



## ADM04 DIGITAL INFORMATION & RECORDS POLICY

Aim	To integrate robust digital information management into all of the Shire's business processes. This will enable greater: <ul style="list-style-type: none"> <li>➤ Efficiency</li> <li>➤ Innovation</li> <li>➤ Interoperability</li> <li>➤ Information re-use</li> <li>➤ Accountability</li> </ul>
Application	Shire of Ashburton Officers and Contractors
Principles	Strategic Community Plan 2017 – 2027 Goal 05 Inspiring Governance Objective 4 Exemplary team and work environment

### 1. PURPOSE

This policy establishes the principles that promote modern information management within the Shire by ensuring all records and information is managed electronically to enhance retrieval and ensure integrity and security of information that supports both the business needs and the Shire of Ashburton's compliance with recordkeeping legislation.

### 2. Definitions

**Record:** "Any record of information however recorded" and includes:

- (a) "anything on which there is writing or Braille;
- (b) a map, plan, diagram or graph;
- (c) a drawing, pictorial or graphic work, or photograph;
- (d) anything on which there are figures marks, perforations, or symbols, having meaning for persons qualified to interpret them;
- (e) anything from which images, sounds, or writings can be reproduced with or without the aid of anything else; and
- (f) anything on which information has been stored or recorded, either mechanically, magnetically, or electronically." (*State Records Act 2000*).

### 3. Content

#### **Principle 1 – Information is valued**

The Shire of Ashburton'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, taking into account 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 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.

**4. Roles and Responsibilities**

It is the policy of the Shire of Ashburton that all business transactions, administrative and operational decisions carried out or made by any staff member or consultant are to be documented in the official recordkeeping system.

<b>Document Control Box</b>							
<b>Document Responsibilities:</b>							
<b>Owner:</b>	Director Corporate Services		<b>Owner Business Unit:</b>	Corporate Services			
<b>Reviewer:</b>	Coordinator Records		<b>Decision Maker:</b>	Council			
<b>Compliance Requirements:</b>							
<b>Legislation:</b>	Public Records Act 2000 S 5.41(h) Local Government Act 1995						
<b>Industry:</b>	State Records Office						
<b>Organisational:</b>	Code of Conduct Record Keeping Plan SOA CS 032 ADM04 Managing Inactive and Archival Information SOA CS 035 ADM04 Recordkeeping Procedures Declaration Form						
<b>Document Management:</b>							
<b>Risk Rating:</b>		<b>Review Frequency:</b>	Annual	<b>Next Due:</b>	2021	<b>Records Ref:</b>	
<b>Version #</b>	<b>Decision Reference:</b>		<b>Synopsis:</b>				
1.	29 November 2013		Approved by Council				
2.			Policy renamed - supersedes version 1				
3.	722/2019		OMC 17 December 2019				
4.	59/2021		OMC 20 April 2021				