

Policy Number:	ADM 11
Policy Type:	Administration Policy
Policy Name:	Records Management
Policy Owner:	Chief Executive Officer
Authority:	Shire of Nannup

OBJECTIVE

The purpose of this policy is to provide guidelines for good recordkeeping practices within the Shire of Nannup in order to comply with the requirements of the State Records Act 2000.

POLICY

Creation of Records

All elected members, staff and contractors will create full and accurate records, in the appropriate format, of the Shire of Nannup's business decisions and transactions to meet all legislative, business, administrative, financial, evidential and historical requirements.

Capture & Control of Records

All records created and received in the course of Shire of Nannup business are to be captured at the point of creation, regardless of format, with required metadata, into appropriate recordkeeping and business systems, that are managed in accordance with sound recordkeeping principles.

Security & Protection of Records

All records are to be categorised as to their 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.

Access to Records

Access to the Shire of Nannup's records by staff and contractors will be in accordance with designated access and security classifications as outlined in the Shire of Nannup Record Keeping Procedure Manual. Access to the Shire of Nannup's records by the general public will be in accordance with the Freedom of Information Act 1992. Access to the Shire of Nannup's records by elected members will be through the Chief Executive Officer in accordance with the Local Government Act 1995.

Appraisal, Retention & Disposal of Records

All records kept by the Shire of Nannup will be retained and disposed of in accordance with the General Disposal Authority for Local Government Records, produced by the State Records Office of WA.

Related Policies	6.1 Shire of Nannup Document Control Procedure for OSH Information.
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Related Procedures/Documents	Record Keeping Plan Record Keeping Procedures
Delegated Level	Manager Corporate Services
Adopted	OM 24 March 2005
Reviewed	OM 27 July 2023

Policy Number:	ADM 12
Policy Type:	Administration Policy
Policy Name:	Elected Members Records
Policy Owner:	Chief Executive Officer
Authority:	Shire of Nannup

OBJECTIVE

The purpose of this policy is to assist elected members to manage the official records created or received by them in the course of their role as an elected member. It also aims to assist elected members to comply with their responsibilities under the State Records Act 2000.

DEFINITIONS

Government organisation employee:

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

It includes, in the case of a government organisation referred to in item 5 or 6 of Schedule 1 of the State Records Act 2000, a ministerial officer (as defined in the Public Sector Management Act 1994) assisting the organisation. (State Records Act 2000).

Government record:

A record created or received by or for a government organisation or a Government Organisation Employee in the course of the work for the organisation. (State Records Act 2000).

Record:

A record of information, however recorded, including:

- 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 a meaning for persons qualified to interpret them;
- anything from which images, sounds or writings 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. (State Records Act 2000).

POLICY

1. The value of records received or created can be divided into two broad categories - those of continuing value and those of temporary value. It is the responsibility of the elected member to identify the value of the records they create or receive. The two broad categories are described as follows:

Records of Continuing Value:

Records which contain information that is of administrative, legal, evidential, fiscal or historical value to the local government. These records may be referred to for many purposes, including the need to:

- document elected members' decisions, directives, reasons and actions;
- check an interpretation of the local government policy or the rationale behind it;
- check the facts on a particular case or provide information;
- monitor progress and coordination of responses to issues; and
- document formal communications.

Records of Temporary Value:

Records which have no continuing value or used for a short time only, for example, a few hours or a few days.

2. To assist elected members to handle the records created and/or received, the following descriptions and actions relate to some common records with which they may deal.

Correspondence

Correspondence may be received by elected members either addressed to the Shire or their private residence. It may be in the form of a letter, fax or email.

- Correspondence received at or sent from an elected member's private residence may be of continuing value and at the elected member's discretion may be forwarded to the Shire offices for retention.
- Correspondence received at the Shire offices addressed to an elected member will be opened and processed with the mail. If the CEO deems the record as being of continuing value it will be recorded in the record keeping system, filed and a copy sent to the elected member.
- Correspondence received at the Shire offices addressed to an elected member and marked "Private/Confidential" will not be opened and will be directly forwarded to the elected member. The elected member is to determine the document's value at their discretion and if of continuing value the elected member will forward the document to the Shire offices for retention.

Confidential Records

If an elected member forwards documents to be incorporated into the Shire's recordkeeping system that are of a confidential or highly sensitive nature, they should advise the Chief Executive Officer of this and the information will be treated as confidential and access to the records will be restricted.

Diaries, appointment books and calendars

Elected member's diaries, appointment books and calendars that are used to record information such as dates and times of meetings and appointments or to record notes and messages have no continuing value and may be destroyed when reference to them ceases. However, it is a matter of discretion to be judged by the elected member based on whether the information is relevant and worthy of retention.

Telephone and other verbal conversations

Conversations generally have no continuing value and need not be recorded. However, conversations relating to local government business transactions, or policy/procedure implications or otherwise significant to the conduct of the Shire's business may have continuing value and at the discretion of the elected member, shall be recorded and forwarded to the Shire office for retention.

Lobbying

Refers to documents produced through the process of members of the community or elected members attempting to influence Council. Correspondence and petitions may have continuing value and at the discretion of the elected member, these documents shall be forwarded to the Shire office for retention.

Election Material

Records created or received by an elected member in regard to electioneering are private records of the elected member and have no continuing value to the Shire.

Destruction of Records

Elected members records that are of no continuing value to the Shire should be destroyed completely so that no information can be retrieved.

Related Policies	Record keeping Policy
Related Procedures/Documents	Record Keeping Plan Record Keeping Procedures
Delegated Level	Manager Corporate Services
Adopted	OM 24 March 2005
Reviewed	OM 27 July 2023

Policy Number:	ADM 13
Policy Type:	Administration Policy
Policy Name:	Electronic Mail
Policy Owner:	Chief Executive Officer
Authority:	Shire of Nannup

OBJECTIVE

To provide guidelines for the use of Council's electronic mail (email) and for the creation, retention, management and disposal of email.

POLICY

The council's email system and the messages sent through it are part of the Council's formal communication network. This means that emails sent and received by Council employees are government records.

- Email messages must be kept as Council records if they provide evidence of Council business and activities, are needed for use by others or affect the work of others.
- The email system is part of Council's computer network and all the information processes, transmitted or stored in the system are the property of Council.
- Email messages which become Council records must be retained in accordance with the approved retention periods listed in the General Retention and Disposal Schedule for Local Government Records published by the WA State Records Office.
- Access to email is limited to Council staff, or other authorised persons, who have been given a user identification and password.
- Email is a business tool. Employees must make sure that all email messages are brief, concise and business related and are kept in the computer system only as long as required.
- Email messages that are retained as Council records are accessible to the public under Freedom of Information and Privacy legislation.
- Email systems should not be assumed to be secure. Employees must be aware of the potential risks involved in sending confidential or sensitive information by email.

Related Policies	
Related Procedures/Documents	Record Keeping Plan/Record Keeping Procedures
Delegated Level	Manager Corporate Services
Adopted	OM 24 March 2005
Reviewed	OM 27 July 2023