

Gladstone Regional Council

Council Policy

Title	INFORMATION MANAGEMENT
Policy Number	P-2024-02
Business Unit/s	FINANCE GOVERNANCE AND RISK
Date of Adoption	18 JUNE 2024
Resolution Number	

1 PURPOSE:

To establish a consistent approach to information management at Gladstone Regional Council.

2 SCOPE:

This policy applies to councillors and employees of Gladstone Regional Council and extends to contractors, consultants, committee members and volunteers engaged in the provision of Council services or the management of Council facilities and assets unless expressly excluded.

3 DEFINITIONS:

To assist in interpretation of this policy the following definitions apply:

“Data” means the representation of facts, concepts or instructions in a formalised (consistent and agreed) manner suitable for communication, interpretation or processing by human or automatic means. Typically comprised of numbers, words or images. The format and presentation of data may vary with the context in which it is used. Data is not information until it is utilised in a particular context for a particular purpose.

“Information” for the purposes of this policy information includes data, information assets and knowledge.

“Information Asset” means an identifiable collection of data stored in any manner and recognised as having value for enabling Council to perform its business functions.

“Knowledge” A body of understanding that is constructed by analysis of information. Knowledge is often embedded within people and increased through interaction with other people and information.

4 POLICY STATEMENT:

Information is essential to enable Council to manage risk, make decisions, act transparently, demonstrate accountability, collaborate, develop policy and deliver services to our customers.

Council's information management activities will comply with the following principles:

PRINCIPLE 1 – Information is valued and governed as an asset and is managed responsibly through the creation, collection, handling, use, retention and disposal of information assets.

PRINCIPLE 2 – Information is created with purpose and managed digitally wherever possible.

PRINCIPLE 3 – Information is fit for its intended purposes and is easy to find, access and use.

PRINCIPLE 4 – Information is shared and released to the maximum extent possible.

PRINCIPLE 5 – Information management capability is fostered and embedded into how Council does its work.

PRINCIPLE 6 – Information is protected through a robust information and cyber security environment.

4.1 Information Management Framework

Council's Information management Framework will comprise of the following elements:

IM 1 – Information Governance;

IM 2 – Knowledge Management;

IM 3 – Information Asset Management;

IM 4 – Information Access & Use Management;

IM 5 – Records Management;

IM 6 – Data Management;

IM 7 – Information Security.

5 RELATED LEGISLATION:

- *Public Records Act 2002*
- Right to Information Act 2009;
- Information Privacy Act 2009;
- *Human Rights Act 2019.*

6 RELATED DOCUMENTS:

- Register of Information Assets;
- Knowledge Management Corporate Standard – Under development;
- Information Asset Management Corporate Standard – Under development;
- Access to Information Policy – Under development;
- Records Management Corporate Standard;
- Data Management Corporate Standard – Under development;
- Information Security Management System.

7 REVIEW MECHANISM:

This policy will be reviewed when any of the following occur:

1. The related legislation or governing documents are amended or replaced; or

2. Other circumstances as determined by resolution of Council or the CEO; or
3. Five (5) years from date of adoption.

TABLE OF AMENDMENTS			
Document History	Date	Council Resolution No.	Notes (including the prior Policy No, precise of change/s, etc)
Originally Approved			

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LEISA DOWLING
CHIEF EXECUTIVE OFFICER