



ELECTED MEMBER RECORD KEEPING POLICY

POLICY NUMBER: CORP-IM-002

PURPOSE

The policy defines:

- a. the principles of the City's records management system; and
- b. sets out requirements for all City staff to comply with legislative and regulatory record management requirements.

SCOPE

This policy applies to all Elected Members and all external and internal Records which are handled, received or generated by the City, regardless of their physical format or media type.

DEFINITIONS

City means the City of Kalgoorlie-Boulder.

CEO means the Chief Executive Officer of the City.

GDA means the General Disposal Authority for Local Government records, being a continuing authority for the consistent disposal and archival of Government Records.

Government Record means a record created or received by a government organisation or an employee in the course of their work for the government organisation.

IM means City's information management department that is responsible for the City's records management.

Record means information in any form created or received and maintained by an organisation in the transaction of business and is to be kept as evidence of such activity, including without limitation:

- Anything on which there is writing or braille;
- A map, plan, diagram or graph;
- A drawing, pictorial, graphic work or photograph;



- Anything on which there are figures, marks, perforations, symbols or 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.

Disposal means the way of depositing records in the State Archives, managing the records as designated by State Archives, or by destruction in accordance with General Disposal for Local Government.

Significant Records means records that contain information, which is of administrative, legal, fiscal, evidential or historical value, and are not recorded elsewhere on the public record. They may describe an issue, record who was involved, why a decision was made, and/or may include actual guidelines and procedures.

State Records means any record of information (in any form) created, received or maintained by a government agency or parliamentary department in the course of conducting its business activities.

Vital Records means records which are essential to the continued business of the City including those that protect the rights of any individual and/or the City and are essential for reconstruction in the event of a disaster.

POLICY STATEMENT

The City is committed to legislative and regulatory compliance and best practices in its record keeping systems. The City recognises that Records are an important information resource in the City, and that sound record management practices will contribute to the overall efficiency and effectiveness of the City.

POLICY DETAILS

1. Record keeping requirements

- a. The City is required under the State Records Act 2000 to maintain a records management system that completely, accurately and reliably creates and maintains Records, and to dispose of those Records only through an approved scheme.
- b. All City of Kalgoorlie-Boulder records are to be managed according to whether or not they are Significant Records and/or Vital Records, and in accordance with their security classification as determined by Coordinator Information



Management.

- c. Access to the City's records by elected members will be via the Chief Executive Officer in accordance with the Local Government Act 1995.
- d. All Elected Members are to create and maintain records relating to their role as an Elected Member for the City in line with legislation and state policies and procedures for the management of records. Political and personal records of Elected Members are exempt.
- e. All Elected Members must familiarise themselves with and comply with the State Records Act 2000 including familiarising themselves with offences (including in relation to failure to keep government records, transferring records to a person not entitled to a record, and destruction of government records).

COMPLIANCE REQUIREMENTS

State Records Act 2000 (section 78)

Freedom of Information Act 1992

Local Government Act 1995

Evidence Act 1906

Limitation Act 1935

Financial and Administration and Audit Act 1985

Criminal Code 1913 (section 85)

Electronic Transactions Act 2000

Privacy Act 1998

Crimes Act 1914

RELEVANT DOCUMENTS

Record Keeping Plan 2019



DOCUMENT CONTROL		
Responsible department	Information Management	
Date adopted by Council	27 March 2023	Resolution number: 14.2.1
Date of last review	27 March 2023	Policy reviewed and amended n/a
Date of next review	March 2025	