

## **RECORDS MANAGEMENT COUNCIL POLICY**

### **POLICY STATEMENT**

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The City of Bunbury (The City) is committed to creating and maintaining full and accurate records of its business transactions and official activities. In accordance with legislative requirements, the City is obliged to maintain a records management system that completely, accurately and reliably creates and maintains evidential records. Records created and received by Elected Members, Committee Members, City employees (including volunteers, contractors, and consultants) are to be managed in accordance with the City's approved Record Keeping Plan, this Policy and any associated management policies and procedures.

### **POLICY SCOPE**

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This policy applies to: Elected Members, Committee Members, employees (including volunteers, contractors, and consultants).

### **POLICY DETAILS**

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A record can be defined as any record of information, in any medium, including correspondence and communications, file notes made after verbal communications (meetings, phone calls etc,) emails, word processed documents, databases, photographs, video and audio recordings, text messages, messages from Apps (e.g. WhatsApp, Messenger) and social media posts relevant to the business of the organisation. Government records are those records created or received by a government organisation, or by an Elected Member, Committee Member, and employee in the course of their work for the organisation.

This Policy applies to all external and internal records, which are handled, received or generated by the City, regardless of their physical format or media type.

1. It is the responsibility of all employees to ensure that the business, operational and administrative activities of the City are appropriately documented and that records are created and maintained in accordance with legislative requirements and City record keeping processes.
2. All information received will be assessed for significance and registered accordingly into the City's official record keeping system. All hard copy documents are to be forwarded to the Corporate Information Office for digitisation and retention.
3. The City is responsible for the security and protection of all records created or captured as part of the City's day to day operations. All City employees and contractors have a responsibility to identify appropriate security and protection measures to all records created or received when carrying out the City's business.

4. Access to the City's records by individual staff and contractors will be in accordance with designated access and security classifications. Access to the City's records by the public will be in accordance with the *Local Government Act 1995* sections 5.94 and 5.95 and the *Freedom of Information Act 1992*. Access to the City's records by Elected Members will be through the Chief Executive Officer in accordance with the *Local Government Act 1995*.
5. Records will only be destroyed or otherwise disposed of in accordance with the General Disposal Authority (GDA) for Local Government Records issued by the State Records Office and following authorisation from the Manager of the Corporate Information Department and 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 GDA.
6. Records are not to be removed from the City's sites. An electronic version will be made available.

#### **ROLES AND RESPONSIBILITIES:**

##### **1. Elected Members**

Elected Members records must be created and kept which properly and adequately record the performance of member functions arising from their participation in decision making processes of all meetings where they represent Council on committees or external bodies.

This requirement should be met through the creation and retention of records of meetings of local government and other communications and transactions of Elected Members which constitute evidence affecting the accountability of Council and the discharge of its business.

Political and personal records of Elected Members are exempt. Records create or received by Elected Members that relate to local government business must be captured as part of the City's corporate memory in accordance with the City of Bunbury's Recordkeeping Plan.

##### **2. Chief Executive Officer**

In accordance with section 5.41(h) 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'.

##### **3. Executive and Managers**

Executive and Managers are to ensure that all employees under their supervision comply with this Policy and associated records management procedures and the City's Recordkeeping Plan.

##### **4. All Employees**

All employees, including volunteers, contractors, and consultants are to create, manage and retain records relating to business activities they perform.

##### **5. Corporate Information (Records) Staff**

Records staff are responsible for providing a records management service which complies with this Policy, associated procedures and any State Records Office requirements.

The City of Bunbury will ensure that appropriate practices are established to facilitate the ease of capture and management of all corporate records.

## COMPLIANCE REQUIREMENTS

### LEGISLATION

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

### INDUSTRY

- [State Records Office – Records Management Advice Recordkeeping Responsibilities and You](#)
- [State Records Office – Records Management Advice – Local Government Elected Members’ Records](#)

### ORGANISATIONAL

- City of Bunbury Code of Conduct for Council Members, Committee Members and Candidates 2021
- City of Bunbury Code of Conduct for Employees
- City of Bunbury Record Keeping Plan
- City of Bunbury FOI Information Statement

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