

Title:	2.9 Elected Members Records Policy
Previous No:	
File No:	
Statutory Environment:	<i>State Records Act 2000</i>
Minute No:	
Last Updated:	September 2015
Review Date:	September 2019

Objective:

The objective of this Policy is to ensure that records are created which properly and adequately record the performance of member functions arising from their participation in the decision making process of council and the various committees of council.

Policy:

This requirement will be met through the creation and retention of records of meetings of the Council and the Committees of Councils and other communications and transactions of elected members which constitutes evidence affecting the accountability of the Council and the discharge of Council Business.

All elected members are required to ensure any documents meeting the above criteria are passed to Council to be registered as part of Council's correspondence registration process into the current registration system.