



LOCAL GOVERNMENT ACT REFORM ►► TRANSFORMING LOCAL GOVERNMENT

## Availability of information Frequently Asked Questions

Additional information on your council will now be available on your council's website!

### Why are these changes being made?

- Through embracing contemporary ways to communicate, local governments will be able to better meet community expectations for accountability and transparency.
- These changes will ensure information is more easily accessible for community members who cannot visit their local government office during working hours, including in remote locations.

### Documents currently held by the local government which will need to publish on the local government's website following the Bill's Assent (July 2019)

- Proposed and current local laws (consolidated copy);
- Business plan for a major land transition or major trading undertaking;
- Candidate profiles;
- Policy for the temporary employment or appointment of CEO;
- Policy for payments to employees in addition to their contract or an award;
- Code of conduct for employees;
- Gifts register;
- Register of financial interests;
- Register of complaints of minor breach compiled under section 5.121;
- Map of the district (which includes ward boundaries);
- Annual budget;
- List of fees and charges under section 6.16;
- Current plans for the future of the district made under section 5.56;
- Confirmed council and committee meeting minutes;
- Minutes of electors' meetings;
- Notice papers and agendas relating to council and committee meetings that have been tabled or produced by the local government and presented at a council or committee meeting;
- Code of conduct for council and committee members;

- Adverse findings of the Local Government Standards Panel or the State Administrative Tribunal; and
- Objects and reasons for the imposition of differential rates.

#### **Information NOT to be published online**

- Rate records;
- Register of owner occupiers; and
- Electoral rolls.

#### **Documents currently held by the local government which will need to be published on the local government's website after regulations are gazetted**

- Unconfirmed council and committee meeting minutes;
- Up-to-date schedule of meetings upcoming Council and committee meetings;
- Adverse findings against current council member, employee or the local government by the following bodies:
  - a) Local Government Standards Panel;
  - b) Public Sector Commission;
  - c) Corruption and Crime Commission; and
  - d) State Administrative Tribunal.
- All approved policy documents that govern an assessment of an application;
- Any adopted Regional price preference policy.

#### **Additional documents required to be available for inspection at the local government office after regulations are gazetted**

- Map of the district (which includes ward boundaries);
- Adverse findings against current council member, employee or the local government by the following bodies:
  - a) Local Government Standards Panel;
  - b) Public Sector Commission;
  - c) Corruption and Crime Commission; and
  - d) State Administrative Tribunal.
- All approved policy documents that govern an assessment of an application;
- Council member's attendance at council and committee meetings for which a sitting fee is paid (as published in most recent annual report — the requirement to publish this information in the annual report will be introduced when these regulations are *gazetted*); and
- The total rewards package paid to the CEO (as published in most recent annual report — the requirement to publish this information in the annual report will be introduced when these regulations are *gazetted*).

#### **Once prepared by the local government, the following documents will also need to be published on the local government's website**

- Report on training completed by councillors of the local government;

- Attendance at events policy; and
- Continuing Professional Development policy (for council members).

**There is are a number of references to an up-to-date version of a document to be available on the local government's official website. What does the term 'up-to-date' mean?**

- This means that the CEO must post the document required to be online as soon as possible after the document has been updated.
- It is expected that this will occur within 10 days.

**How long will information be required to be on the local government's website?**

- This will depend on the type of information.
- Current information, such as the map of the district boundaries and fees and charges, will be required to remain on the website while they are current.

For information such as annual reports and minutes of meetings it is likely to be five years.