



ELECTED MEMBER RECORD KEEPING POLICY

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 in respect of City activities, functions and business, including in relation to Elected Members:

- Communications: including complaints and compliments, correspondence concerning corporate matters, information for Council's interest relating to local government business activities and functions;
- Lobbying: including correspondence, submissions and petitions in relation to lobbying matters;
- Telephone, meetings and other verbal conversations regarding local government projects and business activities;



- Social media i(n accordance with the City's Elected Member Communications Protocol) and including copies of posts and comments where the posts create interest from the public and media, communicate decisions or commit the local government to action, seek feedback, address issues of safety and/or relate to sensitive or contentious issues;
- Information contained in work diaries that may be significant to the conduct of the elected member on behalf of the local government;
- Allowances, benefits and gift records (in addition to the gift declaration lodgment);
- Addresses, speeches and presentations delivered as part of an elected member's official duties (other than where prepared and provided by City staff to the Elected Member),

but does not include:

- Draft documents or working papers which are already captured by the local government administration;
- 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 and other verbal conversations which:
 - convey routine information only; or
 - do not relate to local government business or functions
- Electioneering or party-political information; and
- Personal records not related to an elected member's official duties.

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. It is the Elected Member's responsibility to forward all Records to the City for record keeping purposes, in accordance with any process or other requirements established by the PA to the Mayor, on a monthly basis.
 - a. 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	Governance and Information Management			
Description of Changes	Update to definitions and addition responsibility to record keeping requirements.			
Version	Resolution Number	Endorsement Date:	Last Reviewed Date:	Next Review Date:
1	14.2.1	27 March 2023	January 2023	January 2025
2	14.1.5	19 May 2025	March 2025	March 2027