



1. Intention

To control and manage government records within a records management and record keeping framework that complies with legislative accountability and best practice requirements.

2. Scope

This policy applies to:

- Shire of Waroona employees;
- Organisations performing outsourced services on behalf of the Shire of Waroona;
- Shire of Waroona contractors; and
- Shire of Waroona Elected Members.

3. Definitions

Record means any recorded information, regardless of the method used to capture it. This includes written documents, braille, maps, diagrams, photographs, symbols, or any format – mechanical, magnetic or electronic – from which data can be interpreted or reproduced.

4. Statement

4.1 Legislative Context

The *State Records Act 2000* compels each government agency to have in place a comprehensive record keeping framework referred to as a Record Keeping Plan that covers the management of government records from their inception to through to their final disposition by destruction or archiving.

A government record is defined under section 3 of the *State Records Act 2000* as:

“a record created or received by a government organisation, or a government organisation employee in the course of the employee’s work for the organisation”

It is the responsibility of all Shire employees and contractors to ensure that they create and maintain government records in accordance with the Shire’s Record Keeping Plan. Failure to comply with this requirement is deemed to be an offence [s78(1)] and could attract a penalty of up to \$10,000.

4.2 Corporate Records Management and Compliance

The Shire of Waroona is committed to making and keeping full and accurate records of its business transactions and official activities. Records created and received by Shire employees and contractors, irrespective of format, storage location or creation date, are to be managed in

accordance with the Shire of Waroona's Record Keeping Plan, this policy, and its Record Keeping Requirements and Induction Process Management Practice. Records will not be destroyed except by reference to the State Records Office's *General Disposal Schedule for Local Government Records*.

The Shire uses a systematic method to identify and retrieve the records it holds, through the use of standardised file numbering and consistent methods of classification.

All elected members and employees will ensure that full and accurate records are created to reflect business transactions and decisions.

All *government records* are to be registered and captured in the Shire of Waroona Record Keeping System. It is the responsibility of all employees to ensure that records created or received in electronic form are registered in the SynergySoft central records system, just as physical mail is registered. Physical or paper-based records are filed within the Shire's designated paper filing system.

Government records will only be disposed of in accordance with the State Records Office's *General Disposal Authority for Local Government Records*.

4.3 General Guidelines

1. It is the responsibility of all employees to ensure that the business, operational and administrative activities of the Shire of Waroona are appropriately documented and that records are created and maintained in accordance with legislative requirements;
2. All significant records, irrespective of format, are to be registered, classified and captured in the Shire of Waroona's official record keeping system. All correspondence should be attached to a corporate file;
3. The Shire of Waroona is responsible for the security and protection of all records created or captured as part of the Shire's day-to-day operations. All employees and contractors are responsible for applying appropriate security and protection measures to all records created or received as part of the day-to-day operations of the Shire. All records are to be categorised to the appropriate level of sensitivity and adequately secured and protected from violation, unauthorised access or destruction, and kept in accordance with necessary retrieval, preservation and storage requirements;
4. Access to Shire of Waroona's records by employees and contractors will be in accordance with designated access and security classifications. Access to the Shire's records by the general public will be in accordance with the *Freedom of Information Act 1992*, and the Shire's policy on Freedom of Information policy and Information Access Framework - Information Statement. Access to the Shire's records by Elected Members will be through the Chief Executive Officer in accordance with the *Local Government Act 1995*;
5. Records will be destroyed or disposed of in accordance with the *General Disposal Authority for Local Government Records* issued by the State Records Office, and following authorisation from the Chief Executive Officer. Records identified as a State Archive should be transferred to the State Records Office in accordance with the requirements of the *General Disposal Authority for Local Government Records*.

6. Legislative and Strategic Context

The following legislative instruments and the associated subsidiary legislation provide the broad framework within which this policy operates:

- *State Records Act 2000*
- *Local Government Act 1995*
- *Freedom of Information Act 1992*

7. Review

This policy is to be reviewed triennially.

8. Associated Documents

Other documents that have an association to this policy and that may be useful reference material are:

- State Records Office: General Disposal Schedule for Local Government Records.

9. Document Control

Division	Administration		
Policy Number	AP003		
Contact Officer	Customer Service Office - Records		
Related Legislation	ISO AS/NZS 15489 State Records Act 2000 State Records (Consequential Provisions) Act 2000 Local Government Act 1995 State Building Act 2011 Criminal Code Compilation Act 1913 Electronic Transactions Act 2003 Evidence Act 1906 Freedom of Information Act 1992 Interpretation Act 1984 State Records Commission: Principles and Standards		
Related Shire Documents	AMP002 – Record Keeping Plan		
File Number	AP003		
Risk Rating	Moderate	Review Frequency	Triennially
Next Review	April 28	Date Adopted	22/06/2004
OCM Number	OCM04/083	Previous Policy No.	CORP048; 2.40

10. Amendments

Date	Details of Amendment	Reference	Record Number
18/12/2018	Updated as part of major review.	OCM18/12/126	
22/06/2021	Updated as part of major review and reformatted.	OCM21/06/071	
24/06/2025	Updated ad reformatted to suit current practices	OCM25/06/090	CM.7, IM.5