

A hand holding a globe with a blue brushstroke background. The hand is in silhouette, holding the globe from the top and bottom. The globe is a small, clear sphere reflecting the sky. The background is a light blue sky with a thick, dark blue brushstroke that curves across the top and right side of the image. A semi-transparent dark blue horizontal band is positioned across the middle of the image, containing the title text.

Public Transparency Policy



Yarriambiack
SHIRE COUNCIL

Public Transparency Policy

Yarriambiack Shire Council encourages a working environment which promotes gender equality and models non-violent and respectful relationships.

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1 Objective

This policy supports Council in its ongoing drive for good governance and the importance of open, honest and accountable conduct.

This policy also sets out how council information is to be made publicly available and how Council will ensure the information is readily available and accessible to the community.

Council must adopt and maintain a public transparency policy under section 57 of the *Local Government Act 2020* (the Act). This policy gives effect to the *Public Transparency Principles* outlined in section 58 of the Act and as outlined below;

Public Transparency Principles

- a) Council decision making processes must be transparent except when the Council is dealing with information that is confidential by virtue of this Act or any other Act;
- b) Council information must be publicly available unless;
 - (i) the information is confidential by virtue of this Act or any other Act; or
 - (ii) public availability of the information would be contrary to the public interest;
- c) Council information must be understandable and accessible to members of the municipal community;
- d) public awareness of the availability of Council information must be facilitated.

The objective of Council's Public Transparency Policy is to formalise its support for transparency in its decision-making processes and to promote public awareness of the availability of Council information.

As a result, this policy seeks to promote:

- a) Greater understanding of Council's decision-making processes.
- b) Increased confidence and trust by the community through greater understanding and awareness of how decisions are made by Council.
- c) Enhanced decision making by the community based on access to Council information.
- d) Access to information that is current, easily accessible and disseminated in a timely manner.
- e) Reassurance to the community that Council is spending public monies wisely.

2 Definitions

For the purposes of this policy, Council adopts the following definitions:

Community Community is a flexible term used to define groups of connected people. We use it to describe people of a municipality generally, including individuals or groups who live, work, play, study, visit, invest in or pass through the municipality.

Consultation The process of seeking input on a matter.

Public Participation Public participation encompasses a range of public involvement, from simply informing people about what government is doing, delegating decisions to the public and community activity addressing the common good.

Stakeholder An individual or group with a strong interest in the decisions of Council and are directly impacted by their outcomes.

Closed Meetings When Council resolves to close the meeting to the general public, in order to consider a confidential matter regarding issues of a legal,

contractual or personnel nature and other issues deemed not in the public interest.

Transparency

A lack of hidden agendas or conditions, and the availability of all information needed in order to collaborate, cooperate and make decisions effectively. Importantly, “transparency” is also a human rights issue: the right to have the opportunity, without discrimination, to participate in public affairs (s.58 of The Act).

Act

Local Government Act 2020 Victoria

Confidential Information

Has the meaning in Section 3 of the *Local Government Act 2020*.

Policy

A formal statement of principle which regulates Council’s activities, defines roles and responsibilities within Council, and provides guidance to assist staff in carrying out Council functions in line with Council values and relevant legal obligations.

3 Responsibility

It is everyone’s role to promote and facilitate access to council information in accordance with the Public Transparency Policy.

Party/parties	Roles and responsibilities	Timelines
Council	Champion the commitment and principles for public transparency through leadership, modelling good practice and decision-making.	Ongoing
Chief Executive Officer	The CEO may approve policies relating to day-to-day operations in line with his or her delegated authority. All policies relating to community activities, the conduct of Council meetings, or Council’s investments and finances must be approved by resolution at a Council meeting.	Ongoing
Leadership Team	Champion behaviours that foster transparency and drive the principles through policy, process and leadership. Manage areas of responsibility to ensure public transparency, good governance and community engagement is consistent with this policy. Monitor implementation of this policy.	Ongoing
All Staff	Public transparency is the responsibility of all employees as appropriate to their role and function. All staff respond to requests for information and facilitate provision of information in consultation with their manager and in alignment with the Policy.	Ongoing
Manager People and Culture	To monitor implementation of this policy and conduct periodic reviews to drive continuous improvement.	Ongoing

4 Policy Statement and Scope

This policy applies to Councillors and Council staff.

4.1 What the Council be transparent with:

Council is committed to ensuring that decision making at Council Meetings:

- a) Will be undertaken in accordance with the Act and the Governance Rules.
- b) Will be conducted in an open and transparent forum, unless in accordance with the provisions in the Act and Governance Rules.
- c) Will be informed through community engagement, in accordance with the Community Engagement Principles as outlined in s56 of the Act.
- d) Will be made fairly and on merit, and where any person whose rights will be directly affected by a decision of the Council, that person will be entitled to communicate their views and have their interests considered.

Council Information

A list of available information is provided in the Part II Statement published in accordance with the *Freedom of Information Act 1982*. Part II of the *Freedom of Information Act 1982* requires Government agencies and Local Councils to publish a number of statements designed to assist members of the public in accessing the information it holds. This information includes but is not limited to:

Documents such as:

- Plans and Reports adopted by Council;
- Policies;
- Project and service plans;
- Grant application, tenders and tender evaluation material;
- Service agreements, contracts, leases and licences;
- Council leases, permits and notices of building and occupancy; and
- Relevant technical reports and / or research that informs decision making.

Process information such as:

- Practice notes and operating procedures;
- Application processes for approvals, permits, grants, access to Council services;
- Decision making processes;
- Guidelines and manuals;
- Community engagement processes;
- Complaints handling processes.

Council records will, at a minimum, be available on Council’s website:

- Council meeting agendas;
- Minutes of Council meetings;
- Reporting from Council appointed Committees through reports to Council;
- Audit and Risk Committee minutes through reporting to Council;
- Terms of reference or charters for Advisory Committees;
- Registers of gifts, benefits and hospitality offered to Councillors or Council Staff;
- Registers of interstate travel undertaken by Councillors or Council Staff;
- Registers of Conflicts of Interest disclosed by Councillors or Council Staff;
- Submissions made by Council;

- Registers of donations and grants made by Council;
- Registers of leases entered into by Council, as lessor and lessee;
- Register of Delegations;
- Register of Authorised officers;
- Register of Election campaign donations;
- Summary of Personal Interests;
- Any other Registers or Records required by legislation or determined to be in the public interest.

4.2 Publications

Council publishes a range of newsletters, reports and handbooks for residents, businesses and visitors to council. You can download them from the website or call Council for a copy. Some of these publications are available at Council's Libraries.

4.3 Access to Information

- Information will be made available on the Council website, at Council offices, or by request.
- Members of the public can make different kinds of information requests to the council (e.g. informal requests for documents and information or formal FOI requests).
- Consideration will be given to accessibility and cultural requirements.
- Council will respond to requests for information in alignment with the Act including the Public Transparency Principles, and this policy.
- In accordance with Part II statement made under the *Freedom of Information Act 1982*.

4.4 Freedom of information (FOI) applications

The *Freedom of Information Act 1982* gives you right of access to documents that Council hold. If you can't find the document you require, call us before you make an FOI application as we may be able to make it available.

4.5 Information not Available

Some Council information may not be made publicly available. This will only occur if the information is confidential information or if its release would be contrary to the public interest or not in compliance with the *Privacy and Data Protection Act 2014*.

"Confidential information" is defined in section 3 of the *Local Government Act 2020*. It includes the types of information listed in the following table.

Type	Description
Council business information	Information that would prejudice the Council's position in commercial negotiations if prematurely released.
Security information	Information that is likely to endanger the security of Council property or the safety of any person if released.
Land use planning information	Information that is likely to encourage speculation in land values if prematurely released.
Law enforcement information	Information which would be reasonably likely to prejudice the investigation into an alleged breach of the law or the fair trial or hearing of any person if released.
Legal privileged information	Information to which legal professional privilege or client legal privilege applies.

Personal information	Information which would result in the unreasonable disclosure of information about any person or their personal affairs if released.
Private commercial information	Information provided by a business, commercial or financial undertaking that relates to trade secrets or that would unreasonably expose the business, commercial or financial undertaking to disadvantage if released.
Confidential meeting information	Records of a Council and delegated committee meetings that are closed to the public to consider confidential information
Internal arbitration information	Confidential information relating internal arbitration about an alleged breach of the councillor code of conduct.
Councillor Conduct Panel confidential information	Confidential information relating to a Councillor Conduct Panel matter
Confidential information under the 2020 Act	Information that was confidential information for the purposes of sections 3(1) and 125, of the <i>Local Government Act 2020</i>

Council may decide, in the interests of transparency, to release information to the public even though it is confidential under the Act. However, this will not happen if release is contrary to law in breach of contractual requirements or if releasing the information is likely to cause harm to any person or is not in the public interest to do so.

4.6 Public interest test

Council is not required to make publicly available information if the release would be contrary to the public interest, in accordance with the *Local Government Act 2020*. When considering public interest, Council will apply the test that exists in the *Freedom of Information Act 1982*. Council may refuse to release information if it is satisfied that the harm to the community likely to be created by releasing the information will exceed the public benefit in it being released.

When considering possible harm from releasing information, Council will only concern itself with harm to the community or members of the community. Potential harm to the Council will only be a factor if it would also damage the community, such as where it involves a loss of public funds or prevents the council from performing its functions.

Information that might be withheld because it is contrary to the public interest may include:

- internal working documents that have not been approved or submitted to Council, especially where their release may mislead the public;
- directions to Council staff regarding negotiations in contractual or civil liability matters, where release may damage the Council's capacity to negotiate the best outcome for the community,
- correspondence with members of the community, where release may inappropriately expose a person's private dealings.

4.7 Human Rights Charter

This policy has been reviewed against and complies with section 13 of the *Charter of Human Rights and Responsibilities Act 2006*, as this Policy aligns with and provides for the protection of an individual's right not to have their privacy unlawfully or arbitrarily interfered with. It is also in line with section 18 which recognises a person's right to participate in the conduct of public affairs.

4.8 Non-compliance with this Policy

If a member of the community wishes to question a decision about the release of information, this should be raised directly with the officer handling the matter in the first instance. If still not satisfied and would like to contest the decision, this can be reported to the (Designate an officer such as the officer responsible for FOI in Council).

If not satisfied with Council's response, the concerns can be raised directly with the Victorian Ombudsman's office on (03) 9613 6222. or via the website – www.ombudsman.vic.gov.au.

4.9 Monitoring, Evaluation and Review

Council commits to monitoring processes, information sharing and decision making to understand the overall level of success in the Policy's implementation.

The release of information is regularly reviewed against the Local Government Privacy Guide.

This policy will be reviewed in conjunction with its associated procedures every three years.

5 References

- Part II Freedom of Information Statement
- Governance Rules
- Information Privacy Policy
- Health Records Policy
- Local Government Privacy Guide
- *Charter of Human Rights and Responsibilities Act 2006*
- *Freedom of Information Act 1982*
- *Local Government Act 2020*
- *Privacy and Data Protection Act 2014*
- *Equal Opportunity Act 2010.*

6 Consistency with Governance Principles Local Government Act 2020

Governance Principle	Section of policy where covered
(a) Council decisions are to be made and actions taken in accordance with the relevant law;	Section 1 Objectives – Public Transparency Principals
(b) priority is to be given to achieving the best outcomes for the municipal community, including future generations;	Section 1 Objectives – Public Transparency Principals
(c) the economic, social and environmental sustainability of the municipal district, including mitigation and planning for climate change risks, is to be promoted;	Section 4 Policy Statement and Scope
(d) the municipal community is to be engaged in strategic planning and strategic decision making;	This policy as a whole covers the Community Engagement Policy that

Governance Principle	Section of policy where covered
	ensures the community are engagement in key decisions and plans.
(e) innovation and continuous improvement is to be pursued;	Section 4.6 Public Interest Test and 4.9 Monitoring, Evaluation and Review
(f) collaboration with other Councils and Governments and statutory bodies is to be sought;	Section 1 Objective
(g) the ongoing financial viability of the Council is to be ensured;	This policy as a whole covers requirements undertaken to ensure ongoing financial viability
(h) regional, state and national plans and policies are to be taken into account in strategic planning and decision making;	Section 5 References
(i) the transparency of Council decisions, actions and information is to be ensured.	Section 1 Objectives

In giving effect to the overarching governance principles, a Council must take into account the following supporting principles—

- (a) the community engagement principles;
- (b) the public transparency principles;
- (c) the strategic planning principles;
- (d) the financial management principles;
- (e) the service performance principles

Council Approved Policy

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