

1.0 STATEMENT

The purpose of this policy is to define the principles of the Resource Recovery Group's records management function and to document an orderly and efficient approach to the proper management of records. The policy integrates with the City of Melville's Record Management Operational policy **OP-015**. It also incorporates applicable legislative requirements into standard Resource Recovery Group practices and enumerates basic records management requirements. This helps the CEO ensure 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.

Records are recognised as an important information resource by the Resource Recovery Group Council, and it is accepted that sound record management practices will contribute to the overall efficiency and effectiveness of the Organisation. Due to legislative requirement, the Resource Recovery Group is obliged to maintain a records management system that completely, accurately and reliably creates and maintains evidential records, and to dispose of those records only through an approved scheme.

2.0 SCOPE

This policy applies to all external and internal records, which are handled, received or generated by the Resource Recovery Group, regardless of their physical format or media type.

The Resource Recovery Group's records are a corporate asset. Complete and accurate records of all business decisions and transactions are to be recorded and registered in the Resource Recovery Groups records management system both in respect to their content and context. They are to be managed in a cost-effective manner in accordance with records management and record keeping legislative requirements and integrated with the City of Melville's Records Management Operational Policy **OP-015** and the System Procedure Records Management **SP-020**.

3.0 OBJECTIVE

1. To provide a framework to manage records related to the Resource Recovery Group's business activities;
2. To outline the Resource Recovery Group's approach to Records Management;
3. To improve the accountability, decision making process and outcomes through the efficient use of records management; and
4. To consolidate records management into the daily planning of the Resource Recovery Group and its operations.

4.0 ROLES & RESPONSIBILITIES

Regional Council

Regional Councillors are to ensure they retain records relating to the business activities they perform. They are to identify significant and ephemeral records, ensure significant records are registered in the records management system; and, protected and disposed of in accordance with the State Records Office General Disposal Authority for Local Government Records (GDALGR).

Chief Executive Officer

The Chief Executive Officer is to ensure there is a system for the maintenance and management of records that is compliant with records management legislation and State guidelines and procedures. This includes the provisions of Section 5.41(h) of the Local Government Act 1995.

Issued: August 2025	Review Date: August 2027	Title: CORPORATE POLICY NO 4.6 Record Keeping	Version 7
Prepared: EMGC	Reviewed by: EMGC	Approved: COUNCIL	Page 1 of 3
Printed documents are not controlled. Check the electronic version for the latest version			

Managers

Managers are to ensure that employees are familiar with, and adhere to the Records Management Policy and any associated procedures endorsed by the CEO.

Employees

All employees are to ensure they retain records relating to the business activities they perform. They are to identify significant and ephemeral records, ensure significant records are registered in the records management system; and, protected and disposed of in accordance with the State Records Office's General Disposal Authority for Local Government Records (GDALGR).

5.0 CONTENT

Statutory Obligations

In addition to the requirements of the State Records Act 2000, the relevant aspects of the following statutes should also be considered in managing the Resource Recovery Group's records:

- *Local Government Act 1995*
- *Evidence Act 1906*
- *Limitation Act 2005*
- *Freedom of Information 1992*
- *Criminal Code 1913 (Section 85)*
- *Electronic Transactions Act 2011*
- *Privacy Act 1988*
- *Corruption and Crime Commission Act 2003*

Custodianship

The Resource Recovery Group's records are a government-owned asset. The records created during the course of business belong to the Resource Recovery Group by virtue of their possession, and not to the individuals who created such records during their time as a public officer or elected member of the Resource Recovery Group Council. Employees or elected members who acquire or create any records in the course of business shall not retain proprietary interest. Ownership of these records is vested in the Resource Recovery Group. All significant and State records will be transferred to the City of Melville on wind up of the organisation.

Issued: August 2025	Review Date: August 2027	Title: CORPORATE POLICY NO 4.6 Record Keeping	Version 7
Prepared: EMGC	Reviewed by: EMGC	Approved: COUNCIL	Page 2 of 3
Printed documents are not controlled. Check the electronic version for the latest version			

6.0 REFERENCES & REVIEW

Statutory Compliance	<ul style="list-style-type: none"> State Records Act 2000 Local Government Act 1995 Evidence Act 1906 Limitation Act 2005 Freedom of Information 1992 Criminal Code 1913 (Section 85) Electronic Transactions Act 2011 Privacy Act 1988 	
Organisational Compliance	General Disposal Authority for Local Government Records (GDALGR) Record Keeping Plan Record Keeping Procedures City of Melville Records management Operational Policy OP-015 City of Melville System Procedure Records Management SP-020	
Approved by	Executive Manager Governance & Culture	
Next Revision Date	August 2027	
Related Documents		
Policy Administration	Responsible Officer	Review Cycle
Corporate	Executive Manager Governance & Culture	Biennial
Risk Rating	Risk Register – High	
Location of document	Resource Recovery Group Website – Members Area Staff Intranet 9 Aldous Place, Booragoon – Corporate Services 350 Bannister Road, Canning Vale – staff room	

7.0 DOCUMENT CONTROL REGISTER

Date	Review	No.	Author	Resp Officer	Council
2014	Review	1	EA	EMCS	27/02/2014
2016	Review	2	EMCS	EMCS	26/02/2016
2018	Review	3	EMCS	EMCS	15/02/2018
2020	Review	4	CSM	EMCS	27/02/2020
2022	Review	5	MGC	EMCS	24/02/2022
2024	Review	6	EMGC	EMGC	22/02/2024
2025	Review	7	EMGC	CEO	

Issued: August 2025	Review Date: August 2027	Title: CORPORATE POLICY NO 4.6 Record Keeping	Version 7
Prepared: EMGC	Reviewed by: EMGC	Approved: COUNCIL	Page 3 of 3
Printed documents are not controlled. Check the electronic version for the latest version			