TERMS OF REFERENCE

WHISTLING WIKI STEERING COMMITTEE

1)   PURPOSE OF THE WHISTLING WIKI STEERING COMMITTEE

The Steering Committee's purpose is to provide oversight of the online community 'Whistling Wiki', in 'govdex', to provide a collaborative environment for members to share and discuss information relating to public interest disclosures (PIDs), internal reporting and whistleblowing.

2)   PURPOSE OF THE WHISTLING WIKI ONLINE COMMUNITY

The community's purpose it to provide a forum for those with a professional interest in PIDs research and policy to share and discuss information and ideas about PIDs, internal reporting and whistleblowing. Topics may include frameworks, legislation, research, resources, policy and practice and other relevant content. This process will build an online cumulative evidence base that will assist community members in their work. In turn, this will contribute to improved systems for encouraging disclosure of public interest information.

3)   STEERING COMMITTEE'S OBJECTIVES

a)   Establish an online community of individuals who have a professional interest in PIDs research and policy.
b)   Support and encourage the online community to actively share and discuss information and ideas about relevant frameworks, legislation, research, resources and other relevant matters.
c)   Ensure the content of the wiki is maintained and protected to ensure its availability to community members as a cumulative evidence base on this topic.

4)   ABOUT GOVDEX

a)   A govdex community, also known as a workspace, comprises a wiki, a task and issue tracker for project management, and a discussion forum. Refer to **Frequently Asked Questions**.
b)   govdex communities are closed communities and membership is by invitation only. Only people who an administrator has sent an invitation to can access the community.
c)   govdex is not designed for public use.
d)   govdex is managed by the Commonwealth Department of Finance and is an unclassified and accredited system.
e)   The Department of Finance provides the hosting, infrastructure, software applications, information storage, disaster recovery and help desk support.
f)   govdex is suitable for holding unclassified official information not intended for public release (govdex may also hold official information).
g)   There are no costs for using govdex.

5)   STEERING COMMITTEE MEMBERSHIP

a)   The Steering Committee members' authorities have organisational oversight responsibility for PIDS:
   • Commonwealth Ombudsman
   • Queensland Ombudsman
   • New South Wales Ombudsman
b)   Individual liaison persons from each of the PID oversight bodies listed above are govdex Community Administrators for the Whistling Wiki website.

Community Administrator

A Community Administrator is a member of a community who manages members and content. They are part of a subgroup of the community known as the administrator group. When the community is applied for the applicant becomes the first community administrator by default. The community administrator group membership can be changed at any time by an existing member of the admin group e.g. an existing community administrator can add new members to the group making them community administrators.

The govdex administration team recommends at least two members within the administrator group.

Source: http://support.govdex.gov.au/roles-and-responsibilities/

6)   STEERING COMMITTEE MEMBERS' RESPONSIBILITIES

As Community Administrators, the Steering Committee members have responsibility to:

a) Abide by the govdex **Roles and Responsibilities**. This includes ensuring that that all members use the community in accordance with the Terms of Use.
b) Abide by the govdex **Terms of Use.** Use of govdex is deemed to be acceptance of these Terms of Use
c) Abide by the govdex **Acceptable Use Policy.**
d) Invite individuals with a professional interest in PIDs, including oversight authorities and other interested parties to join the online community as members.
e) Actively use the online community by regularly posting information, guidelines and research relating to PIDs.

7)   OPERATION

a) The Steering Committee meets quarterly by teleconference to discuss the operation of the govdex community.
b) The Steering Committee will establish and implement operational policy for the wiki.
c) The Community Administrators and members regularly contribute information, guidelines and research relating to PIDs, internal reporting and whistleblowing to the online community.
d) A Project Officer from the NSW Ombudsman's PID Unit maintains an up-to-date backup of the site for recovery from accidental deletion on a quarterly basis.

8)   REVIEW AND AMENDMENT

a) These Terms of Reference may be amended at any time in writing by agreement of all the parties.

9)   AUTHORISATION

a) The Steering Committee members will strive to reach the objectives stated in the Terms of Reference to the best of their ability.