

Policy Section:	1. Corporate Governance
Policy Name:	Equality of Information Provision to Council Members
Classification:	Public – Council Policy
Adopted:	12 November 2019
Frequency of Review:	following a general election of Council
Last Review:	October 2019
Next Review Due:	January 2022
Responsible Officer(s):	Governance Officer Chief Executive Officer
Policy and Code of Practice Manual File Ref:	CC10/2601
Council File Reference:	CR19/68068
Legislation Authority:	N/A
Related Policies and Codes:	N/A
Related Procedures:	N/A

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 following a general election of Council.

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
Email: 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.

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.