

CSF016: ELECTED MEMBER RECORD KEEPING

Land Description	:	N/A
Proponent	:	City of Albany
Owner	:	N/A
Business Entity Name	:	N/A
Attachments	:	<ul style="list-style-type: none">• State Records Office of WA Information Sheet• State Records Act 2000• State Records Principles and Standards 2002• Elected Member Code of Conduct;• City of Albany Guideline-Information Management• City of Albany Guideline-Mobile Devices Supplied to Staff and Elected Members; and• City of Albany Policy-Information Management (IT System Security) Policy
Appendices	:	Nil
Councillor Workstation	:	All attachments detailed above
Responsible Officer(s):	:	Executive Director Corporate Services

Responsible Officer's Signature:



STRATEGIC IMPLICATIONS

1. This item relates to the following elements of the [City of Albany Strategic Community Plan 2023](#) and [Corporate Business Plan 2013-2017](#):
 - a. **Key Theme: 5.** Smart Prosperous and Growing.
 - b. **Strategic Objective:** 5.1. To establish and maintain sound governance and business structures.
 - c. **Strategic Initiative:** 5.1.2. Systems Development and Improvement.

In Brief:

- Enable the City of Albany and its Elected Members to meet their obligations under the State Record Keeping Act 2000 by supplying each Elected Member with a City iPad; and
- Improve efficiencies in the decision making process of Council through the provision of secure electronic documentation.

RECOMMENDATION

**CSF016: COMMITTEE RECOMMENDATION
VOTING REQUIREMENT: SIMPLE MAJORITY**

THAT all Elected Members are provided with:

- a. A City of Albany managed email account;**
- b. iPad devices with wireless access at North Road Administration building;**
- c. Supporting policies, procedures and guidelines to facilitate the capture of Elected Member records as prescribed under the State Record Keeping Act 2000; and**

Administrative support from the Council Liaison Officer to assist with the capture of records into the official City of Albany record keeping system.

CSF016: COMMITTEE RECOMMENDATION

**MOVED: COUNCILLOR GREGSON
SECONDED: COUNCILLOR CALLEJA**

THAT the Responsible Officer Recommendation be ADOPTED.

CARRIED 9-0

CSF016: RESPONSIBLE OFFICER RECOMMENDATION

THAT all Elected Members are provided with:

- d. A City of Albany managed email account;**
- e. iPad devices with wireless access at North Road Administration building;**
- f. Supporting policies, procedures and guidelines to facilitate the capture of Elected Member records as prescribed under the State Record Keeping Act 2000; and**
- g. Administrative support from the Council Liaison Officer to assist with the capture of records into the official City of Albany record keeping system.**

BACKGROUND

2. It is recommended that all Elected Members are provided:

- a. A City of Albany managed email account;
- b. iPad devices with wireless access at North Road;
- c. Supporting policies, procedures and guidelines to facilitate the capture of Elected Member records as prescribed under the State Record Keeping Act 2000; and
- d. Administrative support from the Council Liaison Officer to assist with the capture of records into the official City of Albany record keeping system.

3. Elected Members will have secure electronic access to Agenda and Minutes, and other related documents. This will reduce the cost of provision of hard copy meeting papers.

DISCUSSION

4. The State Recordkeeping, Principles, Policies and Standards, Local Government Elected Members' Records states:
 - a. *"The State Records Commission's policy for recordkeeping requirements for local government elected members is as follows:*
 - b. *In relation to the recordkeeping requirements of local government elected members, records must be created and kept which properly and adequately record the performance of member functions arising from their participation in the decision making processes of Council and Committees of Council.*
 - c. *This requirement should be met through the creation and retention of records of meetings of Council and Committees of Council of local government and other communications and transactions of elected members which constitute evidence affecting the accountability of the Council and the discharge of its business.*
 - d. *Local governments must ensure that appropriate practices are established to facilitate the ease of capture and management of elected members' records up to and including the decision making processes of Council."*
5. The State Records Office of Western Australia, Local Government Elected Members' Records: Which Records to Capture Information Sheet states:
 - a. *"The State Records Commission policy regarding the records of local government elected members requires the creation and retention of records of the: "...communications and transactions of elected members which constitute evidence affecting the accountability of the Council and the discharge of its business."*
 - b. *This policy applies regardless of a record's format or where it was received.*
 - c. *Elected members must create and keep records of communications or transactions, which convey information relating to local government business or functions. These records should be forwarded to the local government administration for capture into the official recordkeeping system."*
 - d. *Elected Member records that should be captured within the City of Albany record keeping system are:*
 - (i) *Communications from ratepayers;*
 - (ii) *Telephone, meetings & other verbal conversations;*
 - (iii) *Work diaries; and*
 - (iv) *Presentations and speeches."*
 - e. *Elected Member records that do not need to be captured within the City of Albany record keeping system are:*

- (v) *Duplicate copies – of Council meeting agenda, minutes & papers;*
 - (vi) *Draft documents or working papers – which are already captured at the local government;*
 - (vii) *Publications – such as newsletters, circulars and journals;*
 - (viii) *Invitations – to community events where an elected member is not representing Council or the local government;*
 - (ix) *Telephone, meetings & other verbal conversations which: convey routine information only; or do not relate to local government business or functions;*
 - (x) *Electioneering – or party political information; and*
 - (xi) *Personal records – not related to an elected members official duties.”*
6. City of Albany and Elected Members may be exposed to substantial penalties if these requirements are not met.
7. Elected Members have requested access to the City of Albany Wireless network whilst on-site at North Road. The existing IT Security Policy does not allow access to the City of Albany network by devices that are not owned by the City.
8. The adoption of the Responsible Officer Recommendation will enable secure access for Elected Members using Ipads supplied by the City to:
- a. Council Agendas, Minutes and Reports;
 - b. Committee Agendas, Minutes and Reports;
 - c. Council Policies, Procedures and Guidelines;
 - d. Relevant Legislative Publications;
 - e. Emails;
 - f. Outlook Calendar Booking/Diary Service;
 - g. Electronic Note Taking Capability;
 - h. Assisted Record Keeping by the Council Liaison Officer;
 - i. Improved Communication Between City of Albany and Elected Members; and
 - j. Immediate access to the most up to date information available from the City of Albany (e.g. Council reports, automatic notification of document revisions)

STATUTORY IMPLICATIONS

9. State Record Keeping Act 2000.

POLICY IMPLICATIONS

10. This proposal relates to:
- a. IT Security and Network Policy & Guidelines;
 - b. Mobile Devices for Staff and Elected Members Guideline;
 - c. Elected Member Code of Conduct;

- d. Elected Member Communications Policy.

RISK IDENTIFICATION & MITIGATION

11. To ensure appropriate decisions are made with quality information, stakeholder consultation and research, Council must be informed of the risk the City faces as a result of its decision making. Risk identification and mitigation advice assists Council maximise opportunity and minimise risks and hazards that may impact upon the effective and efficient management of City assets, functions and services.
12. The risk identification and categorisation relies on the City's [Enterprise Risk Management Framework](#).

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
<i>Insufficient Record Keeping as defined by the State Records Act 2000 by Elected Members</i>	<i>Likely</i>	<i>Major</i>	<i>High</i>	<i>Provision of iPad, email, calendaring, secure documentation repository and administrative support.</i>

FINANCIAL IMPLICATIONS

13. The cost of implementing this initiative is summarised as:

Total Cost Year 1: \$9,204

Year 2^{to replacement}: \$ 8,424

14. These costs will be met within existing budget lines.
15. Elected Members will be required to utilise their Technology Allowance to procure:
- iPad accessories and applications;
 - Training (Training Provider can be accessed at a reduced through the City of Albany); and
 - Any data usage costs in excess of the monthly allowance.
16. Reduced staff costs related to the production of paper based documentation.

LEGAL IMPLICATIONS

17. As defined under the State Records Act 2000, penalties will apply if the minimum record keeping requirements are not met by Elected Members.
18. The City of Albany is responsible for facilitating the ease of capture and management of Elected Members' records.

ENVIRONMENTAL CONSIDERATIONS

19. Reduction in hardcopy provision of Council related documentation reducing:
- Paper consumption; and
 - Hardware maintenance including printer toners, parts etc.

ALTERNATE OPTIONS

20. Council can choose not to adopt this initiative and continue with paper based information sources and risk breaching the State Records Act 2000.

SUMMARY CONCLUSION

21. The City of Albany is proposing this initiative to facilitate the capture of Elected Member Records and ease of access to electronic information.

Consulted References	:	<ul style="list-style-type: none"> • State Recordkeeping, Principles, Policies and Standards, Local Government Elected Members' Records. • <i>The State Records Commission's policy for recordkeeping requirements for local government elected members;</i> • <i>Elected Member Code of Conduct.</i> • <i>Mobile Devices for Staff and Elected Members Guideline;</i> • <i>IT Security and Network Guidelines</i> • <i>Elected Member Communications Policy</i>
File Number (Name of Ward)	:	IM.PLA.3
Previous Reference		<p>OCM 16/06/2009 Item 14.2.1: Corporate Strategy and Governance Strategy and Policy Committee Minutes 28 May 2009</p> <p>OCM 20/07/2010 Item 16.4.2: Elected Member Communication Protocol-Opening of Mail</p> <p>OCM 11/10/11 Item 1.6: Adoption of Council Policies</p>