



Elected Members Records Management Policy	
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File Number	13/POL/RMEMP/2
Responsible Officer	<i>Director Corporate and Financial Services</i>
Last reviewed at Council Meeting	19 January 2021

1 Purpose

The *Elected Member Records Management Policy* (the Policy) outlines and directs the practices of Elected Members of the Mid Murray Council (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 legislative responsibilities;
- Provide evidence of business transactions and accountability;
- Validate and support their decisions and actions; and
- Protect their interests 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.

The Policy is to be read in conjunction with the [Records Management Policy](#), and any relevant legislation, including but not limited to the [Local Government Act 1999](#) and the [State Records Act 1997](#).

2 Scope and Principles

The Policy applies to all Elected Members of Mid Murray Council.

Any record created within the conduct of an Elected Member's role is the property of Council and therefore must be managed and cared for in accordance with the Policy, associated policies and legislation.

3 Definitions

- 3.1 *Elected Member*** means a Council Member of Mid Murray Council.
- 3.2 *Council business*** means any dealings, communication, proceeding or discussion that involve Council.
- 3.3 *Officers*** means employees, volunteers or contractors engaged by Mid Murray Council.
- 3.4 *Official Record*** means a record made or received by an agency in the conduct of its business, but does not include—
- (a) a record made or received by an agency for delivery or transmission to another person or body (other than an agency) and so delivered or transmitted; or
 - (b) a record made by an agency as a draft only and not for further use or reference; or
 - (c) a record received into or made for the collection of a library, museum or art gallery and not otherwise associated with the business of the agency; or
 - (d) a Commonwealth record as defined by the *Archives Act 1983* of the Commonwealth, as amended from time to time, or an Act of the Commonwealth enacted in substitution for that Act; or
 - (e) a record that has been transferred to the Commonwealth.
- 3.5 *Record*** is:
- (a) written, graphic or pictorial matter; or
 - (b) a disk, tape, film, or other object that contains information or from which information may be reproduced (with or without the aid of another object or device).



4 Policy

4.1 Official Records of Council

An official record is any record that is made or received by an Elected Member, within in their official role at Council. Official records provide evidence of the functions and activities conducted by Council.

Both paper-based and electronic records created within the conduct of the role as an Elected Member is considered to be official records.

4.2 Elected Member Responsibilities

As a public authority, Mid Murray Council is required to capture and manage records of its business activities and transactions in accordance with the legislative provisions under the [State Records Act 1997](#), [Freedom of Information Act 1991](#), and [Local Government Act 1999](#).

As public officers, Elected Members must ensure that their legislative obligations are met with reference to the following responsibilities:

- Creating records that adequately reflect the Council business they conduct including decisions made and actions taken.
- Protecting and caring for Official Records in their possession.
- Not removing, destroying, or deleting Official Records without proper authority to do so.
- Submitting Official Records for capture within the records management system.
- Manage document version control.
- Ensuring all activity carried out on Official Records is recorded and maintained.
- Maintaining the integrity of the information held by Mid Murray Council.
- Ensuring all records created and managed in the conduct of Council business form part of the record holdings and are supplied to the Mid Murray Council for ongoing management, maintenance, and access.
- Recognising the Records they create, acquire, or receive in the conduct of Council business are the property of the Mid Murray Council and must be afforded.

4.3 Record Team Responsibilities

As public officers, Officers must ensure that their legislative obligations are met with reference to the following responsibilities:

- Capturing Official Records received or submitted by Council Members in the records management system.
- Maintaining the confidentiality of Council Member Official Records.



4.4 Registration of Documents

4.4.1 Documents Requiring Registration

Any document created or received by Elected Members in the course of their official duties is to be forwarded to the Records Department for registration if it:

- Requires a response or action by Council.
- Concerns a decision made by Elected Members on behalf of Council.
- Is required by officers or Elected Members to perform their duties.
- Could cause Council embarrassment if misplaced.
- Petitions.
- Invitations.

Elected Members are to forward documents to Council's Records Department with reference to the following table:

Documents received/sent by Elected members that have 'corporate value'	Where to send
EMAILS RECEIVED/SENT	No Action, email correspondence to and from an Elected Member's Council email address is automatically captured by the Records Department.
MAIL RECEIVED – Any incoming mail received	Email electronic copy to postbox@mid-murray.sa.gov.au or provide to Executive Assistant to the Mayor & CEO.
MAIL SENT – Any mail/letters sent i.e. Word documents created	Email electronic copy to postbox@mid-murray.sa.gov.au or provided to Executive Assistant to the Mayor & CEO.
FACSIMILE – Any incoming/outgoing facsimiles	Email electronic copy to postbox@mid-murray.sa.gov.au or provide to Executive Assistant to the Mayor & CEO.
PHOTOGRAPHS – Any incoming/outgoing photographs	Email electronic copy to postbox@mid-murray.sa.gov.au or provide to Executive Assistant to the Mayor & CEO.



Documents received/sent by Elected members that have 'corporate value'	Where to send
USBs/CDs – Any incoming/outgoing USBs or CDs	Email electronic copy to postbox@mid-murray.sa.gov.au or provide to Executive Assistant to the Mayor & CEO.
DIARIES – Any Diary used by the Elected Members for Council business	Provide to Records Department at the end of each year.
Enquiries to Senior Records Management Officer	Ph. – 8569 0100 or Email – postbox@mid-murray.sa.gov.au

4.4.2 Documents Not Requiring Registration

The following specific documents are **not required** to be forwarded to the Records Department for registration:

- Election Material – Electioneering documents are private records of the Elected Member^Λ.
- Unsolicited product or advertising information ('junk' mail, brochures, pamphlets);
- A duplicate copy used for reference purposes;
- Personal communication that is in no way related to Council business*;
- A magazine or published material (although articles may be clearly photocopied and sent to Records for registration if deemed corporately relevant to Council's knowledge base); or
- An acknowledgement only of receipt of email (e.g. thank you, noted, etc.)

^Λ In accordance with Section 91A (8)(d) of the [Local Government \(Elections\) Act 1999](#) requires Council to prohibit the use of Council resources for the advantage of a particular candidate or group of candidates. This includes a candidate or candidates who are currently elected Members of Council. Council's resources are not to be used for any electioneering conducted by an Elected Member. Any involvement in the election process is to be conducted using personal resources. Please see Council's [Caretaker Policy](#) for more information.

* Where possible, Elected Member Council email accounts and postal services should be reserved for the official business of Council, and personal communication should be conducted using private email accounts and postal addresses.



4.5 Processes for handling Paper-Based Mail

4.5.1 Incoming Paper-Based Mail

All Incoming paper-mail received by the Records Department for the Mayor and Elected Members will be opened and, if it is of Council business, will be scanned and registered by the Records Team.

The Records Team will task an electronic copy of the document via Council's records management system to the relevant Director and their executive assistant for actioning as a customer request or complaint; and to the Executive Assistant to the Mayor & CEO (Executive Assistant).

The Executive Assistant will provide the Mayor and Elected Members with an electronic copy of the document, for information **only**, advising that the relevant director will be dealing the matter.

The matter will be handled by the relevant Director and the relevant Elected Member **will be** carbon copied in Council's response to the customer.

4.5.2 Incoming Paper-Based Mail Marked "Private", "Confidential" or "Personal"

All paper-based mail received by the Records Department for the Mayor and Elected Members that is marked "confidential", "private" or "personal" will be handed to the Executive Assistant for assessment. The Executive Assistant will determine if the record is of corporate value or if it can be given to the addressee without being registered.

Where possible, Elected Members are to advise that personal correspondence is to be directed to personal addresses.

4.6 Processes for handling Email

4.6.1 Incoming/Outgoing Elected Member Email

Elected Members are required to use the Mid Murray Council domain email account for all official email transactions.

Elected Members will have access to Mid Murray Council's domain email account using Mid Murray Council provided device, or via Outlook Web Access (<https://webmail.mid-murray.sa.gov.au/exchange>), which can be accessed securely via the internet. Elected Members will be given their own Council email address by the IT & T Coordinator.

All incoming and outgoing email correspondence to and from an Elected Member's Council email address is automatically captured by the Records Department as a carbon copy to Council's corporate email, postbox@mid-murray.sa.gov.au (Corporate Email).



All incoming and outgoing email correspondence is also captured within Council's email archive, and will remain in Council's possession irrespective of whether the original document is deleted by the Elected Member or Records Team.

NB: The IT&T Coordinator will issue a username and password to users prior to using the Outlook Web Access.

4.6.2 Emails received by Council's Corporate Email and determined to be of corporate value

Emails received at Council's Corporate Email, either directly or as a carbon copy, will be assessed for corporate value to determine if it is an Official Record.

If determined as an Official Record, the Records Team will register the email and task it to the relevant Director and their executive assistant for actioning as a customer request or complaint, and to the Executive Assistant for information.

The matter will be handled by the relevant Director and the relevant Elected Member **will be** carbon copied in Council's response to the customer.

If the email is determined to be of corporate value but **does not** require actioning from a Director, the Executive Assistant will forward the email on to the Elected Member for **information only** and marked as no further action.

The actioning officer will be responsible for the actioning and registration of any further correspondence stemming from the initial Official Record.

4.6.3 Elected Member Emails received in Council's Corporate Email and determined not to be of corporate value

For emails received at Council's Corporate Email, either directly or as a carbon copy, will be assessed by the Records Team based on content, and if the email is determined **not to be** of corporate value it will be forwarded to the Elected Member, advising that the email is of no corporate value, and is for **information only**.

These emails will not be captured into Council's records management system, and will be deleted.

5 Policy Responsibility

Director Corporate and Financial Services is responsible for ensuring the proper operation of this Policy.



6 Availability/Accessibility

This Policy and Council's Fees and Charges Register are available to be downloaded free of charge from Council's website: www.mid-murray.sa.gov.au.

This Policy is available for inspection at Council's principal office during ordinary business hours. Hard copies, for a fee in accordance with Council's schedule of Fees and Charges can be provided upon request.

7 Legislative Framework / Other References

- *State Records Act 1997*
- *Local Government Act 1999*
- *Local Government (Elections) Act 1999*
- *Freedom of Information Act 1991*
- *Records Management Policy*

8 Document History

This Policy shall be reviewed at least every four (4) years or more frequently if legislation or Council requires.

Version	Adopted	Minute No	Description of Change
1	15 March 2011	12472/4	Adopted
2	19 January 2021	21070/4	Updated to meet current legislative requirements, Policy rather than Procedure.

