

Responsible Department:	Office of the CEO
Responsible Business Unit:	Corporate Services
Date of Adoption:	18 March 2026
Council Resolution:	210326

1. OBJECTIVE

The objective of this Policy is to ensure that records of all activities and decisions of the Shire of Chittering (the Shire) are created, accessed, managed and retained or disposed of appropriately, and in accordance with relevant legislation.

2. SCOPE

This policy applies to all Shire Council Members and Employees.

3. DEFINITIONS

Record means a record as defined in the *State Records Act 2000* as set out below:

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, 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 writing can be reproduced with or without the aid of anything else; and/or
- Anything on which information has been stored or recorded, either mechanically, magnetically or electronically.

4. POLICY STATEMENT

The Shire is committed to creating and maintaining full and accurate records of its business transactions and official activities. In accordance with legislative requirements, the Shire is obliged to maintain evidential records. Records created and received by Shire personnel and contractors are to be managed in accordance with the Shire's approved Record Keeping Plan, this Policy and associated Procedures.

5. ROLES AND RESPONSIBILITIES

Records of decision-making processes of external bodies to which a Council Member has been appointed and any correspondence by a Council Member as part of their duties should be periodically returned to the Shire for registering into the appropriate record keeping system.

All staff 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 commensurate with legislation and the Shire’s policies and procedures for record keeping.

6. COMPLIANCE

Legislation	<i>State Records Act 2000</i> <i>State Records Regulations 2001</i> <i>Freedom of Information Act 1992</i> <i>Local Government Act 1995</i> <i>Corruption, Crime and Misconduct Act 2003</i>
Industry	State Records Office of Western Australia Standards and Guidelines General Disposal Authority (GDA) for Local Government Records
Organisational Documents	Shire of Chittering Recordkeeping Plan
Strategic Alignment	Connected Communities

7. ADMINISTRATION

Review Cycle	Every 3 years	Next Review Due	September 2026
Policy Owner	Corporate Services		
Version	Decision Ref	Date	Change
1.0	Unknown	18/05/2011	Initial adoption
2.0	080723	19/07/2023	Amendment
3.0	210326	18/03/2026	Amendment