

Access to information by Councillors



Principle(s):

Access to Council information is important for Elected Members to make well-informed decisions for the community and fulfil their duties and obligations.

Objective(s):

To outline how Councillors are able to access, in a timely way, any relevant Council information in relation to their performance or discharge of the functions or duties as Councillors.

Details:

A member of Council may access any relevant council document in accordance with Section 61 of the *Local Government Act 1999*.

This access is without charge and includes access to documents such as proposed contracts, contracts entered into by Council, accounting records, financial statements and related documents.

Councillors requiring access to information/documents must make their request to the Chief Executive Officer who will advise the Councillor when, where and how the information will be made available. Information/documentation will be provided within ten (10) business days of the request, or in a timeframe agreed with the Chief Executive Officer.

The right of access is not the same as the right to publish, or otherwise make public, and Councillors should be mindful of confidentiality provisions.

Responsibilities:

The Chief Executive Officer is accountable for ensuring the proper operation of this Policy.

Legislation:

Local Government Act 1999

References:

Nil

Review:

This Policy shall be reviewed every 48 months, or more frequently if required by legislation or Council.

Document history:

Version	Date	Description of change
1.0	Feb 1998 - Min 368	New document.
2.0	November 2014	Policy numbering system changed and the inclusion of this document history table.
3.0	June 2015 - Min 271	Title change from Council Agenda Correspondence for Information & Accounts Paid Cheque Listing. Re-wording.
4.0	September 2017	Simplification, change of review timeframe, addition of principle, removal of verbatim legislative information (referencing the Act instead), new template.
5.0	December 2021	Reviewed.

Policy adopted:	February 1998
Version:	5.0 December 2021
Next review due:	December 2025