

Undertaking by Elected Members

- That the electronic devices supplied to elected members be used for lawful purposes only.
- That elected members only use the provided Council email address for electronic communication of Council business. This is to ensure the security of confidential information and that electronic communication received or sent by elected members in their official capacity as a Councillor is retained as a State record, as required by the *Archives Act 1983*.
- If a Councillor's email address is compromised, council staff need to be notified as soon as the Councillor becomes aware.
- As much of the council information communicated via email is strictly confidential, Councillors are to provide written confirmation that they are the only person with access to the email address used to receive and send Council information and that all confidential Council information is securely stored and unable to be accessed by others.
- That all formal communication received or sent by the elected member, other than by email, is forwarded to the Executive Officer for filing within Council's information management system, as per the *Archives Act 1983*. If records are of a sensitive or confidential nature, the elected member should alert the Executive Officer to this fact so that appropriate security controls can be applied.

Related Legislation, Regulations and Policies

Archives Act 1983

Local Government Act 1993

Local Government (Model Code of Conduct) Order 2016

Responsibilities

The responsibility of this policy rests with the elected members and the General Manager.