

Information Classification Policy

Responsible Division	Corporate Services
Responsible Business Unit	Digital Solutions and Services
Responsible Officer	Coordinator Information Management
Affected Business Units	All
ECM Document Set ID	5045192

Purpose

The purpose of this Policy is to provide the City of Bayswater (the City) with an information classification framework that enables the City to classify and label information assets according to their sensitivity, to maintain and protect the City's information assets particularly when these assets are also required by other Local Government agencies, Western Australian State Government, and third-party organisations.

This policy provides a consistent approach for the classification and labelling of information, by outlining the minimum requirements and responsibilities of Elected Members, City of Bayswater staff and contractors, at the City of Bayswater (the City). The minimum information classification requirements prescribed in this policy align with the Western Australian Government Information Classification Policy and Cabinet Handbook. This policy is consistent with the Western Australian Government's Information Classification Policy.

Scope

This policy applies to Elected Members, City of Bayswater staff and contractors whether engaged on a full-time, part-time, casual, or fixed term basis. It applies to all information created, received, managed, or shared by the City as part of the City's business activities.

Definitions

For the purpose of this policy —

Business Activities means tasks performed by the City as part of its responsibilities for achieving the strategic goals of the City on behalf of the Community.

Information means organised, processed, or structured data, that has been processed in such a way as to be meaningful to the person who receives it. Information can be personal or non-personal in nature.

Information classification means a business-level process whereby the sensitivity of a piece of information (or collection of information) is evaluated and a classification label applied to it if appropriate, such that the sensitivity will be clear to those who access it subsequently.

Label means a text addition to any given information, that represents its classification or sensitivity, such that it is clear to those who access the information. Labels are applied in the header of documents, or in the footer where the header would be obstructed by a label.

Sensitivity means the severity of negative consequences that are likely to result from the release of information. Sensitivity increases in line with the severity of the potential consequences.

Staff means all people who generate, receive, or manage content on behalf of the City, whether engaged on a full-time, part-time, casual, or fixed term basis.

Policy Statement

1. Information assets must be classified and labelled.

Information and data will be classified and labelled as one of three primary classifications: UNOFFICIAL, OFFICIAL AND OFFICIAL Sensitive. OFFICIAL Sensitive information will be further classified into four sub-categories. This will establish a clear and consistent language to maintain and manage information appropriately, according to its sensitivity, across the City, and between Local and State Government agencies.

The three primary classifications are:

UNOFFICIAL - Information that is NOT related to the official work of government.

OFFICIAL - Information related to routine business operations and services that is the business of government. This is the default classification and will apply to most of the City's information.

OFFICIAL Sensitive - Information which if compromised, could cause limited damage to individuals, organisations, or government, or which is limited or prevented from disclosure by legislation or government policy.

The four sub-categories for OFFICIAL Sensitive information and data are:

OFFICIAL Sensitive Cabinet — Information which is cabinet-in-confidence. This information may be related to Cabinet discussions, decisions and documents, agendas, and discussion sheets.

OFFICIAL Sensitive Commercial — Tender documents and information restricted by contractual conditions including non-disclosure agreements.

OFFICIAL Sensitive Legal — Information subject to legal professional privilege.

OFFICIAL Sensitive Personal — Information with personally identifiable and sensitive details.

2. The City will provide direction to Elected Members, City of Bayswater staff and contractors on their responsibilities for maintaining the required standards for the creation, classification, management, maintenance, retention, and disposal of information assets.

This will:

Ensure that when information is created, received, or altered, it is assessed by its sensitivity and labelled appropriately.

Ensure that information assets are managed appropriately, based on their sensitivity.

Ensure any party accessing the information is aware of its classification and adheres to Policy requirements.

Prevent unauthorised access to or disclosure of information.

Ensure that information is reassessed prior to release or sharing, in context with any other information to be released or shared.

Related Legislation

Freedom of Information Act 1992

Privacy and Responsible Sharing Act 2024

Related Documentation

Information Classification Guidelines

Information Handling and Privacy Policy

Document details

Relevant delegations	Nil		
Risk evaluation	low		
Strategic link	<p>City of Bayswater Council Plan 2025-2035</p> <p>Key Result Area: Leadership and Governance Outcome 5.1 Good Governance Objective 5.1.1 Provide ethical and accountable governance.</p> <p>Key Result Area: Leadership and Governance Outcome 5.3 Optimised Performance Objective 5.3.1 Focus on operational efficiency, effective delivery and innovation to ensure our services are fit for purpose, contemporary and secure.</p>		
Council adoption	9 December 2025	Resolution	Item 10.5.1.2.4
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