

Policy Number:	ADM11
Policy Type:	Information Management
Policy Name:	Records Management Policy
Policy Owner:	Executive Manager Corporate Services
Date of Approval	25 June 2026
Council Resolution #	250626.6

POLICY STATEMENT

The Shire of Nannup is committed to effective records management as a critical component of good governance, transparency, accountability, and service delivery.

The Shire will create, capture, manage, and preserve records of its business activities, including the progressive digitisation of records, to ensure they remain authentic, reliable, accessible, and secure for as long as required.

OBJECTIVE AND PURPOSE

To establish a strategic framework for the management of records across the Shire, ensuring compliance with legislative requirements and supporting efficient and effective business operations.

SCOPE

This policy applies to all records created, received, and maintained by the Shire, regardless of format, and to all Elected Members, employees, contractors, and volunteers.

IMPLICATIONS

Policy Principles

Records management within the Shire will be guided by the following principles:

1. Accountability and Compliance

All records will be managed in accordance with relevant legislation, including the *State Records Act 2000*, applicable standards and approved Record Keeping Plan.

2. Digital by Design

The Shire supports the digitisation of records where appropriate, recognising digital records as official records when created and managed in accordance with approved practices.

3. Authenticity and Integrity

Records must provide reliable evidence of business activities and remain complete, accurate, and protected from unauthorised alteration.

4. Accessibility

Records will be maintained in a manner that ensures timely and appropriate access for operational, legal, and community purposes.

5. Security and Risk Management

Records will be protected from loss, unauthorised access, misuse, or damage through appropriate controls.

6. Lifecycle Management

Records will be created, captured, retained, and disposed of in accordance with approved retention and disposal authorities.

7. Efficiency and Continuous Improvement

Recordkeeping practices, including digitisation, will support efficient service delivery, reduce reliance on physical records, and adapt to changing technologies.

IMPLEMENTATION

This Policy will be implemented through supporting Executive Instructions, procedures, systems, and training that provide detailed guidance on records management and digitisation practices.

Compliance will be monitored through internal controls, audits, and periodic reviews.

Continuous improvement will be supported through the adoption of better practices, emerging technologies, and updates to legislative requirements.

ROLES AND RESPONSIBILITIES

Elected Members

All Elected Members are to create and maintain records relating to their role as a Council Member for the Shire in line with legislation and State Government policies and procedures for the management of records.

Political and personal records of Elected Members are exempt.

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 purpose of this act and any other written law”.

Executive Managers

Management are to ensure that all employees under their supervision comply with this policy and associated records management procedures and the Shire’s Recordkeeping Plan.

Management is to ensure that all new staff attend all induction to their record keeping responsibilities and training sessions.

All Employees

All employees (including all staff, contractors, trainees, apprentices, cadets, interns, consultants, volunteers) are to create, collect and retain records relating to business activities they perform, including to:

- a) Identify significant and ephemeral records, ensuring that the significant records are captured into the record keeping system, and that all records are handled in a manner compliant with legislation and Shire's practices and procedures for record keeping.
- b) Ensure that only authorised disposal of records occurs in accordance with the General Retention and Disposal Authority (GRDA) for Local Government.

Information Management Unit

The Records Management Officer is responsible for providing a records management service which complies with Shire's record keeping plan, policy and procedures, and WA State Records Office requirements.

DISPUTE RESOLUTION

All disputes regarding this policy will be referred to by the Executive Manager Corporate Services in the first instance. In the event that an agreement cannot be reached, the matter will be submitted to the CEO for a ruling.

EVALUATION AND REVIEW

Revision Frequency - Annual (1yr) ☐, Biennial (2yr) ☒, Triennial (3yr) ☐

RELATED DOCUMENTS

- P.R.I.S. Policy
- Data Breach Policy
- Electronic Transactions Act 2011

REFERENCES

- *State Records Act 2000*
- *Local Government Act 1995*
- State Records Commission Standards
- General Disposal Authority for Local Government Information
- ISO 15489 Records Management
- ISO 16175 Principles and Functional Requirements

RESPONSIBILITY FOR IMPLEMENTATION

Insert responsible officer and contact person if not the same as responsible officer.

Version:	Council Approval Date	Date Document Ceased	ECM Ref. #
1.	26 June 2026		INT26/28C98A34
2.			
3.			
4.			

