

ONLINE - RECORDKEEPING AWARENESS TRAINING

LOCAL GOVERNMENT ORGANISATIONS

This Recordkeeping Awareness Training course is an interactive course for all local government employees and elected members in Western Australia to learn about their role and responsibilities in government recordkeeping.

This course is designed for local government employees to raise the understanding of their role and responsibilities in government recordkeeping in a manner that is compliant with the State Records Act 2000.

LEARNING OBJECTIVES

The course will assist participants to:

- Demonstrate an understanding of their responsibilities in creating, maintaining and disposing of government records;
- Understand how accurate and complete recordkeeping supports good business practice;
- Know when to create a record and what information to capture;
- Identify what an official recordkeeping system is;
- Interpret how long records need to be kept and how records can be disposed of;
- Understand the consequences of inappropriate recordkeeping practices and the penalties they could incur; and
- Make a positive contribution to best practice in recordkeeping.

DURATION – 1 to 1 ½ hours

ASSESSMENT

There is an assessment at the end of the course. Upon achieving the benchmark a certificate can be printed.

COURSE OUTLINE

Module 1 – Understand the State Records Act 2000

- Accountability of government
- Benefits of proper recordkeeping
- Who is a government employee
- What is a government record
- Consequences of poor recordkeeping
- Penalties for recordkeeping offences
- Custody and ownership of government records
- Contractors, consultants and government recordkeeping
- Key points of the State Records Act 2000
- Regulatory environment

Module 2 – Meeting your recordkeeping responsibilities

- Understanding your role and responsibilities
- Creating government records
- Capturing government records in a recordkeeping system
- Security and protection of government records
- Access to government records
- Retention and disposal of government records

Assessment