

RECORDS MANAGEMENT POLICY

In accordance with the State Records Act 2000 (WA) (Act), records are to be maintained to ensure they are properly captured, stored, accessible and disposed. This Policy outlines the commitment of Southern Ports to attain at least compliance with the Act.

This Policy is applicable to the Board, and all employees and contractors of Southern Ports.

COMMITMENT STATEMENT

Southern Ports is committed to:

- Implementing and maintaining a recordkeeping system with business tools to enable records and information to be managed in accordance with all relevant legislation;
- Implementing best practice in its recordkeeping processes and systems to ensure the creation, maintenance and protection of accurate and reliable records;
- Ensuring that all records are accessible to relevant stakeholders, regardless of physical or electronic format;
- Managing the retention and disposal of records in accordance with the relevant General Disposal Authorities as issued by the State Records Office;
- Providing the tools, training and assistance so that all Southern Ports employees and contractors are able to meet their records management responsibilities.

RATIONALE AND EXPECTATIONS

The CEO and delegated employees are responsible for ensuring compliance with this Policy.

By providing users with a system and training, it is expected that staff create and capture appropriate and accurate records which document the decisions and actions for which Southern Ports may be held accountable, and incorporate these records into Southern Port's recordkeeping systems in accordance with this policy.

It is expected that full and accurate records are retained, and these records are reliable and accessible for as long as required for operational, accountability and compliance purposes.

REVIEW AND UPDATE

This Policy should be reviewed no less than every three years or when a change is identified through strategic intent or legislation.

Approved by the Board on 9 July 2024.