

Wheatbelt Natural Resource Management Incorporated

Records and Information Management Policy

Policy Name:	Records and Information Management Policy
Policy Number:	5.6
Policy Version Number:	V2.0
Policy Category:	Records Management
Contact Officer:	Chief Executive Officer
Date Approved by the Board of Management:	30 April 2019
Date of Last Review:	Not Applicable
Period Until Next Review:	36 months from the approved date or as required
Related Legislation:	<ul style="list-style-type: none"> • Associations Incorporation Act 2015 (Western Australia) • Criminal Code Act 1913 (Western Australia) • Electronic Transaction Act 2003 (Western Australia) • Evidence Act 1906 (Western Australia) • Corporations Act 2001 (Cmth) • Australian and International Standard for Records Management, AS ISO 15489
Related Wheatbelt NRM Policies or Procedures:	<ul style="list-style-type: none"> • 5.4 Intellectual Property Policy • 5.5 Privacy and Confidentiality Policy • 5.6.1 Records Management Procedure • Board Minutes Register • Common Seal Register • Records Retention and Disposal Schedule • Register of Correspondence • Destruction Authority Form

1. Definitions

Disposal Authority - A document which authorises the systematic disposal of records.

Records – Information created, received and maintained as evidence and information by an organisation or person, in pursuance of legal obligations or in the transaction of business (AS ISO 15489)

Recordkeeping System – An information system to capture, maintain and provide access to records over time that displays features for ensuring authentic, reliable, complete and useable records that function as evidence of business transactions.

Vital Records - Those records without which Wheatbelt NRM could not function. They include but are not restricted to Board Minutes, Personnel, Members list and Accounts Receivable records. Vital records are needed to: Operate the organisation during a disaster; Re-establish the organisation's functions after a disaster; or Establish and protect the rights and interests of the organisation, its employees and clients.

2. Scope

This policy applies to all:

- Wheatbelt NRM Directors;
- Wheatbelt NRM employees;
- Wheatbelt NRM contractors; and
- Organisations performing outsourced services on behalf of Wheatbelt NRM.

This policy applies to all aspects of Wheatbelt NRM business, all records created during business transactions and all business applications used to create records including email, systems database applications, business systems and websites. It also applies to records regardless of physical format, storage location or date created.

3. Policy Statement

Wheatbelt NRM is committed to establishing and maintaining effective information management and recordkeeping practices that ensure good governance and satisfy our strategic, operational, financial and legislative requirements.

Good information management and systematic recordkeeping ensures that Wheatbelt NRM's corporate memory is retained and managed as a vital asset for ongoing operations and provides valuable evidence of business activities and transactions.

Wheatbelt NRM will:

- Collect and systematically manage our records and information to best meet our strategic direction.
- Minimise the cost of information management by actively reducing duplication.
- Protect and preserve our records and information for the length of time required in accordance with legislative, accountability and business requirements.
- Capitalise on and support new ways of working by managing our records and key information electronically.
- Develop our staff to have the necessary skills, knowledge and experience to use and manage our information.
- Value the knowledge and experience of our staff and the information in our systems and managing both as critical business assets.

4. Recordkeeping Systems

The primary recordkeeping system of Wheatbelt NRM are the pdf documents held in the electronic filing system located at G Drive (Groups). As Wheatbelt NRM does not have a specific recordkeeping system, it is important that evidence of business activity is held in the centralised drive and held in a pdf format.

Records created digital should remain digital. Records created in business systems eg Finance System are managed in the business system with outputs eg reports managed in the recordkeeping system (that is the electronic filing system at G Drive (Groups)).

Records should not be maintained in the email system, workgroup or personal drives as these electronic storage facilities do not contain recordkeeping functionality to ensure that

records will be captured or maintained as full and accurate records. Such storage facilities are unable to provide access to and evidence of business activities over time.

5. Responsible Officers

The Board is responsible for the approval and publication of this Policy, including the approval of any subsequent changes.

The Audit Committee is responsible for reviewing this Policy prior to Board approval, and ensuring the scheduled review of this Policy.

The Chief Executive Officer is responsible for:

- Providing sufficient support and resources to ensure a successful record keeping regime
- Signing off on the disposal of corporate records in accordance with Wheatbelt NRM's approved disposal authority
- Ensuring the establishment and implementation of a vital records program.
- Promoting compliance with this Policy.

Senior Managers are responsible for:

- Monitoring staff and contractors under their supervision to ensure they understand and comply with Wheatbelt NRM recordkeeping policies and procedures for records creation and retention.
- Supporting and fostering a culture within their workgroup that promotes good recordkeeping practices.

Staff are responsible for:

- Understanding the recordkeeping obligations and responsibilities that relate to their position
- Adhering to Wheatbelt NRM policies, procedures and standards in keeping records that document their daily work and specifically to create and capture records into Wheatbelt NRM's recordkeeping system.
- Only destroying records in accordance with Wheatbelt NRM's approved disposal authority.

6. Approval

This Policy was approved by the Board on the 30 April 2019.

Debra Rule
Chairperson
Board
Wheatbelt Natural Resource Management Incorporated