

GOV35	Records Management
Approval Date:	23/10/2019
Council Decision Reference:	129/2019
Policy Type:	Governance
Policy Custodian:	Chief Executive Officer
Review Date:	21/08/2022
Version (Revision Number):	1.0

Purpose

West Daly Regional Council (WDRC) is committed to managing its corporate information in a way that meets its legislative responsibilities and business needs. WDRC will endeavour to use electronic systems as the preferred means of creating, using and managing its corporate information.

WDRC has a records management framework that includes a strategy, policy and business rules protocols, procedures and supporting guidelines specifically designed for managing its corporate information.

The strategy is aiming for best practice in information management practices and procedures. WDRC will manage its information in order to ensure:

- Better support of business activities and improved customer service, through faster and more efficient access to information;
- Reduction of redundant and duplicated information across business units through better control and management of information; and
- Enhanced privacy and confidentiality, through improved security of information.

Scope

This policy applies to West Daly Elected Members, Local Authority members, employees, contractors and volunteers of WDRC.

The scope and objective of this policy is to ensure that WDRC information and records are managed effectively and efficiently throughout their disposal life cycle. This management will be achieved by:

- Describing and understanding the life cycle activities and fundamental characteristics of all types and forms of WDRC held information;
- Establishing information management responsibilities, and developing information management requirements for good management;
- Providing a series of protocols and procedures to be followed by staff when managing information; and
- Providing a series of guidelines and support to staff which assist with the practices of information management.



Policy Statement

To meet the obligations of the Record Management policy, WDRC will abide by these fundamental principles:

- Work electronically wherever possible;
- Share information wherever possible, including managing information in such a way to optimise information sharing and re-use, and to reduce duplication;
- Treat information as a valuable corporate asset;
- Take individual responsibility for information, particularly information that the individual creates, receives or updates;
- Appropriately manage WDRC information at all stages of its life cycle which means:
 - Manage information, regardless of its medium or format, to ensure its authenticity, accuracy, integrity, clarity, and completeness for as long as it is required in accordance with legislative requirements.
 - Manage information securely;
 - Manage the retention and disposal in accordance with NT Archives Disposal schedule for Local Authorities in the Northern Territory 2018/3;
 - Collect, use and disclose personal information in accordance with WDRC's privacy principles' and
 - Protect essential records to ensure the continuity of key services and business operations.

Significant information is indicated by the need to retain it to do business, to meet legislative obligations, or as reference to historical material.

References

Information Act 2002 (NT)

NT Archives Disposal schedule for Local Authorities in the Northern Territory 2018/3

Definitions

Life cycle – Record Management protocols and retention timeframes are described in NT Archives Disposal schedule for Local Authorities in the Northern Territory 2018/3 and the manner in which a document is treated until it is no longer needs to be retained and disposed of accordingly.



Related Documents

Code of Conduct (CEO)

Code of Conduct (Council Staff)

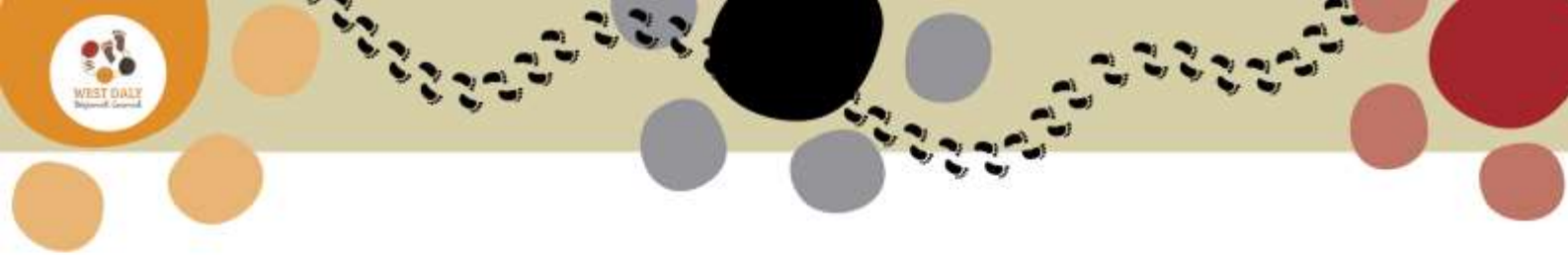
Code of Conduct (Council Staff) Policy

Conflict of Interest (Council Staff) Policy

Discipline Policy

For more information, contact the Policy Custodian.

Signature of Endorsement:	
Position:	Chief Executive Officer



GOV09 Schedule 1	Code of Conduct (CEO)
Approval Date:	17/03/2022
Council Decision Reference:	
Responsible Officer:	Chief People and Strategy Officer
Review Date:	17/03/2025
Version (Revision Number):	1.0

1. Support for Council

The CEO will:

- 1.1. Provide support to Council.
- 1.2. Provide accurate, frank, and impartial advice to Council.
- 1.3. Implement council policies and decisions.
- 1.4. Be familiar with and comply with the requirements of the Local Government Act and other legislative, industrial or administrative requirements relevant to the CEO’s official responsibilities.
- 1.5. Take all reasonable steps to ensure that the information upon which the CEO’s decisions or actions are based is factually correct and relevant to the decisions or actions.
- 1.6. Comply with the Council’s *Code of Conduct (employees)*.

2. Management of Council Staff

In relation to the management of council employees, the CEO must ensure that:

- 2.1. Appropriate documented processes and procedures are in place.
- 2.2. Selection processes for appointment or promotion are fair, equitable and based on merit.
- 2.3. Employees have reasonable access to training and development and opportunities for advancement and promotion.
- 2.4. Employees are treated fairly and consistently and are not subject to arbitrary or capricious decisions.
- 2.5. There are suitable processes for dealing with employment related grievances.
- 2.6. Working conditions are safe and healthy.

3. Use of Information

- 3.1. The CEO must not misuse information gained in the CEO’s official capacity.
- 3.2. Misuse includes, but is not limited to:
- 3.3. Seeking to gain personal advantage for self, or for another person, on the basis of information held on official records.
- 3.4. Initiating or spreading gossip or rumours on the basis of personal or other information held on official records.



- 3.5. Providing a person, or appearing to provide a person, with favourable treatment or access to privileged information.
- 3.6. The CEO must take care to maintain the integrity and security of documents and information.
- 4. **Use of Official Facilities, Equipment and Resources**
 - 4.1. The CEO must not utilise council equipment, or the skills or working time of council employees, for personal benefit.
- 5. **Disclosure of Offences Against the Law**
 - 5.1. If the CEO is charged, convicted, or acquitted of an offence, the CEO must advise the Council regardless of whether the CEO believes the offence relates directly to the CEO’s assigned duties.
- 6. **Outside Employment**
 - 6.1. Outside employment for the CEO is not allowed, except in exceptional circumstances and approved by the Council in writing. When considering an application from the CEO to undertake outside employment, the Council will give approval only if the outside employment:
 - 6.2. Could not be perceived by a reasonable person to be a conflict of interest; and
 - 6.3. Will not interfere with the performance of the CEO’s duties.
 - 6.4. Any outside employment or voluntary work must be performed wholly in the CEO’s private time.
- 7. **Decisions Based on Statutory Power**

Where the CEO makes a decision based on a statutory power, the CEO must:

 - 7.1. Ensure that the legislation under which the decision is made authorises the making of that decision.
 - 7.2. Ensure that the CEO has the authority or the delegation to make the decision.
 - 7.3. Ensure that any procedures which are required by law to be complied with in the making of a decision have been observed.
 - 7.4. Ensure that the decision, the evidence upon which it is based, and the reasons for the decision are properly documented.
- 8. **Anti-discrimination**
 - 8.1. The CEO must not discriminate in relation to a person unless such discrimination is allowed by law and council policy (for example, positive discrimination or special measures).

Signature of Endorsement:	
Position:	Chief Executive Officer