



Shire of Leonora

RECORDKEEPING PLAN

2026

TABLE OF CONTENTS

Introduction	6
1 Principle One: Proper and Adequate Records	8
1.1 Historical Background	8
1.2 Strategic Focus and Main Business Activity	8
1.3 Functions, including those outsourced	8
1.4 Major Stakeholders	9
1.5 Enabling Legislation	9
1.6 Legislation and Regulations Administered by the Shire of Leonora	9
1.7 Other Legislation Affecting the Shire of Leonora	9
1.8 Major Government policy and/or Industry Standards	9
2 Principle Two: Policies and Procedures	10
2.1 Records Management and Business Information Systems	10
2.1.1 Records Management System	10
2.1.2 Business Information System/s	10
2.2 Records Management Policy and Procedures	10
2.3 Certification of Policies and Procedures	12
2.4 Evaluation of Policies and Procedures	12
3 Principle Three: Language Control	13
3.1 File Plan / List of Subject headings / List of Authorised Headings	13
3.2 Assessment of its Effectiveness	13
3.3 Identified Areas for Improvement	13
4 Principle Four: Preservation	14
4.1 Assessment of Risks	14
4.1.1 On Site Storage	14
4.1.2 Offsite Storage	14
4.1.3 Data Centre and Cloud Storage	14
4.1.4 Storage of Archives	15
4.1.5 Storage of Backups	15
4.1.6 Quantity of Records	15
4.1.7 Security and Access	16
4.2 Assessment of the Impacts of Disasters	16
4.3 Strategies in Place for Preservation and Response	16
4.3.1 Vital Records Program	17
4.3.2 Backup Procedures for Electronic Records	17
4.3.3 Preservation of Electronic Records	17
4.3.4 Security	18
4.3.5 Storage Reviews	18
4.3.6 Recovery of Lost Information	18

4.4	Identified Areas for Improvement.....	18
5	Principle Five: Retention and Disposal	19
5.1	General Retention and Disposal Authority for Local Government Information (GRDALG) 19	
5.2	Disposal of Source Records	19
5.3	Existing Ad Hoc Retention and Disposal Authorities	19
5.4	Existing Disposal Lists	19
5.5	Restricted Access Archives	19
5.6	Transfer of Archives	19
5.7	Non-Transfer of Archives	19
5.8	Retention and Disposal Program Implemented	20
5.9	Authorisation for Disposal of Records	20
5.10	Identified Areas for Improvement.....	20
6	Principle Six: Compliance.....	21
6.1	Staff Training, Information Sessions	21
6.2	Performance Indicators in Place	22
6.3	Agency's Evaluation	22
6.4	Annual Report	22
6.5	Identified Areas for Improvement.....	22
7	SRC Standard 6: Outsourced Functions	23
7.1	Outsourced Functions Identified.....	23
7.2	Record keeping Issues Included in Contracts	23
7.2.1	Planning	23
7.2.2	Ownership.....	23
7.2.3	Control.....	23
7.2.4	Disposal	23
7.2.5	Access.....	23
7.2.6	Custody.....	24
7.2.7	Contract Completion.....	24
7.3	Identified Areas for Improvement.....	24

Appendices

Appendix 1 – Functions of the Local Government.....	26
Appendix 2 – Legislation & Regulations Administered by the Local Government, and Local Laws of the Local Government.....	28
Appendix 3 – Other Legislation & Regulations Affecting the Operations of the Local Government.....	30
Appendix 4 – Major Government & Industry Standards.....	31
Appendix 5 – Recordkeeping Policy and Procedures.....	Attached
Appendix 6 – Certification of Policy.....	Attached
Appendix 7 – File Plan.....	Attached
Appendix 8 – Records Disaster Recovery Plan.....	Attached
Appendix 9 – Digitisation of Records Procedure.....	Attached
Appendix 10 – Annual Report Compliance Statement.....	Attached

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 organisation's record keeping plan and a review of it.

State Records Commission (SRC) Standard 1 – *Government record keeping* requires that government organisations 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 – *Record keeping plans* comprises six record keeping 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 Leonora and how it is to keep its records. The Recordkeeping Plan is to provide an accurate reflection of the record keeping program within the organisation, including information regarding the organisation's record keeping 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 record keeping within the organisation.

The objectives of the Shire of Leonora Recordkeeping Plan are to ensure:

- Compliance with Section 28 of the *State Records Act 2000*;
- Record keeping 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 Leonora and all its employees are legally required to comply with the contents of this Plan.

This Recordkeeping Plan applies to all:

- Shire of Leonora Employees;
- Shire of Leonora Contractors;
- Organisations performing outsourced services on behalf of the Shire of Leonora; and
- Shire of Leonora Elected members.

Note: *The policy approach of the State Records Commission in monitoring the record keeping obligations in respect to local government elected members is:*

“In relation to the record keeping 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 members’ government records in accordance with this policy, in their record keeping plans.

This Recordkeeping Plan supersedes the Shire of Leonora’s 2022 Recordkeeping Plan 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 Recordkeeping Plan, 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) anything 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 organisations ensure that records are created and kept which properly and adequately record the performance of the organisation's functions and which are consistent with any written law to which the organisation is subject when performing its functions.

1.1 Historical Background

The Shire of Leonora is located 832 kilometres (by road) northeast of Perth and about 235 kilometres north of Kalgoorlie. Spanning an area of approximately 31,743 square kilometres, it encompasses the townsites of Leonora, Leinster, Gwalia, Agnew, Malcolm, and several historical sites.

European settlement in the region commenced in 1896 with the promising discovery of gold, leading to the establishment of the twin towns of Leonora and Gwalia shortly thereafter. These towns were conveniently connected to Coolgardie by rail in 1902, enhancing trade and transportation.

The economic landscape of the Shire was significantly shaped by the Sons of Gwalia Mine, which operated from 1896 until its closure in 1963. While the closure had a profound impact, leading Gwalia to transition into a virtual ghost town, Leonora struggled to maintain its role as a service centre for exploration companies and the pastoral industry, despite facing challenges in population retention.

The early 1970s, the discovery of valuable nickel deposits in the northern areas of the Shire, attracted investment from major public companies. However, the impact of these developments on the Shire was somewhat limited, as mining companies often addressed their own operational needs directly.

In the 1980s, a resurgence in gold prices contributed to renewed exploration efforts, resulting in the discovery of substantial ore bodies in proximity to Leonora. This revitalisation led to a rebirth of the gold industry, reinforcing Leonora's position as a vital service centre. Currently, the Shire of Leonora is home to an estimated permanent resident population of 1,588, reflecting a resilient community with a promising future.

1.2 Strategic Focus and Main Business Activity

The Shire of Leonora Council extensive consultation with all relevant stakeholders including the public. Council has set the vision of the community as:

A thriving community with economic diversity, where people feel safe, and friendly connections support sustainable growth.

The Shire is established under the *Local Government Act 1995* which states the purpose being for the good governance of the district.

1.3 Functions, including those outsourced

Refer to Appendix 1.

1.4 Major Stakeholders

The Shire of Leonora's primary stakeholders include residents, employees, Elected Members, contractors, and visiting members of the public. Additional stakeholders are government agencies, mining companies, and organisations conducting business within the Shire.

1.5 Enabling Legislation

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

1.6 Legislation and Regulations Administered by the Shire of Leonora

Refer to Appendix 2.

1.7 Other Legislation Affecting the Shire of Leonora

Refer to Appendix 3.

1.8 Major Government policy and/or Industry Standards

Refer to Appendix 4.

2 Principle Two: Policies and Procedures

Government organisations ensure that record keeping programs are supported by policy and procedures.

2.1 Records Management and Business Information Systems

2.1.1 Records Management System

In 2025, the Shire implemented CouncilFirst Records, a cloud-based electronic records management system. Open Systems Technology Pty Ltd (OST) was contracted to deliver and implement the solution.

CouncilFirst Records provides a user-friendly platform that supports compliance with State Records Office standards. OST migrated records from legacy systems and network shares into the new system, ensuring continuity and accessibility.

The Shire also maintains physical records onsite for regular access, while inactive records are stored at the Goldfields Records Storage facility on Federal Road, Kalgoorlie-Boulder, Western Australia.

The onsite records room houses a compactus with four bays, offering 20 metres of storage. Physical records are tracked using an Excel spreadsheet, which is maintained in CouncilFirst Records.

2.1.2 Business Information System/s

In 2024 and 2025, the Shire implemented a Customer Request Management System (CRMS) and new Finance System. Developed by OST, the CRMS captures incoming requests for assistance received by letter, email, phone, or in person at the Shire's offices. The system features a workflow for managing requests and recording interactions with customers.

The request management system is integrated with the Shire's CouncilFirst Records solution, ensuring seamless information management.

2.2 Records Management Policy and Procedures

The creation and management of records is coordinated by the Shire's Manager of Business Services.

For the record keeping procedures of the Shire of Leonora please refer to Appendix 5.

Table 2.1

Record keeping activities covered in the Shire's Policies and Procedures	YES	NO
Correspondence capture and control – including incoming and outgoing mail registration; responsibilities assigned for classifying, indexing and registration; file titling and file numbering conventions. Include specific provisions for capture and control of Elected Members' correspondence.	yes	
Digitisation – including categories of records digitised; disposal of source records; digitisation specifications. <i>NB: This procedure is only required where the organisation intends to destroy source records prior to the expiration of the approved minimum retention period after digitising, in accordance with the General Disposal Authority for Source Records.</i>	yes	
Mail distribution - including frequency, tracking mechanisms and security measures.	yes	
File creation and closure – including assigned responsibility and procedures for both physical and automated file creation.	Yes	
Access to corporate records – procedures for access to and security of corporate records.	yes	
Authorised disposal of temporary records and transfer of State archives (whether hard copy or electronic) to the State Records Office (SRO) – any assigned responsibilities.	yes	
Electronic records management – including the organisation's approach and methodology for the capture and management of its electronic records (e.g. use of EDRMS, hybrid system etc).	yes	
Email management – including the capture, retention and authorised disposal of email messages to ensure accountability (e.g. use of EDRMS, hybrid system etc).	yes	
Website management – Including the purpose of the site (e.g. whether informational/transactional), capture of all information published to the website within the corporate records management system and mechanisms for recording website amendments (e.g. content management system).	Yes	
Metadata management – including requirements for capture of metadata in information systems, whether automatic or manual.	yes	

Record keeping activities covered in the Shire's Policies and Procedures	YES	NO
System/s management – including any delegations of authority for the control and security of systems utilised by the organisation (e.g. provision of access to systems through individual logins and passwords, protection of servers etc).	yes	
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. See SRC Standard 8: <i>Managing Digital Information</i> .	yes	

2.3 Certification of Policies and Procedures

The Shire's policies are endorsed by Council. Formal authorisation of the Shire of Leonora's policies is recorded in the Council meeting minutes and circulated throughout the organisation.

Please refer to Appendix 6.

2.4 Evaluation of Policies and Procedures

The record keeping policies and procedures for the Shire of Leonora cover the categories identified in Principle 2 of SRC Standard 2 and are assessed as operating efficiently and effectively across the Shire of Leonora. Additional procedures for records handling will be developed as required.

3 Principle Three: Language Control

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

3.1 File Plan / List of Subject headings / List of Authorised Headings

The Shire has developed a File Plan to control the titling of records. The File Plan covers both administrative and functional records.

The File Plan is attached, please refer to Appendix 7.

3.2 Assessment of its Effectiveness

The file plan operates efficiently within the Shire, covering both administrative and functional activities. It is accessible to all staff, making it easy to file and retrieve information.

The plan will be updated as necessary to reflect changes in the Shire's functions and activities.

3.3 Identified Areas for Improvement

The Shire's file plan is actively utilised by staff. Change requests may be submitted to the Manager of Business Services for review before implementation by the system administrator. Users will be notified of any changes and provided with training to ensure correct and consistent use.

4 Principle Four: Preservation

Government organisations ensure that records are protected and preserved

For the Records Disaster Recovery Plan for the Shire of Leonora please refer to Appendix 8.

4.1 Assessment of Risks

4.1.1 On Site Storage

The Shire of Leonora has its current and active records located in onsite storage at 67 Tower St, Leonora. The storage facility includes:

- Metal cabinets,
- Fire retardant safe,
- Secure premises,
- Fire detection system,
- Airconditioning for 8 hours per day.

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

4.1.2 Offsite Storage

The Shire of Leonora has its non-current, inactive and archival records located in an offsite storage facility at the Goldfields Records Storage facility, 12 Federal Road, Kalgoorlie-Boulder, Western Australia.

The facility provides:

- Concrete building
- 24 hour security
- CCTV
- Fire detection
- Early warning alarms
- Pest control
- Metal shelving

The main disaster threatening records stored at the offsite records storage facility comes from fire, industrial accident and vandalism.

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

4.1.3 Data Centre and Cloud Storage

The Shire of Leonora has entered into an arrangement with Open Systems Technology Pty Ltd to store electronic data/digital information and records in a cloud storage facility as detailed in the table below. The arrangement includes provisions for security and access; preservation; and return of the data.

A risk assessment was undertaken prior to the commencement of the data storage arrangement.

Information system / categories of records	Name of service provider	Geographic location of data centre / cloud storage	Geographic location of data centre / cloud storage backups	Risk assessed Y/N
All digital systems and records	Open System Technologies Pty Ltd	Cloud Storage	Australia	Y
Archive and inactive physical records	Goldfields Record Storage Facility	Kalgoorlie	Western Australia	Y

4.1.4 Storage of Archives

The Shire of Leonora manages the retention and disposal of records in accordance with the current Retention and Disposal Authority for Local Government Information, as provided by the State Record Office. Permanent records, regardless of format, are identified and stored onsite until they are ready to be transferred to the Goldfields Record Storage facility in Leonora.

Some records identified as State Archives are transferred to the Goldfields Record Storage facility until they can be transferred to the State Archive Collection.

4.1.5 Storage of Backups

The Shire's software and data, including backups is hosted in an Australian automated Azure cloud store.

4.1.6 Quantity of Records

The Shire of Leonora has custody of:

- 12 linear metres of temporary hard copy records stored onsite;
- 27.5 linear metres of temporary hard copy records stored offsite;
- 15 linear metres of hard copy State archives stored onsite/offsite;
- 2.4 Tb of digital records
- and 175 Gb of other line-of-business systems information.
- Network drives and email

4.1.7 Security and Access

The Shire of Leonora has implemented the following measures to ensure the security of both hard copy and electronic records, as well as to control authorised access:

- Electronic alarm system
- Comprehensive security monitoring
- Fire-resistant storage areas
- Locked storage areas
- Password protection and multi-factor authentication for access to digital information systems.

Personal and private records are stored in locked safes or filing cabinets, with access restricted to relevant staff members only.

Staff and contractor access to Shire of Leonora records is governed by designated access and security classifications.

Access to the Shire of Leonora records by the general public is in accordance with the Freedom of Information Act 1992 and the Shire of Leonora policy.

Elected members may access records through the Chief Executive Officer, in line with the Local Government Act 1995.

With these controls and policies in place, the risk associated with access to records has been assessed as low.

4.2 Assessment of the Impacts of Disasters

As stated previously, the risk of a disaster occurring to the records of the Shire of Leonora has been assessed as low. The impact of a disaster on the organisation's records has therefore been assessed as low.

There are sufficient strategies in place to ensure that business activities of the organisation are not unduly affected in the event of the more likely disaster occurring.

4.3 Strategies in Place for Preservation and Response

The following strategies have been implemented by the Shire of Leonora 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 of Leonora. Vital records have been identified as:

- Council Minutes
- Leases
- Agreements/Memorandum of Understanding
- Contracts
- Tenders/Tender Register
- Titles/Management Plans
- Delegated Authority Register
- Newspaper clippings
- Loans for Council
- Rate Book
- Electoral Roll

Vital records in hard copy are stored in a locked, fire resistant safe, accessible to the Chief Executive Officer and Senior Management.

These records have been copied and the copies are placed on the relevant files and are used for all normal business activities.

A register of vital records is held within the Records Management Solution.

4.3.2 Backup Procedures for Electronic Records

Electronic records, software and data of the Shire of Leonora are hosted in an Australian automated Azure cloud storage. Back up includes Exchange Online, OneDrive, SharePoint, Microsoft 365 (M365), Teams, Project Online, and Public Folders.

4.3.3 Preservation of Electronic Records

The Shire of Leonora has implemented the following processes to ensure that electronic records are accessible and readable for as long as required:

Electronic records, software and data are hosted in an Australian automated Azure cloud storage. Back up includes Exchange Online, OneDrive, SharePoint, Microsoft 365 (M365), Teams, Project Online, and Public Folders.

Electronic records requiring long term retention are maintained as described above for long term preservation and access.

4.3.4 Security

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

- Hard copy records are stored in a secure room in the shire offices which is accessible only to shire staff.
- Hard copy records stored offsite are located at a secure records management facility.
- Electronic records have varying degrees of electronic access depending on delegations assigned to staff within the organisation. Electronic records are backed up on a regular basis as previously described.

4.3.5 Storage Reviews

The Shire of Leonora conducts an annual review of its records storage facility to ensure that conditions remain suitable for the organisation's records.

No emerging issues have been identified; therefore, there are currently no plans to alter the storage arrangements.

4.3.6 Recovery of Lost Information

The Shire utilises an electronic records management system and line-of-business applications, all hosted in Azure cloud storage. This setup, combined with M365 subscription software and regular backups, ensures long-term data preservation and reliable access.

4.4 Identified Areas for Improvement

Vital records to be tagged within the digital records solution to improve the Shire's ability to respond to a disaster where access to the Shire Administration Office is unavailable.

5 Principle Five: Retention and Disposal

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

5.1 General Retention and Disposal Authority for Local Government Information (GRDALG)

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

5.2 Disposal of Source Records

The Shire of Leonora has established a procedure to scan all incoming, hard copy, records in accordance with the requirements of the General Disposal Authority for Source Records and the Digitisation Specification.

The original temporary hard copy records, once reproduced electronically, will be treated as copies and as such will be retained for six months to meet operational requirements and then destroyed.

Original physical records deemed to be State Records will be scanned and a copy retained within the records management system or daily operational use. The physical original of the record will be retained within the physical records collection.

Refer to Appendix 9 for full documentation of the risk assessment, scanning procedures, quality control and other processes.

5.3 Existing Ad Hoc Retention and Disposal Authorities

The Shire does not have any ad hoc disposal authorities.

5.4 Existing Disposal Lists

The Shire does not have any existing disposal lists.

5.5 Restricted Access Archives

The Shire of Leonora does not currently intend to restrict access to any records classified as State Records upon their transfer to the SRO.

5.6 Transfer of Archives

The Shire of Leonora will transfer State archives to the State archives collection for permanent preservation when requested by the SRO.

5.7 Non-Transfer of Archives

The Shire of Leonora intends to retain the following State archives rather than transfer them to the SRO. These archives will be maintained by the Shire in accordance with SRC Standard 7: State Archives Retained by Government Organisations, Principles 2–7.

- Rate Books
- Minute Books
- Cemetery Records
- Heritage Collections.

After being displayed in Leonora for 25 years for the benefit of visitors and residents, these records may be transferred to the SRO. However, the Shire may apply to retain them beyond this period, as keeping these historic records accessible locally is more meaningful than relocating them to Perth, where they would be less appreciated by those invested in the region.

5.8 Retention and Disposal Program Implemented

The Shire has adopted the General Retention and Disposal Authority for Local Government Information and implements a regular disposal program for its physical records.

Beginning in 2026, the Shire's digital records collection will be reviewed annually to identify records eligible for disposal, with appropriate actions taken accordingly.

5.9 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 Director of Corporate Services and authorised for destruction or transfer.

5.10 Identified Areas for Improvement

The Shire will develop its disposal procedure for digital records and train the appropriate team members to action the procedure.

Beginning in 2026, the Shire's digital records collection will be reviewed annually to identify records eligible for disposal, with appropriate actions taken accordingly.

6 Principle Six: Compliance

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

6.1 Staff Training, Information Sessions

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

Table 6.1

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

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.

New employees are provided with training during their induction to ensure they are aware of their role and responsibilities in terms of record keeping within the Shire of Leonora.

Induction programs are provided for all staff coming into the Shire of Leonora.

6.2 Performance Indicators in Place

As the Shire has a small team, feedback is obtained during weekly staff meetings regarding any concerns, limitations, or performance issues.

6.3 Agency's Evaluation

On the basis of feedback provided by users, the recordkeeping systems are assessed as being efficient and effective within the organisation.

6.4 Annual Report

An excerpt from the Shire of Leonora's latest Annual Report is attached, demonstrating the organisation's compliance with the *State Records Act 2000*, its Recordkeeping Plan and the training provided for staff.

Please refer to Appendix 9.

6.5 Identified Areas for Improvement

The Shire has adopted a continuous improvement model across all services and operational activities, including records management. Staff receive ongoing support and training to enhance their skills and promote consistent practices.

7 SRC Standard 6: Outsourced Functions

7.1 Outsourced Functions Identified

Refer to Appendix 1 for those functions outsourced.

7.2 Record keeping Issues Included in Contracts

Currently, the Shire of Leonora's standard contract does not include a specific clause for records management. In the past, contract clause recommendations from WALGA have been utilised as needed.

To address this requirement, the Shire will consult the State Records Office's guidance on Records in Outsourced Arrangements for appropriate contract inclusions.

7.2.1 Planning

The Shire of Leonora 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.

7.2.2 Ownership

The Shire of Leonora will ensure that the ownership of State records is addressed and resolved during outsourcing exercises. Where possible this will be included in the signed contract/agreement.

7.2.3 Control

The Shire of Leonora will ensure that the contractor creates and controls records in electronic or hard copy format, in accordance with record keeping standards, policies, procedures and guidelines stipulated by the Shire of Leonora.

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 Leonora and a contractor/agent will be disposed of in accordance with the General Retention and Disposal Authority for Local Government Information, produced by the State Records Office.

7.2.5 Access

Conditions for the provision of access to any State records produced in the course of the contract/agreement will be agreed between the Shire of Leonora and the contractor(s)/agent(s).

7.2.6 Custody

Custody arrangements between the Shire of Leonora and the contractor(s)/agent(s) for State records stored on and off site by the contractor will be specified in the contract.

7.2.7 Contract Completion

All arrangements regarding record custody, ownership, disposal and transfer upon the completion of the contract(s)/agreement(s) will be specified in the contract(s)/agreement(s).

7.3 Identified Areas for Improvement

When updating its standard contract, the Shire will reference the State Records Office's 'Records in Outsourced Arrangements' advice to ensure all necessary contract inclusions are addressed.

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
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.	yes	
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.	yes	
Community Services	The function of providing, operating or contracting services to assist local residents and the community.	yes	
Corporate Management	The function of applying broad systematic planning to define the corporate mission and determine methods of the LG's operation.	yes	
Council Properties	The function of acquiring, constructing, designing, developing, disposing and maintaining facilities and premises owned, leased or otherwise occupied by the LG.	yes	
Customer Service	The function of planning, monitoring and evaluating services provided to customers by the council.	yes	
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).		Yes
Economic Development	The function of improving the local economy through encouragement of industry, employment, tourism, regional development and trade.	yes	
Emergency Services	The function of preventing loss and minimising threats to life, property and the natural environment, from fire and other emergency situations.		yes
Energy Supply & Telecommunications	The function of providing infrastructure services, such as electricity, gas, telecommunications, and alternative energy sources.		yes
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.		yes
Financial Management	The function of managing the LG's financial resources.	yes	
Governance	The function of managing the election of Council representatives, the boundaries of the LG, and the terms and conditions for elected members.	yes	
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.	yes	
Grants & Subsidies	The function of managing financial payments to the LG from the State and Federal Governments and other agencies for specific purposes.	yes	

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
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.	yes	
Information Technology	The function of acquiring and managing communications and information technology and databases to support the business operations of the LG.	yes	
Land Use & Planning	The function of establishing a medium to long term policy framework for the management of the natural and built environments.	yes	
Laws & Enforcement	The function of regulating, notifying, prosecuting, and applying penalties in relation to the Council's regulatory role.	yes	
Legal Services	The function of providing legal services to the LG.		yes
Parks & Reserves	The function of acquiring, managing, designing and constructing parks and reserves, either owned or controlled and managed by the LG.	yes	
Personnel	The function of managing the conditions of employment and administration of personnel at the LG, including consultants and volunteers.	yes	
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.	yes	
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.		Yes
Rates & Valuations	The function of managing, regulating, setting and collecting income through the valuation of rateable land and other charges.	yes	
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.	yes	
Risk Management	The function of managing and reducing the risk of loss of LG properties and equipment and risks to personnel.	yes	
Roads	The provision of road construction and maintenance of rural roads and associated street services to property owners within the LG area.	yes	
Sewerage & Drainage	The function of designing and constructing, maintaining and managing the stormwater and flood mitigation works.		yes
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.	yes	
Waste Management	The function of providing services by the LG to ratepayers for the removal of solid waste, destruction and waste reduction.	yes	
Water Supply	The function of managing the design, construction, maintenance and management of water supplies, either by the LG or by service providers.		yes

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>
Agriculture and Related Resources Protection Act 1976	yes
Animal Welfare Act 2002	yes
Biosecurity and Agricultural Management Act 2007	yes
Building Act 2011	yes
Building and Construction Industry Training Fund and Levy Collection Act 1990	yes
Bush Fires Act 1954	yes
Building Service (Complaint Resolution and Administration) Act 2011	yes
Caravan Parks and Camping Grounds Act 1995	yes
Cat Act 2011	yes
Cemeteries Act 1986	yes
Child Care Services Act 2007	yes
City of Perth Act 2016	yes
Commercial Tenancy (Retail Shops) Agreements Act 1985	yes
Control of Vehicles (Off-road Areas) Act 1978	yes
Disability Services Act 1993	yes
Dividing Fences Act 1961	yes
Dog Act 1976	yes
Dog Amendment (Stop Puppy Farming) Act 2021	yes
Electoral Act 1907	yes
Emergency Management Act 2005	yes
Environmental Protection Act 1986	yes
Fire and Emergency Services Act 1998	yes
Fire Brigades Act 1942	yes
Food Act 2008	yes
Health (Miscellaneous Provisions) Act 1911	yes
Heritage Act 2018	yes
Land Administration Act 1997	yes
Litter Act 1979	yes
Liquor Control Act 1988	yes
Local Government Act 1995	yes
Local Government Amendment Act 2023	yes
Local Government Regulations	yes
Local Government (Miscellaneous Provisions) Act 1960	yes
Local Government Amendment (COVID-19 Response) Act 2020 (Amendment Act)	yes

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>
Local Government Grants Act 1978	yes
Local Government Regulations Amendment Regulations	yes
Main Roads Act 1930	yes
Marine and Harbours Act 1981	yes
Metropolitan Redevelopment Authority Act 2011	yes
Mining Act 1978	yes
Parks and Reserves Act 1895	yes
Planning and Development Act 2005	yes
Public Health Act 2016	yes
Public Works Act 1902	yes
Radiation Safety Act 1975	yes
Rates and Charges (Rebates and Deferments) Act 1992	yes
Residential Parks (Long-stay Tenants) Act 2006	yes
Rights in Water and Irrigation Act 1914	yes
Road Traffic (Administration) Act 2008	yes
Road Traffic Act 1974	yes
Strata Titles Act 1985	yes
Telecommunications Act (Commonwealth) 1997	yes
Telecommunications (Low Impact Facilities) Determination 2018 (Commonwealth)	yes
Transfer of Land Act 1893	yes
Valuation of Land Act 1978	yes
Waste Avoidance and Resource Recovery Act 2007	yes
Water Services Act 2012	yes
Waterways Conservation Act 1976	yes
Local Laws of the Shire of Leonora	
Parking & Parking Facilities Local Laws 2019	yes
Standing Orders Local Law 2019	yes
Health Local Law 2019	yes
General Provisions Local Law 2019	yes
Leonora Airport Local Law 2019	yes
Leonora Airport Local Law Amendment 2019	yes
Relating to the Leonora Cemetery Local Law 2019	yes
Bushfire Brigades Local Law 2021	yes
Cat Local Law 2022	yes
Dog Local Laws 2022	yes
Public Places and Local Government Property Local Law 2022	yes

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>
Aboriginal Heritage Act 1972	
Aquatic Resources Management Act 2016	
Auditor General Act 2006	yes
Biodiversity Conservation Act 2016	
Conservation and Land Management Act 1984	yes
Contaminated Sites Act 2003	yes
Corruption, Crime and Misconduct Act 2003	yes
Country Housing Act 1998	
Criminal Code Act Compilation Act 1913	
Defamation Act 2005	
Electronic Transactions Act 2011	yes
Education and Care Services National Law (WA) Act 2012	
Equal Opportunity Act 1984	yes
Evidence Act 1906	
Freedom of Information Act 1992	yes
Industrial Awards	yes
Industrial Relations Acts (State and Federal)	yes
Interpretation Act 1984	
Legal Deposit Act 2012	
Library Board of Western Australia Act 1951	yes
Limitation Act 1935, 2005	
Mental Health Act 2014	
Museum Act 1969	yes
National Redress Scheme for Institutional Child Sexual Abuse (Commonwealth Powers) Act 2018	
Parliamentary Commissioner Act 1971	
Port Authorities Act 1999	
Plumbers Licensing and Plumbing Standards Regulations 2000	
Police Act 1982	
Public Interest Disclosure Act 2003	yes
Public Transport Authority Act 2003	
Regional Development Commissions Act 1993	
Residential Tenancies Act 1987	
Retail Trading Hours Act 1987	
Royalties for Regions Act 2009	
Salaries and Allowances Act 1975	

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>
Soil and Land Conservation Act 1945	yes
State Administrative Tribunal Act 2004	
State Records Act 2000	yes
State Records (Consequential Provisions) Act 2000	yes
State Records Commission Principles & Standards	yes
Statistics Act 1907	
Swan and Canning Rivers Management Act 2006	
Trustees Act 1962	
Work Health and Safety Act 2020	yes
Workers Compensation and Injury Management Act 1981	
Working with Children (Screening / Criminal Record Checking) Act 2004	yes

APPENDIX 4 Government and Industry Standards and Codes of Practice that have been imposed upon or adopted by the Local Government	
<i>Other Legislation and Regulations</i>	<i>Tick if YES</i>
Australian Accounting Standards	yes
Australian Records Management Standard ISO/AS 15489	yes
General Retention and Disposal Authority for Local Government Information	yes
National Competition Policy	yes
Residential Design Codes of WA	yes

APPENDIX 5

MANAGEMENT PROCEDURE – Email Records Management Procedure

Version number	version 1
Owner	Manager of Business Services
Implementation date	December 2025
Last review date	December 2025
Approver	Manager of Business Services

PURPOSE STATEMENT

Email sent or received by elected members and staff of the Shire of Leonora concerning Shire business are government records. Therefore, they are subject to the same guidelines and requirements as other Shire business records.

This procedure provides instructions for the capture of email by Shire staff.

Email is discoverable under the Freedom of Information Act 1992 and may be required when responding to requests from Royal Commissions, Courts, auditors, and other investigative bodies.

Elected members are responsible for managing their email and, at the conclusion of their role as elected members, work with representatives of the Shire to transfer all corporate records to the Shire.

Staff should save incoming and outgoing messages into Records in the appropriate folder and include emails documenting the Shire's business and emails containing information of continuing value for the Shire, its ratepayers, and the community.

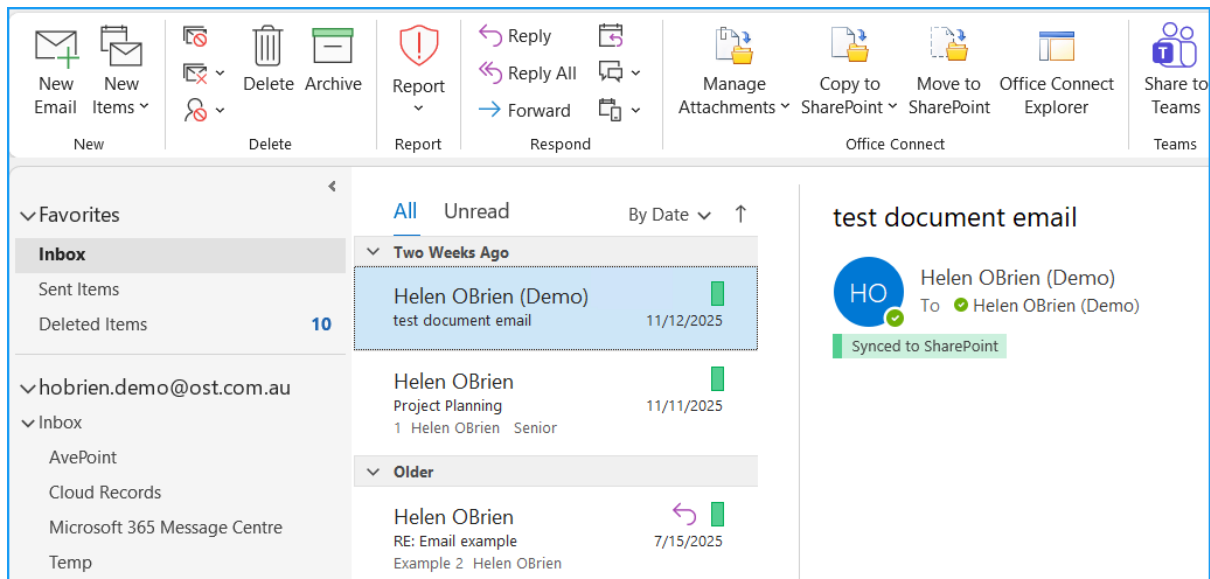
The capture of emails, including automatically capturing email threads, is supported by the Office Connect tool. See the Records – Saving Email User Guide which is accessible from the Home page of Records.

PROCEDURE

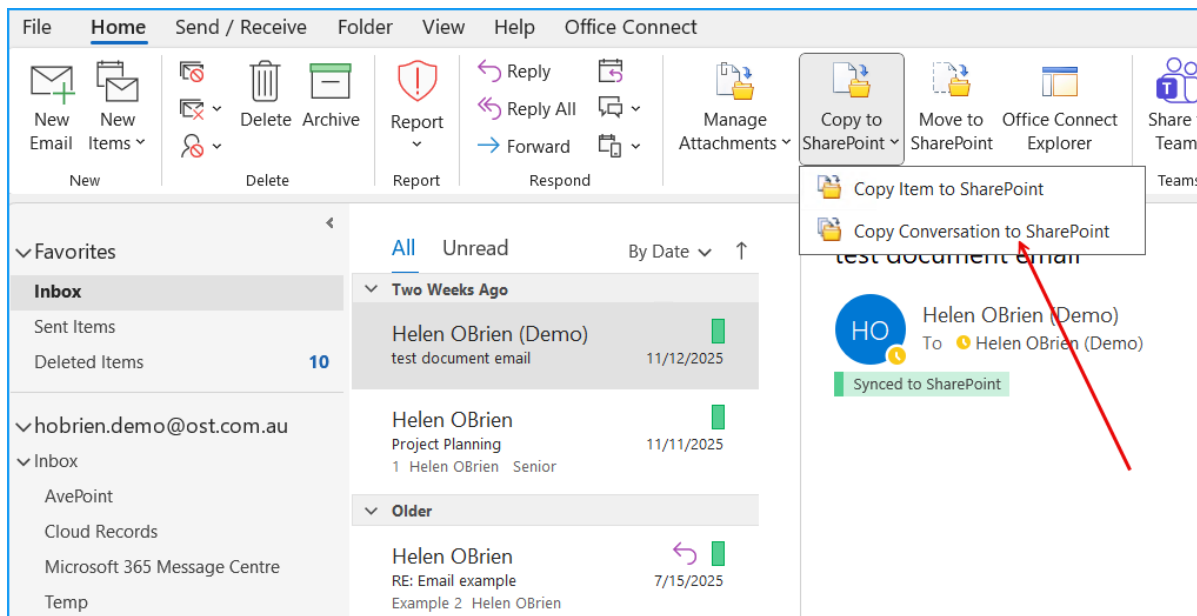
An email conversation or thread is an exchange of emails between two parties. Office Connect supports saving an email to CouncilFirst Records, it will then continue to track and save the conversation automatically to the system without additional intervention.

It is important when using this method that the subject line is not edited.

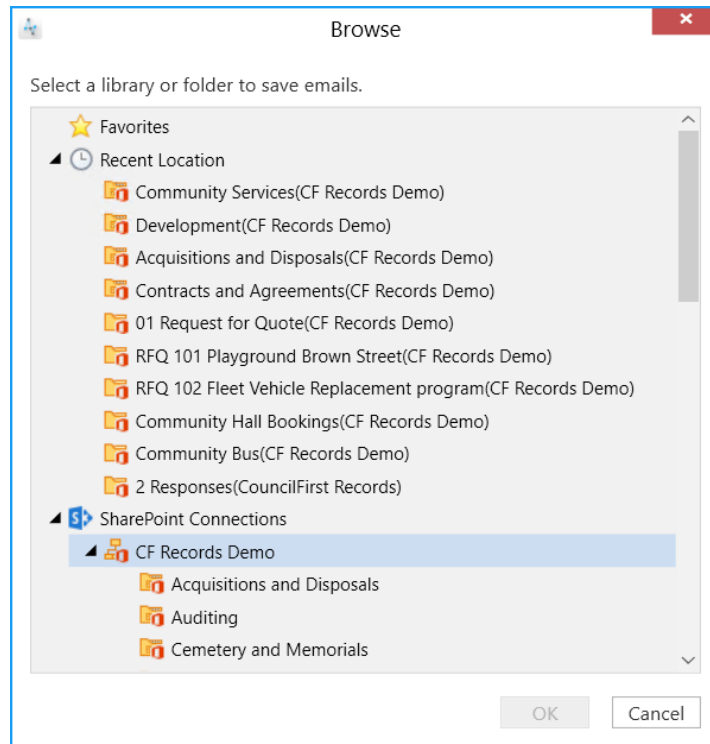
1. Open Outlook and select an email. It can be the first email, last email or one from the middle of the conversation. It can be an item in your inbox or one from your sent items.



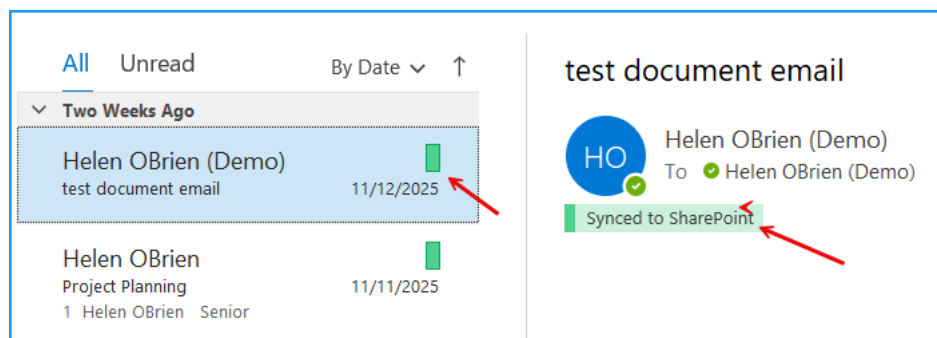
2. Click on Copy to SharePoint to display the two options – select Copy Conversation to SharePoint. **It is important the email subject is not edited.**



3. Select the destination where the email will be saved, either by navigating through the folder options or recent locations. Click Ok to upload the email.



4. When saved, the email in Outlook is displayed with a green mark and tagged with Synced to SharePoint. Neither of these marks will be displayed in the other correspondent's email.



RELATED POLICY

Shire of Leonora Recordkeeping Policy

RESPONSIBILITIES

The staff of the Shire of Leonora are responsible for implementing this procedure.

The Manager of Business Services is responsible for driving the procedure to ensure the desired outcome is achieved.

MANAGEMENT PROCEDURE – Record and File creation procedure

PURPOSE STATEMENT

Documents and records are required:

- To provide evidence of a transaction.
- To demonstrate that policies, procedures, or guidelines are followed in arriving at a decision or outcome.
- To enable others to know what happened, when it happened, what decisions were made and by whom and the sequence of events, therefore providing continuity and consistency in administration; and
- To defend against potential claims or future legal actions.

Staff will capture documents and records into CouncilFirst Records that will demonstrate the following:

- what happened.
- what was decided or recommended.
- what advice or instruction was given or received.
- when it happened.
- who was involved; or
- the order of events and decisions.

PROCEDURE

1. Staff will create and capture documents and records in the CFRecords system or appropriate line of business system.
2. The staff of the Shire of Leonora should document decisions impacting the operations of the Shire for which the organisation may be held accountable. A quality record would include who made the decision, what information they had access to, and the rationale for their decision.
3. Any decision reached or any commitment or transaction made verbally should be documented.
4. Meeting minutes are a record of the meeting and should accurately document decisions. Minutes should include a copy of the meeting agenda, supporting or background documentation, and decisions made. This approach extends to external meetings attended by a representative of Shire.
5. Sending or receiving correspondence by letter, facsimile, or email is a record and should be captured in CFRecords or an appropriate line-of-business system.
6. Records captured in CFRecords are issued a unique, auto generated, un-editable identification number.
7. Records captured in CFRecords cannot be deleted.
8. Versions of records are automatically captured in by CFRecords. Each version is used a version identification number, who created the version and when. Version history is retained.
9. Metadata is automatically captured by the CFRecords solution including the creator of the record, the date the record was created, the version, title or name of the

record, the type of record, the name of any person who modifies the record and when the modifications are made. The title or name of the record is the only metadata captured that is editable.

RELATED USER GUIDE

Information Management - Creating folders and records

RELATED POLICY

Shire of Leonora Recordkeeping Policy

RESPONSIBILITIES

The staff of the Shire of Leonora are responsible for implementing this procedure.

Manager of Business Services is responsible for driving it to reach the desired outcome.

KEY BEHAVIOURS

Attention to detail

Efficient and timely implementation

TOOLS AND SUPPORTS

Nil

10.0 REPORTS**10.2 CHIEF EXECUTIVE OFFICER REPORTS****10.2.(A) REVIEW OF POLICY MANUAL**

SUBMISSION TO: Ordinary Council Meeting
Meeting Date: 12th December 2025

AGENDA REFERENCE: 10.2.(A) DEC 25

SUBJECT: Review of Policy Manual

LOCATION/ADDRESS: Shire of Leonora

NAME OF APPLICANT: Not Applicable

FILE REFERENCE: 1.52 Corporate Management Policy

AUTHOR, DISCLOSURE OF ANY INTEREST AND DATE OF REPORT

NAME: Ty Matson

OFFICER: Chief Executive Officer

INTEREST DISCLOSURE: Nil

DATE: 13th November 2025

SUPPORTING DOCUMENTS:

1. Attachment 1 - Policy Manual Review - Index of Changes 2025
2. Attachment 2 - DRAFT Policy Manual Final Version

BACKGROUND

The *Local Government Act 1995* requires policies to be determined by Council, and for the Chief Executive Officer (CEO) to manage the day-to-day operations of the local government.

Policies should provide a written reference to clearly link the higher-level directions set by the Council and the operational considerations which the CEO will employ to cause council decisions to be implemented. Policies should also provide guidance to articulate the strategic direction of Council and set out the position of the local government to follow at an operational level (e.g. we shall, we shall not), particularly where legislation does not provide such guidance. How the different functions are to be executed should be included in an operational procedure, except where legislation requires detail within a policy.

The CEO and administration will interpret the policies and strategic direction set by Council to formulate operational processes and procedures. These processes and procedures should detail the tasks and requirements which must be accomplished, as well as specific actions to be performed by staff. They are essentially a set of business rules intended to communicate expected standards to staff from the CEO, to achieve the strategic direction of Council.

Administration have undertaken a minor review of the delegations and recommend that an additional delegation be provided.

The Shire of Leonora Policy Manual Review – Index of Changes - Attachment 1 to this report details the recommended policy review actions for Council consideration, including a brief statement of changes made, and the purpose for the change where required.

The Draft Policy Manual Final Version - Attachment 2 to this report is for council consideration and adoption.

STAKEHOLDER ENGAGEMENT

Stakeholder engagement has not been undertaken.

STATUTORY ENVIRONMENT

Section 2.7(2)(b) of the *Local Government Act 1995* sets out the role of Council includes determining Council policies.

Section 5.41 of the *Local Government Act 1995* provides for the CEO to manage the day-to-day operations of the local government, and to cause Council decisions to be implemented.

There is no formal obligation for the adoption and review of Council policies, except where legislation requires it. These instances are summarised below.

Acting Chief Executive Officer

Section 5.39C of the *Local Government Act 1995* and associated regulations:

- Require a policy to be prepared and adopted by absolute majority;
- Regulations may prescribe content to be included in policy;
- Policy should provide for the temporary employment of a person as Acting CEO for less than a year, and for the appointment of an employee in the position of CEO for less than a year.

Ongoing Professional Development for Council Members

Section 5.128 *Local Government Act 1995* and associated regulations:

- Requires a policy to be prepared and adopted by absolute majority for continuing professional development of council members;
- Regulations may prescribe form and content of the policy; and
- Policy must be reviewed after each election and may be reviewed at any other time.

Attendance at Events

Section 5.90A of the *Local Government Act 1995* which:

- Requires a policy to be prepared and adopted by absolute majority for matters relating to the attendance of council members and the CEO at events; and
- Regulations may prescribe form and content of the policy.

The above-mentioned policies are also required by legislation to have an absolute majority decision of Council to amend the policies, and for up-to-date copies of the policies to be published on the official local government website.

Payments to employees in addition to contract

Section 5.50 of the *Local Government Act 1995* and associated regulations:

- Requires a policy to be prepared and adopted setting out the circumstances in which the local government will pay any additional amount to the contract entitlement to an employee whose employment is finishing; and
- An up-to-date copy of the policy is to be published on the official local government website.

Purchasing

Local Government (Functions and General) Regulations 1996 require the following policies to be adopted by Council:

- Regulation 11A - Purchasing policies for local governments
 - Requires a purchasing policy to be prepared and adopted by Council in relation to contracts for other persons to provide goods and services where the consideration is to be \$250,000 or less; and
 - The policy must provide for the form, minimum number and record keeping requirements for quotes received and purchases made.
- Regulation 24AC - Requirements before establishing panels of pre-qualified suppliers (if applicable)
- Regulation 24E - Regional price preference policies for local government (if applicable)

The Leonora does not have a policy for pre-qualified suppliers though currently has the Regional Price Preference / Buy Local Policy.

Local Government (Administration) Regulations 1996 - Regulation 29C(2)(c) requires an up-to-date version of each policy of the local government to be published on the official website.

POLICY IMPLICATIONS

If the review recommendations are adopted, the updated Shire of Leonora Policy Manual will be the official policies for the Shire. Updated policies are intended to provide the Shire with clearer direction to guide the CEO and administration in the execution of decisions of Council, achieve the strategic direction of the Leonora and maintain legislative compliance.

FINANCIAL IMPLICATIONS

There are no known further financial implications for this matter.

STRATEGIC IMPLICATIONS

Leonora Council Plan 2025-2035

Strategic Objective 4:

Leadership – An innovative and proactive local government.

Outcome 4.1.2.4 Provide appropriate governance and leadership to the Shire.

RISK MANAGEMENT

This item has been evaluated against the Leonora Risk Management Strategy, Risk Assessment Matrix. The perceived level of risk is high prior to treatment; the adoption of reviewed policies will reduce the risk to low.

RECOMMENDATIONS

That Council adopt by absolute majority, Attachment 2 – Leonora Policy Manual which incorporates the changes to rescind, amend and adopt new policies as noted in Attachment 1 to this report.

VOTING REQUIREMENT

Absolute Majority

COUNCIL DECISION

Moved: Cr RA Norrie

Seconded: Cr TM Nardone

That Council adopt by absolute majority, Attachment 2 – Leonora Policy Manual which incorporates the changes to rescind, amend and adopt new policies as noted in Attachment 1 to this report.

CARRIED BY ABSOLUTE MAJORITY (7 VOTES TO 0)

*For; Cr PJ Craig, Cr RA Norrie, Cr F Harris, Cr AE Taylor,
Cr TM Nardone, Cr CA Cotterill, Cr NF Sprigg dos Santos*

APPENDIX 7

Acquisitions and Disposals

Auditing

Cemetery and Memorials

Community Relations

Community Relations

Community Relations

Community Relations

Community Relations

Community Services

Contracts and Agreements

Contracts and Agreements

Council and Committees

Council and Committees

Council and Committees

Council and Committees

Council Properties

Development

Development

Development

Development

Development

Development

Development

Economic Development

Economic Development

Election Management

Election Management

Election Management

Election Management

Election Management

Election Management

Election Management

Election Management

Election Management

Election Management

Election Management

Election Management

Election Management

Election Management

Emergency Management

Emergency Management

Emergency Management

Emergency Management

Emergency Management

Emergency Management

Emergency Management

Environment Management

Environment Management

Environment Management

Environment Management

Awards and Prizes

Community Consultation

Events and Functions

Speeches and Presentations

Surveys

Leases

Committees

Council

Staff Meetings

Land Developments

Naming

Reserves

State Administrative Tribunal Appeals

Unauthorised Developments

Urban Design

Community Exit Surveys

Ballot Papers

Boundaries

Declaration of Office

Elected Members

Elected members and CEO Diaries

Election Outcomes

Electoral Commission

Electoral Officers

Electoral Roll

Method of Election

Nominations

Notices

Bush Fire Management

COVID Management

Equipment

Fire Brigades

Flood Management

Standpipes

Animal Management

Asbestos

Contaminated Sites

Depots

Human Resources	Delegations
Human Resources	Discipline
Human Resources	Employee Welfare
Human Resources	Employment Conditions and Equal Opportunity
Human Resources	Enterprise Bargaining
Human Resources	Industrial Action
Human Resources	Industrial Relations
Human Resources	Leave
Human Resources	Occupational Health and Safety Claims
Human Resources	Position Descriptions
Human Resources	Recruitment
Human Resources	Separations
Human Resources	Superannuation
Human Resources	Training and Development
Human Resources	Volunteers
Human Resources	Work Experience
Human Resources	
ICT	Hardware
ICT	Software
ICT	Website
ICT	
Infrastructure	Airports
Infrastructure	Bridges
Infrastructure	Dams
Infrastructure	footpaths
Infrastructure	Roads
Infrastructure	Sewerage
Infrastructure	Traffic Management
Infringements	Animal Infringements
Infringements	Bush Fire Infringements
Infringements	Health Infringements and Orders
Infringements	
Legal	Legal Advice
Legal	Legislation (inc. Local Laws)
Legal	Litigation - Prosecutions
Legal	Native Title
Legal	Statutory Declarations
Legal	Title Deeds
Legal	Vesting Orders
Legal	
Media and Marketing	Brochures
Media and Marketing	Corporate Style
Media and Marketing	Information Kits
Media and Marketing	Maps and Plans
Media and Marketing	Media Monitoring
Media and Marketing	Newsletters
Media and Marketing	Printing
Media and Marketing	Subscriptions
Media and Marketing	
Organisational Planning and Reporting	Annual Report

Organisational Planning and Reporting
Organisational Planning and Reporting
Organisational Planning and Reporting
Organisational Planning and Reporting
Organisational Planning and Reporting
Organisational Planning and Reporting
Organisational Planning and Reporting
Permits and Licenses
Permits and Licenses
Permits and Licenses
Permits and Licenses
Permits and Licenses
Permits and Licenses
Policies and Procedures
Policies and Procedures
Policies and Procedures
Property Files
Records Management
Records Management
Records Management
Records Management
Registers
Registers
Registers
Registers
Registers
Registers
Risk Management
Risk Management
Risk Management
Staff Personnel Files
Templates
Work Health Safety
Work Health Safety
Work Health Safety
Work Health Safety
Work Health Safety
Work Health Safety
Work Health Safety
Work Health Safety
Zoning
Zoning
Zoning
Zoning

Community Action Plan
Corporate Reporting
Disaster Recovery Plans
Record Keeping Plan
Risk Assessment Reports
Risk Management Plan
Strategic Community Plan

Asbestos
Burning Permits and Harvest Bans
Clearing Permit
Home Occupancy
Itinerant Food Traders
Transport Permits

Policies
Procedures

User Guides
Disposals
SRO documents and GDA

Asset Register
Building Register
Delegations Register
Gifts Register
Permit Register

Insurance Claims
Insurance Policies

Accidents and Injuries
First Aid
Health Promotion
Manual Handling
Safety Data Sheets
Safety Work Method Statements
Training
Workshop Inspections

Boundaries
Environmental Scheme
Region Scheme



Records Disaster Management Plan 2025

Contents

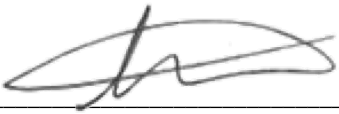
Contents.....	2
Authorisation and Duty Statement.....	3
Note	Error! Bookmark not defined.
Records Disaster Response Team	3
Primary Principles.....	4
Preface.....	5
Purpose.....	5
Scope.....	5
Roles and responsibilities	6
Responsible Officers.....	6
Emergency Services	6
State Records	7
Digital Records.....	7
ICT Services.....	7
Recovery Resources	8
Insurance	9
Records disaster recovery kit.....	9
Mitigation.....	10
Electronic Records	10
Physical Records.....	10
Vital Records.....	11
Disaster Response	12
Electronic Records	12
Physical Records: Assess and Preserve.....	13
Wet Paper Recovery	13
Burnt Paper Recovery.....	14
Photograph Recovery.....	14
Expert Support.....	14
Disaster Recovery	15
Electronic Records	15
Physical Records.....	15
Review and Report	15
Building Map.....	16

Authorisation and Duty Statement

The Shire of Leonora Records Disaster Management Plan is issued under the authority of the Chief Executive Officer.

The Plan supports the effective management of information in response to a disaster. The Records Disaster Management Plan is confidential and should only be accessed by the staff of the Shire of Leonora.

The Staff of the Shire of Leonora must read and become familiar with the Plan.

Signed:  _____

Chief Executive Officer

Date: 13 February 2026

Records Disaster Response Team

Name	Phone
Ty Matson	0418 783 424
Kiara Lord	0400 073 744
Shannon Watene	0484 574 360
Anna Matson	0408 833 331

Primary Principles

- It is a primary principle of the Shire of Leonora that the safety of people comes first.
- Staff responding to disasters should consider their safety and the safety of their colleagues first when responding to a disaster.
- Property and buildings must only be accessed when declared safe.
- Staff must obey the Directions of emergency personnel.
- Be aware of dangers overhead and underfoot. Staff should not enter flooded areas until declared safe; be mindful of the threat of electrocution through water.
- The Records Disaster Recovery team should recover records in order of priority.
- Wear appropriate protective clothing, including masks, gloves, footwear, overalls, safety glasses or goggles.
- Be careful when lifting, and always use appropriate techniques.
- Damage and recovery actions should be documented and photographed.

Preface

Purpose

This Records Disaster Management Plan (the Plan) provides guidelines to restore critical business information access to the Shire of Leonora (the Shire) in the event of an incident that results in loss or severe disruption of routine operational services. Further, it aims to reduce damage and loss of the Shire's records and to maximise their protection and restoration.

The purpose of this Plan is to:

- list known risks and provide strategies to reduce the risk.
- set out the risk reduction measures that the Shire should adopt to reduce the likelihood of disasters and to minimise the impact of potential disasters on Shire records.
- inform relevant staff of their responsibilities in the protection and recovery of records in the event of a disaster; and
- ensure the best use of Shire resources in disaster preparedness and recovery activities.

Scope

This Plan addresses the Shire's records and documents in either physical or electronic form at the Shire Offices, 16 Tower St, Leonora.

For the purposes of this plan a document or record is defined as "any record of information however recorded" including:

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

(State Records Act, 2000)

Roles and responsibilities

Responsible Officers

In the event of a disaster, the Records Disaster Response Team (the Team) will include the following individuals:

- Chief Executive Officer
- Manager of Business Services
- Executive Assistant
- Governance Officer

The Manager of Business Services will assist with access to Shire buildings, power, and rooms assuming they are available and safe to use.

The Manager of Business Services will contact ICT service providers, assume responsibility for securing physical records, and provide direction to the Team. They will contract and co-ordinate any external support services required to preserve and protect impacted documents.

The Team will assist the Manager of Business Services as directed. They will locate, package, and register documents to preserve and protect physical record assets.

The Manager of Business Services will liaise with the Shire President and Chief Executive Officer to ensure they are informed of the risks, impacts and recovery actions required.

Emergency Services

For immediate or ongoing threat call 000 for Police, Ambulance or Fire assistance.

	Service	Address	Phone
Injury	Ambulance	55 Tower St, Leonora	Emergency: 000
Injury	Hospital	967 Sadie Canning Dr, Leonora	08 9080 4300
Injury	Royal Flying Doctor	-	1800 625 800
Fire, Rescue, Hazardous Materials	Fire Brigade	Leonora	Emergency: 000 08 9037 6046
Flood, Storm, Earthquake	State Emergency Services		Emergency: 000

	Service	Address	Phone
Police – Attendance and general enquiries	WA Police	15 Rochester St, Leonora	Emergency: 000 08 9028 6700
Water and Sewerage	Water Corporation	629 Newcastle St, Leederville	08 9420 2420 131 375
Electricity	Horizon Power	(Esperance) Other	08 9072 3400 13 23 51

State Records

In the event of a disaster that impacts records the State Records Office of Western Australia should be advised as soon as is practicable. State Records can assist in providing contact details for specialist preservation and recovery services where the local companies listed under Recovery Resources are not able to assist.

State Records of Western Australia Ph: 08 9427 3600

Email: sro@sro.wa.gov.au

Digital Records

The Shire uses a cloud-based records management system supported by Open System Technology Pty Ltd.

Open System Technology Pty Ltd. Ph: 08 8110 3800

Email: gnanda@ost.com.au

ICT Services

The Shire's ICT Service Provider is:

Netlogic IT Support Ph: 0403 499 977

Email: brad@netlogic.com.au

Recovery Resources

The following companies provide expert records handling services:

Service	Company	Address	Phone
IT Services	Netlogic	NA	0403 499 977
IT Services	Open Systems Technology Pty Ltd	131 Carrington St, Adelaide gnanda@ost.com.au	08 8110 3800 0411 170 061
Bookbinders	ArtLab Australia	70 Kintore Ave, Adelaide	08 8207 7520
Equipment Hire	Classic Hire	249 Railway Ave, Kelmscott	08 9433 3175
Freezer storage and Vans –20 degrees	Toll West	4 Fenton St, Kewdale	08 9360 8811
Fumigation	Luckens Fumigation Services	19 Howson Way, Bibra Lake	08 6595 0888
Pest control	Rentokil Pest Control	4 Aitken Way, Kewdale	1300 307 825
Photographic laboratory	Churchill Imaging	14 Southport St, Leederville	08 9381 9756
Preservation	State Library WA	Perth Cultural Centre, 25 Francis St, Perth	08 8427 3111
Preservation	S Baily Conservation	sbailyconservation@gmail.com	0435 001 245
Preservation	A3 Collection Services	cheryl@a3collectionservice.com.au	0434 061 102
Transport services	Toll IPEC	401 Bushmead Rd, Hazelmere	13 33 66
Valuations	Muir Books	17 Lindsay St, Perth	08 9228 2111

Insurance

The Shire is insured under the Local Government Insurance Agency Scheme.

Local Government Insurance Agency Scheme
Level 3, 170 Railway Parade,
West Leederville WA 6007
Phone: 08 9483 8888

Records disaster recovery kit

The Records Disaster Recovery Kit is on-site in the Shire administration building. The kit contains the following items:

Records Disaster Recovery kit

- Copy of the Records Disaster Management Plan
- Damage record sheets
- Stationery and Notebooks
- Removeable labels
- Carton marker pen
- Plastic drop cloths
- Packaging tape
- Scissors
- String
- Plastic pegs
- Utility knife
- Paper towel
- Extension cord

The Records Disaster Cleaning Kit

- Plastic bucket
- Plastic garbage bags
- Disposable gloves
- Sponges
- Disposable wipes
- Anti-bacterial mop
- Broom
- Dustpan and brush
- Plastic drop sheets

Mitigation

Electronic Records

The Shire uses CouncilFirst Records and line-of-business systems for managing its information assets. Cloud hosting with continuous real-time backup, data validation and systems availability reduces the risk of data loss in a disaster and supports Shire staff working remotely. Furthermore, assuming access to the internet is available, information access and quality are only compromised if Microsoft worldwide systems become available. The likelihood of this occurring is low.

Should internet access be compromised, cloud-based solutions support staff mobility. If this occurs, staff can relocate to an alternate, safe environment with access to electricity and the internet until the Shires services are re-established.

The Shire uses multifactor authentication to protect its electronic assets.

Open Systems Technology (OST) Adelaide, South Australia, provides the cloud service and supports the Shire's Records and line-of-business systems.

Physical Records

The design of the Shire's safe and records room mitigate possible records disasters. The safe contains the physical vital records of the shire and protects the records from fire and water damage. The records room is within the main administration building, it contains compactus and is clean and tidy.

Further risk mitigation actions include:

- The Records Room is cleaned regularly to ensure the environment is free of dust, debris, and pests.
- The Executive Assistant regularly inspects the area and contents to identify emerging issues.
- Physical records are stored in archive cartons to provide an additional layer of protection against water damage:
- Maps, posters, and plans are stored in metal map cupboards.
- Bottom shelves are raised 15cm above floor level in case of a flood.

Vital Records

Vital Records are crucial to the function of the Shire and are a priority to protect and retrieve in the event of a disaster.

The Shire's Vital Records include leases, licences, legal agreements, certificates of title, management orders, local laws, delegations, and emergency management plans.

The Shire adopts a range of strategies to protect vital records:

- Physical Vital Records are stored in a locked, fire-resistant room.
- Electronic Vital Records are metadata tagged indicating their status as vital records. Staff can access them via the home page of cloud records by clicking on the Vital Records link.
- The Vital Records list is reviewed annually and updated as required.
- Access to vital records should be confirmed as soon as possible following a disaster to confirm their availability.

APPENDIX 9

Disaster Response

Electronic Records

The Shire uses multifactor authentication to protect its information assets to limit the potential of a successful cyber-attack.

Cyber-attack impacts can include:

- Data corruption.
- Confidential information theft and release.
- Ransome where attacks preventing access to data and systems.

Signs of a possible cyber-attack include:

- Slow internet connection.
- Sudden system slowness or crash.
- An increased number of pop-ups indicating a possible malware attack.
- Email phishing frauds.
- In the event of any unusual IT activity or if staff have any concerns, they should immediately:
 - Click on the Internet access icon at the bottom right of the screen next to the date.
 - Click Disconnect.
- Notify the Manager of Business Services.

The Manager of Business Services will liaise with Netlogic IT Support and Open Systems Technology to limit damage and, when safe to do so, reinstate services to the most recent, uncompromised data set.

Physical Records: Assess and Preserve

1. Following the Manager for Business Services' directions, assess the environment to ensure it is safe to access. If Emergency Services are present, follow their instructions. Use appropriate protective clothing, including dust masks and gloves.
2. Protect and or remove undamaged records from the site of the disaster. Be aware that water may have affected cardboard boxes and they may no longer be secure. Observe appropriate Work Health Safety practices when moving records or obstacles out of the way.
3. If records are damaged and vulnerable to further damage if left in situ, support the records on a flat rigid surface to prevent damage and move to an area to prevent further damage occurring.
4. Photograph or Video record damage to the records storage locations, containers, and records. Create a list of damaged records. These items will be used when seeking expert assistance with document recovery and insurance claims.
5. Staff must take care handling mouldy and damaged records. For example, we recommend wearing gloves and a mask when handling mouldy records. Mouldy or damaged records may be able to be treated and restored to a stable condition for ongoing management and preservation.

Wet Paper Recovery

1. Place wet records and files into freezer-quality plastic bags until an effective recovery program can be established. Freezing provides time to plan an effective recovery as it reduces soluble inks and dyes from bleeding, retards mould growth and reduces warping of bindings and file covers.
2. Remove wet file covers; keep the documents relating to each file together with its file cover and ensure records remain in the original order within the file. Ensure files and contents do not become mixed with other record sets.
3. If recovering records within two days of water damage, lay the damaged records flat on clean, dry tables or floor where they cannot be walked on. Do not attempt to separate individual pages as the records are likely to tear. If blotting paper is available lay the records on blotting paper or other absorbent material.
4. Prioritise vital records and records of significant historical value. If available, use pedestal fans and portable dehumidifiers to speed the rate of drying. Change the blotting paper regularly to avoid the development of mould. Do not apply heat.
5. When documents can be handled without damaging them, remove metal file clips, paper clips and staples where possible to prevent rust.

Burnt Paper Recovery

If records have been burnt or are dirty or scorched, they should be carefully supported on single sheets of white cardboard before packing in boxes or crates. Seek expert advice to continue recovery of burnt paper. Ensure records do not contain embers or heat prior to packing.

Photograph Recovery

Prevent photographs from sticking together, remove them from albums or containers and rinse with cool water if necessary. Place them emulsion side up on blotters or lint free cloths or suspend using clips on the non-image area without photographs touching each other.

Remove negatives from containers and wash in clean running water. To dry, suspend them as for photographs or dry flat, emulsion side up, but not on an absorbent material.

Expert Support

Disaster recovery specialists can provide advice and assist with:

- Transport of damaged records
- Retrieval and packing of water-damaged paper-based records.
- Recovery of bound volumes (not already stored in boxes)
- Recovery of flat photographic records (printed on paper, film and or other supports e.g., metal, glass, etc)
- Recovery of oversized records e.g., maps, cartographic materials
- Freezing water-damaged records
- Vacuum freeze-drying water-damaged records
- Air-drying records
- Sanitisation and/or decontamination of records
- Cleaning of records.

Disaster Recovery

Electronic Records

Netlogic IT Support and Open Systems Technology will assist the Shire in gaining access to electronic records and system once access to the power and internet has been re-established.

Physical Records

The extent and nature of damage to Shire facilities will determine the tasks required to reintroduce salvaged physical records to the records room.

The records officer may need to undertake the following before the Shire can reinstate physical records:

- First, all surfaces must be wiped free of water, debris, dirt, and dust.
- Fans or dehumidifiers may be required to assist with drying the environment.
- The Records Room should be checked weekly for 12 months following a disaster recovery to ensure conditions are not compromised by dampness or mould.
- In the case of fire damage, shelving and other damaged fittings and fixtures may need to be replaced and structural damages repaired.
- The Disaster Recovery Kit should be replenished and returned to the appropriate location.

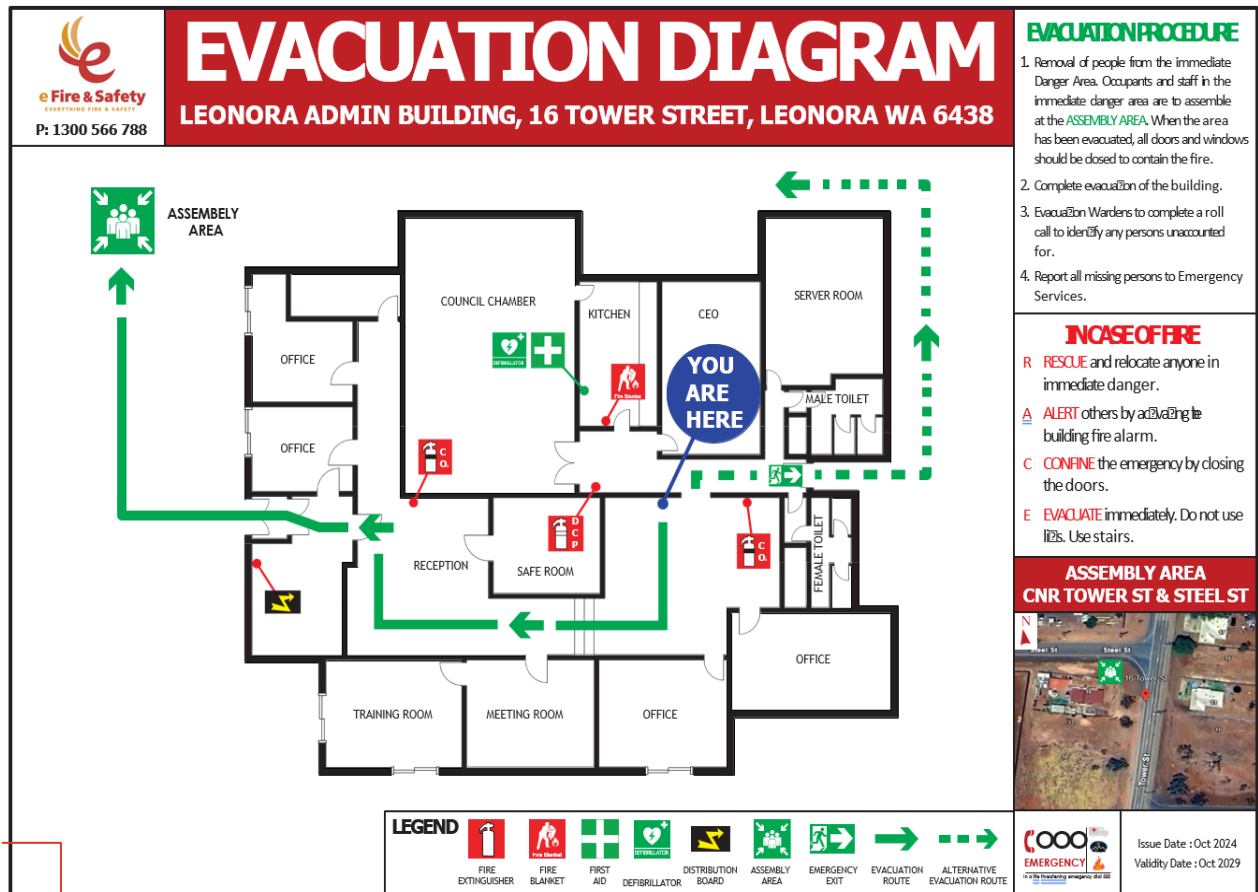
Review and Report

Following the initial response to a disaster, an assessment and incident report should be undertaken.

The report should include the following:

- What happened, when and why?
- What steps were taken to combat the disaster and save records?
- The involvement of external agencies and recovery specialists.
- What was damaged, what was the extent of the damage and what equipment was needed to support recovery activities?
- This Plan should be reviewed and updated to address any shortcomings in its effectiveness, and to implement any new strategies and measures identified.
- The Plan should be circulated to staff and discussed, and training should be provided to staff to ensure the Shire is prepared for any future event.

Building Map



Information Management – Digitisation of Records Procedure

Version number	version 1
Owner	Deputy Chief Executive Officer
Implementation date	
Last review date	
Approver	Deputy Chief Executive Officer

PURPOSE STATEMENT

This procedure enables the Shire of Leonora to fulfill its obligations under the State Records Act 2000 when digitising and disposing of source records. When a digitised record is intended to stand in place of a source record, the authenticity, reliability, integrity, and usability of the digitised record must be ensured.

This procedure ensures that digitised records comply with the standards outlined in the State Records Office Guideline – Digitisation Specification, as well as the minimum requirements of State Records Commission Standard 8 – Principle 5.

This procedure applies to temporary source records received at the Shire’s offices.

EXCEPTIONS

- large-scale building and development plans that exceed the limitations of available scanning devices
- multi-page bound books.
- Records deemed Permanent State Records or Permanent in Organisation under the General Retention and Disposal Authority for Local Government Information DA 2023-005 may be scanned for day-to-day use; however, the source document must be retained.

PROCEDURE

Preparation of records

Remove ephemeral records from the collection prior to digitisation.

Inspect records to ensure they are free of tears or creases, that staples and pins are removed without damaging the documents, and that all attachments are identified.

Remove and appropriately handle any records that fall under the exceptions specified in the Exceptions section of this procedure.

Scanning

A temporary source record containing colour must be scanned in colour if:

- The colour element is essential to understanding or interpreting the information on the record; or
- The colour element is required for the record to meet the necessary standards of authenticity, integrity, reliability, and usability; or
- The record is likely to become a permanent record.

Metadata collection

Capture appropriate metadata for each record when saving digitised records into the mandated electronic records management system.

Apply a practical and consistent approach to record titling.

Validation

The digitised record must be reviewed to ensure the source record has been fully captured, including all pages of the document—both front and back if markings are present on both sides.

If the record is incomplete or the image quality is inadequate, the source record must be re-digitised.

Audio files

Transfer audio files from source media to the electronic records management system.

Review each file to confirm the entire recording has been successfully captured and that the sound quality matches the original source.

Disposal of Source material

The Shire will retain source material for six months. After this period, the materials will be securely shredded using equipment provided by the Shire.

RELATED DOCUMENTS

Shire of Leonora Recordkeeping Policy

General Retention and Disposal Authority for Local Government Information DA 2023-005

RESPONSIBILITIES

All Shire of Leonora staff are responsible for implementing this procedure.

The Executive Assistant is responsible for weekly checks to ensure the scanner defaults to double-sided scanning and that output quality is validated. The Deputy Chief Executive Officer will review the test document to confirm it meets quality standards.

The Deputy Chief Executive Officer oversees the procedure to ensure desired outcomes are achieved.

KEY PROCEDURAL BEHAVIOURS

- Attention to detail.
- Efficient and timely implementation.

TOOLS AND SUPPORTS

- Paper source records must be digitised using the multifunction printer and scanner provided in the offices of the Shire of Leonora.
- Paper shredder.

Statutory Reports 2024 - 2025

Citizenship Ceremonies

Attaining Australian citizenship signifies a profound commitment to Australia. The Shire of Leonora holds the citizenship ceremonies as an esteem function and we take great pride in hosting these events.

In 2024/2025 we held 3 ceremonies welcoming a total of 7 new citizens.

Freedom of Information Statement

FREEDOM OF INFORMATION ACT 1992

Pursuant to Freedom of Information Act 1992 Section 96 and 97, an information statement detailing the process for applying for information under the Act and information the local government provides in addition to the FOI Act, the Shire is required to publish an Information Statement which details the process of applying for information under the Act as well as information that the Shire provides outside the Act.

This Information Statement is available on the Shire of Leonora website. The Freedom of Information Act 1992 and associated regulations can be found on the State Law Publisher website at www.slp.wa.gov.au where a full copy of all State legislation is available. Further information about Freedom of Information can also be found on the Freedom of Information Commissioner's website www.foi.wa.gov.au.

During the 2024-2025 financial year there was one Freedom of Information application received or processed by the Shire.

State Record Act 2000 - Recordkeeping

- A.

The Shire of Leonora is required to comply with the above-mentioned State Government imposed Legislation.
- B.

A Record Keeping Plan has been produced and approved by the State Records Commission.
- C.

In accordance with minimum compliance requirements of Principle 6 of the State Records Commission – Standard 2, the following has been implemented:

2.

The efficiency and effectiveness of Councils Record Keeping Systems is evaluated not less than once every three years.

3.

The Council conducts a Record Keeping Training program.

4.

The efficiency and effectiveness of the Record Keeping Training program is reviewed from time to time.

5.

The Council's induction program addresses employee roles and responsibilities in regard to their compliance with Council's Record Keeping Plan.

6.

The Recordkeeping Plan was reviewed in December 2023.

7.

The Shire of Leonora is currently reviewing its Record Keeping Plan with the implementation of CouncilFirst.

In order to progress the Shire of Leonora's document control practices, in 2019/20 an Electronic Information Management System was implemented.

National Competition Policy

The Competition Principals Agreement is an Intergovernmental Agreement between the Commonwealth and State/Territory Governments that sets out how government will apply National Competition Policy principle to public sector organisations within their jurisdiction.

The State Government released a Policy Statement effective from July 1996 called the Clause 7 Statement which forms part of the Competition Principles Agreement. The clause 7 policy document sets out nominated principles from the Agreement that now apply to Local Government. The provisions of Clause 7 of the Competition Principles Agreement require local government to report annually as to the implementation, application and effects of the Competition Policy.

The Competition Principles Agreement, under Clause 7, specifies three broad areas of reporting. These are:

- Competitive Neutrality
- Structural Review of Public Monopolies
- Legislative Review

In accordance with the requirements of the National Competition Policy the Shire of Leonora makes the following disclosure for 2024/2025.

Competitive Neutrality

The objective of competitive neutrality is the elimination of resource allocation distortions arising out of local government ownership of significant business activities.

The Shire of Leonora has assessed its operations and considers that it does not have a business activity that would be classed as significant under the current guidelines. Also, the Shire of Leonora does not operate a business enterprise that has been classified by the Australian Bureau of Statistics, as either a Public Trading Enterprise or Public Financial Enterprise.

The number of activities to which competitive neutrality principles have been applied in the reporting period is: **NIL**.

The number of activities to which competitive neutrality principles have been considered but not applied in the reporting period is: **NIL**.

Under the implementation timetable required by the National Competition Policy Statement the Shire of Leonora was required to undertake a cost benefit analysis to determine which significant business activities would be subject to competitive neutrality.

This analysis was not undertaken by the Shire as no significant activities have been identified as part of its operations.

During the reporting period the Shire of Leonora did not become aware of any allegations of noncompliance with the competitive neutrality principles made by a private entity against the Shire.

Structural Review of Public Monopolies

In relation to Structural Review of Public Monopolies the Shire of Leonora discloses the following:

Structural reform principles have been applied to the following number of activities in the reporting period: **NIL**.

Structural reform principles have been considered but not applied to the following number of activities in the reporting period: **NIL**.

As no structural reform has been applied to any activities the review requirements of principle SR.3 of Clause 7 of the Competition Policy Statement have not been undertaken.

Legislation Review

The Shire of Leonora has a portfolio of local laws (previously known as by-laws) which may or may not conflict with the Competition Principles Agreement.

These local laws are reviewed to ensure compliance with the reporting requirements; Section 3.16 of The Local Government Act 1995 requires that all of the local laws of a Local Government must

be reviewed within an eight-year period after their commencement to determine if they should remain unchanged or be repealed or amended.

The Shire of Leonora is currently reviewing its local laws.

