# Community Asset Committees – What should I capture as a record?

All committee records should be captured as evidence of the decisions, operations and management of the committee. Whether received by personal email account or address, if it relates to the operations of the committee it should be captured as a record and managed with other related records in the one system.

**What is a record?**

“A record is information (in any form) created or received and maintained by an organisation or person in the transaction of business or the conduct of affairs and kept as evidence of such activity.

This information can be recorded on various media including paper documents, maps, diagrams, sound and video recordings, photographs, information produced and stored in computers, in emails, mobile devices and USB sticks.” 1

To help you decide what you should capture just answer the questions below. If you answer yes to any of the following questions then the document **must be captured** as a record.

1. Does the document relate to Committee business or include legal advice?
2. Does the document have value for other people whether inside or external to the committee as a whole? (Does it affect community, government or business stakeholders?)
3. Does the document approve or authorise actions or expenditure?
4. Does the document create a precedent e.g. by issuing an instruction or advice?
5. Does the document involve negotiations on behalf of the committee or members of the committee?
6. Does the document convey information essential or relevant in making a decision?

If yes. Save as a record.

Paper records should be indexed and kept in chronological order with other records of the same

type.

1. Financial records such as invoices and receipts, approvals to spend, statements, EOY financial statements, bank records, approval authorisations
2. Minutes and agendas of meetings, committee, special meetings, meetings with Council or other stakeholders
3. Correspondence on specific subjects kept in subject folders bearing the subject title.
4. Committee Governance – Terms of Reference, Position descriptions, Authorisations and Office Bearer voting documents.

This is a guide and not an exhaustive list.

Emails and electronic attachment documents, such as Word and Excel spreadsheets, must be kept together as a record in a folder structure that maintains the integrity of the record.

All records must be able to be produced as evidence if audited or requested by a government authority – i.e. the Tax Department.

Records must be maintained in a secure environment that protects the privacy of individuals and the confidentiality of other stakeholders such as government agencies, private groups and businesses that engage with the Committee.

Committees that are returning to Council governance should transfer all records intact. Typically Council will manage the records according to the Public Records Office Victoria General Records Authority instructions as detailed below. See also Attachment 1 for a break down of responsibilities.

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| --- | --- | --- | --- | --- |
|  | Type of Records | Preservation of Records | |  |
| **Community Asset Committees** | Committees that govern the management of Council Owned Halls and Reserves. They meet to discuss future building / maintenance issue of the Halls or Reserves. Files may included | **14.11.9 PERM** | |  |
|  | * Plans |  | |  |
|  | * Financial documentation |  | |  |
|  | * Correspondence to and from the Council / builder / suppliers etc. |  | |  |
|  |  |  | |  |
| **Community Asset Committee - Membership** | Membership list and office bearers list | | **1.2.1 PERM** |  |
|  |  | |  |  |
| **Community Asset Committee - Minutes** |  | **1.2.3 PERM** | |  |
|  |  |  | |  |

### Attachment 1

# Records Management

## Council Responsibilities

All Victorian local government authorities must comply with mandatory standards and specifications established under the authority of the Public Records Act 1973, for managing the records they create and receive in their work.

## Committee Responsibilities

By default, records created by committees become public records:

1. When they are created within the confines of the legal framework that provides for the operations and management of those committees, and
2. Then are captured and incorporated into the recordkeeping systems of the Council.
3. In addition, records created by committees become public records when they are physically received by a Council employee.

## What are Public Records?

A public record is all information created, sent and received by a committee in the course of carrying out the business of the committee including electronic documents, emails, audio recordings, visual images as well as physical documents and files.

## What should Committee Members do?

1. Create full and accurate records of all committee related decisions and activities.
2. Ensure records include information that allows others to easily understand when, how, where, why and by whose authority decisions were made and actions took place.
3. Ensure records are captured in accordance with Cardinia Shire Councils organisational policies and procedures by,
   1. regularly sending electronic documents to the email address mail@Cardinia.vic.gov.au
   2. regularly mailing copies of documents to the Community Strengthening team at PO Box 7, Pakenham, 3810, and /or by
   3. regularly handing any physical copies of documents to a Cardinia Shire Council employee.
4. Ensure the safety and the security of the records and information contained within the records your committee holds away from the Council offices prior to submitting those records regularly for capture, and
5. Ensure that you do not release or destroy records without authorisation from the Team Leader, Information Management.

## Examples of Common Documents and Records

Meeting agendas and minutes

Financial, Insurance and Hiring documents

Maintenance records

Volunteer Registers

Committee Emergency procedures