



Shoalhaven Plan  
Management

## Information Management Fact Sheet

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### **COMMITMENT**

Shoalhaven Plan Management Pty Ltd's commitment is to ensure that full and accurate records of all activities and decisions are created, managed and retained or disposed of appropriately, and in accordance with good management practice. This will enable the Director and staff of Shoalhaven Plan Management Pty Ltd to achieve information accessibility, business enhancement and improvement. It will also meet its obligations for accountability while ensuring that it protects the rights and interests of the organisation and the Director, staff and Participants of Shoalhaven Plan Management Pty Ltd.

### **RECORDS AS A RESOURCE**

Shoalhaven Plan Management Pty Ltd recognises that records are a vital asset to:

- facilitate information accessibility and enhance Shoalhaven Plan Management Pty Ltd's business by supporting management and administration;
- provide evidence of activities, actions, consultations and decisions and precedents to funding bodies;
- provide evidence of actions and decisions and precedents for future decision-making;
- deliver relevant information in an efficient, fair and equitable manner; and
- protect the rights and interests of Shoalhaven Plan Management Pty Ltd, the Director, Shoalhaven Plan Management Pty Ltd staff and its Participants.

### **FURTHER INFORMATION**

For further information:

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