



City of Salisbury Values: Respectful, Accountable, Collaborative, Helpful

Elected Members Records Management Policy

Approved by:	Council
Responsible Division:	Community Experience and Relationships
First Issued/Approved:	27 April 2015
Last Reviewed:	August 2021
Next Review Date:	August 2023

1. Introduction/Purpose

The City of Salisbury is committed to implementing best practice in the management of its records information and in accordance with business and legislative requirements.

The Elected Members Records Management Policy outlines and directs the practices of Elected Members of the City of Salisbury (Council) in relation to the management of their records.

Records of Council are created and received as a result of interaction with residents and ratepayers, other agencies, government departments and businesses.

Adherence to this Policy will ensure Elected Members are able to

- Meet their records management legislative responsibilities
- Provide evidence of business transactions and accountability
- Validate and support their decisions and actions
- Protect their interest and those of Council

Records are critical to establish the history, corporate memory, build context, meet legislative requirements and to ensure the transparency, accountability and security of Council.

2. Scope

This Policy is applicable to all Elected Members and corporate records created and received in the conduct of their role, including emails, letters and records in all formats and media (paper and digital).

3. Legislative Requirements and Corporate Policy Context

State Records Act 1997

Freedom of Information Act 1991

Local Government Act 1999

Australian Records Management Standards AS ISO 15489.1-2002

4. Interpretation/Definitions

The definitions within the Policy have been taken from the Glossary of Records Management Terms produced by State Records of South Australia.

Access – Right, opportunity, means of finding, using or retrieving information.

Capture – Deliberate action that results in the registration of a record into Dataworks ECM, assigning a unique identity on its entry into that system.

Dataworks ECM – An automated system used to manage the creation, use, management and disposal of physical and electronically created documents and records for the purposes of supporting the creation, revision and management of digital documents, improving an organisations work-flow and providing evidence of business activities.

Destruction – Process of eliminating or deleting records beyond any possible reconstruction as per the relevant General Disposal Schedule.

Digital Documents/Records – A record created, and/or maintained by means of digital computer technology. Includes records that are ‘born digital’ or have undergone conversion from a non-digital format (i.e. digitised using OCR or imaging technology).

Disposal – the range of processes associated with implementing records retention, destruction or transfer decisions, which are documented in disposal authorities or other instruments.

Document(s) – Structured units of recorded information, published or unpublished, in hard copy or electronic form, and managed as discrete units in information systems.

Elected Member – means the Mayor and Councillors of the City of Salisbury.

Record – Corporate information created, received and maintained as evidence and information by an agency or person, in the pursuance of legal obligations or in the transaction of business (e.g. email, letter, image). *State Records Act 1997* defines an official record as a record made or received by an agency in the conduct of its business.

Stakeholder – Client, customer, organisation, other agency or government department who conducts business and/or has a relationship with Council.

5. Policy Statements

5.1 The business activities of the Elected Members of the City of Salisbury will be documented, then recorded and managed to protect the integrity, enhance the efficiency, preserve the history and provide a business context of Council.

5.2 The Mayor and Elected Members are responsible for ensuring:

5.2.1 Record Creation

5.2.1.1 Records created within the conduct of their role at the City of Salisbury are the property of Council and therefore must be managed and cared for in accordance with the Policy, associated policies and legislation.

5.2.1.2 Records are captured within Dataworks ECM as soon as practicable, after an event, decision, agreement of business action.

5.2.1.3 Records should be completed, accurate and meaningful to provide a valid and reliable account of what they document

5.2.2 Records Capture

5.2.2.1 In order to ensure that emails from Elected Members to members of staff are captured in the Corporate records keeping system, a rule has been set up in outlook that sends a copy of these emails to the Councillors@salisbury.sa.gov.au email address which is managed by the Information Management Team.

5.2.2.2 When an Elected Member receives an email from a constituent that requires capturing in the Corporate record keeping system, the Elected Member must forward that email to the Councillors@salisbury.sa.gov.au email address.

- 5.2.2.3 All original hard copy documentation including records handed to Elected Members must be forwarded to the Manager Governance or the Governance Coordinator at Council Meetings or Workshops as soon as possible. These records will then be captured into Dataworks ECM by Information Management Staff.

5.2.3 Records Retention and Disposal

- 5.2.3.1 There is to be no intentional deletion, destruction or alteration of official records. Records are only to be disposed of in accordance with the provisions of the *State Records Act 1997* by authorised Information Management Staff.
- 5.2.3.2 The illegal destruction of records carries penalties under the State Records Act 1997. If prosecuted, penalties will apply to the individual Elected Member involved.

5.2.4 Access and Privacy

- 5.2.4.1 Access to Council held information by Elected Members will need to be requested through the Chief Executive Officer
- 5.2.4.2 Elected Members are entitled, at any reasonable time, to access information held by Council that is relevant to the performance of their functions/duties
- 5.2.4.3 Where information is sought by an Elected Member in relation to their decision-making responsibilities at a formal meeting, it is deemed the same information has equal relevance for all other Elected Members who are also involved in that decision-making process at a formal meeting, and therefore that information will be provided equally to all Elected Members at the same time.
- 5.2.4.4 Where the administration has identified information of relevance to the decision-making responsibilities of Elected Members at a formal meeting (and consistent with informed and responsible decision-making) that information will be provided equally to all other Elected Members of the administration's own initiative.
- 5.2.4.5 Records may contain information that is confidential in nature and should not be divulged to other parties.

5.2.5 Public Access to Information

- 5.2.5.1 Requests by the public or media for access to Council information and records are to be managed by a Freedom of Information Accredited Officer, Access by the public or media to information is

protected by provisions in the *Freedom of Information Act 1991* and advice should be sought from Governance or a Freedom of Information Accredited Officer when enquiries are received prior to allowing access.

5.2.6 Council Systems

- 5.2.6.1 The Mayor and Elected Members must not use private email systems for City of Salisbury business purposes.
- 5.2.6.2 The signature block used on Elected Member emails is to comply with the City of Salisbury default email signature and contain appropriate information as to current role etc.

5.2.7 Integrity of Information

- 5.2.7.1 Under the Freedom of Information Act 1991, Ombudsman's invitations and legal discover, the public may apply to access Council records. It important that a professional approach be taken in relation to documenting and recording all forms of communication with staff, elected members and customers, actions, transactions, decisions and agreements
- 5.2.7.2 Comments of a personal or derogatory nature should not be documented in or on records, including emails, under any circumstance. This includes comments on 'post it' notes attached to a document as they become part of the official record.

6. Related Policies and Procedures

- 6.1 City of Salisbury Information Management Policy
- 6.2 City of Salisbury Information Management Procedures

7. Approval and Change History

Version	Approval Date	Approval By	Change
9	September 2021	Council	Minor changes

8. Availability

- 8.1 The Policy is available to be downloaded, free of charge, from Council's website www.salisbury.sa.gov.au
- 8.2 The Policy will be available for inspection without charge at the Salisbury Community Hub during ordinary business hours and a copy may be purchased at a fee as set annually by Council.

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9. Review

This Policy will be reviewed:

- The frequency dictated in legislation; or
- Earlier in the event of changes to legislation or related Policies and Procedures.

Further Information

For further information on this Policy please contact:

Responsible Officer: Team Leader Information Management
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