

Records/Information Management Policy

CEO



11 May 2022

This policy was adopted by Council to set governing principles in place that align with the Strategic Community Plan 2040: Focus Area Performance: Outcome PF.4: A culture of innovation, quality and continuous improvement.

Objectives

Records of information are created, managed, retained, and disposed of appropriately and in accordance with the *State Records Act 2000* and the Shire's Records Management Plan.

Application

This policy applies to all Councillors and employees of the Shire of Augusta Margaret River (Shire).

Chief Executive Officer

In accordance with section 5.41 of the *Local Government Act 1995*, the Chief Executive Officer is to ensure that records and documents of the local government are properly kept for the purposes of this Act and any other written law.

All Staff

All staff (including contractors) are to create, capture and retain records of information relating to the business activities they perform.

Elected Members

Elected members are to create, collect and retain records of information relating to their role for the Shire.

Definitions

Disposal – is the process of removing records from the organisation by either their destruction or transfer to the State archives collection for permanent retention.

Government organisation employee – means:

- a) A person who, whether or not an employee, alone or with others governs, controls or manages a government organisation
- b) A person who, under the *Public Sector Management Act 1994*, is a public service officer of a government organisation
- c) A person who is engaged by a government organisation, whether under contract for services or otherwise.

Government record – means a record created or received by a government organisation or a government organisation employee during the employee's work for the organisation.

Keep – in relation to a record includes a reference to

- Creating, maintaining, indexing, organising, storing, preserving, securing, retaining and managing records of information
- Maintaining, preserving, securing, and retaining the means by which any information on a record can be recovered.

Record – means any record of information however recorded.

Records Management Plan – is the plan required under Parts 2 and 3 of the *State Records Act 2000*.

Policy

The Shire recognises records of information as an important asset and is committed to creating and maintaining full and accurate records of its business transactions and activities.

All records of information are managed in accordance with the Shire's Records Management Plan and State Records Commission Standards.

The Records Management Plan is a requirement under section 19 of the *State Records Act 2000* and provides the framework for best practice recordkeeping principles as documented in the State Records Commissions Standard.

The principles outlined in the Records Management Plan and State Records Commission Standards cover:

1. Creation and management

The Shire will create, capture, and manage records of information which properly and adequately record the performance of the Shire's functions and supports business operations. There is a strong preference for electronic records over physical records where appropriate.

2. Retention and disposal

All records of information have a minimum retention period for which they must be kept. All records of information will be retained and disposed of in accordance with the General Disposal Authority for Local Governments. Some records of information have continuing value and are to be kept permanently as State archives.

3. Discovery and access

The Shire can efficiently and effectively locate and retrieve records of information when required for business purposes and in order to allow discovery and provide a right of access to government information.

Relevant legislation

- *State Records Act 2000*
- General Disposal Authority for Local Governments
- State Records Commission Standard – *currently a draft document*
- Information Management Maturity Model (IM3) – *currently a draft document*
- *Freedom of Information Act 1992*

Related documents

- Records Management Plan – *currently a draft document*
- Information Management Strategy – *currently a draft document*

Document and version control table

Responsible Directorate	Office of the CEO		
Contact officer	Manager Legal & Governance		
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1.1	11/05/2022	OM2022/74	Full review