

### Purpose

The purpose of this Policy is to outline the requirement for Council Members to capture and manage their records in accordance with legislated requirements.

### Scope

This Policy applies to all Shire of Boddington (Shire) Council Members.

### Definitions

Term	Meaning
Policy	This Shire of Boddington policy titled "Council Member Records".
Council Members	Includes all Councillors.
Record	A record of information however recorded and includes on which there is writing, map, plan, diagram, graph, drawing, pictorial or graphic work, photograph; or anything from which images, sounds or writings can be reproduced.

### Policy Statement

Each Council Member is responsible for determining which records are required for capture, management, and submission to the Chief Executive Officer for storage.

The Shire, as an organisation, in meeting its obligations to facilitate the capture and management of Council Member records is to:

- Provide a collection point readily accessible to Council Members to deposit the required material;
- Separate material collected according to Council Member and financial year of deposit;
- Provide for the backup of all electronic records at least once per year; and
- Duplicate records where a copy is to be retained by the Council Member.

Access to records created may be required and is to be facilitated by the Chief Executive Officer as permitted under various legislations such as the Local Government Act and the Freedom of Information Act, by order of an authorised body such as the Standards Panel or a Court of Law, or by a representative of an authorised body such as the Ombudsman or Crime and Corruption Commission.

<b>Responsible Officer</b>	Chief Executive Officer
<b>History</b>	Adopted 19 December 2017 (Resolution 165/17) Amended 23 March 2023 (Resolution 25/23)
<b>Delegation</b>	
<b>Relevant Legislation</b>	The State Records Act 2000 Freedom of Information Act 1992 Local Government Act 1995
<b>Related Documentation</b>	Procedure : Shire of Boddington Recordkeeping Plan