



1/030 Records Management Policy

Objective

The objective of this policy is to state the Town of Port Hedland's (the Town) commitment to create, capture and manage records, in all formats, of all business activities carried out by Councillors, Employees, and Contractors. This commitment will achieve compliance with all applicable legislation, regulations, and standards, including the Australian and International standard for records management AS/ISO 15489.

Content

This policy is relevant to the whole of the Town of Port Hedland, its Employees, Councillors, and Contractors who are fulfilling a specific business function on behalf of the Town community and wherever they may be located.

1. Principles

Records will be managed according to the principles of transparency, accountability, compliance, access, and security, for the whole of their life cycle.

The records will be a true and correct record of the business activities, will be trusted to be complete and unaltered and able to be used and re-used when required. They will be kept for as long as they are needed by the Town and the Community and according to legislation, regulations, and standards.

When the records are no longer needed by the Town they will be archived or destroyed according to the General Disposal Authority for Local Government Records.

Councillors, Employees, and contractors will be trained on records management principles, procedures, and compliance.

2. Responsibilities

It is the responsibility of all Councillors, Employees, and Contractors to be familiar with all legislation and regulations regarding the activities that they carry out and to create the records required by that legislation, its regulations and standards.

All records created during Town business activities remain the property of the Town of Port Hedland and not the property of the individual.

Chief Executive Officer:

It is the function of the Chief Executive Officer (CEO), under the Local Government Act, to "ensure that records and documents of the local Government are properly kept for the purposes of this Act and any other written law".



Executive Leadership Team and Senior Managers:

The Executive Leadership Team and Senior Managers are to provide direction and support for records and information management and reflect the Chief Executive's responsibility to ensure compliance with the Local Government and State Records Acts.

Senior Records & Information Officer:

The Senior Records Officer is responsible to the CEO for the provision of advice and support in relation to all Town records management requirements. The Officer is responsible for the management of the Town records and the training of employees and contractors in their recordkeeping obligations.

Manager Digital Services:

The manager of all business systems which hold and manage records is responsible for ensuring continuous and reliable operation of those systems and for ensuring that all systems documentation is complete and up to date.

All Employees and Contractors:

All employees, including contractors to the Town, must create, capture, and retain records relating to the business activities they perform. They must identify records and ensure they are captured into the relevant record keeping system and are handled according to statutory and Town of Port Hedland requirements for record keeping.

Councillors:

Councillors must create and document communications and transactions related to their duties, which are essential records for ensuring the Council's accountability and the proper conduct of its business. Councillors must identify these records, ensure they are captured, and manage them in accordance with statutory and Council requirements.

Definitions

Business Activities means major tasks performed by the Town as part of its responsibilities for achieving the strategic goals of the Town on behalf of the Community.

Function means a group of activities that fulfills the major responsibilities for achieving the strategic goals of the Town.

Record/s means information created, received, and maintained as evidence and as an asset by the Town and its Councillors, Employees and Contractors for legal reasons or during business operations.

Transaction means smallest unit of a work process consisting of an exchange between two or more people or systems.

Relevant legislation	<ul style="list-style-type: none"> ▪ State Records Act 2000 ▪ Local Government Act 1995 ▪ Freedom of Information Act 1992 ▪ Evidence Act 1906
Relevant Standards	<ul style="list-style-type: none"> ▪ AS/ISO 15489 Records management ▪ State Records Office of Western Australia State Records Commission Standards
Delegated authority	Senior Records Officer
Business unit	IT & Program Delivery
Directorate	Corporate Services

Supporting Documents

- Records Management Procedures
- Recordkeeping Plan

Related Documents

- Information Classification Policy
- Information Management Policy
- Privacy Policy
- Data Breach Policy



Governance to complete this section			
Version Control	Version No.	Resolution No.	Adoption date
	V01	CM202425/140	25 September 2024
	V02	CM202526/158	26 November 2025
Review frequency	Annually		

Document Control Statement – The electronic reference copy of this Policy is maintained by the Governance Team. Any printed copy may not be up to date and you are advised to check the electronic copy at <http://www.porthedland.wa.gov.au/documents/public-documents/policies> to ensure that you have the current version. Alternatively, you may contact the Governance Team.