

TERMS OF REFERENCE

Review of the classification and management of Council information

Objective

The objective of the “Review of the classification and management of Council information” is to inform the development and implementation of a best practice information management and access regime for the sensitivity of information held and considered by Council in a way that enables the organisation to:

- Demonstrate the integrity and transparency of its information classification and access regime;
- Be responsive to the interests of the community in being able to access Council information to the greatest extent possible and permissible; and
- Satisfy its statutory and other legal and contractual obligations.

Scope of the Review

The “Review of the classification and management of Council information” is to examine, report and make recommendations on the following matters, in the context of the objective specified in these Terms of Reference:

1. The adequacy, appropriateness and extent of understanding (internally and externally) of the Council Information Access and Management Policy.
2. Council’s current practices relating to the sensitivity classification and management of information with particular attention to information deemed to be confidential, including how these practices compare with those of other large local governments in south east Queensland.
3. The key principles that should underpin a contemporary classification and management regime for the sensitivity of information considered by Council.
4. Council’s management of, and reporting on, confidential agenda items of business and information at Council Meetings.
5. Processes and considerations to give effect to the implementation of the recommendations of this review, including recommendations on how to maintain community awareness of Council’s information classification and management arrangements.
6. Such other matters that may be relevant to the objective of the review and which may be agreed in advance by the Review Steering Committee.

Timeframe

The review is to be completed within three months of the appointment of the independent external reviewer.

The Steering Committee may grant an extension of time to the reviewer to complete the review, should the reviewer make such a request. The Steering Committee may not extend the time frame for the completion of the review by any longer than one month.