

# RECORDS MANAGEMENT POLICY



## 1. PURPOSE

This Policy defines the core recordkeeping requirements for the creation, maintenance, storage and disposal of State records for the Southern Ports Authority (SPA) in accordance with the *State Records Act 2000 (WA)*.

## 2. SCOPE

This Policy is applicable to the Board, Employees, and Contractors engaged by SPA.

## 3. EFFECTIVE DATE

This Policy is effective from 26 May 2016.

## 4. POLICY STATEMENT

This Policy, together with the SPA Recordkeeping Plan and other supporting documents, ensures that full and accurate records are reliable and accessible for as long as required for operational, accountability and compliance purposes.

Good recordkeeping is critical to corporate governance, provides essential evidence of business activities and transactions and demonstrates accountability and transparency in SPA's decision-making processes.

SPA is committed to implementing best practice in its recordkeeping processes and systems to ensure the creation, maintenance and protection of accurate and reliable records and that all records are accessible to relevant stakeholders regardless of physical or electronic state.

SPA provides staff and contractors with guidance and training in relation to their recordkeeping obligations and how to create access and maintain records in a Records Management System.

## 5. RESPONSIBILITIES

### 5.1 COMPLIANCE, MONITORING AND REVIEW

The Chief Financial Officer has overall responsibility for the implementation of this policy. A review of the effectiveness and relevance of the Policy will be conducted no later than 31 December 2019.

### 5.2 RECORDS MANAGEMENT

All records relevant to the Records Management Policy are to be maintained in accordance with the SPA's Recordkeeping Plan.

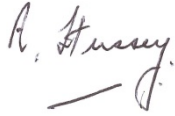
## 6. DEFINITIONS

Records Information in any format, created, received and maintained as evidence and information by an organisation or person, in pursuance of legal obligations or in the transaction of business.

## 7. RELATED LEGISLATION AND DOCUMENTS

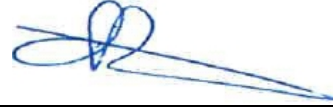
- SPA Recordkeeping Plan (A2128)
- Sector Disposal Authority for Port Authorities SD2012021/1
- General Disposal Authority for State Government Information – Administrative, Human Resource and Finance Information.
- *Electronic Transactions Act 2011 (WA)*
- *Evidence Act 1906 (WA)*
- *Freedom of Information Act 1992 (WA)*
- *State Records Act 2000 (WA)*

Approved by Board of Directors at Board meeting held on 26 May 2016.



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Roger Hussey  
Chairman



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Nicolas Fertin  
CEO