

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.

STRATEGIC PLAN ALIGNMENT

Leading Our Community

Objective 4.1 Govern in the best interests of our community

RELATED DOCUMENTS

N/A

STATUTORY REQUIREMENTS

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| Acts | <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 Transaction Act 2000</i> |
| Regulations | <i>Right to Information Regulations 2010</i> <i>Archives Regulation 2004</i> |
| Guidelines | State Records Guidelines |
| Australian/International Standards | ISO 15489 Records Management |

DEFINITIONS

Corporate Information means Information created, received, and maintained as evidence for Council in pursuance of legal obligations or in the transaction of business by Council.

Information means

- 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.

State Records Guidelines means Mandatory guidelines periodically issued by the Office of the State Archivist (OSA), 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.

DOCUMENT CONTROL

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|--------------------------------|--|--------------------|--------------------------|--------------------------|-----------------------|
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| Responsible Directorate | Community and Customer Service | Controller: | Manager Customer Service | | |
| ECM Document No.: | Policies by Directorate | | | | |