



Shire of Yalgoo

RECORD KEEPING PLAN 2016

TABLE OF CONTENTS

Introduction	4
1. Principle One: Proper and Adequate Records	6
1.1 Historical Background	6
1.2 Strategic Focus and Main Business Activity	6
1.3 Functions, including those outsourced	6
1.4 Major Stakeholders	6
1.5 Enabling Legislation	6
1.6 Legislation and Regulations Administered by the <LG>	7
1.7 Other Legislation Affecting the <LG>	7
1.8 Major Government Policy and/or Industry Standards	7
2. Principle Two: Policies and Procedures	8
2.1 Records Management and Business Information Systems	8
2.1.1 Records Management System	8
2.1.2 Business Information System/s	8
2.2 Records Management Policy and Procedures	8
2.3 Certification of Policies and Procedures	10
2.4 Evaluation of Policies and Procedures	10
3. Principle Three: Language Control	12
3.1 Keyword for Councils Thesaurus Implemented	12
3.2 Thesaurus (other than Keyword for Councils) Implemented	12
3.3 File Plan / List of Subject Headings / List of Authorised Headings	12
3.4 Assessment of its Effectiveness	12
3.5 Identified Areas for Improvement	12
4. Principle Four: Preservation	13
4.1 Assessment of the Risks	13
4.1.1 On Site Storage	13
4.1.2 Offsite Storage	13
4.1.3 Storage of Archives	13
4.1.4 Storage of Backups	13
4.1.5 Quantity of Records	13
4.1.6 Security and Access	14
4.2 Assessment of the Impacts of Disasters	14
4.3 Strategies in Place for Prevention and Response	14
4.3.1 Vital Records Program	14
4.3.2 Back-up Procedures for Electronic Records	14
4.3.3 Security	14
4.3.4 Storage Reviews	14
4.3.5 Recovery of Lost Information	14
4.4 Identified Areas for Improvement	15
5. Principle Five: Retention and Disposal	16

Shire of Yalgoo Recordkeeping Plan <RKP XXXXXXX>

5.1	General Disposal Authority for Local Government Records.....	16
5.1.1	Disposal of Source Records	16
5.2	Existing Ad Hoc Disposal Authorities	16
5.3	Existing Disposal Lists	16
5.4	Restricted Access Archives	16
5.5	Archives not Transferred to the SRO	16
5.6	Disposal Program Implemented	16
5.7	Authorisation for Disposal of Records	16
5.8	Identified Areas for Improvement	16
6.	Principle Six: Compliance	17
6.1	Staff Training, Information Sessions.....	17
6.2	Performance Indicators in Place.....	18
6.3	Agency's Evaluation	18
6.4	Annual Report.....	18
6.5	Identified Areas for Improvement	18
7.	SRC Standard 6: Outsourced Functions	19
7.1	Outsourced Functions Identified.....	19
7.2	Recordkeeping Issues included in Contracts	19
7.2.1	Planning	19
7.2.2	Ownership	19
7.2.3	Control	19
7.2.4	Disposal	19
7.2.5	Access	20
7.2.6	Custody	20
7.2.7	Contract Completion	20
7.3	Identified Areas for Improvement	20
<u>Appendices</u>		
Appendix 1 – Functions of the Shire.....		23
Appendix 2 – Legislation & Regulations Administered by the Shire, and Local Laws of the Shire		25
Appendix 3 – Other Legislation & Regulations Affecting the Operations of the Shire		27
Appendix 4 – Major Government & Industry Standards		28
Appendix 5 –		
Appendix 6 –		
Appendix 7 –		
Appendix 8 –		
<i>[Insert appendix title and page numbers. Add to list of appendices as required.]</i>		

Introduction

This document is presented to the State Records Commission in accordance with Section 28 of the *State Records Act 2000* (the Act). Section 28 (5) of that Act requires that no more than 5 years must elapse between approval of a government organization's Recordkeeping Plan and a review of it.

State Records Commission (SRC) Standard 1 – *Government Recordkeeping* requires that government organizations ensure that records are created, managed and maintained over time and disposed of in accordance with principles and standards issued by the SRC. SRC Standard 2 – *Recordkeeping Plans* comprises six recordkeeping principles each of which contains minimum compliance requirements.

The purpose of this Recordkeeping Plan is to set out the matters about which records are to be created by the Shire of Yalgoo and how it is to keep its records. The Recordkeeping Plan is to provide an accurate reflection of the recordkeeping program within the organization, including information regarding the organization's recordkeeping system(s), disposal arrangements, policies, practices and processes. The Recordkeeping Plan is the primary means of providing evidence of compliance with the Act and the implementation of best practice recordkeeping within the organization.

The objectives of the Shire of Yalgoo RKP are to ensure:

- Compliance with Section 28 of the *State Records Act 2000*;
- Recordkeeping within the Local Government is moving towards compliance with State Records Commission Standards and Records Management Standard AS ISO 15489;
- Processes are in place to facilitate the complete and accurate record of business transactions and decisions;
- Recorded information can be retrieved quickly, accurately and cheaply when required; and the
- Protection and preservation of the Local Government's records.

In accordance with Section 17 of the Act, the Shire of Yalgoo and all its employees are legally required to comply with the contents of this Plan.

This Recordkeeping Plan applies to all of the Shire of Yalgoo's

- Employees;
- Contractors;
- Organizations performing outsourced services on behalf of the Shire of Yalgoo;
- and

- Elected members. **NOTE:** *The policy approach of the State Records Commission in monitoring the recordkeeping obligations in respect to Local Government elected members is:*

“In relation to the recordkeeping requirements of local government elected members, records must be created and kept which properly and adequately record the performance of member functions arising

from their participation in the decision making processes of Council and Committees of Council.

This requirement should be met through the creation and retention of records of meetings of Council and Committees of Council of local government and other communications and transactions of elected members which constitute evidence affecting the accountability of the Council and the discharge of its business.

Local governments must ensure that appropriate practices are established to facilitate the ease of capture and management of elected members' records up to and including the decision making processes of Council."

Local Governments are to address the management of elected member's government records in accordance with this policy, in their Recordkeeping Plans.

This Recordkeeping Plan supersedes *[where applicable, insert number of previous approved RKP]* and applies to all records created or received by any of the above parties, regardless of:

- Physical format;
- Storage location; or
- Date created.

For the purposes of this RKP, a record is defined as meaning "any record of information however recorded" and includes:

- (a) any thing on which there is writing or Braille;
 - (b) a map, plan, diagram or graph;
 - (c) a drawing, pictorial or graphic work, or photograph;
 - (d) any thing on which there are figures marks, perforations, or symbols, having meaning for persons qualified to interpret them;
 - (e) any thing from which images, sounds, or writings can be reproduced with or without the aid of anything else; and
 - (f) any thing on which information has been stored or recorded, either mechanically, magnetically, or electronically."
- (State Records Act, 2000)*

1. Principle One: Proper and Adequate Records

Government organizations ensure that records are created and kept which properly and adequately record the performance of the organization's functions and which are consistent with any written law to which the organization is subject when performing its functions.

1.1 Historical Background

The Shire of Yalgoo covers 33.000 Km's of the Murchison Goldfields area of Western Australia's Midwest Region. It was constituted in 1896 as the Yalgoo Roads Board and became the Shire of Yalgoo in 1961.

1.2 Strategic Focus and Main Business Activity

The Strategic focus of the Shire of Yalgoo:

To provide leadership, services and foster Economic Development to ensure that the Shire of Yalgoo is a great place to live, work and visit.

It will achieve this through a committed focus towards:

- *Roads/Infrastructure*
- *Services*
- *Tourism*
- *Management and Administration*
- *Environment/Heritage*
- *Community*
- *Economic Development*
- *Community and Technology*
- *Recreation*
- *Arts and Culture*
- *Industry*
- *Regional Relationships*

1.3 Functions, including those outsourced

Refer to Appendix 1 which contains a comprehensive list of typical Local Government Functions

1.4 Major Stakeholders

The Shire of Yalgoo's major Stakeholders are its employees, *Councillors, Ratepayers, residents, customers and the general Public*

1.5 Enabling Legislation

The Shire of Yalgoo is established under the *Local Government Act 1995*.

1.6 Legislation and Regulations Administered by the Shire of Yalgoo

Refer to Appendix 2 which contains a comprehensive list of typical legislation and regulation wholly or partly Administered by Local Government

Also listed are the Local Laws of the Shire

1.7 Other Legislation Affecting the Shire of Yalgoo

Refer to Appendix 3, contains a list of some of some of the other legislation and regulations affecting the functions, operations and recordkeeping of Local Government.

1.8 Major Government Policy and/or Industry Standards

Refer to Appendix 4 which contains a list of government and industry standards and codes of practice that may be imposed on or adopted by Local Government

2. Principle Two: Policies and Procedures

Government organizations ensure that recordkeeping programs are supported by policy and procedures.

2.1 Records Management and Business Information Systems

2.1.1 Records Management System

- *The Records Management system is a basic Excel Spreadsheet, showing Title list and Inwards and outwards mail Register, using Keywords for Council*
- *Records are paper based ;*
- *The system currently in use was implemented in 2010;*
- *The old file system was closed off, with last 12 months correspondence going into new file system*
- *This system is active and working well, with ongoing reviews and checks with no plans to be replaced.*

2.1.2 Business Information System/s

[These may include, but are not limited to: financial management systems; human resource management systems; rates and licensing systems; etc.

The overview should include, as appropriate:

- *The name of the system/s and a brief description of the records, documents or data held in each system;*
- *None of the systems are integrated with the records management system*

2.2 Records Management Policy and Procedures

The creation and management of records is coordinated by the Shire of Yalgoo's Coordinator Governance and Technical Services and day to duties carried out by the

These are not current and new Policies and Procedures will be completed by October 2016

Recordkeeping Activities for the management of hard copy records and covered in the Shire of Yalgoo's Policies and Procedures	YES	NO
<p>Correspondence capture and control – including incoming and outgoing mail registration; responsibilities assigned for classifying, indexing and registration; file titling and file numbering conventions.</p> <p>Include specific provisions for capture and control of Elected Members' correspondence.</p>		x
<p>Digitization – including categories of records digitized; disposal of source records; digitization specifications. See <i>General disposal authority for source records</i>;</p> <p>NB: <i>This procedure is only required where the organization intends to dispose of source records prior to the expiration of the approved minimum retention period after digitising.</i></p>		NA
<p>Mail distribution – including frequency, tracking mechanisms and security measures.</p>		x
<p>File creation and closure – including assigned responsibility and procedures for both physical and automated file creation.</p>		x
<p>Access to corporate records – procedures for access to and security of corporate records.</p>		x
<p>Authorised disposal of temporary records and transfer of State archives to the State Records Office (SRO) – any assigned responsibilities.</p>		x
<p>Electronic records management – including the organization's approach and methodology for the capture and management of its electronic records (e.g. print and file, identification of the official record, use of EDRMS, hybrid system etc).</p>		x
<p>Email management – including the capture, retention and authorised disposal of email messages to ensure accountability. Should indicate whether the organization is utilising a document management system or hard copy records system (e.g. print and file, identification of the official record, use of EDRMS, hybrid system etc.)</p>		x
<p>Website management –</p> <p>i) including guidelines to determine which is the complete and accurate record, particularly in regard to the purpose of the site (e.g. whether informational/transactional).</p> <p>ii) Responsibility for the website and strategies implemented for the management of the website over time, including capture of periodic snapshots of the site and mechanisms for recording website amendments.</p>		x
<p>Metadata management – including authority for the capture and control of metadata.</p>		x

Recordkeeping Activities for the management of hard copy records and covered in the Shire of Yalgoo's Policies and Procedures	YES	NO
System/s management – including any delegations of authority for the control and security of systems utilised by the organization (e.g. provision of access to systems through individual logins and passwords, protection of servers etc).		x
Migration strategy – strategies planned or in place for migrating information and records over time (e.g. through upgrades in hardware and software applications, and any assigned responsibilities) for long-term retention and access. <i>See Public Records Policy: 8 – Policy for the ongoing management of electronic records designated as having archival value.</i>		x

2.3 Certification of Policies and Procedures

Evidence of formal certification of procedures will be provided by October 2016.

2.4 Evaluation of Policies and Procedures

The recordkeeping policies and procedures for the Shire of Yalgoo do not cover all the formal categories, in an appropriate manner and will be amended to cover all categories identified in Principle 2 of SRC Standard 2 by October 2016.

Creation of Records

All elected members, staff and contractors will create full and accurate records, in the appropriate format, of the Shires business decisions and transactions to meet all legislative, business, administrative, financial, evidential and historical requirements.

Capture & Control of Records

All records created and received in the course of Shire of Yalgoo business are to be captured at the point of creation, regardless of format, with required metadata, into appropriate recordkeeping and business systems, that are managed in accordance with sound recordkeeping principles.

Security & Protection of Records

All records are to be categorised as to their level of sensitivity and adequately secured and protected from violation, unauthorised access or destruction, and kept in accordance with necessary retrieval, preservation and storage requirements.

Access to Records

Access to the Shires records by staff and contractors will be in accordance with designated access and security classifications. Access to the Shires records by the general public will be in accordance with the Freedom of Information Act 1992 and Shire of Yalgoo policy. Access to the Shires records by elected members will be via the Chief Executive Officer in accordance with the Local Government Act 1995.

Appraisal, Retention & Disposal of Records

All records kept by the Shire of Yalgoo will be retained and disposed of in accordance with the General Disposal Authority for Local Government Records, produced by the State Records Office of WA.]

3. Principle Three: Language Control

Government organizations ensure that appropriate controls are in place to identify and name government records.

3.1 Keyword for Councils Thesaurus Implemented

The Shire of Yalgoo has adopted and implemented the Keyword for Councils thesaurus for the titling of all its records.

3.2 Thesaurus (other than Keyword for Councils) Implemented

N/A

OR

3.3 File Plan / List of Subject Headings / List of Authorised Headings

N/A

3.4 Assessment of its Effectiveness

The *thesaurus* operates well within the Shire. It covers both administrative and functional activities of the Shire, is available for use by all staff and information can be filed and found without difficulty. This tool will be adjusted to reflect changes to the functions and activities of the Shire of Yalgoo as may occur from time to time.

3.5 Identified Areas for Improvement

Currently no areas identified for improvement.

4. Principle Four: Preservation

Government organizations ensure that records are protected and preserved

The Disaster Management Plan for the Shire of Yalgoo is currently in a Draft form and will be completed by October 2016.

4.1 Assessment of the Risks

4.1.1 On Site Storage

The Shire of Yalgoo has its current and active records located in onsite storage at the Shire Administration Building. The storage facility includes:

- *Metal shelving,*
- *Two Fire retardant storage cabinets / Safes,*
- *Secure premises,*
- *Fire detection system, and*
- *Airconditioning for 10 hours.*

The main disaster threatening records stored onsite comes from *fire and cyclone*. With the storage conditions as described here the risk is assessed as *low*.

4.1.2 Offsite Storage

The Shire of Yalgoo has no offsite storage facilities, all Active an active storage is held within the main Administration building:

- *Secure premises / facility;*
- *Fire detection;*
- *Airconditioning for 10 hours*
- *Two Fire retardant storage cabinets / Safes*

The main disaster threatening records stored at the offsite records storage facility comes from *fire and Cyclone*

With the storage conditions as described here the risk is assessed as *low*.

4.1.3 Storage of Archives

Currently Archival Records are stored in two compliant Fire Proof Cabinets, held in the Shire Chambers, these are rated at ISO standards.

4.1.4 Storage of Backups

Electronic backups of the Shires computer records are held *offsite* in a cloud system, operated by Bridged Group on behalf of the shire.

4.1.5 Quantity of Records

The Shire of Yalgoo has custody of:

- *[insert number] linear metres of temporary records stored onsite and*
- *[insert number] linear metres of State archives stored onsite/offsite.*

4.1.6 Security and Access

[Include a statement to show that security of records storage areas and availability of access to records have been assessed for risk.]

4.2 Assessment of the Impacts of Disasters

As stated previously, the risk of a disaster occurring to the records of the Shire of Yalgoo has been assessed as *low*. The impact of a disaster on the organization's records has therefore been assessed as *medium*. *There are some strategies in place to ensure that business activities of the organization are not unduly affected in the event of the more likely disaster occurring, but these require improvement and this improvement will come in no small part to finalisation of a Disaster Management Plan and formalisation of procedures.*

4.3 Strategies in Place for Prevention and Response

The following strategies have been implemented by the Shire of Yalgoo in order to reduce the risk of disaster and for quick response should a disaster occur:

4.3.1 Vital Records Program

A vital records program has been developed for the Shire, vital records have been identified as :

-

Vital records in hard copy are stored in 2 locked fire resistant safes, accessible to These records have been copied, in some cases electronically and copies are placed where appropriate on the relevant files and are used for all normal business activities.

4.3.2 Back-up Procedures for Electronic Records

Electronic records of the Shire of Yalgoo are backed up as part of the shires offsite server service provided through a formal contract agreement with Bridged Group

4.3.3 Security

The following security measures have been implemented by the Shire of Yalgoo to prevent unauthorized access to records:

- Hard copy records are stored in a locked/secure room accessible only to records staff.
- Electronic records have varying degrees of access depending on delegations assigned to staff within the organization. Electronic records are backed up on a regular basis as described previously.

4.3.4 Storage Reviews

The records storage facility utilised by the Shire of Yalgoo will be reviewed annually to ensure that conditions are appropriate for the organization's records. *The storage arrangements were last reviewed*

4.3.5 Recovery of Lost Information

The Shire of Yalgoo has developed a set of quick response strategies to recover lost information, in all formats, should a disaster occur.

Strategies in place include:

- *duplication of hard copy vital records;*
- *back up of electronic records;*
- *offsite storage of backups;*

4.4 Identified Areas for Improvement

Major progress is in progress in this area and will be further enhanced by the completion of the Shires Disaster Management Plan

5. Principle Five: Retention and Disposal

Government organizations ensure that records are retained and disposed of in accordance with an approved disposal authority.

5.1 General Disposal Authority for Local Government Records

The Shire of Yalgoo uses the General Disposal Authority for Local Government Records, produced by the State Records Office, for the retention and disposal of its records.

5.1.1 Disposal of Source Records

N/A

5.2 Existing Ad Hoc Disposal Authorities

N/A

5.3 Existing Disposal Lists

N/A

5.4 Restricted Access Archives

The Shire of Yalgoo does not have any State archives to which it intends to restrict access when they are transferred to the SRO.

5.5 Archives not Transferred to the SRO

The Shire of Yalgoo has not identified any State archives that will not be transferred to the SRO for permanent preservation.

5.6 Disposal Program Implemented

The Shire of Yalgoo has implemented the General Disposal Authority for Local Government Records and has commenced a Disposal program, which is underway and will be continuing into 2016/17

5.7 Authorisation for Disposal of Records

Before any temporary records are destroyed or State archives are transferred to the SRO, a list of those records due for destruction or transfer is reviewed by the CEO and authorised for destruction or transfer.

5.8 Identified Areas for Improvement

Program underway, working to complete in 2016/17 and then annually in January of each year.

6. Principle Six: Compliance

Government organizations ensure their employees comply with the record keeping plan.

6.1 Staff Training, Information Sessions

The Shire of Yalgoo has implemented the following activities to ensure that all staff are aware of their recordkeeping responsibilities and compliance with the Recordkeeping Plan:

[Table 6.1 lists several activities that the Local Government may implement to ensure that all staff are aware of their recordkeeping responsibilities and compliance with the Local Government's Recordkeeping Plan. Indicate in the table by ticking Yes or No as to which activities are conducted.]

Table 6.1

Activities to ensure staff awareness and compliance	YES	NO
Presentations on various aspects of the Local Government's recordkeeping program are conducted. These are delivered to all staff on a regular basis.	x	
In-house recordkeeping training sessions for staff are conducted.		x
From time to time an external consultant is brought in to run a recordkeeping training session for staff. Staff are also encouraged to attend training courses outside the organization whenever practicable.	x	
Staff information sessions are conducted on a regular basis for staff as required.	x	
The Local Government provides brochures or newsletters to publish recordkeeping information, highlight issues, or bring particular recordkeeping matters to staff attention.		x
The Local Government's Intranet is used to publish recordkeeping information, highlight issues, or bring particular recordkeeping matters to staff attention.		x
The Local Government's Induction Program for new employees includes an introduction to the Local Government's recordkeeping system and program, and information on their recordkeeping responsibilities.		x

Coverage of the training/information sessions as detailed here extends to all staff. However, records management staff are offered more frequent and more specialised training where required.

6.2 Performance Indicators in Place

Performance indicators *[are being/will be]* developed to measure the efficiency and effectiveness of the Shire's recordkeeping systems. It is planned to have these in operation by *December 2016*.

6.3 Agency's Evaluation

On the basis of ongoing improvement over many years, the recordkeeping systems are assessed as being efficient and effective within the organization.

6.4 Annual Report

An excerpt from the <LG>'s latest Annual Report is attached, demonstrating the organization's compliance with the *State Records Act 2000*, its Recordkeeping Plan and the training provided for staff. Please refer to Appendix 10.

6.5 Identified Areas for Improvement

[Where the staff training/induction programs/performance indicators/evaluation of recordkeeping systems/annual reporting [delete as appropriate] has been shown to be inadequate and the agency has identified areas where improvement is needed, these should be described along with the strategies for undertaking improvements and the proposed timeline for completion.]

7. SRC Standard 6: Outsourced Functions

The purpose of this Standard, established under Section 61(1)(b) of the State Records Act 2000, is to define principles and standards governing contracts or arrangements entered into by State organizations with persons to perform any aspect of record keeping for the organization.

State organizations may enter into contracts or other arrangements whereby an individual or an organization is to perform a function or service for the State organization, or act as the State organization's agent to deliver services to clients, or for the State organization's own use. The general term 'outsourcing' is used for such arrangements.

Contractual arrangements should provide that the contractor create and maintain records that meet the State organization's legislative, business and accountability requirements.

7.1 Outsourced Functions Identified

Refer to Appendix 1 for those functions outsourced.

OR

[List here those functions outsourced].

7.2 Recordkeeping Issues included in Contracts

Refer to Appendix 11 for excerpts of clauses addressing recordkeeping issues in contracts for outsourced functions.

7.2.1 Planning

The Shire of Yalgoo includes the creation and management of proper and adequate records of the performance of the outsourced functions detailed above, in the planning process for the outsourced functions.

[Include further details about the planning process as appropriate].

7.2.2 Ownership

The Shire of Yalgoo *has ensured / will ensure [delete as appropriate]* that the ownership of State records is addressed and resolved during outsourcing exercises. Where possible this will be included in the signed contract/agreement.

[Include further details about the issue of ownership as appropriate].

7.2.3 Control

The Shire of Yalgoo *has ensured/will ensure [delete as appropriate]* that the contractor creates and controls records in electronic or hard copy format, in accordance with recordkeeping standards, policies, procedures and guidelines stipulated by the <LG>.

[Include further details about the issue of control as appropriate].

7.2.4 Disposal

The disposal of all State records which are the product of or are involved in any contract/agreement with the Shire of Yalgoo and a contractor/agent will be disposed of in accordance with the General Disposal Authority for Local Government Records, produced by the State Records Office.

[Include further details about the issue of disposal as appropriate].

7.2.5 Access

Conditions for the provision of access to any State records produced in the course of the contract/agreement have been agreed between the Shire of Yalgoo and the *contractor(s)/agent(s)*.

[Include further details about the issue of access as appropriate].

7.2.6 Custody

Custody arrangements between the Shire of Yalgoo and the *contractor(s)/agent(s)* for State records stored on and off site by the *contractor* are specified *in the contract/as follows*:

- *[To be completed]*

7.2.7 Contract Completion

All arrangements regarding record custody, ownership, disposal and transfer upon the completion of the *contract(s)/agreement(s)* are specified *in the contract(s)/agreement(s)/as follows*:

- *[To be completed]*

7.3 Identified Areas for Improvement

[Where the outsourced functions have not been identified and/or recordkeeping issues addressed in contracts for outsourced functions [delete as appropriate] has been shown to be inadequate and the agency has identified areas where improvement is needed, these should be described along with the strategies for undertaking improvements and the proposed timeline for completion.]

APPENDIX 1

Functions of the Local Government

<i>Function</i>	<i>Brief Description of LG Function</i>	<i>Performed by the LG Tick If Yes</i>	<i>Performed by an External Agency Tick If Yes</i>
Commercial Activities	The function of competing commercially or providing services to other local governments or agencies on a fee for service basis. Includes undertaking activities on a consultancy or contract basis.		
Community Relations	The function of establishing rapport with the community and raising and advancing the Council's public image and its relationships with outside bodies, including the media and the public.		
Community Services	The function of providing, operating or contracting services to assist local residents and the community.		
Corporate Management	The function of applying broad systematic planning to define the corporate mission and determine methods of the LG's operation.		
Council Properties	The function of acquiring, constructing, designing, developing, disposing and maintaining facilities and premises owned, leased or otherwise occupied by the LG.		
Customer Service	The function of planning, monitoring and evaluating services provided to customers by the council.		
Development & Building Controls	The function of regulating and approving building and development applications for specific properties, buildings, fences, signs, antennae, etc. covered by the Building Code of Australia and the Environment Protection Authority (EPA).		
Economic Development	The function of improving the local economy through encouragement of industry, employment, tourism, regional development and trade.		
Emergency Services	The function of preventing loss and minimising threats to life, property and the natural environment, from fire and other emergency situations.		
Energy Supply & Telecommunications	The function of providing infrastructure services, such as electricity, gas, telecommunications, and alternative energy sources.		
Environmental Management	The function of managing, conserving and planning of air, soil and water qualities, and environmentally sensitive areas such as remnant bushlands and threatened species.		
Financial Management	The function of managing the LG's financial resources.		
Governance	The function of managing the election of Council representatives, the boundaries of the LG, and the terms and conditions for elected members.		
Government Relations	The function of managing the relationship between the Council and other governments, particularly on issues which are not related to normal Council business such as Land Use and Planning or Environment Management.		
Grants & Subsidies	The function of managing financial payments to the LG from the State and Federal Governments and other agencies for specific purposes.		
Information Management	The function of managing the LG's information resources, including the storage, retrieval, archives, processing and communications of all information in any format.		
Information Technology	The function of acquiring and managing communications and information technology and databases to support the business operations of the LG.		

APPENDIX 1**Functions of the Local Government**

Function	Brief Description of LG Function	Performed by the LG Tick If Yes	Performed by an External Agency Tick If Yes
Land Use & Planning	The function of establishing a medium to long term policy framework for the management of the natural and built environments.		
Laws & Enforcement	The function of regulating, notifying, prosecuting, and applying penalties in relation to the Council's regulatory role.		
Legal Services	The function of providing legal services to the LG.		
Parks & Reserves	The function of acquiring, managing, designing and constructing parks and reserves, either owned or controlled and managed by the LG.		
Personnel	The function of managing the conditions of employment and administration of personnel at the LG, including consultants and volunteers.		
Plant, Equipment & Stores	The function of managing the purchase, hire or leasing of all plant and vehicles, and other equipment. Includes the management of the LG's stores. Does not include the acquisition of information technology and telecommunications.		
Public Health	The function of managing, monitoring and regulating activities to protect and improve public health under the terms of the Public Health Act, health codes, standards and regulations.		
Rates & Valuations	The function of managing, regulating, setting and collecting income through the valuation of rateable land and other charges.		
Recreation & Cultural Services	The function of LG in arranging, promoting or encouraging programs and events in visual arts, craft, music, performing arts, sports and recreation, cultural activities and services.		
Risk Management	The function of managing and reducing the risk of loss of LG properties and equipment and risks to personnel.		
Roads	The provision of road construction and maintenance of rural roads and associated street services to property owners within the LG area.		
Sewerage & Drainage	The function of designing and constructing, maintaining and managing the liquid waste system, including drainage, sewerage collection and treatment, stormwater and flood mitigation works.		
Traffic & Transport	The function of planning for transport infrastructure and the efficient movement and parking of traffic. Encompasses all service/facilities above the road surface and includes all forms of public transport.		
Waste Management	The function of providing services by the LG to ratepayers for the removal of solid waste, destruction and waste reduction.		
Water Supply	The function of managing the design, construction, maintenance and management of water supplies, either by the LG or by service providers.		

APPENDIX 2**Legislation and Regulations that may be wholly or partly administered by Local Government, And Local Laws of the Local Government**

Legislation, Regulations and Local Laws	Tick if YES, the LG administers
Agriculture and Related Resources Protection Act 1976	
Animal Welfare Act 2002	
Building Act 2011	
Building Regulations 2012	
Bush Fires Act 1954	
Bush Fire Regulations	
Caravan Parks and Camping Grounds Act 1995	
Caravan Parks and Camping Grounds Regulations 1997	
Cat Act 2011	
Dangerous goods safety Act 2004	
Disability Services Act 1993	
Dog Act 1976	
Dog Regulations 2013	
Emergency Management Act 2005	
Environmental Protection Act 1986	
Environmental Protection (Noise) Regulations 1997	
Food Act 2008	
Food Regulations 2009	
Hairdressing Establishment Regulations 1972	
Health Act 1911	
Health Regulations	
Heritage of Western Australia Act 1990	
Land Administration Act 1997	
Litter Act 1979	
Liquor Control Act 1988	
Local Government Act 1995	
Local Government (Miscellaneous Provisions) Act 1960	
Local Government Grants Act 1978	
Local Government Regulations	
Main Roads Act 1930	
Parks and Reserves Act 1895	
Planning and Development Act 2005	
Radiation Safety Act 1975	
Radiation Safety Regulations	
Rates and Charges (Rebates and Deferments) Act 1992	
Rights in Water and Irrigation Act 1914	
Residential Design Codes of WA	

APPENDIX 2**Legislation and Regulations that may be wholly or partly administered by
Local Government, And Local Laws of the Local Government**

<i>Legislation, Regulations and Local Laws</i>	<i>Tick if YES, the LG administers</i>
Road Traffic Act 1974	
Strata Titles Act 1985	
Telecommunications Act (Commonwealth) 1997	
Telecommunications (Low Impact Facilities) Determination 1997	
Transfer of Land Act 1893	
Valuation of Land Act 1978	
Waterways Conservation Act 1976	
Local Laws of the Shire of Yalgoo	
Bush Fire Brigade Local Law (2006)	
Cemeteries Local Law (2006)	
Dogs Local Law (2006)	
Fencing Local Law (2006)	
Local Government Property Local Law (2006)	

APPENDIX 3**Other Legislation and Regulations affecting the functions and operations of the
Local Government**

<i>Other Legislation and Regulations</i>	<i>Tick If Yes</i>
Building Services (Registration) Act 2011	
Criminal Code 1913	
Electronic Transactions Act 2011	
Equal Opportunity Act 1984	
Evidence Act 1906	
Freedom of Information Act 1992	
Freedom of Information Regulations 1993	
Industrial Awards	
Industrial Relations Acts (State and Federal)	
Interpretation Act 1984	
Limitation Act 1935, 2005	
Occupational Safety and Health Act 1984	
Occupational Safety & Health Regulations 1996	
Parliamentary Commissioner Act 1971	
State Records Act 2000	
State Records (Consequential Provisions) Act 2000	
State Records Commission Principles & Standards 2002	
Swan and Canning Rivers Management Act 2006	
Workers Compensation and Injury Management Act 1981	

APPENDIX 4

Government & Industry Standards and Codes of Practice that have been imposed upon or adopted by the Local Government

<i>Government & Industry Standards and Codes of Practice</i>	<i>Tick if Yes</i>
Australian Accounting Standards	
Australian Records Management Standard ISO/AS 15489-2002 Parts 1 & 2	
General Disposal Authority for Local Government Records	
National Competition Policy	
Other Please detail any additional items below	