



Shire of Jerramungup

RECORDKEEPING PLAN

2016003

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Introduction

This document is presented to the State Records Commission in accordance with Section 28 of the *State Records Act 2000* (the Act). Section 28 (5) of that Act requires that no more than 5 years must elapse between approval of a government organization's Recordkeeping Plan and a review of it.

State Records Commission (SRC) Standard 1 – *Government Recordkeeping* requires that government organizations ensure that records are created, managed and maintained over time and disposed of in accordance with principles and standards issued by the SRC. SRC Standard 2 – *Recordkeeping Plans* comprises six recordkeeping principles each of which contains minimum compliance requirements.

The purpose of this Recordkeeping Plan is to set out the matters about which records are to be created by the Shire and how it is to keep its records. The Recordkeeping Plan is to provide an accurate reflection of the recordkeeping program within the organization, including information regarding the organization's recordkeeping system(s), disposal arrangements, policies, practices and processes. The Recordkeeping Plan is the primary means of providing evidence of compliance with the Act and the implementation of best practice recordkeeping within the organization.

The objectives of the Shire of Jerramungup RKP are to ensure:

- Compliance with Section 28 of the *State Records Act 2000*;
- Recordkeeping within the Local Government is moving towards compliance with State Records Commission Standards and Records Management Standard AS ISO 15489;
- Processes are in place to facilitate the complete and accurate record of business transactions and decisions;
- Recorded information can be retrieved quickly, accurately and cheaply when required; and the
- Protection and preservation of the Local Government's records.

In accordance with Section 17 of the Act, the Shire of Jerramungup and all its employees are legally required to comply with the contents of this Plan.

This Recordkeeping Plan applies to all of the Shire of Jerramungup;

- Employees;
- Contractors;
- Organizations performing outsourced services on behalf of the Shire of Jerramungup; and
- Elected members.

NOTE: *The policy approach of the State Records Commission in monitoring the recordkeeping obligations in respect to Local Government elected members is:*

***“In relation to the recordkeeping requirements of local government elected members, records must be created and kept which properly and adequately record the performance of member functions arising from their participation in the decision making processes of Council and Committees of Council.*”**

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

Local governments must ensure that appropriate practices are established to facilitate the ease of capture and management of elected members' records up to and including the decision making processes of Council.

Local Governments are to address the management of elected member's government records in accordance with this policy, in their Recordkeeping Plans.

This Recordkeeping Plan supersedes **RKP 2010065** and applies to all records created or received by any of the above parties, regardless of:

- Physical format;
- Storage location; or
- Date created.

For the purposes of this RKP, a record is defined as meaning "any record of information however recorded" and includes:

- (a) any thing on which there is writing or Braille;
 - (b) a map, plan, diagram or graph;
 - (c) a drawing, pictorial or graphic work, or photograph;
 - (d) any thing on which there are figures marks, perforations, or symbols, having meaning for persons qualified to interpret them;
 - (e) any thing from which images, sounds, or writings can be reproduced with or without the aid of anything else; and
 - (f) any thing on which information has been stored or recorded, either mechanically, magnetically, or electronically."
- (State Records Act, 2000)*

1. Principle One: Proper and Adequate Records

Government organizations ensure that records are created and kept which properly and adequately record the performance of the organization's functions and which are consistent with any written law to which the organization is subject when performing its functions.

1.1 Historical Background

The Shire of Jerramungup was founded in 1 July 1982, having been annexed from the Shire of Gnowangerup and the Shire of Albany. The first Shire Clerk being Mr Peter Bennett. Any records or building licenses previous to 1982, are not held by the Shire and should be sought from the Shire of Gnowangerup. The Shire of Jerramungup covers an area of 6,540 square kilometres and embraces the towns and localities of Jerramungup, Bremer Bay, Needilup, Gairdner, Boxwood Hill, Jacup and Fitzgerald. Jerramungup was developed as a war service settlement area in 1953. The Fitzgerald River National Park which is within the Shire, covers an area of 329,039 hectares making it one of the largest national parks. Jerramungup is an Aboriginal word said to mean "place of upstanding yate tree". The yate tree is a variety of Eucalypt tree which is evergreen and grows to a height of 20 meters and a width of 4 meters it has orange bud caps greenish yellow flowers and is common in the southwest of WA. The name was first recorded by Surveyor General John Septimus Roe in 1847.

1.2 Strategic Focus and Main Business Activity

Staff members were assigned the responsibility to develop a mission and values statement for the organisation. These statements now guide our behaviour within the workplace as they outline the organisations minimum expectations with regard to staff.

Our Vision: The Shire of Jerramungup will provide leadership to maintain our identity by promoting social and economic development whilst embracing our unique natural environment.

1.3 Functions, including those outsourced

Functions of the Local Government		APPENDIX 1	
<i>Function</i>	<i>Brief Description of LG Function</i>	<i>Performed by the LG Tick If Yes</i>	<i>Performed by an External Agency Tick If Yes</i>
Commercial Activities	The function of competing commercially or providing services to other local governments or agencies on a fee for service basis. Includes undertaking activities on a consultancy or contract basis.	√	
Community Relations	The function of establishing rapport with the community and raising and advancing the Council's public image and its relationships with outside bodies, including the media and the public.	√	
Community Services	The function of providing, operating or contracting services to assist local residents and the community.	√	
Corporate Management	The function of applying broad systematic planning to define the corporate mission and determine methods of the LG's operation.	√	
Council Properties	The function of acquiring, constructing, designing, developing, disposing and maintaining facilities and premises owned, leased or otherwise occupied by the LG.	√	
Customer Service	The function of planning, monitoring and evaluating services provided to customers by the council.	√	
Development & Building Controls	The function of regulating and approving building and development applications for specific properties, buildings, fences, signs, antennae, etc. covered by the Building Code of Australia and the Environment Protection Authority (EPA).	√	
Economic Development	The function of improving the local economy through encouragement of industry, employment, tourism, regional development and trade.	√	
Emergency Services	The function of preventing loss and minimising threats to life, property and the natural environment, from fire and other emergency situations.	√	
Energy Supply & Telecommunications	The function of providing infrastructure services, such as electricity, gas, telecommunications, and alternative energy sources.		√
Environmental Management	The function of managing, conserving and planning of air, soil and water qualities, and environmentally sensitive areas such as remnant bushlands and threatened species.	√	
Financial Management	The function of managing the LG's financial resources.	√	
Governance	The function of managing the election of Council representatives, the boundaries of the LG, and the terms and conditions for elected members.	√	
Government Relations	The function of managing the relationship between the Council and other governments, particularly on issues which are not related to normal Council business such as Land Use and Planning or Environment Management.	√	
Grants & Subsidies	The function of managing financial payments to the LG from the State and Federal Governments and other agencies for specific purposes.	√	

Functions of the Local Government		APPENDIX 1	
Function	Brief Description of LG Function	Performed by the LG Tick If Yes	Performed by an External Agency Tick If Yes
Information Management	The function of managing the LG's information resources, including the storage, retrieval, archives, processing and communications of all information in any format.	√	
Information Technology	The function of acquiring and managing communications and information technology and databases to support the business operations of the LG.	√	
Land Use & Planning	The function of establishing a medium to long term policy framework for the management of the natural and built environments.	√	
Laws & Enforcement	The function of regulating, notifying, prosecuting, and applying penalties in relation to the Council's regulatory role.	√	
Legal Services	The function of providing legal services to the LG.		√
Parks & Reserves	The function of acquiring, managing, designing and constructing parks and reserves, either owned or controlled and managed by the LG.	√	
Personnel	The function of managing the conditions of employment and administration of personnel at the LG, including consultants and volunteers.	√	
Plant, Equipment & Stores	The function of managing the purchase, hire or leasing of all plant and vehicles, and other equipment. Includes the management of the LG's stores. Does not include the acquisition of information technology and telecommunications.	√	
Public Health	The function of managing, monitoring and regulating activities to protect and improve public health under the terms of the Public Health Act, health codes, standards and regulations.	√	
Rates & Valuations	The function of managing, regulating, setting and collecting income through the valuation of rateable land and other charges.	√	
Recreation & Cultural Services	The function of LG in arranging, promoting or encouraging programs and events in visual arts, craft, music, performing arts, sports and recreation, cultural activities and services.	√	
Risk Management	The function of managing and reducing the risk of loss of LG properties and equipment and risks to personnel.	√	
Roads	The provision of road construction and maintenance of rural roads and associated street services to property owners within the LG area.	√	
Sewerage & Drainage	The function of designing and constructing, maintaining and managing the liquid waste system, including drainage, sewerage collection and treatment, stormwater and flood mitigation works.	√	
Traffic & Transport	The function of planning for transport infrastructure and the efficient movement and parking of traffic. Encompasses all service/facilities above the road surface and includes all forms of public transport.	√	
Waste Management	The function of providing services by the LG to ratepayers for the removal of solid waste, destruction and waste reduction.	√	
Water Supply	The function of managing the design, construction, maintenance and management of water supplies, either by the LG or by service providers.	√	

1.4 Major Stakeholders

SRC Standard Ref: 1.1d

The Shire of Jerramungup recognises Elected members, employees, residents, ratepayers and the general public as its major stakeholders.

The Shire recognises and supports the activities of those groups that also provide services to residents, including community groups, the business community and State and Federal Government agencies

1.5 Enabling Legislation

SRC Standard Ref: 1.2a Source Local Government Act 1995

The Shire of Jerramungup is constituted as a district under the Local Government Act 1995. The general function of a local government is to provide for the good government of people living and working within its district and includes legislative and executive powers and responsibilities.

Using its legislative powers, a local government may make local laws prescribing all matters that are required or permitted to be prescribed by the local law, or are necessary or convenient to be so prescribed for it to perform any of its functions under the Local Government Act.

1.6 Legislation and Regulations Administered by the Shire of Jerramungup

Refer to Appendix 2.

1.7 Other Legislation Affecting the Shire Of Jerramungup

Refer to Appendix 3.

1.8 Major Government Policy and/or Industry Standards

Refer to Appendix 4.

2. Principle Two: Policies and Procedures

Government organizations ensure that recordkeeping programs are supported by policy and procedures.

2.1 Records Management and Business Information Systems

The Shire of Jerramungup currently uses the Synergy Soft computer program.

Synergy Soft is an integrated system that lets all employees within the Shire access their own department modules as well as other departments if needed.

- The Shire of Jerramungup has been using Synergy Soft since 2010, Synergy Soft is comprised of 10 categories which are used by each department to do their daily works this includes creditor, debtor's admin/front desk, records, Executive, etc.
- Synergy soft being a fully integrated system means that all daily work that is being carried out in any department that needs to be added to records is automatically given a file and record number and added into the records system.
- The records management system is paper based; the Records Officer is responsible for scanning the records and emails to Synergy Soft for access purposes. The original paper copies are placed on the file.
- Records Registration Module for Synergy Soft was implemented on the 4th January 2010.
- All previous manual records have been scanned and placed on the Records Registration Module of Synergy Soft.
- The Shire of Jerramungup has no plan to change the records management system.

2.2 Records Management Policy and Procedures

The creation and management of records is coordinated by the Shire of Jerramungup Records Officer.

- The policies and procedures have been established in draft.
- The roles and responsibilities for all employees are defined;
- The organizational scope of the policies and procedures has been Addressed e.g. their applicability to regional branches or outsourced Contractors; and
- The policies and procedures have been authorised at an appropriate senior level and are available to all employees.

Table 2.1

Recordkeeping Activities for the management of hard copy records and covered in the Shire Of Jerramungup Policies and Procedures	YES	NO
<p>Correspondence capture and control – including incoming and outgoing mail registration; responsibilities assigned for classifying, indexing and registration; file titling and file numbering conventions.</p> <p>Include specific provisions for capture and control of Elected Members' correspondence.</p>	√	
<p>Digitization – including categories of records digitized; disposal of source records; digitization specifications. See <i>General disposal authority for source records</i>;</p> <p>NB: <i>This procedure is only required where the organization intends to dispose of source records prior to the expiration of the approved minimum retention period after digitising.</i></p>		√
<p>Mail distribution – including frequency, tracking mechanisms and security measures.</p>	√	
<p>File creation and closure – including assigned responsibility and procedures for both physical and automated file creation.</p>	√	
<p>Access to corporate records – procedures for access to and security of corporate records.</p>	√	
<p>Authorised disposal of temporary records and transfer of State archives to the State Records Office (SRO) – any assigned responsibilities.</p>	√	
<p>Electronic records management – including the organization's approach and methodology for the capture and management of its electronic records (e.g. print and file, identification of the official record, use of EDRMS, hybrid system etc).</p>	√	

Recordkeeping Activities for the management of hard copy records and covered in the Shire Of Jerramungup Policies and Procedures	YES	NO
Email management – including the capture, retention and authorised disposal of email messages to ensure accountability. Should indicate whether the organization is utilising a document management system or hard copy records system (e.g. print and file, identification of the official record, use of EDRMS, hybrid system etc.)	√	
Website management – i) including guidelines to determine which is the complete and accurate record, particularly in regard to the purpose of the site (e.g. whether informational/transactional). ii) Responsibility for the website and strategies implemented for the management of the website over time, including capture of periodic snapshots of the site and mechanisms for recording website amendments.	√	
Metadata management – including authority for the capture and control of metadata.	√	
System/s management – including any delegations of authority for the control and security of systems utilised by the organization (e.g. provision of access to systems through individual logins and passwords, protection of servers etc).	√	
Migration strategy – strategies planned or in place for migrating information and records over time (e.g. through upgrades in hardware and software applications, and any assigned responsibilities) for long-term retention and access. <i>See Public Records Policy: 8 – Policy for the ongoing management of electronic records designated as having archival value.</i>	√	

2.3 Certification of Policies and Procedures

Evidence of formal authorisation that the draft policies and procedures are in place and promulgated throughout the Shire of Jerramungup is provided by the CEO signature on the signed documentation. Please refer to Appendix 5.

2.4 Evaluation of Policies and Procedures

The recordkeeping policies and procedures for the Shire Of Jerramungup cover all categories identified in Principle 2 of SRC Standard 2, aside from finalisation of the Website Management Procedure, and are assessed as operating efficiently and effectively across the Shire of Jerramungup.

2.5 Identified Areas for improvement

The Website Management Procedure will be finalised by June 2016.

Shire of Jerramungup Policy Statements,

Creation of Records

All elected members, staff and contractors will create full and accurate records, in the appropriate format, of the Shire of Jerramungup 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 the Shire of Jerramungup's 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 Jerramungup records by staff and contractors will be in accordance with designated access and security classifications. Access to the Shire of Jerramungup records by the general public will be in accordance with the Freedom of Information Act 1992 and the Shire of Jerramungup's policy. Access to the Shire of Jerramungup's records by elected members will be via the Chief Executive Officer in accordance with the Local Government Act 1995.

Appraisal, Retention & Disposal of Records

Shire of Jerramungup Recordkeeping Plan 2015

All records kept by the Shire of Jerramungup 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.]

3. Principle Three: Language Control

Government organizations ensure that appropriate controls are in place to identify and name government records.

3.1 Keyword for Councils Thesaurus Implemented

The Shire of Jerramungup has adopted and implemented the Keyword for Councils thesaurus for the titling of all its records.

3.2 Assessment of its Effectiveness

The thesaurus operates well within the Shire of Jerramungup. It covers both administrative and functional activities of the Shire of Jerramungup, is available for use by all staff and information can be filed and found without difficulty. This tool will be adjusted to reflect changes to the functions and activities of the Shire of Jerramungup as may occur from time to time.

3.3 Identified Areas for Improvement

Nil at this time. The Keywords for Council Thesaurus is a very useful tool that is used on a daily basis throughout the Shire of Jerramungup and at this stage the Shire has not identified any areas for improvement.

4. Principle Four: Preservation

Government organizations ensure that records are protected and preserved

4.1 Assessment of the Risks

4.1.1 On Site Storage

The Shire of Jerramungup has its current and active records located onsite at the Shire of Jerramungup, Vasey Street, Jerramungup.

The active files are stored in a large metal compactus that are sited in a storage room within the Administration building the metal compactus are kept locked at night. Access to the compactus is by a key which is held by the Records Officer/Customer Services Officer.

Vital records and backup tapes are stored in a fire proof safe within the administration building. The safe is locked every night with limited staff access to the key.

The administration building is air conditioned during working hours and has smoke alarms and an electronic alarm fitted to the building.

The majority of inactive files and old archival records are stored in a secure, storage room on appropriate shelving within the Administration building.

Excess records awaiting disposal are stored in a secure, fire proof and vermin proof storage room located within the Administration building.

The main disaster threatening records stored onsite comes from fire or vandalism. With the storage conditions as described here the risk is assessed as low.

4.1.2 Offsite Storage

The Shire of Jerramungup has taken the steps to ensure that State archives in our custody are maintained in accordance with the *Directions for keeping hardcopy State archives awaiting transfer to the state Records Office*.

The Shire of Jerramungup has its non-current, inactive and archival records located in an offsite storage facility at Shire's depot, Newton Street, Jerramungup.

The storage facility is an Archive Storage and includes;

- Security of premises;
- Fire detection / suppression system;
- Storage area is air conditioned during the day
- Metal Shelving

The main disaster threatening records stored at the offsite records storage facility comes from fire/ vandalism.

With the storage conditions as described here the risk is assessed as low.

4.1.3 Storage of Backups

Electronic backups of the Shire of Jerramungup computer records are held in the safe located at the Shire of Jerramungup, 8 Vasey Street Jerramungup on a daily basis then transferred to the safe located at the Cameron Business Centre.

4.1.4 Quantity of Records

The Shire of Jerramungup has custody of:

- 60 metres of temporary records stored onsite;
- 30 metres of temporary records stored offsite; and
- 10 metres of archives stored onsite/offsite.

4.1.5 Security and Access

The following measures are in place at the Shire of Jerramungup to ensure the security of its records, both hard copy and electronic, and authorised access to them:

- *Security levels are assigned to records to allow restriction to employees electronically*
- *The Records Officer holds the key for the compactus; staff place a request to the Records Officer if the hard copy file is required. The Records Officer is then responsible for distributing the hard copy file to staff.*
- *Confidential and personnel documents are located in the Deputy Chief Executive Officers office in a lockable filing cabinet; access for these records needs to be obtained by the Deputy Chief Executive Officer or the Chief Executive Officer.*

4.2 Assessment of the Impacts of Disasters

As stated previously, the risk of a disaster occurring to the records of the Shire of Jerramungup has been assessed as low. The impact of a disaster on the organisations records has therefore been assessed as low. There are sufficient strategies in place to ensure that business activities of the organisation are not unduly affected in the event of the more likely disaster occurring.

4.3 Strategies in Place for Prevention and Response

The following strategies have been implemented by the Shire of Jerramungup in order to reduce the risk of disaster and for quick response should a disaster occur:

4.3.1 Vital Records Program

A vital records program has been developed for the Shire of Jerramungup. Vital records have been identified as a record that is essential for preserving, continuing or reconstructing the operations of the organisation, its employees, its customers and its stakeholders in the event of a disaster or an emergency affecting the conduct of the organisation.

The Shire of Jerramungup has an established vital records program through Synergy Soft. After the creation of a vital record, Synergy Soft will place it in the Vital Records file. All of the vital Records held with in Synergy Soft can be seen when producing a Vital Records Report, this report will give a print out of all records and where they can be found in the compactus or dceo's office.

Vital records in hard copy are stored in a locked, fire resistant safe, accessible to senior staff and the records officer. These records have been copied and the copies are placed on the relevant files and are used for all normal business activities.

4.3.2 Back-up Procedures for Electronic Records

Electronic records of the Shire of Jerramungup are backed up daily. The back-ups are stored in the safe at the Shire of Jerramungup, 8 Vasey Street Jerramungup then transferred to the safe located at the Cameron Business Centre, Tobruk Road Jerramungup. Tapes are rotated constantly.

4.3.3 Security

The following security measures have been implemented by the Shire of Jerramungup

- Hard copy records are stored in a locked/secure room accessible to Records/Executive staff by authorization.
- Hard copy records stored offsite are located at Newton Street, Jerramungup in a locked fire proof facility accessible by keys held by the Records Officer.
- Vital Records and backups are stored at the safe located at the Cameron Business Centre then transferred to the Shire safe.
- Confidential and personnel hard copy records are located in a locked filing cabinet in the Deputy Chief Executive Officers, office.
- Electronic records have varying degrees of access depending on delegations assigned to staff within the organisation. Files assigned with a level 99 access can only be accessed by Executive Staff only. Electronic records are backed up on a regular basis as described previously.

4.3.4 Storage Reviews

The storage facility utilised by the Shire of Jerramungup are reviewed annually to ensure that conditions are appropriate for the organisations records.

All of the storage facilities used by the Shire of Jerramungup were up to standards after last inspection.

4.3.5 Recovery of Lost Information

The Shire of Jerramungup has developed a set of quick response strategies to recover lost information, in all formats, should a disaster occur.

- *duplication of hard copy vital records;*
- *back up of electronic records;*
- *offsite storage of backups;*

4.4 Identified Areas for Improvement

The immediate areas for improvement are;

- Improvement in archive capacity once current disposal programme is finished in May 2016.
- Review archive storage management with assessments being made against the Directions for keeping hardcopy State archives awaiting transfer to the State Records Office to be done in May of 2016.
- Inclusion of procedures for the recovery of hardcopy records in the event of a Disaster into the Disaster Recovery Plan.

5. Principle Five: Retention and Disposal

Government organizations ensure that records are retained and disposed of in accordance with an approved disposal authority.

- **5.1 General Disposal Authority for Local Government Records**

The Shire of Jerramungup uses the General Disposal Authority for Local Government Records, produced by the State Records Office, for the retention and disposal of its records.

- **5.2 Other Disposal Authorities**

The Shire has no approved Ad Hoc Disposal Authorities or Disposal Lists.

- **5.3 Restricted Access Archives**

The Shire of Jerramungup does not have any State archives to which it intends to restrict access when they are transferred to the SRO.

- **5.4 Archives not Transferred to the SRO**

The Shire of Jerramungup has not identified any State archives that will not be transferred to the SRO for permanent preservation.

- **5.5 Disposal Program Implemented**

The Shire of Jerramungup has implemented the General Disposal Authority for Local Government Records and currently has a system in place where records that are due for disposal are destroyed at the start of each year.

- **5.6 Authorisation for Disposal of Records**

Before any temporary records are destroyed or State archives are transferred to the SRO, a list of those records due for destruction or transfer is reviewed by the CEO and authorised for destruction or transfer.

Please refer to appendix 9.

6. Principle Six: Compliance

Government organizations ensure their employees comply with the record keeping plan.

6.1 Staff Training, Information Sessions

The Shire of Jerramungup has implemented the following activities to ensure that all staff is aware of their recordkeeping responsibilities and compliance with the Recordkeeping Plan:

Table 6.1

Activities to ensure staff awareness and compliance	YES	NO
Presentations on various aspects of the Local Government's recordkeeping program are conducted. These are delivered to all staff on a regular basis.	√	
In-house recordkeeping training sessions for staff are conducted.	√	
From time to time an external consultant is brought in to run a recordkeeping training session for staff. Staff are also encouraged to attend training courses outside the organization whenever practicable.	√	
Staff information sessions are conducted on a regular basis for staff as required.	√	
The Local Government provides brochures or newsletters to publish recordkeeping information, highlight issues, or bring particular recordkeeping matters to staff attention.		√
The Local Government's Intranet is used to publish recordkeeping information, highlight issues, or bring particular recordkeeping matters to staff attention.	√	
The Local Government's Induction Program for new employees includes an introduction to the Local Government's recordkeeping system and program, and information on their recordkeeping responsibilities.	√	

All new staff to the Shire of Jerramungup are required to undertake one on one training with the records officer to cover all aspects of recordkeeping policy and procedures within the Shire of Jerramungup, they will also be required to complete a Synergy Soft Records Training Course.

All records staff are offered more frequent and more specialised training where required.

All up-dates to records management within the Shire of Jerramungup will be communicated to the staff either through email or face to face.

Please refer to Appendix 6 – Synergy Soft Central Records User Guide.

6.2 Performance Indicators in Place

The primary performance indicators used by the Shire of Jerramungup relate principally to the time it takes to respond to requests.

At present the users of the Shire of Jerramungup records system are surveyed quarterly by the CEO and Records officer to evaluate whether the records system is efficient, effective and that all staff are following up records that have been allocated to them.

Due mainly to the relatively small size of the Shire of Jerramungup records it is not considered necessary to implement any additional formal performance indicators.

6.3 Agency's Evaluation

On the basis of response times and staff feedback thus far, the recordkeeping systems are assessed as being efficient and effective within the organisation. The Chief Executive Officer currently assesses monthly response times and feedback through the Synergy Soft Records program.

6.4 Annual Report

An excerpt from the Shire of Jerramungup's annual Report is attached, demonstrating the organisation's compliance with the *State Records Act 2000*, its recordkeeping plan and the training provided for staff.

Please refer to appendix 8

6.5 Identified Areas for Improvement

The Shire of Jerramungup has identified that ongoing Records Management staff training will be provided when necessary this will help to further develop procedures and policy documentation that is currently in place.

7. SRC Standard 6: Outsourced Functions

The purpose of this Standard, established under Section 61(1)(b) of the State Records Act 2000, is to define principles and standards governing contracts or arrangements entered into by State organizations with persons to perform any aspect of record keeping for the organization.

State organizations may enter into contracts or other arrangements whereby an individual or an organization is to perform a function or service for the State organization, or act as the State organization's agent to deliver services to clients, or for the State organization's own use. The general term 'outsourcing' is used for such arrangements.

Contractual arrangements should provide that the contractor create and maintain records that meet the State organization's legislative, business and accountability requirements.

7.1 Outsourced Functions Identified

The Shire of Jerramungup does not currently outsource any functions. Should the Shire at any time change this all relevant clauses covering recordkeeping issues will be incorporated onto the parties contract

7.2 Recordkeeping Issues included in Contracts

7.2.1 Planning

The Shire of Jerramungup includes the creation and management of proper and adequate records of the performance of the outsourced functions detailed above, in the planning process for the outsourced functions.

7.2.2 Ownership

The Shire of Jerramungup will ensure that the ownership of State records is addressed and resolved during outsourcing exercises. Where possible this will be included in the signed contract/agreement.

7.2.3 Control

The Shire of Jerramungup will ensure that the contractor creates and controls records in electronic or hard copy format, in accordance with recordkeeping standards, policies, procedures and guidelines stipulated by the Shire of Jerramungup.

7.2.4 Disposal

The disposal of all State records which are the product of or are involved in any contract/agreement with the Shire of Jerramungup and a contractor/agent will be

disposed of in accordance with the General Disposal Authority for Local Government Records, produced by the State Records Office.

7.2.5 Access

Conditions for the provision of access to any State records produced in the course of the contract/agreement have been agreed between the Shire of Jerramungup and the contractor(s)/agent(s).

7.2.6 Custody

Custody arrangements between the Shire of Jerramungup and the contractor(s)/agent(s) for State records stored on and off site by the contractor are specified in the contract/agreement(s) as applicable.

7.2.7 Contract Completion

All arrangements regarding record custody, ownership, disposal and transfer upon the completion of the contract(s)/agreement(s) are specified in the contract(s)/agreement(s)/as required

7.3 Identified Areas for Improvement

Nil at this time.

APPENDIX 2	
Legislation and Regulations that may be wholly or partly administered by Local Government, And Local Laws of the Local Government	
<i>Legislation, Regulations and Local Laws</i>	<i>Tick if YES, the LG administers</i>
Agriculture and Related Resources Protection Act 1976	√
Animal Welfare Act 2002	√
Building Act 2011	√
Building Regulations 2012	√
Bush Fires Act 1954	√
Bush Fire Regulations	√
Caravan Parks and Camping Grounds Act 1995	√
Caravan Parks and Camping Grounds Regulations 1997	√
Cat Act 2011	√
Dangerous goods safety Act 2004	√
Disability Services Act 1993	√
Dog Act 1976	√
Dog Regulations 2013	√
Emergency Management Act 2005	√
Environmental Protection Act 1986	√
Environmental Protection (Noise) Regulations 1997	√
Food Act 2008	√
Food Regulations 2009	√
Hairdressing Establishment Regulations 1972	√
Health Act 1911	√
Health Regulations	√
Heritage of Western Australia Act 1990	√
Land Administration Act 1997	√
Litter Act 1979	√
Liquor Control Act 1988	√
Local Government Act 1995	√
Local Government (Miscellaneous Provisions) Act 1960	√
Local Government Grants Act 1978	√
Local Government Regulations	√
Main Roads Act 1930	√
Parks and Reserves Act 1895	√
Planning and Development Act 2005	√

APPENDIX 2**Legislation and Regulations that may be wholly or partly administered by Local Government, And Local Laws of the Local Government**

<i>Legislation, Regulations and Local Laws</i>	<i>Tick if YES, the LG administers</i>
Radiation Safety Act 1975	√
Radiation Safety Regulations	√
Rates and Charges (Rebates and Deferments) Act 1992	√
Rights in Water and Irrigation Act 1914	√
Residential Design Codes of WA	√
Road Traffic Act 1974	√
Strata Titles Act 1985	√
Telecommunications Act (Commonwealth) 1997	√
Telecommunications (Low Impact Facilities) Determination 1997	√
Transfer of Land Act 1893	√
Valuation of Land Act 1978	√
Waterways Conservation Act 1976	√
Local Laws of the Shire of Jerramungup	
Dogs Local Law	√
Reserves & Foreshores	√

APPENDIX 3**Other Legislation and Regulations affecting the functions and operations of the
Local Government**

<i>Other Legislation and Regulations</i>	<i>Tick If Yes</i>
Building Services (Registration) Act 2011	√
Criminal Code 1913	√
Electronic Transactions Act 2011	√
Equal Opportunity Act 1984	√
Evidence Act 1906	√
Freedom of Information Act 1992	√
Freedom of Information Regulations 1993	√
Industrial Awards	√
Industrial Relations Acts (State and Federal)	√
Interpretation Act 1984	√
Limitation Act 1935, 2005	√
Occupational Safety and Health Act 1984	√
Occupational Safety & Health Regulations 1996	√
Parliamentary Commissioner Act 1971	√
State Records Act 2000	√
State Records (Consequential Provisions) Act 2000	√
State Records Commission Principles & Standards 2002	√
Swan and Canning Rivers Management Act 2006	√
Workers Compensation and Injury Management Act 1981	√

Summary;

- Criminal Code Act Compilation Act 1913 - An Act to enact a compilation of the Criminal Code Act 1902, with its amendments and portion of the Secret Commissions Act 1905, and for other related purposes.
- Electronic Transactions Act 2003 - An Act to facilitate electronic transactions, and for other purposes.
- Equal Opportunity Act 1984 - An Act to promote equality of opportunity in Western Australia and to provide remedies in respect of discrimination on the grounds of sex, marital status, pregnancy, sexual orientation, family responsibility or family status, race, religious or political conviction, impairment, age, or publication of details on the Fines Enforcement Registrar's website, or involving sexual or racial harassment or, in certain cases, on gender history grounds.
- Evidence Act 1906 - An Act to consolidate and amend the statute law of evidence.

- Freedom of Information Act 1992 - An Act to provide for public access to documents, and to enable the public to ensure that personal information in documents is accurate, complete, up to date and not misleading, and for related purposes.
- Interpretation Act 1984 - An Act to amend and consolidate the law relating to the construction, application, interpretation, and operation of written law; to provide for the exercise of statutory powers and duties; and to provide for connected or incidental purposes.
- Occupational Safety and Health Act 1984 - An Act to promote and improve standards for occupational safety and health, to establish the Commission for Occupational Safety and Health, to provide for a tribunal for the determination of certain matters and claims, to facilitate the coordination of the administration of the laws relating to occupational safety and health and for incidental and other purposes.
- Parliamentary Commissioner Act 1971 - An Act to provide for the appointment of a Parliamentary Commissioner for Administrative Investigations with functions relating to the investigation of administrative action taken by or on behalf of certain departments and authorities and to the deaths of certain children and for incidental purposes.
- State Records Act 2000 - An Act to provide for the keeping of State records and for related purposes.
- State Records (Consequential Provisions) Act 2000 No. 53 of 2000 An Act to amend various Acts and enact transitional provisions as a consequence of the enactment of the State Records Act 2000. [Assented to 28 November 2000]
- State Records Commission Principles & Standards 2002 - In accordance with section 61 of the *State Records Act 2000*, the State Records Commission is required to produce principles and standards to govern recordkeeping by State organisations. These principles and standards represent the core recordkeeping requirements for Western Australian State and local government agencies.
- Workers' Compensation and Injury Management Act 1981 - An Act to amend and consolidate the law relating to compensation for, and the management of, employment-related injuries, to provide for the WorkCover Western Australia Authority to provide for the resolution of disputes, and for related purposes.

APPENDIX 4

Government & Industry Standards and Codes of Practice that have been imposed upon or adopted by the Local Government

<i>Government & Industry Standards and Codes of Practice</i>	<i>Tick if Yes</i>
Australian Accounting Standards	√
Australian Records Management Standard ISO/AS 15489-2002 Parts 1 & 2	√
General Disposal Authority for Local Government Records RD 2010046	√
National Competition Policy	√
Other Please detail any additional items below	