

<b>Responsible Directorate</b>	<b>Office of the Chief Executive Officer</b>
<b>Responsible Business Unit/s</b>	<b>Governance</b>
<b>Responsible Officer</b>	<b>Manager Governance</b>
<b>Affected Business Unit/s</b>	<b>All</b>

**This policy has been amended to delete “Where possible” in clause 2 – Recordkeeping System, to ensure all incoming hard-copy correspondence is converted to digital format and captured in the City’s recordkeeping system.**

## Objective

This policy defines the City’s principles in information management governance and the roles and responsibilities of those individuals in meeting the statutory requirements of the *State Records Act 2000* (“**Act**”) and the City of Stirling Recordkeeping Plan (“**RKP**”).

## Scope

This policy applies to all corporate records created or received in transaction of City business by elected members, officers, contractors and external organisations conducting outsourced services on behalf of the City.

## Policy

### 1. Creation of Records

Business information and records must be created and captured by individuals subject to this Policy. All users are required to create full and accurate records to provide a reliable and accurate account of business decisions and actions.

All business information and records created or activity received must be captured into the City’s recordkeeping systems.

### 2. Recordkeeping Systems

The City’s primary information and records management system is the electronic Enterprise Content Management (“**ECM**”) system. All incoming hard- copy correspondence must be converted to digital format and saved into ECM.

It is critically important that all of the City’s data is captured in the business systems to ensure it is properly managed while ensuring the most accurate, up-to-date information is maintained in accordance with the Act and RKP. All individuals creating a record must use the following business systems:

- Enterprise Content Management (ECM);
- Property and Rating System (Including the Customer Request Module – CRM);
- Finance 1 (Includes budgeting);
- Works and Assets;

- Assetic; and
- Performance Planning.

### 3. Access to information and records

#### 3.1 Internal

Information and records are a corporate resource that can be accessed by an officer, except where the nature of the information requires restriction.

Access restrictions must protect:

- Individual officers or customer/stakeholder privacy; and
- Material such as records classified as sensitive or confidential.

Access to the corporate records by Elected Members is managed in accordance with Section 5.92 of the *Local Government Act 1995* and the City's Freedom of Information Guide. An Elected Member must demonstrate to the Chief Executive Officer the relevance of the information to their performance. Should approval be granted, the Chief Executive Officer will determine the manner in which the access is permitted.

When handling information, individuals are reminded of their obligations under the City of Stirling Code of Conduct and relevant policies.

#### 3.2 External

Members of the public have legislative rights to apply for access to information held by the City under the *Freedom of Information Act 1992*. This applies to all information held by the City, whether captured in the records management system or in personal stores such as email folders or shared and personal drives. An application for access under FOI Act is the responsibility of the City's FOI Officer.

### 4. Retention of Records

The City's records are retained for the period of time as set out in General Disposal Authority (GDA) for Local Government Records and General Disposal Authority for Source Records issued by the State Records Commission of Western Australia.

### 5. Disposal and Destruction

The Coordinator Information Management is responsible for the disposal and destruction of records in accordance with the GDA and subject to authorization by Chief Executive Officer.

### 6. Responsibilities

**Officers** are responsible for the creation and management of information and capture of the record. Officers must create records that support the conduct of business activities as defined in this policy.

**Elected Members** must create and keep records of communications or transactions, which convey information relating to City business or functions. These records should be forwarded to the City's administration for capture into the official recordkeeping system.

**Chief Executive Officer (CEO)** is responsible for the management of information and records within the City.

**Information Management Team** oversee the management of information within the City. This includes providing advice, training and support to officers, inclusive of support in creating, developing and implementing information management products and systems. Implementing strategies to facilitate sound information management practices, monitoring compliance and advising senior management on any risks associated with non-compliance.

**Information Security Officer** provides advice on the secure management of records and information.

**Directors, Business Unit Managers and Supervisors** are responsible for ensuring users, including contract staff, are aware of, and are supported to comply with this Policy and supporting procedures. Any changes in the business environment which would impact on information and records management requirements, such as new areas of business that need to be covered by the City's Recordkeeping Plan (RKP).

**Executive Team** approves changes to the list of endorsed business systems.

## 7. Communication and Training

The Information Management Team provides systems training to all officers and customised training for Business Units on application to Coordinator Information Management.

Elected Members recordkeeping responsibilities form part of the Elected Member Induction Manual.

---

## Definitions

**Business Systems** means the organised collections of hardware, software, supplies, policies, procedures and people, which store, process and provide access to information.

**Corporate Records** – Refer Record definition below.

**Endorsed Business Systems** means the list of Business Systems approved for corporate use. The approved list is available on the Corporate Information Services share-point site.

**General Disposal Authority (GDA) for Local Government Records** is designed to cover groups of records common across government and outline the length of time such records should be held and what their final disposition might be.

**General Disposal Authority (GDA) for Source Records** means a continuing authority to enable the City to legally destroy source records that have been successfully digitised in accordance with the Digitisation Specification from the State Records Office of Western Australia.

**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 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.

**Recordkeeping** is making and maintaining complete, accurate and reliable evidence of business transactions in the form of recorded information.

**Recordkeeping Plan (RKP)** governs how government records are created, maintained, destroyed or permanently preserved as State archives.

**Recordkeeping Systems** means the business systems which capture, maintain and provide access to records through time.

**State Records Commission** means an independent body established under the *State Records Act 2000* to: monitor the operation of, and compliance with, the Act and the government agencies Recordkeeping Plan; inquire into breaches or potential breaches of the Act; and report to Parliament.

---

## Relevant management practices/documents

City of Stirling Recordkeeping Plan

City of Stirling Code of Conduct  
Information and Technology Acceptable Use Policy  
Media and Communication Policy  
Capturing Elected Members' Records Management Practice  
State Records Office – Local Government Elected Members' Records Policy ([click here](#))  
State Records Office – Local Government Elected Members' Records - Information Sheet ([click here](#))

---

## Legislation/local law requirements

*State Records Act 2000*  
*Freedom of Information Act 1992*  
*Local Government Act 1995*  
*Evidence Act 1906*  
*Electronic Transactions Act 2011*  
*Privacy Act 1988*

Office use only			
<b>Relevant delegations</b>	Not applicable		
<b>Initial Council adoption</b>	<b>Date</b> 8 August 2017	<b>Resolution #</b>	0817/013
<b>Last reviewed</b>	<b>Date</b> 26 May 2020	<b>Resolution #</b>	0520/027
<b>Next review due</b>	<b>Date</b> 2021		