

POLICY NAME: INFORMATION ASSETS POLICY

POLICY REF: I02

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Resolution No. 281124/20

POLICY HISTORY:



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OBJECTIVE

The State Records Act 1998 requires full and accurate records of the activities and decisions of the Ballina Shire Council are to be created, managed, retained and disposed of appropriately.

This policy statement and associated protocols and standards set the requirements, roles and responsibilities for ensuring compliance with the legislation and the benefits of good information asset management and recordkeeping practices.

BACKGROUND

Information is a key asset in informing work undertaken by Ballina Shire Council, supporting effective decision making and enabling efficient service delivery. Council has a range of requirements relating to the effective management of its information and recordkeeping assets, including legislative and business requirements, and community expectations.

Information and records are Council's organisational memory and provide evidence of decision making, helping to build trust with our community.

While there are often recordkeeping requirements under broader legislation, the core source of legislative recordkeeping requirements is the State Records Act 1998.

SCOPE OF POLICY

This policy applies to all information assets created, received, or managed by Ballina Shire Council that relate to the business activities of Council.

It applies to all business systems and applications, including dedicated systems, databases, email, voice, messaging, and social media applications across all platforms whether managed in-house, off-site or cloud based.

This policy applies to all Council officials, including Councillors, committee members, employees and others acting on behalf of Council including contractors and volunteers.

Compliance with this policy is a requirement for all officials of Ballina Shire Council.

RELATED DOCUMENTATION

Related documents, policies and legislation:

- [State Records Act 1998](#)
- [State Records Regulation 2024](#)
- [State Records Standard on Records Management](#)
- [BSC Information Security Standards](#)
- BSC Information Asset Protocol (IAPR)
- BSC Information Asset Standards (IAS)

POLICY

1. All council officials at Ballina Shire Council have responsibilities for creating and managing information assets. The extent of those responsibilities will vary according to individual roles. Specific responsibilities are defined in the BSC Information Asset Protocol.
2. Information assets created, received and maintained in the course of business operations and activities are owned by Ballina Shire Council.
3. All council officials should ensure that they create information about decisions made, and actions taken in the course of their business. Definitions and examples for this statement are provided in the BSC Information Asset Protocol.
4. Information assets should not be created in a hard copy format.
5. All information assets are to be captured into Council's approved business information systems, so they can be managed appropriately.
6. Council has established an archive for the storage of historic hardcopy information assets.
7. Information assets in any format, whether current, historic, electronic or hard copy must be stored in authorised locations.
8. Information assets cannot be disposed of unless in accordance with retention and disposal authorities authorised by State Records NSW or normal administrative practice (NAP).
9. Sentencing and disposal of information must be supervised by the Coordinator Information Management, and with the authorisation of the appropriate BSC Information Asset Standard.
10. Information assets of high risk and high value are to be identified and managed in accordance with relevant legislation to ensure business continuity.
11. State Records NSW has the right to audit Council's recordkeeping practices at any time.
12. Acquisition of new business systems, and decommissioning of existing systems, must be done in collaboration with the Manager Information Services.
13. Records and information management requirements are to be addressed in specifications for system acquisitions including integration requirements or information management issues addressed in any the contractual arrangements. Full details of these requirements can be found in the [BSC Information Security Standards](#).
14. Where there is an outsourced, cloud or similar service arrangement, records and information management responsibilities should be identified and where required included in service contracts and instruments. Full details of these requirements can be found in the [BSC Information Security Standards](#).

PROTOCOL AND STANDARDS

This Information Asset Policy (IAP) supports and provides a framework for the wider information asset management programs and objectives of Ballina Shire Council.

The Information Asset Protocol (IAPR) defines individual roles and responsibilities for Council officials and has been developed to assist with compliance of this policy.

Implementation of the Information Asset Policy and Information Asset Protocol is the responsibility of the General Manager and Directors of Council, supported by the Manager Information Services and the Information Management Team.

Information Asset Standards have been developed for the management of specific processes and information types. They are developed in consultation with the functional area for which they support, and can be issued with the authority of the Manager Information Services.

Refer to the BSC Information Asset Protocol and BSC Information Asset Standards for more information.

REVIEW

The Information Assets Policy is to be reviewed every four years.