelines and procedures support the aim of this policy
- Ensuring recordkeeping policies, business rules and procedures are communicated throughout the Council
- Ensuring staff are sufficiently trained in best recordkeeping practices
- Monitoring and auditing compliance

The ICT and Systems Manager and Information and Records Officer are responsible for:

- The day to day operation and maintenance of the electronic records management system
- User guidelines and business rules for recordkeeping are included in the Records Management Training
- The delivery of the Records Management Training Program
- All records are captured and managed in the approved electronic records management system
- The development and implementation of the Records Management Archival Program

The General Managers, Regional Managers and Coordinators are responsible for:

- Ensuring that all new staff receive records management induction and training
- Ensuring that the recordkeeping practices in their areas can satisfy internal and external audits
- Ensuring that disposed records are authorised
- Ensuring that staff understand their recordkeeping duties

All staff are responsible for:

- Complying with this Policy and associated strategy, guidelines and procedures
- Ensuring no unauthorised records disposal takes place
- Ensuring the handling of records are with care and respect and do not cause damage to them
- Creating and capturing records that justify the Council's business transactions into the approved electronic records management system