

Strategic Outcome Supported: 10.1 – Provide strategically focused, open and accountable governance.

OBJECTIVE

1. The objective of this policy is to establish the Shire of Donnybrook Balingup's expectations for the creation, capture, management, security, access, retention and disposal of records in accordance with legislative requirements, the Shire's Recordkeeping Plan and approved corporate systems. The policy supports accountability, transparency, business continuity, privacy protection, evidence-based decision-making and the preservation of records as corporate information assets.

SCOPE

2. This policy applies to Elected Members, the Chief Executive Officer, employees, contractors, consultants, volunteers and service providers who create, receive, access, manage or use Shire records in the course of Shire business.
3. This policy applies to all records created, received or handled by the Shire, regardless of format, location, system or media type, including physical records, electronic records, emails, business system records, messages, photographs, audio-visual records, social media records, maps, plans, datasets and records held in approved corporate systems.

DEFINITIONS

4. **Custody** means the responsibility for the care of State records usually based on their physical possession. Custody does not include legal ownership, or the right to control access to the records.
5. **Control** means the responsibility for keeping a record but does not include the responsibility for creating it.
6. **Ephemeral Records** means any record that has no continuing value to the Shire and is generally only needed for a few hours or a few days. The Shire uses the guidelines contained within the General Disposal Authority for Local Government Records to determine which records are considered ephemeral.
7. **FOI** means Freedom of Information.
8. **General Disposal Authority (GDA)** a document designed to provide consistency throughout government organisations in disposal activities and decisions. It covers records common to all State organisations such as Human Resource Management and Financial and Accounting. The GDA for Local Government covers records common to local governments and may eliminate the necessity for each to prepare its own Schedule.
9. **Record** means any record of information however recorded and includes:
 - a. anything on which there is writing or Braille; or

- b. a map, plan, diagram or graph; or
 - c. a drawing, pictorial or graphic work, or photograph; or
 - d. anything on which there are figures, marks, perforations, or symbols, having a meaning for persons qualified to interpret them; or
 - e. anything from which images, sounds or writings can be reproduced with or without the aid of anything else; or
 - f. anything on which information has been stored or recorded, either mechanically, magnetically, or electronically.
10. **Recordkeeping Plan** ensures that records are created, managed and maintained over time and disposed in accordance with legislation. It is the primary means of providing evidence of compliance with the *State Records Act 2000*. All government organisations must have a Recordkeeping Plan that is approved by the State Records Commission.
11. **Shire** means Shire of Donnybrook Balingup.

POLICY STATEMENTS

12. Records are recognised as an important information resource within the Shire and will ensure that appropriate practices are established to facilitate the ease of capture and management of all records which contribute to the overall efficiency and effectiveness of the organisation.

Creation of Records

13. Employees, Elected Members, consultants and contractors will ensure that full and accurate records are created to provide evidence of business transactions and decisions and that these records will be registered in the Shire's recordkeeping system.
14. All records created or received during the course of business belong to the Shire not to the individuals who created them.

Capture and Control of Records

15. Records created or received in the course of Shire business must be captured into the Shire's approved recordkeeping system, approved business system or other authorised corporate system as soon as practicable, with sufficient metadata to support retrieval, security, retention and disposal.
16. Records must not be permanently stored in personal email folders, personal drives, unauthorised shared drives, removable media, private devices, personal cloud services or other unmanaged locations. Where approved corporate systems such as Microsoft 365, SharePoint, OneDrive, Monarch or other business systems are used for temporary drafting, collaboration or workflow purposes, records must be managed in accordance with the Shire's recordkeeping requirements and captured into the appropriate approved system.

Security and Protection of Records

17. Records must be protected from unauthorised access, alteration, loss, damage, misuse or disclosure. Access to records must be managed in accordance with role requirements, security classifications, privacy obligations and approved system permissions.
18. Records containing personal information, confidential information, commercially sensitive information or information not publicly available must be handled, stored, shared and disposed of securely and in accordance with the Shire's privacy, information security, information breach and records management requirements.
19. Any suspected loss, unauthorised access, unauthorised disclosure, inappropriate disposal or compromise of Shire records must be reported in accordance with the Shire's Information Breach Management framework.

Access to Records

20. Access to Shire records by employees, contractors and service providers will be provided only where required for their role and in accordance with approved access controls, security classifications, privacy obligations and relevant legislation.
21. Access to Shire records by members of the public will be managed in accordance with the *Local Government Act 1995*, the *Freedom of Information Act 1992*, the *Privacy and Responsible Information Sharing Act 2024* and any other applicable statutory restriction.
22. Access to records by Elected Members will be managed through the Chief Executive Officer, where access is required for the performance of their role and subject to applicable confidentiality, privacy, legal and governance requirements.

Appraisal, Retention and Disposal of Records

23. Shire records must be retained and disposed of only in accordance with the Shire's approved Recordkeeping Plan, approved disposal authorities issued by the State Records Office of Western Australia, and any internal disposal procedures approved by the Chief Executive Officer.
24. Employees and Elected Members must not personally destroy, delete or dispose of Shire records unless authorised to do so under an approved disposal process.
25. Convenience copies, duplicates and transitory records may only be destroyed where they are not required for business, legal, audit, FOI, complaint, investigation, litigation, historical or accountability purposes. Any copies containing personal, confidential or non-public information must be disposed of securely.

Roles and Responsibilities

26. The Chief Executive Officer is responsible for ensuring that records and documents of the local government are properly kept for the purposes of the *Local Government Act 1995* and any other written law, in accordance with section 5.41(2)(e) of the *Local Government Act 1995*.
27. Directors are to manage the control and custody of records during the transfer of any Shire functions, organisational restructures or the creation of new business units.

28. Managers will ensure that all employees (and contractors) under their supervision comply with this policy, associated records management procedures/guidelines and the Shire's Recordkeeping Plan.
29. Employees are to create, collect and retain records relating to business activities they perform. They are to identify significant records; ensure those records are registered into the record keeping system and that all records are handled in a manner in accordance with legislation and the Shire's policies and procedures for record keeping.
30. The Corporate Information Officer / Records Officer is responsible for supporting the implementation of this policy by maintaining the Shire's recordkeeping systems, providing recordkeeping advice and training, supporting the Recordkeeping Plan, coordinating authorised retention and disposal processes, assisting with access and retrieval of records, and promoting compliance with records management, privacy, FOI and information governance requirements.
31. Elected Members must create and keep records that properly and adequately document their participation in Council and committee decision-making processes and any Shire business communications or transactions that affect the accountability of Council or the discharge of Shire business.
32. Elected Members must use their Shire-issued email account for Shire business wherever practicable. Records relating to Shire business that are created or received outside Shire systems must be provided to the Shire administration for capture into the Shire's approved recordkeeping system.

DELEGATION AND AUTHORISATION

33. Nil.

LEGISLATION

- *Corruption and Crime Commission Act 2003*
- *Criminal Code Act Compilation Act 1913*
- *Electronic Transactions Act 2011*
- *Evidence Act 1906*
- *Freedom of Information Act 1992*
- *Local Government Act 1995*
- *Privacy and Responsible Information Sharing Act 2024*
- *State Records Act 2000*
- *State Records Commission: Principles and Standards*
- *General Records Disposal Authority for Local Government Records*
- *Australian Standard on Records Management: AS ISO 15489*

APPENDIX

34. Nil.

GOVERNANCE

Related Policy(s):

- Privacy and Responsible Information Sharing (EXE/CP-18)
- Information Breach Management (EXE/CP-19)
- Information Security
- ICT User Access Policy, if adopted or used as a controlled internal policy
- ICT Acceptable Use Policy, if adopted or used as a controlled internal policy
- Social Media, if still current
- Official Communications, if still current
- Working Remotely / Working From Home, where records are created or accessed offsite

Related Procedure(s):

- Recordkeeping Plan
- Records Disposal Procedure / Guideline, if adopted
- Information Breach Response Procedure
- Privacy Procedure
- Privacy Impact Assessment Procedure
- Information Sharing Procedure
- Working From Home Procedure
- Any Monarch / EDRMS user guide, naming convention or capture procedure adopted by the CEO or Corporate Information Officer

Revision Requirements and Version Control:

Responsible Department(s):		Executive		
Review to be conducted by:		Corporate Information Officer		
Revision Frequency:		☐ Annual (1yr)	☒ Triennial (3yr)	☐ Quinquennially (5yr)
Current Version Date:		23/09/2026		Next Due: 09/2029
Policy Version Details and Information:				
#:	Synopsis:	Date:	Ref.:	Record:
1	Initial adoption of policy.	-	-	-
2	– Removed policy number 2.10 and added new policy ID ADM/CP-1; and – Added new scope and definitions; and – Added information to:	21/12/2021	231/21	NPP7979

-
- Include the State Records Commissions Standard 2 to meet minimum requirements.
 - Merged information from 1.11 Council Elected Members records & 1.12 Use of Shire Specific Email Addresses by Elected Members.
-

3	Reformatted to new template, reviewed and updated policy to align with current legislative requirements and best practice; added privacy, information security and PRIS obligations; clarified record capture, access, retention and disposal requirements; updated CEO responsibilities and Elected Member recordkeeping provisions; added roles and responsibilities for information governance; corrected legislative references; and updated related policies, procedures and governance content.	23/09/2026	172/09-26	MONARCH- 1594159990-168
---	---	------------	-----------	----------------------------
