Renmark Paringa Council

INFORMATION MANAGEMENT POLICY

Responsible Officer	Adopted
Director Corporate & Community Services	17 May 2005
Local Government Act 1999 Reference	**Reviewed**
	February 2024
	Next Review*
	February 2026

OBJECTIVE

The objective of this policy is to outline and direct the practices of the elected members, staff, consultants and contractors of the Renmark Paringa Council in relation to the management of the records of Council and the information contained within them.

Records of Council are created and received as a result of interaction with residents and ratepayers, other councils, government departments, community organisations and businesses.
Council has an obligation under the Local Government Act 1999 Section 99 (h) to ensure that records required under this or another Act are properly kept and maintained; and the Freedom of Information Act 1991 to provide timely access to documents and records containing specific information. Council also complies and enforces a myriad of Acts and standards which also require the creation and management of documents and records.

Adherence to this Policy will ensure the Renmark Paringa Council is able to:

- Meet its legislative responsibilities
- Provide evidence of accountability
- Validate and support its decisions and actions
- Protect the interests of its residents, elected members and staff

Renmark Paringa Council is an agency under the State Records Act 1997. It is required to practice adequate records management as defined by the " Information Management Standard version 1.3. .Principle 2 , Behaviour 2,2 develop and issue policies and procedures outlining how information assets will be managed Renmark Paringa Council has developed and implemented records management plans, policy and procedures.
This Policy applies to all:

- Business functions and activities of Council
- All sites managed and occupied by Council
- All elected members, staff, consultants and contractors.

POLICY

The business activities of the Renmark Paringa Council will be documented, recorded and managed to protect the integrity, enhance the efficiency and preserve the history of Council. Business activities include decisions made, actions taken and interaction with clients. Records will be managed and maintained in accordance with the Procedures associated with this policy. This Policy and the Procedures applies to the records and information held by the Council, including those created and received by elected members, staff, contractors and consultants providing services to Council.

It is the responsibility of all elected members, staff, contractors and consultants to adhere to this Policy to
•=understand their roles and responsibilities in relation to the management and ownership of records.

Procedures have been created to guide elected members, staff, contractors and consultants in their Record-keeping role at Council:

- planning of Council record-keeping
- creation, capturing and control of records
- disposal of Council records by Records Management staff according to General Disposal Schedule 40 version 1 , General Disposal Schedule 32, General Disposal Schedule 41 version 1 and General Disposal Schedule 21 version 5 (Schedules approved by State Records Council).
- resourcing of Council record-keeping program
- monitoring and review of Council record-keeping program
- security and accessibility of Council records.

Elected members, staff, contractors and consultants are required to adhere to the record-keeping procedures in the course of transacting Council business.