

<b>Policy Section:</b>	<b>1. Corporate Governance</b>
<b>Policy Name:</b>	<b>Equality of Information Provision to Council Members</b>
<b>Classification:</b>	<b>Public – Council Policy</b>
<b>Adopted:</b>	<b>27 January 2015</b>
<b>Frequency of Review:</b>	<b>Biennial</b>
<b>Last Review:</b>	<b>September 2017</b>
<b>Next Review Due:</b>	<b>September 2019</b>
<b>Responsible Officer(s):</b>	<b>Governance Officer Chief Executive Officer</b>
<b>Policy and Code of Practice Manual File Ref:</b>	<b>CC10/2601</b>
<b>Council File Reference:</b>	<b>CR17/41358</b>
<b>Legislation Authority:</b>	<b>N/A</b>
<b>Related Policies and Codes:</b>	<b>N/A</b>
<b>Related Procedures:</b>	<b>N/A</b>

## 1. POLICY

- 1.1 The Town of Gawler (the Council) is a body corporate and all Council Members exercise their collective views via decision-making at Council meetings. There is no case for exclusivity of information provision to individual Council Members. Information provided to one Council Member must be as a matter of routine be provided to all Council Members.
- 1.2 Council Members require information in order to do their job. Some, but not all, of the information they require will be provided by Council and Committee meeting reports. It is legitimate for Council Members to seek information. If information is available through Freedom of Information provisions, it should be available to Council Members. It is recognised that some information is private (staff and client details) and some is 'restricted' e.g. legally privileged, commercial-in-confidence.
- 1.3 The Council Administration should provide equal, quality, timely, accurate and concise information to all Council Members.

## **EQUALITY OF INFORMATION PROVISION TO COUNCIL MEMBERS POLICY**

- 1.4 Frivolous, repeated or 'fishing' requests for information can place strain on the resources available to the Administration.
- 1.5 It is not legitimate for staff to do 'private' research for individual or some Council Members, where such information is freely available in published reports.
- 1.6 The Administration should avoid providing fuel for potential disputes between Council Members. Such matters should be referred to the Mayor.
- 1.7 If a legitimate request is resource intensive, it should be subject of a report to Council in the same way as other issues requiring extra resources, but which have not been budgeted.
- 1.8 Council Members should only seek information from the most relevant Council Manager, Team Leader or the Chief Executive Officer.
- 1.9 The Chief Executive Officer is responsible to ensure that where information is conveyed to one Council Member, a précis of the request and information provided, is be communicated to all members by an immediate email within the next five working days).
- 1.10 The Chief Executive Officer is responsible for ensuring the Administration complies with this policy.

### **2. REVIEW AND EVALUATION**

The effectiveness of this Policy will be reviewed on a biennial basis.

The Chief Executive Officer will report to Council on the outcome of the evaluation and if relevant make recommendations for amendments, alteration or substitution of a new Policy.

The Policy will not be altered or substituted so as to affect a process already commenced.

### **3. FURTHER INFORMATION**

Further information about this Policy can be obtained by:-

Telephone: 8522 9211  
Fax: 8522 9212  
Email: [council@gawler.sa.gov.au](mailto:council@gawler.sa.gov.au)  
Appointment: Town of Gawler Administration Centre, 43 High Street, Gawler East.  
Letter: PO Box 130, Gawler SA 5118

### **4. AVAILABILITY OF POLICY**

The Policy is available for inspection during ordinary business hours at the Council principal office, Town of Gawler Administration Centre 43 High Street, Gawler East or is available on the Council website at [www.gawler.sa.gov.au](http://www.gawler.sa.gov.au).

A copy of this Policy will be provided to interested parties upon request, for a fee as contained in the Register of Fees and Charges.