

PEDAL POWER ACT DOCUMENT MANAGEMENT POLICY

Approved by The Board on: September 2016

Scheduled review date: February 2017

INTRODUCTION

Pedal Power ACT’s staff and volunteers produce a wide range of documents, principally electronic, covering all aspects of Pedal Power's activities, eg submissions from the advocacy group, grant applications by staff, Board papers by the secretary. Documents are currently stored in a number of locations, eg on the office file share, on volunteers’ hard drives, on the web site, in email mail boxes. This has resulted in confusion, a lack of access to important current and historical material, and poor transparency to Pedal Power ACT members and the public.

To ensure Pedal Power ACT is accountable, transparent and has control of it’s intellectual information it is necessary to establish policies and procedures surrounding storage location and backup, retrieval and access within Pedal Power ACT.

PURPOSE

The purpose of this policy is to provide a framework for the effective management of documents deemed important to the continuing activities and governance of Pedal Power.

For the purposes of this policy a *document* is any electronic or paper file created or received by a staff member, Board member or other volunteer that relates to a Pedal Power ACT activity.

POLICY

A document prepared for, or on behalf of Pedal Power ACT, irrespective of who prepares it and the nature of that document, becomes the property of Pedal Power ACT.

Pedal Power ACT is to maintain an archive and effective backup of its digital and hard copy documents.

The Board of Pedal Power ACT, or a subcommittee delegated by the Board, is to determine which documents are for limited access to the public, its members, and its staff.

Documents may be published on the Pedal Power ACT web site by agreement of the Executive. The Executive may authorise publication on the website of particular types of documents, e.g. submissions to government, without the need to consider each individual document.

Document repositories are to be secured from unauthorised access.

All documents can be provided to a Pedal Power ACT member on request. A decision to withhold a document is to be taken by the agreement of the Board, or a subcommittee delegated by the Board, and the member advised of the reason for withholding the documentation.

Volunteers, staff and Board members who prepare documents on behalf of Pedal Power ACT, must ensure suitable backup during drafting.

.....
Secretary, Pedal Power ACT

Date:

PEDAL POWER ACT DOCUMENT MANAGEMENT PROCEDURES

Approved by The Board on: September 2016

Scheduled review date: February 2017

RESPONSIBILITIES

The **Executive Officer** is responsible for providing and maintaining:

- the office file share
- a suitable and secure online repository and filing system
- an archive for paper documents
- detailed implementation procedures
- maintaining an effective architecture on the office file share
- managing the online repository day-to-day
- managing the access control lists
- uploading approved documents to the Pedal Power web site.

The **Board** is

- responsible for ensuring that this policy, these procedures and detailed implementation procedures are available to all volunteers and staff
- responsible for development of protocols for level of access to documentation

PROCEDURES

Documents prepared by staff and Board members are to be stored on a secure Pedal Power ACT file sharing system.

Documents received or prepared by a volunteer are to be stored in an online repository when they have been finalised. If a volunteer does not have access to the repository they are to email the document to the Pedal Power office manager, who will place the copy in the repository. Ideally, the format of these documents/copies will be Adobe Acrobat (.pdf) but documents in Microsoft Office and other internationally accepted formats are acceptable.

Volunteers and Board members preparing documents on behalf of Pedal Power ACT on their own computer who are unable to maintain suitable backup arrangements during drafting are to use the online repository.

Each digital file is to have a name that describes its content, so that the file does not need to be opened to determine its content.

As much as possible paper documents received in the Pedal Power office are to be scanned and the scan stored on the office file share as the master document. The original paper document can be destroyed unless there are valid business reasons for keeping it, eg historical interest. Any retained documents are to be maintained in a suitable archive.

Staff exchanging emails on behalf of Pedal Power are to use their @pedalpower.org.au account, not a personal email account. This facilitates continuity of action as people come and go in a Pedal Power role.

Every six months a snapshot of each Pedal Power database and the Pedal Power web sites is to be made and placed on the office file share.

RELATED DOCUMENTS

- Privacy Policy (to be developed)
- Record Keeping Protocols (to be developed)
- Document Access Protocols (to be developed)

.....

Date:

Name:

Executive Officer, Pedal Power ACT