

Record Keeping for Councillors Policy

PURPOSE

To provide guidelines to ensure complete and accurate records of the activities and decisions of Councillors, undertaken whilst acting in their official role, are managed appropriately to meet the Council's statutory legislative record keeping obligations.

SCOPE

This policy applies to all Councillors when acting in an official capacity on behalf of the Council.

This policy does not apply when Councillors are not officially representing the Council during their interaction with the community on personal or general interest matters.

POLICY

The following sets of information (irrespective of the format) will be managed within the Council's corporate systems -

- Agenda and minutes, which reflect the activities and decisions of standing Council committees, specific purpose internal committees, and external committees (when a Councillor has been appointed a committee member, by a resolution of the Council);
- Media releases and formal speeches, for occasions and events when the Council is officially represented;
- Service requests raised by Councillors on behalf of a community member, or raised for themselves;
- All correspondence addressed to Councillors, received or sent via Council's postal and email addresses, or Customer Service Centre (excluding invitations, newsletters, periodicals), when the content contains matters pertaining to a Councillor officially representing the Council;
- All social media comment when the content contains matters pertaining to a Councillor officially representing the Council;
- Any file note created to record a verbal conversation, which contained matters pertaining to a Councillor officially representing the Council.

There is no requirement to manage within the Council's corporate system, any correspondence or communication, received or sent, whereby it is clearly evident the content -

- does not contain an agreement or commitment to undertake an action on behalf of the Council;
- is comment on matters of general interest rather than specific issues being considered by the Council;
- is relevant to a political stance or electoral matters;

- is personal in nature and not related to the Council;
- is a copy of a broader release communication.

Administrative support is provided to assist Councillors with the following -

- a) increase understanding of, and enable informed judgement, as to what constitutes a record, and when it needs to be managed within the systems, by the inclusion of record keeping as a subject, in the Councillors' induction;
- b) manage information in the corporate systems accordingly, to ensure the Council's obligations to meet relevant industry best practice, and the Tasmanian Archives Act 1983 records disposal requirement, are upheld.

PRINCIPLES

Council's Organisational Values apply to all activities.

RELATED POLICIES & PROCEDURES

[05-PI-002 Media Policy](#)

RELATED LEGISLATION

Archives Act 1983

Local Government Act 1993

REVIEW

This policy will be reviewed to coincide with Council elections or more frequently, if dictated by operational demands and with Council's approval.