

Council Policy – Digital Information and Records

Responsible Directorate	Corporate Services
Responsible Business Unit/s	Governance
Responsible Officer	Manager Governance
Affected Business Unit/s	All

Objective

To integrate robust digital information management into all the Shire of Ashburton's (the Shire) business processes. This will enable greater:

- efficiency,
- innovation,
- interoperability,
- information re-use, and
- accountability.

Scope

Applies to all employees and contractors of the Shire.

Policy Statement

All business transactions, administrative and operational decisions carried out or made by any employee or consultant are to be documented in the official Shire's records management system.

Principle 1 – Information is valued

The Shire's information is a key strategic asset and economic resource. It informs public policy and debate, ensures accountability, and underpins how the Shire conducts its business. When information is accountably created, managed, described and stored the potential future value of information increases. The Shire will manage its information as an asset, ensuring that it is created and managed for as long as required, considering business and legislative needs and risks.

Principle 2 – Information is managed digitally

The development of end-to-end digital work processes provides opportunities for the Shire to establish more mature and efficient procedures and services that engage the public directly and effectively, while providing opportunities for process improvements and innovation. The Shire will transition to entirely digital work processes, meaning business processes including authorisations and approvals are completed digitally and that information is created and managed in digital format.

The exception to this is legislative requirements for information to be retained in its source format. Information in analogue or paper formats will be migrated to digital format, where there is value for the business.

Principle 3 – Information, systems, and processes are interoperable

Digital transformation initiatives will make the Shire’s services simpler, faster and easier to use. This is enabled through interoperable information, system and processes that make it less costly and easier to share information, improve information quality, reduce unnecessary duplication, and reduce the impact of structural changes in the Shire. The Shire will have interoperable information, systems and processes that meet standards for short and long-term management, improve information quality and enable information to be found, managed, shared and re-used easily and efficiently.

Definitions

Record means any record of information however recorded and includes:

- any thing on which there is writing or Braille,
- a map, plan, diagram, or graph,
- a drawing, pictorial or graphic work, or photograph,
- anything on which there are figures marks, perforations, or symbols, having meaning for persons qualified to interpret them,
- anything from which images, sounds, or writings can be reproduced with or without the aid of anything else; and
- any thing on which information has been stored or recorded, either mechanically, magnetically, or electronically.

Relevant policies/documents

Shire of Ashburton Recordkeeping Plan

Relevant legislation/local laws

State Records Act 2000

Local Government Act 1995

Office use only				
Relevant delegations	Nil			
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Reviewed/modified	Date		Resolution #	
Next review due	Date	2024		