ELECTED MEMBER COMMUNICATIONS
RECORD KEEPING

POLICY NO: 1.1.10  REVIEW DATE: APRIL 2018

OBJECTIVE:

To capture email communication record of elected members acting in their official capacity, which constitutes evidence of the discharge of the Council's business.

BACKGROUND:

The State Records Commission policy on Elected Member emails provides that in relation to the recordkeeping requirements, 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 and 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.

A "government record" means a record created or received by —

(a) a government organization; or
(b) a government organization employee in the course of the employee's work for the organization,

However the following records are not required to be captured:

- Duplicate copies – of Council meeting agenda, minutes & papers
- Draft documents or working papers – which are already captured at the local government.
- Publications – such as newsletters, circulars and journals.
- Invitations – to community events where an elected member is not representing Council or the local government.
- Telephone, meetings & other verbal conversations which:
  - convey routine information only; or
  - do not relate to local government business or functions.
- Electioneering – or party political information.
- Personal records – not related to an elected member's official duties.
POLICY STATEMENT:

(i) Elected Members will be provided with a crxxx@cambridge.wa.gov.au account for receiving and sending email correspondence to constituents.

(ii) The Town will copy each email received and sent by Elected Members using the Elected Members email account.

(iii) Elected Members are encouraged to only use the email account provided by the Town for email communications affecting the Town and its business. This will satisfy the obligations of the Elected Member to retain adequate email records.

(iv) Access to the Town's copies of the emails will be restricted to:

- The Elected Member
- The Chief Executive Officer
- The Records Officers; and
- The FOI Officer/FOI Reviewing Officer

Access beyond those officers would be the subject of an FOI application, which would naturally involve consultation with the Elected Member (although not a right of veto).

ORIGIN/AUTHORITY

DATE AMENDED

All policies are reviewed every two years in April. This policy was amended at the following meetings:-

Council Meeting - 15 December 2015