



COUNCIL POLICY

Access to Councillor Email Messages

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Branch	Information Systems
Division	Corporate Services
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Consultation	Relevant internal stakeholders

Document Revision History	
Description	Date
Draft prepared for Executive Leadership Team	October 2017
Notes	

POLICY

PURPOSE

The purpose of this policy is to define the process whereby a Councillor's email inbox or related email messages are accessed by Council staff. It is required to define a policy around this process to provide Councillors with confidence that no inappropriate access to email messages sent to Councillors in their duties as a Dubbo Regional Council Councillor occurs.

SCOPE

The scope of this policy relates specifically to email messages addressed to a Councillor's official corporate email address.

POLICY

Council provides a corporate email address for Councillors to enable them to undertake duties related to their position. It is acknowledged that these addresses are corporate addresses and accordingly must be managed in accordance with the NSW State Records Act 1998.

Staff from Council's Information Services branch provide an administrative role to all of Council's information systems, including the email system. This administrative role requires these technical staff to perform administrative tasks associated with all Council's email addresses including backing up and upgrading of mailboxes where required. As part of this administrative access, Information Services staff have full access to each of the mailboxes located on Council's email servers. It is important to recognise that *"any record made and kept or received and kept, by any person in the course of the exercise of official functions in a public office, or for any purpose of a public office, or for the use of a public office"* is a state record as defined under section 3(1) of the State Records Act 1998. As such, Council's email system stores a copy of every email sent and received in an archive database.

Email messages that have been sent to, or by, Councillors in their duties of a Councillor, may only be accessed after the express permission of Council's General Manager has been granted. Councillors will be advised when access to their email messages has been granted and provided with the reason why the access was required.

RESPONSIBILITIES

The Manager Information Services is responsible for enacting this policy.