



Burke Shire Council

Right to Information (RTI) Policy

Document Control

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Version History

Council Resolution	Date	Reason / Comments
170616.24	16 June 2017	New Policy presented to Council

1. OBJECTIVE

This Policy seeks to provide for open, transparent and accountable Governance by giving right of access to information and documents in Burke Shire Council's ('Council's') possession or under Council's control, and to meet Council's obligations under the Right to Information Act 2009 (RTI Act).

2. DEFINITIONS

Council mean Burke Shire Council

Council Officer includes all permanent, temporary and casual staff and staff employed under contract

Document refers to any document, other than a document to which the RTI Act does not apply, in the possession, or under the control, of Council whether bought into existence or received by Council and includes:

- a) a document to which Council is entitled to access: and
- b) a document in the possession, or under the control, of an officer of the Council in the officer's official capacity.

Exempt Information is:

- A document or information, the disclosure of which would, on balance, be contrary to public interest.
- Information that is exempt under Schedule 3 to the RTI Act

Contrary to Public Interest: The steps and factors to be applied to a document or information (other than exempt information) under section 49,50 and 51 of the RTI Act and in Schedule 4 to the RTI Act to decide whether disclosure would, on balance, be contrary to public interest.

3. POLICY

3.1. Council's Responsibility

Burke Shire Council is committed to providing open, transparent and accountable government and is therefore committed to encouraging open discussion of public affairs and keeping the community informed of its operations.

Council will be proactive in giving the community right of access to information in Council's possession or under Council's control unless, on balance, it is contrary to the public interest to give the access.

Council will make copies of its policy documents available for inspection and purchase by the public.

Council will release administratively, as a matter of course, documents that inform of Council's operations, including, in particular, the rules and practices followed by Council in its dealing with the community if the publication or giving access can properly be done or is permitted or required to be done by law.

Other documents can be accessed by application under the RTI Act and the Information Privacy Act 2009 unless, on balance, it is contrary to the public interest to give the access.

3.2. Council Officers' Responsibility

Council officers are expected to be proactive in providing access to information in Council's possession or under Council's control unless, on balance, it is contrary to the public interest to give access or the information is exempt information.

Officers are encouraged to identify new data/documents for release or publication, to identify barriers to greater disclosure and to take action to address these barriers.

3.3. Executive Management Team's Responsibility

The Executive Management Team is expected to be proactive in releasing and publishing new documents and information within the Publication Scheme on Council's website.

3.4. Publication Scheme

Council policies and other information are to be available for inspection in the Publication Scheme on Council's website under the following categories:

- About Us
- Our Services
- Our Finances
- Our Priorities
- Our Decisions
- Our Policies
- Our Lists

Key documents are also to be made available for inspection at Council's Burketown Administration Office.

3.5. Staff Training

Initial and on-going training is to be provided to appropriate officers to ensure compliance with Right to Information and Information Privacy requirements and encourage open disclosure of information unless, on balance, it is contrary to the public interest to give the access.

4. PROCEDURE

GOV-PRO-002 outlines Council's Right to Information Procedure.

5. WORKPLACE PARTICIPANT ACKNOWLEDGEMENT

1. I acknowledge that I have read and understood this Right to Information Policy
2. I understand that I can access this policy:
 - a. Upon request or
 - b. In the:
 - i. Depot
 - ii. Office
 - iii. Gregory Office
3. I understand that I must comply with the policy; and
4. There may be disciplinary consequences if I fail to comply which may result in the termination of my employment.

Name: _____
Signed: _____
Date: _____