

Council Policy

Record Keeping Policy

Objectives

To ensure compliance with the requirements of the State Records Act 2000 and the Local Government Act 1995. To ensure recordkeeping is undertaken in a manner that provides for adequate storage and retrieval of information required for the conducting of business, and allows for fast and efficient service of all the organisations' stakeholders.

Scope

This policy is relevant to the whole organisation of the Town of Bassendean, including Councillors, those officers in other locations, and all contractors employed by the Town of Bassendean to fulfil specific business functions.

Definitions

Government records – are records created or received by a government organisation or a government organisation employee or contractor in the course of work for the organisation.

Record – means any record of information however recorded and includes:

Anything on which there is writing or Braille;

A map, plan diagram or graph;

A drawing, pictorial, or graphic work, or photograph;

Anything on which there are figures, marks, perforations, or symbols

Having meaning for persons qualified to interpret them;

Anything from which images, sounds or writing can be reproduced

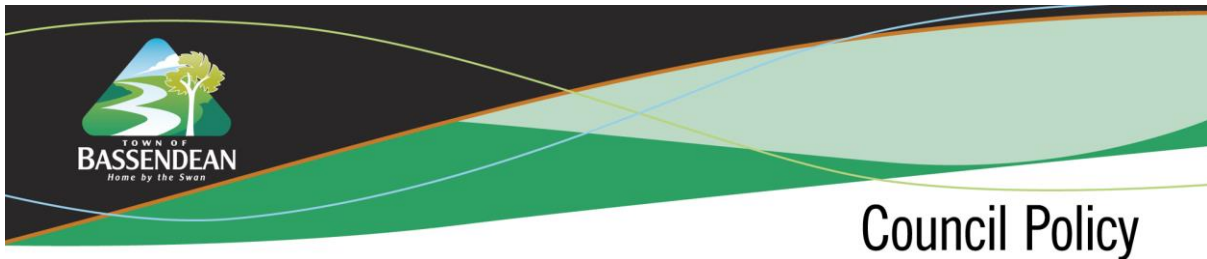
With or without the aid of anything else; and

Anything on which information has been stored or recorded, either mechanically, magnetically, or electronically.

Source:

State Records Act 2000

State Records Commission Standard 1 – Government Recordkeeping.



Relevant Laws and Publications

- State Records Act 2000;
- Local Government Act 1995;
- State Archives of Western Australia Policies & Standards Manual for Records Management;
- State Records Office of Western Australia General Disposal Authority for Local Government Records;
- AS ISO 15489; and
- Freedom of Information Act 1992.

Delegation

It is the function of the Chief Executive Officer, under the Local Government Act, to “ensure that records and documents of the local Government are properly kept for the purposes of this Act and any other written law”

The Act also states that “A CEO may delegate to any employee of the Local government the exercise of any of the CEO’s duties under this Act other than this power of delegation”.

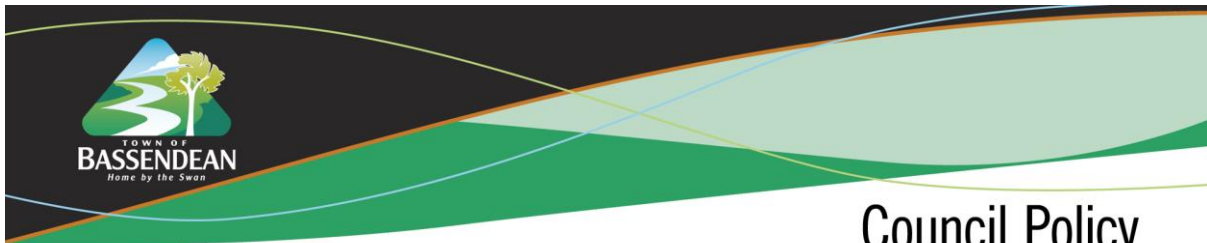
Under legislation, the Chief Executive Officer delegates to the Records Management the authority to carry out his function as it relates to recordkeeping, under the Local Government Act, and in line with the requirements of the State Records Act 2000.

Capture & Creation

All records received by the Town’s employees are to be registered in the Records Management system. All records created by officers on behalf of the Town are to be captured at the point of creation regardless of format within the electronic recordkeeping system. No officer, excepting the Records Management staff, will undertake the storage of any record, regardless of perceived importance or content, . No officer, excepting the Records Management staff, will undertake the disposal of any record, regardless of content and perceived importance.

Disposal will at all times be undertaken in accordance with the requirements of the State Records Office of Western Australia General Disposal Authority for Local Government (1999).

Control, Security & Protection



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All files/records are assigned a designated security level at the point of creation subject to their sensitivity and adequately secured and protected from violation, unauthorised access or destruction.

Any file/record checked out from records is to remain within the Town's offices.

No officer may remove files/records from the Town's offices without authority from the CEO

Access to the Town's records will be in accordance with designated and approved access and security classifications.

General Public access to the Town's records will be in accordance with the Local Government Act 1995 and the Freedom of Information Act 1992.

Appraisal, Retention and Disposal of Records

All records maintained by the Town of Bassendean are to be disposed of in accordance with the State Records Office's General Disposal Authority (GDA) for Local Government Records.

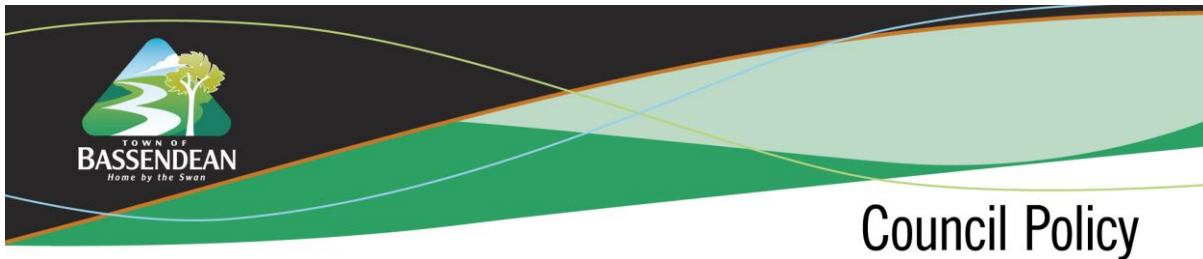
All records retained for more than 20 years and Retain Permanent State Records with exception of Human Resources are stored in acid free boxes and are to be stored in the Town's approved off site storage facility.

All temporary records retained for less than 20 years are to be stored in years of destruction in acid free boxes within the Town's on site archive facility and destroyed at the end of the destruction year.

Roles and Responsibilities

Chief Executive Officer:

The Chief Executive Officer is to ensure that there is a system for the maintenance and management of records that is compliant with relevant legislation, including but not limited to State Records Act 2000, this Policy and Best Practice Standards.



Directors and Managers:

Directors and Managers have a responsibility to ensure all new employees are inducted and trained as to their record keeping responsibilities. They must ensure records created under their control and direction is recorded in the Town’s corporate record keeping systems.

All Employees and Contractors:

All employees, including contractors to the Town, are to create, collect and retain records relating to the business activities they perform. They are to identify records, ensuring records are captured into the record keeping system and that all records are handled in a manner commensurate with statutory requirements and the Town’s policies and procedures for record keeping.

Elected Members:

Elected members **must** create and keep records of communications or transactions, which convey information relating to the Town of Bassendean’s functions. These records should be forwarded to the Chief Executive Officer for capture into the official recordkeeping system.

The State Records Commission policy regarding the records of local government elected members requires the creation and retention of records of the:

"...communications and transactions of elected members which constitute evidence affecting the accountability of the Council and the discharge of its business." This policy applies regardless of a record's format or where it was received.

See table below for definitions of Elected Member Records.

Which records should be captured?

Yes – Forward to Chief Executive Officer: Communication from Ratepayers	No – Do not forward to Chief Executive Officer
<p>Such as:</p> <ul style="list-style-type: none"> • Complaints & compliments; • Correspondence concerning corporate matters; • Submissions, petitions & lobbying; • Information for Council’s interest relating to local government business activity & functions. 	<p>Duplicate copies – of Council Meeting agenda, minutes & papers.</p> <p>Draft documents or working papers - which are already captured by records management</p>
<p>Telephone, meetings & other verbal Conversations – between an elected member and another party, regarding Town of Bassendean projects or business activities.</p>	<p>Publications – such as newsletters circulars and journals.</p>
<p>Work diaries – containing information that may be significant to the conduct of the elected member on behalf of the Town of Bassendean.</p>	<p>Invitations – to community events where an elected member is <u>not</u> representing Council or the Town of Bassendean.</p>
<p>Presentations and Speeches Delivered as part of an elected members’ official duties.</p>	<p>Telephone, meetings & other verbal conversations which: convey routine information only; or do not relate to the Town of Bassendean’s business or functions</p>



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Electioneering – or party political information.
Personal records – not related to an elected members' official duties.

Destruction of Records: all records are to be returned to the Town of Bassendean for authorised and legal destruction.

Application

Responsibility for the implementation of this policy rest with the Mayor, Councillors, Council delegates and Chief Executive Officer. The Policy is to be reviewed every three years.

Policy Type: Strategic Policy	Responsible Officer: Chief Executive Officer and Director Corporate Services
Link to Strategic Community Plan: Leadership and Governance	Last Review Date: 8 November 2009 Version 2
	Next Review due by: May 2020