

<b>Title</b>	<b>Information Management Policy</b>
<b>Council Resolution</b>	Item 13 (7 August 2017) as per Council Minutes
<b>Responsible Directorate</b>	Community, Economic Development and Business
<b>Due for Review</b>	Four (4) years from Council Resolution Date
<b>Strategic Plan Reference</b>	<u>Leading our Community</u> 4.1 Govern in an open and responsible manner in the best interest of the community.
<b>ECM</b>	Council Policies

## PURPOSE

The purpose of this policy is to set out how Council manages information in its possession, to provide guidance and direction on the management of information, and to clarify Council staff responsibilities.

## SCOPE

This policy applies to:

- The management and maintenance of corporate information through its life cycle from creation, receipt or capture to preservation and disposal under the provision of the *Archives Act 1983*. It includes information in any format.
- employees, contractors and elected members of Council.

## REGULATORY REQUIREMENTS

<b>Acts</b>	<i>Archives Act 1983</i> <i>Local Government Act 1993</i> <i>Right to Information Act 2009</i> <i>Personal Information Protection Act 2004</i> <i>Evidence Act 2001</i> <i>Electronic Transactions Act 2000</i>
<b>Regulations</b>	<i>Right to Information Regulations 2010</i> <i>Archives Regulations 2004</i>
<b>Guidelines</b>	State Records Guidelines
<b>Australian/International Standards</b>	ISO 15489 Records management

## DEFINITIONS

<b>corporate information</b>	Information created, received and maintained as evidence for Council in pursuance of legal obligations or in the transaction of business by Council.
<b>information</b>	a) anything by which words, figures, letters or symbols are recorded and includes a map, plan, graph, drawing, painting, recording and photograph; and b) anything in which information is embodied so as to be capable of being reproduced
<b>State Records Guidelines</b>	Mandatory guidelines periodically issued by the Government Information and Strategy Unit, formerly the Tasmanian Archive and Heritage Office, who are the State Government agency responsible for overseeing information management at State government agencies and statutory authorities.

## **POLICY STATEMENT**

### **Information creation and capture**

Everyone subject to this policy is responsible for creating or capturing corporate information records which provide a correct reflection of what was done, communicated or decided. Information must be created or captured at the time, or as soon as practicable after the event to which it relates.

Information is to be routinely captured into an approved information system. Information must be associated with its business function or activity and descriptive metadata applied.

### **Information access and use**

Council information systems are designed and implemented to protect records from unauthorised access, alteration, deletion or loss. Unauthorised access, alteration, disclosure or destruction of information is strictly prohibited by Council.

Everyone subject to this policy must only access and use information required to perform their position responsibilities. Confidential, personal or private information must not be released unless it is a statutory requirement to do so.

### **Information retention and disposal**

Information must only be retained and disposed of in accordance with State Records Guidelines.

### **Information Management Directive and Guidelines**

Council will implement an Information Management Directive and Guidelines to support this policy.

## **BACKGROUND**

Glenorchy City Councils information is a corporate asset, vital for both ongoing operations and providing valuable evidence of business decisions, activities and transactions.

As a responsible and accountable local government, it is essential that Council ensures its information is managed in accordance with legislative and regulatory requirements.