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MAJOR PROJECTS CANBERRA RECORDS MANAGEMENT PROGRAM

MAJOR PROJECTS CANBERRA

APRIL 2022

DOCUMENT INFORMATION

Review and Approval

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Content owner:	Senior Director, Corporate Support
Support Contact:	Records Manager, MPCCorporateSupport@act.gov.au
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Approved for implementation by:

12 MAY 2022

Duncan Edghill
Chief Projects Officer
Major Projects Canberra

Date

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MPC Records Management Program - Authorisation

In accordance with the *Territory Records Act 2002*, and as Chief Projects Officer of Major Projects Canberra (MPC), 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*
- 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.

The Program's framework includes:

- *Territory Records Act 2002*
- Standard for Records, Information and Data released by the Director of Territory Records
- Other applicable legislation, policies and administrative directions of the ACT Government
- Records Management Program (this document)
- Records, information and data management:
  - Procedures
  - Core Processes

Records, Information and Data Architecture Register I authorise the appropriate resourcing of this Records Management Program, which includes the:

- promulgation of this program and the associated framework to staff, volunteers, consultants, contractors and outsourced providers
- appropriate management of records, information and data
- regular assessment of records, information and data management capabilities
- planning for, and continual improvement of, records, information and data management capabilities.

Duncan Edghill
Chief Projects Officer
Major Projects Canberra

1.   MPC Records Management Program

1.1   Introduction

The _Territory Records Act 2002_ obliges the Chief Projects Officer (CPO), Major Projects Canberra (MPC) to ensure that the organisation and its staff comply with the _Territory Records Act 2002_, which includes the development, approval and implementation of this Records Management Program.

1.2   Compliance with the Territory Records Act 2002

This Records Management Program addresses all elements set out in section 16 of the _Territory Records Act 2002_ and meets the requirements set out in the Standard for Records, Information and Data released by the Director of Territory Records.

1.3   Responsible Senior Manager

The Executive Branch Manager, Ministerial, Governance and Corporate Support is the Executive 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 policy and procedures for records, information and data.

1.4   Relationship with the Director of Territory Records

The Director of Territory Records oversees the administration of the _Territory Records Act 2002_, 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.

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 2002_
- 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 2002_, the Records Management Program and records, information and data management capabilities
- resolving disputes regarding compliance with the _Territory Records Act 2002_ and the Records Management Program.

1.5   Capability assessment and maturity development (Capability Principle)

The CPO in association with the Executive Branch Manager, Ministerial, Governance and Corporate Support 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.

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

1.6   Creating and managing full and accurate records (Identify Principle)

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

Requirements to create records of the Directorate's activities are contained in MPC Core Processes and Team Work Instructions and in the following specific procedures:

- MPC Procedure – Records Management (forthcoming)
- MPC Core Process – Managing Records (forthcoming)

The business systems in use in MPC that create records are identified in the Information Asset Register.

1.7   Metadata management (Metadata Principle)

MPC complies with recordkeeping metadata standards endorsed by the Territory Records Office. MPC will undertake a separate analysis of business functions and activities to identify the types of records generated and required, using the WhoG Records Disposal Schedules to appraise records and determine the disposal action.

Metadata requirements for business systems that contain records have been identified in systems management plans and manuals, data dictionaries and other systems documentation such as Team Work Instructions and the Information Asset Register. This includes arrangements for the ongoing preservation and management of recordkeeping metadata.

1.8   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 2002* (as defined by records disposal schedules. 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 2002*.

Instructions to staff and others on how to protect MPC's records, information and data are contained in:

- MPC Procedures
- MPC Core Processes
- Team Work Instructions
- Business Continuity Plans.

1.9   Records disposal arrangements (Retention Principle)

The Records Disposal Schedules used by MPC are reviewed annually and published as part of the Director of Territory Records Annexed report to the [Chief Minister, Treasury and Economic Development Directorate (CMTEDD) Annual Report](#).

Records many only be disposed in accordance with one of the schedules or the directorates accepted normal administrative practice. Normal administrative practice for MPC is defined in Territory Records Office Advice - [Normal Administrative Practice](#).

Additional arrangements will be in place to retain records, information and data that may allow people to establish links with their Aboriginal or Torres Strait Islander heritage, and for records, information and data that are to be retained in perpetuity for cultural and historical purposes are in accordance with recommended security practices.

1.10   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 under the authority of the *Territory Records Act 2002*. These arrangements also allow for the exemption of certain information, data and record assets, and the regular review of the exemption (as defined by section 28 of the *Territory Records Act 2002*). MPC's arrangements for providing public access to records, information and data are contained in the MPC Procedure – FOI and Open Access.

1.11   Implementation, compliance and reporting

Arrangements are in place to implement this Records Management Program. To monitor compliance with the Records Management Program, performance measures for records, information and data management activities have been established and 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
- capability improvement measures are planned and implemented.

The Records Manager reports to the Executive Branch Manager, Ministerial, Governance and Corporate Support through the Senior Director, Corporate Support on a regular basis.

1.12   Availability for public inspection

The MPC Records Management Program is available for inspection by the public free of charge via the ACT Government's open access website www.act.gov.au/open-access.

2.   Legislation and Regulation

The below table identifies the legislative instruments relevant to this Records Management Program. Mandatory compliance with the provisions contained within each instrument is managed through MPC's Compliance Management System. Legislation and related instruments are available at www.legislation.act.gov.au.

Contact MPC Governance for more information about legislative and regulatory compliance.

Legislation and regulation relevant to MPC's Records Management Program
Freedom of Information Act 2016
Information Privacy Act 2014
Public Sector Management Act 1994
Public Sector Management Standards 2006
Territory Records Act 2002