

Customer Contact **1300 COUNCIL (1300 268 624)**
 07 4679 4000
www.wdrc.qld.gov.au
info@wdrc.qld.gov.au



Publishing and Administrative Release of Ordinary Meeting Reports - Council Policy

Effective Date	Ordinary Meeting of Council - 16 April 2014
Policy Owner	CEO - Governance and Information Systems
Link to Corporate Plan	Strategic Theme 1: Effective and Inclusive Governance
Review Date	December 2020 AMENDMENTS: Ordinary Meeting of Council - 14 December 2016
Related Legislation	Local Government Act 2009 Local Government Regulation 2012 Information Privacy Act 2009 Right to Information Act 2009
Related Documents	Information Privacy - Council Policy Meetings - Council Policy

RESERVED

Policy Version	Approval Date	Adopted/Approved
1	16 April 2014	Ordinary Meeting - 16 April 2014
2	14 December 2016	Ordinary Meeting - 14 December 2016

*This policy may not be current as Council regularly reviews and updates its policies. The latest controlled version can be found in the policies section of Council's intranet or Website. **A hard copy of this electronic document is uncontrolled***

PUBLISHING AND ADMINISTRATIVE RELEASE OF ORDINARY MEETING REPORTS - COUNCIL POLICY

1. PURPOSE

Council is mindful of its obligation to the community to be accountable and have transparent and effective processes in place within the confines of applicable legislation. This Policy details the procedure for publishing and public access to reports considered at Ordinary Meetings of Western Downs Regional Council.

2. SCOPE

The policy applies to all agenda reports considered at Ordinary Meetings of Western Downs Regional Council.

Confidential reports may require a formal application to be made under the *Right to Information Act 2009* or the *Information Privacy Act 2009* and as such are not included in this policy.

3. POLICY

3.1 Legislative Context

Section 277(5) and (6)) of the *Local Government Regulation 2012* (LGR) requires that a list of items to be discussed at a Council Meeting must be open to inspection at the time the agenda for the meeting is made available to Councillors. Council complies with this requirement by publishing a list of agenda items on its website and displaying the list of agenda items at each Customer Service Centre by 5 pm on the Monday preceding Council Meetings.

Section 274 of the LGR prescribes that Council Meetings are open to be public unless Council resolves in accordance with section 275 of the *Local Government Regulation 2012* that the Meeting is to be closed.

3.2 Public Access to Council Meeting Reports

A listing only of Ordinary Meeting agenda items will be published on Council's website by close of business five (5) days prior to the related Ordinary Meeting.

Ordinary Meeting agenda reports (excluding confidential reports and items) will be published on Council's website once the Ordinary Meeting has formally commenced.

3.3 Hardcopy Access to Council Meeting Reports

Any person may request a hard copy of the published Ordinary Meeting reports (excluding confidential reports and items) by completing the applicable request form, paying the prescribed fee as detailed in Council's Fees and Charges and providing a minimum 24 hours notice.

The requested item/s may be collected from the nominated Council Customer Service Centre once the Ordinary Meeting has commenced.

As a courtesy to members of the public in attendance at Ordinary Meetings, a full hard copy of the agenda (excluding confidential reports and items) will be made available for viewing in the public gallery for the duration of the Meeting.

Persons seeking access to confidential reports and items may require a formal application to be made under the *Right to Information Act 2009* or the *Information Privacy Act 2009*, unless a determination is made by the Chief Executive Officer to release the information administratively.

3.4 Information Privacy Considerations

Prior to the release of requested Council agenda report items, Council will have regard to its obligations to comply with the Information Privacy Principles of the *Information Privacy Act 2009* relating to any personal information contained in those report items. As a general rule, personal information will not be disclosed to anyone except the individual it is about unless:-

- it is disclosed with the individual's agreement;
- is authorised by law; or
- it is one which the individual was, when they provided the information, reasonably aware would occur.