

	PRIVACY
POLICY	The purpose of this policy is to define the manner in which the Council will undertake its governance and responsibilities in the Town of Katherine.
Council Adoption Date:	
Related Policies:	Katherine Town Council Freedom of Information (Privacy) Policy and Procedures
Responsible Officer	Administration Manager
Procedure Reviewed:	02/09
POLICY PROCEDURE	<p>The Council has adopted this policy setting out the objectives that it aspires to achieve within its area. Where Council commits to achieving standards or requirements, which are not imposed upon it by statute, its commitment is to endeavour, within resource allocation, to achieve those standards or requirements.</p> <p>The contents of and the commitments that Council makes in this policy are not intended to be and should not be interpreted to be any more than a statement of the Council's general position in relation to those matters, and to facilitate its aspirations wherever it is reasonable to do so.</p> <p>Council is responsible for the peace, order and good government.</p> <p>Council is democratically elected to represent its local community</p> <p>Council, as Local Government and a sphere of government, must be accountable and responsible to its community.</p> <p>Council has a role to enhance community identity and community spirit.</p>

	<p>All members of the community have a right to participate in local affairs.</p> <p>Access to Council's services, programs or facilities, and to those of any other organisations to which it provides facilities or funding, should be provided without prejudice.</p> <p>The concept of ecologically sustainable development is integral to all decision making.</p> <p>This policy accords with the Declaration on the role of Local Government, endorsed by Councils at the 1997 National General Assembly of Local Government, which states:</p> <p><i>“Local Government can provide good governance for its community by: being fully informed on local issues; considering all aspects of environmental, economic and social consultation; and balancing competing claims and interest openly, fairly and sympathetically”.</i></p> <p>Specifically, this policy is guided by the belief that the principle role of a council is:</p> <p>to act as a representative, informed and responsible decision-maker in the interests of its community; and</p> <p>To provide and coordinate various public services and facilities and to develop its community and resources in a socially just and ecologically sustainable manner; and</p> <p>To encourage and develop initiatives within its community for improving the quality of life of the community; and</p> <p>To represent the interests of its community to the wider community; and</p> <p>To exercise, perform and discharge the powers, functions and duties of local government under the Local Government Act and other Acts in relation to the area for which it constituted.</p>
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	<p>The Local Government reform process (Territory Wide and nationally) has provided an opportunity for discussion, debate and review of the roles and responsibilities of Local Governments in serving their communities. This policy reaffirms Council's commitment to promoting open, accessible and responsible government and to advocating on behalf of the community it serves.</p> <p>To promote accessible, responsible and accountable government for the Town of Katherine.</p> <p>Council will perform an active role in governance by:</p> <p>Providing strong civic leadership in setting direction and focus for the community;</p> <p>Promoting a positive community spirit and identity;</p> <p>Involving the community in setting directions for the Council area;</p> <p>Addressing community needs within available resources; and</p> <p>Facilitating and coordinating local efforts and resources</p> <p>Council will cooperate at a regional scale to address issues affecting adjoining communities, or communities with similar interests.</p> <p>Council aims to strengthen its relations with the Local Government Association and other spheres of government and to collaboratively implement initiatives, which involve the Council area.</p> <p>Council will support the community through the provision of services, infrastructure, facilities, advice and expertise, community grants and any other resource that is available and approved for use by Council.</p> <p>Council will encourage community participation in involvement in civic affairs.</p> <p>Council will undertake appropriate forms of consultation with the community to identify preferred directions for the Council area.</p>
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	<p>Council will have regard to local community values.</p> <p>Council will be sensitive to the needs, interest and aspirations of individuals and organisations which have an interest in the Council area.</p> <p>Council will promote tolerant and cohesive communities, based on the respect of the values of individuals that make up the community.</p> <p>Wherever possible Council will exercise its powers and apply Commonwealth and Territory laws in a manner, which reflects local, needs.</p> <p>Council will establish and implement local By-Laws in accordance with its powers as stated in the Local Government Act. Similarly, Council will implement its order making powers to address issues of public nuisance, safety and amenity, as provided for in the Local Government Act. Council will adopt strategies, codes and conventions where they are complementary to, or assist with, achieving local strategic directions.</p> <p>Council will represent community interests to other spheres of government, their agencies and the broader community.</p> <p>Council will promote the Town of Katherine at regional, Territory, national and international levels where consistent and appropriate to the achievement of the Town's strategic directions.</p> <p>Council will inform the community of proposals or directions under consideration, Council decisions and processes.</p> <p>Council will apply appropriate communication strategies which ensure all members of the community have the opportunity to participate in local affairs.</p> <p>Council will have regard for relevant legislation in determining the terms and conditions under which it will make available any information contained in its databases.</p>
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	<p>Council will be responsive to community needs and exercise good financial management through ongoing review of its policy directions, resource allocations, strategies and service delivery.</p> <p>Council will seek to provide or facilitate others to provide services, where there is no comparable service in the area, and where a demonstrated community need exists.</p>
<p>POLICY GUIDELINES</p>	<p>PERSONAL INFORMATION</p> <p>Personal information is defined as “Council information from which a person’s identity is apparent or is reasonably able to be ascertained.”</p> <p>COLLECTION</p> <ol style="list-style-type: none"> 1. The Katherine Town Council collects information that it needs to carry out its functions and activities, including its statutory function under the <i>Local Government Act 2008</i>. 2. The Katherine Town Council may also collate statistical information from the personal information it collects. This information may be used by Council to assist in the provision of appropriate services and facilities. Once this type of information is collected, it will be de-identified so that any compilation or publication of those statistics will not reveal an individual or group identity. 3. The Katherine Town Council can collect personal information in a number of ways which includes: <ul style="list-style-type: none"> • Directly from application forms, statutory declarations and verbal or written communication. • Third parties.

	<p>USE AND DISCLOSURE</p> <p>The Katherine Town Council may use personal information in a variety of ways, which includes:</p> <ul style="list-style-type: none"> • To carry out the functions of Katherine Town Council. • To provide individualø/groups with information pertaining to Council services. • To determine and provide appropriate services and facilities. • To administer and manage processes. • To administer personnel and recruitment matters. <p>The Katherine Town Council will take all reasonable steps to ensure that personal information is not disclosed to third parties except in specific circumstances which can include:</p> <ul style="list-style-type: none"> • Individual/group consent. • The Katherine Town Council is authorised or required by law or regulatory requirements to disclose personal information. • The information is disclosed in accordance with section 152(4) of the <i>Local Government Act 2008</i>, which requires Katherine Town Council to make the assessment record available for inspection by any member of the public. • The information is provided to a third party who provides services to Katherine Town Council and where the third party agrees to preserve the confidentiality of the personal information. • The circumstances where the Katherine Town Council is not prohibited from disclosing the information, as described in the Act. <p>SECURITY OF INFORMATION</p> <p>Katherine Town Council will take reasonable steps to protect the personal information it holds from misuse and loss and from unauthorised access, modification or disclosure.</p> <p>Katherine Town Council will take reasonable steps to store personal information in a secure place within the Council department or section that uses that information.</p>
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	<p>ACCESS TO PERSONAL INFORMATION</p> <p>A written request to Katherine Town Council is required to access personal information. Refer to Katherine Town Councils policy and procedure relating to "Freedom of Information (Privacy)".</p> <p>A reasonable fee will be charged to access the personal information.</p> <p>PUBLICLY AVAILABLE MATERIAL</p> <p>The following Katherine Town Council's documents are publicly available either through the Council's website or in hard copy from the Civic Centre:</p> <ul style="list-style-type: none"> • Notices and minutes and agendas of meetings of Council; • Annual financial statement and annual report; • Auditor's report; • Policy concerning the payment of expenses incurred by, and the provision of facilities to Elected Members; • Council's Code of Conduct; • Register of Elected Members' interests; • An approved rating proposal; • Notice of the Declaration of Rates and Charges; • Any notices of Council; • Register of By-Laws ; • Reviewable decisions; • Regional Management Plan; and • Council's draft and financial Municipal Plan. <p>An individual may apply in writing to the Chief Executive Officer for the suppression of personal information from publicly available material under section 201 of the <i>Local Government Act 2008</i>.</p> <p>ACCURACY OF INFORMATION</p> <p>Katherine Town Council will endeavour to ensure that all personal and public information that is collected, used or disclosed is and remains accurate, complete and up to date.</p>
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