

Recordkeeping Councillors

Purpose

To ensure that full and accurate records of the activities and decisions of the Councillors, in the course of their official duties for Council are created, managed and disposed of appropriately to meet Council's organisational needs and legislative requirements.

Scope

All Councillors during their term at Council.

Definitions

Term	Meaning
State Record	any record created, or received and maintained, by any person during the exercise of an official function in a public office, or for any purpose of a public office, or for the use of a public office

Policy Principles

Recordkeeping Obligations

Council is bound by the *State Records Act 1998* which establishes rules for best practice recordkeeping and encourages transparency and accountability. When discharging functions of Council, Councillors are subject to the *State Records Act 1998* when they create or receive "State Records".

For the purposes of the policy a relevant State Record is deemed to be "Council Business."

Examples of Council Business includes (but are not limited to):

- correspondence, including emails, regarding building and development matters
- a petition received from a Community group
- declarations concerning a Councillor's pecuniary interests
- speech notes made for addresses given at official Council events
- complaints, suggestions or enquiries by ratepayers about Council services

Examples of records that are not Council Business:

- Records created or received when not conducting/ undertaking functions of Council Records relating to political or electoral issues
- Communications regarding matters of personal/ private interests rather than Council interests
- Records relating to attendance at events not representing Council
- Personal records of Councillors

Records as a Resource

Accurate record keeping provides protection for Councillors, in the event that questions are raised regarding conduct. Documenting events, activities and decisions enables Councillors to recall or provide information on a matter when required and supports the transparency of Councillor Conduct.

Records are a vital asset to Council. Many of the records created and received by Councillors have the potential to:

- support the work of Councillors and Council’s program of delivery, management and administration
- help Councillors and Council to deliver customer services in an efficient, fair and equitable manner,
- provide evidence of the Councillor’s actions and decisions and establish precedents for future decision making, and
- protect the rights and interests of the Council, Councillors and its clients and ratepayers

Creation and Capture of Records

- Councillors are to create and capture full and accurate records of any significant business undertaken in the course of their official duties for Council. Significant business can include providing advice, instructions or recommendations, commitments or agreement binding for the Councillor or Council. Such records are to be registered and stored within Council’s existing Electronic Document Management System (EDMS) via submission to the Corporate Planning & Executive Support Officer.
- Councillors are to keep records relating to draft of documents for Council containing significant annotations or submitted for comment or approval by others, and correspondence received and sent relating to their work undertaken for Council. Such records are to be registered and stored within Council’s existing Electronic Document Management System (EDMS) via submission to the Corporate Planning & Executive Support Officer.

Records of a Confidential Nature

On some occasions, Councillors are approached and asked to keep matters discussed relating to Council business confidential. Confidential conversations/correspondence, if they relate to Council business, must still be recorded and registered into Council’s recordkeeping system. It should be noted that these records can be produced under relevant legislation.

Responsibilities & Review

The Manager Customer Services/Records Unit will:

- Provide all necessary administrative support for the operation of this policy
- Develop and document any procedures for the effective implementation of this policy
- Keep sufficient records to enable monitoring of compliance with this policy and provide information required for Integrated Planning and Reporting purposes and internal organisational performance measurement.
- This Policy will be reviewed every term of Council. The next review date will be in 2024.

References

This policy is to be read in conjunction with the following:

Legislation	Records Management Policy CA-AP-01
	<i>State Records Act 1998</i>
	<i>Evidence Act 1995</i>
	<i>Local Government Act 1993</i>
	<i>Government Information (Public Access) Act 2009</i>
	<i>Independent Commission Against Corruption Act 1988</i>
	<i>Ombudsman Act 1974</i>
Policies and procedures	<i>Privacy and Personal Information Protection Act 1998</i>

Approval History

Stage	Date	Comment	MagiQ Reference
Original	8 November 2006	Adopted at Council Meeting	Min 417
Review	13 February 2008	Adopted at PPR	Min 54
Review	12 May 2010	Adopted at SPCM	Min 170
Review	19 December 2017		
Review	31 May 2019		
Review	16 September 2021	Approved New Template	

Ownership and Approval

Responsibility	Role
Author	Manager Governance
Owner	Manager Customer Services/Records
Endorser	EMT
Approver	Council