Agenda Item 8.2

Review of the Classification and Management of Council Information

Context for review

- Repository for a wealth of information
- Service responsibilities interface more directly with the citizenry
- Legislative obligations, including balancing privacy considerations and the public interest
- Hallmark of an outstanding organisation
- Community awareness and expectations

Accessible information assets

- Publicly accessible data and information repositories (eg. Development-I, publicly accessible registers)

- Libraries and other Council facilities

- Council's websites, social media platforms and other online resources

- Media and other publications

- Purchase from Council for specific purposes (ie. property search information for conveyancing and other purposes)

- Council's Disclosure Log, published on Council's website

- Right to Information.

Improvement actions in the last year

- New Standing Orders

- Live Streaming of Council meetings

- More transparent approaches to information proposed to be considered as confidential by Council

- Revised internal practices

- In the period April – December, 98 reports were considered by Council, of which:

  - 8 reports (8.2%) resolved by Council to be considered confidential in their entirety

  - 9 public reports had information contained in confidential attachments

Proposed Review

- Undertaken by an independent external consultant

- Overseen by a Steering Committee comprising a mix of directly relevant experience, with representation from the information owner (CEO) and the key decision-maker (Council)

- Two key points of public engagement and input

- All information submitted, the identity of submitters and the report of the consultant to be publicly available

Proposed Terms of Reference

Terms of Reference focus on:

- Current Information Access and Management Policy.

- Current practices relating to the sensitivity classification and management of information

- key principles that should underpin a contemporary classification and management regime

- Council's management of, and reporting on, confidential agenda items of business

- Implementation arrangements.

- Such other relevant matters agreed by the Review Steering Committee.

Recommendations

That Council:

a) receive and note the report titled "Review of the classification and management of Council information"

b) approve the Terms of Reference for the review of the classification and management of Council information as outlined in Appendix A of the report and

c) authorise the Chief Executive Officer to proceed to commission an independent external review of the classification and management of Council information in accordance with the key principles outlined in the report.

Thank you.

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