Council Policy
Council Member Records

1. 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.

2. Scope

This Policy applies to all Shire of Boddington (Shire) Council Members and applies to records in all formats, including:

- paper records;
- emails;
- text messages (SMS);
- social media communications;
- messaging applications (including WhatsApp, Messenger and similar platforms);
- audio or video recordings;
- electronic documents; and
- photographs and digital media,

where such records relate to the business or functions of the Shire.

3. Definitions

Term	Definition
Policy	This Shire of Boddington policy titled "Council Member Records".
Council Members	Includes all Councillors.
Record	Recorded information created, received or maintained in any format that relates to the business, functions or activities of the Shire.
Recordkeeping System	The Shire's approved corporate recordkeeping system used for the capture, management and retention of official records.
Shire Business	Matters relating to the functions, operations, services, decision-making, administration or governance of the Shire.

4. Policy Statement

Each Council Member is responsible for identifying records relating to Shire business that are required for capture, management, and submission to the Chief Executive Officer for stage. Records relating to Shire business are to be provided to the Shire administration for capture into the corporate Recordkeeping System as soon as practicable. This requirement applies regardless of the medium used, including emails, text messages social media and other electronic communication platforms where the content relates to Shire business.

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 lease once per year;
- Duplicate records where a copy is to be retained by the Council Member;
- Maintain appropriate systems and processes to support the secure capture, storage,

retention and backup of official records, and provide Council Members with reasonable mechanisms for the submission of records.

Records relating to the Shire business remain official records regardless of whether they are created, sent of stored on personal or shire-issued devices or accounts. Council Members are not to destroy, alter or dispose of official records except in accordance with authorised disposal processes established under the *State Records Act 2000* and the Shire's recordkeeping plan.

Access to records created may be required and is to be facilitated by the Chief Executive Officer as permitted under relevant legislation, including the *Local Government Act 1995* and the Freedom of Information Act, by order of a court or tribunal or by an authorised investigative, regulatory or oversight body, including the Local Government Inspector.

Responsible Officer	Chief Executive Officer
Delegated Authority	Nil
Relevant Legislation	*The State Records Act 2000* *Freedom of Information Act 1992* *Local Government Act 1995* *Local Government (Local Government Inspector) Regulations 2025*
Related Documentation	Code of Conduct Council Members, Committee Members and Candidates Recordkeeping Procedure

Version Control	Adopted 19 December 2017 (Resolution 165/17) Amended 23 March 2023 (Resolution 25/23) Amended 22 July 2026 (Resolution 85/26)
Review Frequency	2 years

Document Control Statement – The electronic reference copy of this Policy is maintained by the Governance Team. Any printed copy may not be up to date and you are advised to check the electronic copy at Council Policies » Shire of Boddington to ensure that you have the current version. Alternatively, you may contact the Governance Team.