

BARCOO SHIRE COUNCIL POLICY *PUBLIC ACCESS TO INFORMATION*

| | |
|---------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Policy Number: CIM-001 | Version: |
| Classification: Administrative | Section: Corporate-Information Management |
| Date Adopted by Council: 19.06.2017 | Resolution Number: 2017.06.22 |
| Responsible Officer: Manager HR Communications and Governance | <p>Review: Note: This Policy is reviewed when any of the following occur:</p> <ol style="list-style-type: none"> 1. The related information is amended or replaced. 2. Other circumstances as determined from time to time by the Chief Executive Officer. <p>Notwithstanding the above, this Policy is to be reviewed at intervals of no more than two years.</p> |
| Legislation: <i>Local Government Act 2009; Local Government Regulation 2012</i> | |

OBJECTIVE

The objective of this policy is to outline a compliant and clear process for public access to information.

POLICY STATEMENT

The Barcoo Shire Council will ensure public access to its policies, processes, information and notices as required in the *Local Government Regulation 2012*: s14, s182, s199, s202, s237, s251, s272, s277, s295 and the *Local Government Act 2009*: s29B, s69, s134, s166, s172, s173, s181, s306.

PROCEDURE

The following documents and policies may be inspected at the Barcoo Shire Council Administration Centre and are available on the [Barcoo Shire Council website](#):

- *5-year corporate plan*
- *annual operational plan*
- *annual budget*
- *annual report*
- *Investment Policy*
- *Debt Policy*
- *Community Grants Policy*
- *Procurement Policy*
- *Expenses Reimbursement Policy*
- *Administrative Action Complaints Policy*
- *Administration Action Complaints Process*
- *minutes of council meetings including the declaration/s by councillor/s of a material interest or conflict of interest*
- *register of interests of councillors*
- *local law register*

The following information is **displayed** in the Barcoo Shire Administration Centre and is available on the [Barcoo Shire Council website](#):

- *notice of meetings*

- *notice of discretionary funds for councillors*
- *details of contracts worth \$200,000 or more.*

Notices relating to the following will be published on the [Barcoo Shire Council website](#):

- *making a local law*
- *road closures*
- *approved inspection programs*
- *invitation to fill a vacancy in the office of a councillor in the final 18 months of the local government term.*

Information about road closures, approved inspection programs or councillor vacancies will also be published through appropriate local media including, but not limited to radio.

A notice of the making of a local law is also published in the [Qld Local Government Gazette](#).

The public may obtain hard copies of the following documents by contacting the Administration Centre and paying the required fee:

- *5-year corporate plan*
- *annual operational plan*
- *annual budget*
- *annual report*
- *Investment Policy*
- *Debt Policy*
- *Community Grants Policy*
- *Procurement Policy*
- *Expenses Reimbursement Policy*
- *Administrative Action Complaints Policy*
- *Administration Action Complaints Process*
- *minutes of council meetings once they have been confirmed.*

ASSOCIATED DOCUMENTS AND POLICIES

Nil