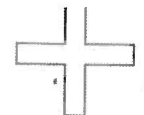


WORKSAFE
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RECORDS MANAGEMENT PROGRAM

2021



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AUTHORISATION

In accordance with the *Territory Records Act 2002*, and as Work Health and Safety Commissioner, I:

- authorise this Records Management Program;
- certify that this Records Management Program addresses all elements contained within section 16 of the *Territory Records Act 2002*; and
- certify that this Records Management Program meets all the requirements set out in the Standard for Records, Information and Data released by the Director of Territory Records.

This Records Management Program provides a framework to ensure records, information and data management requirements are met and includes:

- the *Territory Records Act 2002*;
- Standard for Records, Information and Data released by the Director of Territory Records;
- other applicable legislation and standards;
- other applicable policies;
- other administrative directions of the ACT Government and broader ACT public service;
- Records Management Program (this document); and
- records, information and data management:
 - a policy statement;
 - procedures; and
 - architecture register for business systems.

The Records, Information and Data Management Policy, the Records, Information and Data Management Procedures and the Records, Information and Data Architecture Register are located on the [WorkSafe ACT website](#).

I authorise the appropriate resourcing of this Records Management Program, which includes the:

- promulgation of this Records Management Program and the associated framework to all staff, volunteers, consultants, contractors and outsourced providers;
- appropriate management of records, information and data;
- annual assessment of records, information and data management capabilities; and
- planning for, and continual improvement of, records, information and data management capabilities.

Signed:  Ms Jacqueline Agius, Work Health and Safety Commissioner

Date: 19.01.21

RECORDS MANAGEMENT PROGRAM

INTRODUCTION

The *Territory Records Act 2002* (Territory Records Act) obliges the Work Health and Safety Commissioner to ensure the organisation and its staff comply with the Territory Records Act, including through the development, approval and implementation of this Records Management Program.

COMPLIANCE WITH THE *TERRITORY RECORDS ACT 2002*

This Records Management Program addresses section 16 of the Territory Records Act and meets the requirements set out in the Standard for Records, Information and Data released by the Director of Territory Records.

RESPONSIBLE SENIOR MANAGER

The Work Health and Safety Commissioner is the person in charge of records, information and data management, including the implementation and regular review of this Records Management Program. A key responsibility includes ensuring all staff, volunteers, consultants, contractors and outsourced providers comply with the policies and procedures for records, information and data management.

RELATIONSHIP WITH THE DIRECTOR OF TERRITORY RECORDS

The Director of Territory Records oversees the administration of the Territory Records Act, provides an advisory and compliance-monitoring service, may provide reports to the relevant Minister on records, information and data management capabilities, and issues notifiable instruments (standards) that relate to the management of records, information and data.

Therefore, arrangements are in place to liaise with the Director of Territory Records for:

- examining the operations of the Records Management Program and compliance with the Territory Records Act;
- advising on the outsourcing of any aspect of records, information and data management responsibilities;
- requesting assistance, advice and training in relation to records, information and data management;
- reporting on compliance with the Territory Records Act, the Records Management Program, and records, information and data management capabilities; and
- resolving disputes regarding compliance with the Territory Records Act and the Records Management Program.

CAPABILITY ASSESSMENT AND MATURITY DEVELOPMENT (CAPABILITY PRINCIPLE)

The Work Health and Safety Commissioner, in association with the relevant Senior Director will report annually to the Director of Territory Records on its records, information and data management capabilities using the Compliance Checklist Tool provided by the Territory Records Office, or as required by the Annual Report Directions.

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Annual plans will be developed and implemented to build capability maturity that can include improvement planning, communication and training.

CREATING AND MANAGING FULL AND ACCURATE RECORDS (ASSESS PRINCIPLE)

WorkSafe ACT will work with the Territory Records Office to develop Records Disposal Schedules that identify the records WorkSafe ACT must create to make and keep full and accurate records of its activities. WorkSafe ACT is committed to processes for identifying its records and their significance that are accountable, consistent, objective, comprehensive, contextualised and documented.

Further, WorkSafe ACT will work with the Territory Records Office to assess and identify those records that have enduring value to the Territory – referred to as Retain as Territory Archives (RTA).

Requirements to create records of WorkSafe ACT's activities will be contained in standing operating procedures for its business activities.

METADATA MANAGEMENT (DESCRIBE PRINCIPLE)

WorkSafe ACT will comply with recordkeeping metadata standards endorsed by the Territory Records Office. WorkSafe ACT will use the Whole of Government Recordkeeping Thesaurus to classify its records, information and data according to the business functions and activities they represent. Requirements to capture metadata for WorkSafe ACT's records will be contained in standing operating procedures for its business activities.

Metadata requirements for business systems that contain records will be identified in systems management plans and manuals, data dictionaries and other systems documentation. This will include arrangements for the ongoing preservation and management of recordkeeping metadata.

PROTECTING RECORDS, INFORMATION AND DATA (PROTECT PRINCIPLE)

Arrangements are in place to protect records, information and data. This includes ensuring the continued access to records, information and data for as long as they are required to be kept in accordance with the Territory Records Act. This includes the identification of endorsed locations for records storage, both in hard copy and digital form.

Arrangements are in place to protect records, information and data in the custody of volunteers, consultants, contractors and outsourced providers to ensure the assets are returned or managed in accordance with the Territory Records Act.

Instructions to staff and others on how to protect WorkSafe ACT's records, information and data are contained in the relevant Standard Operating Procedures and WorkSafe ACT's Records Management Framework.

A Territory Records Disposal Schedule, NI2005-399, was approved for the disposal of agency records. This has been identified by WorkSafe ACT and Territory Records as requiring revision and work will progress in this regard as part of the Program.

RECORDS DISPOSAL ARRANGEMENTS (RETAIN PRINCIPLE)

The following Records Disposal Schedules are authorised for use by WorkSafe ACT:

Schedule Name	Date Effective	Instrument Number
Emergency Management Records	16 April 2020	NI2020-227
Environmental Management Records	21 March 2011	NI2011-86
Finance and Treasury Management Records	27 February 2017	NI2017-83
Government and Stakeholder Relations Records	27 February 2017	NI2017-84
Government insurance Services Records	14 November 2017	NI2017-604
Human Resources Records	27 February 2017	NI2017-79
Information and Communications Technology Records	27 February 2017	NI2017-85
Judicial System Administration Records	13 December 2018	NI2018-709
Legislative Drafting Services Records	16 October 2016	NI2016-569
Property Equipment and Fleet Records	27 February 2017	NI2017-86
Records and Information Management Records	27 February 2017	NI2017-87
Solicitor and Legal Services Records	27 February 2017	NI2017-88

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Source Records	25 March 2011	NI2011-170
Strategy and Governance Records	27 February 2017	NI2017-89
Preserving records containing information that may allow people to establish links with their Aboriginal and Torres Strait Islander heritage	25 March 2011	NI2011-152
Protection of records relevant to the Royal Commission into Institutional Responses to Child Sexual Abuse	1 February 2013	NI2013-42

Records may only be destroyed in accordance with the relevant schedule.

This list should not be considered exhaustive. All current and future Territory Records Disposal Schedules notified by the Director of Territory Records, which contain appropriate coverage to WorkSafe ACT records, should be adopted.

Each individual Record Disposal Schedule should be viewed to determine how long a particular record should be retained as there are different disposal actions for different activities within each schedule.

As part of its ongoing Records Management Program, WorkSafe ACT identifies the following positions as officers who will undertake the destruction concurrence process:

- [insert officer]
- [insert officer]

PUBLIC ACCESS TO RECORDS, INFORMATION AND DATA, AND ACCESS EXEMPTIONS (ACCESS PRINCIPLE)

Arrangements are in place to provide public access to records, information and data as defined in Part 3 of the Territory Records Act. These arrangements also allow for the exemption of certain information, data and record assets. WorkSafe ACT's Records Manager is the CMTEDD Records Manager and, as such, WorkSafe ACT's arrangements for providing access to records, information and data are contained in CMTEDD's documents, including the register.

IMPLEMENTATION, COMPLIANCE AND REPORTING

Arrangements are in place to implement this Records Management Program within WorkSafe ACT, including the formation of a Records Management Working Group.

To monitor compliance with the Records Management Program, performance measures for records, information and data management activities will be established and will include:

- information, data and records are created or captured in a full and accurate way and in endorsed locations;
- information, data and records are appropriately managed for as long as required;
- metadata requirements are implemented; and
- capability improvement measures are planned and implemented.

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[Quarterly/monthly/weekly] reports on records, information and data management activities will be provided to the Work Health and Safety Commissioner by the Records Management Working Group.

AVAILABILITY FOR PUBLIC INSPECTION

Arrangements will be in place to ensure this Records Management Program is available for inspection by the public, free of charge.

A modified version of this Records Management Program may be more appropriate for public inspection where elements refer to the:

- existence of documents affecting relations with the Commonwealth and States and Territories, or affecting the enforcement of the law; and/or
- protection of public safety.

REVIEW OF THE RECORDS MANAGEMENT PROGRAM

A review of this Records Management Program will be undertaken at least every five years, or as required. Reviews may result in the replace or amendment of this Records Management Program.