Acceptable Requests by Councillors for Advice or Information

Head of Power

Local Government Act 2009

Objective

The objective of this Policy is to:

1. Provide clear guidelines about the way in which a Councillor may ask a Council employee for advice or information to assist the Councillor carry out their responsibilities and the reasonable limits on those requests; and

2. Establish procedures for the provision of advice.

Definitions/Application

Definitions

In this policy:

CEO means the Council’s Chief Executive Officer.

Council employee/s means all employees of Council, whether employed on a permanent, temporary, or part-time basis. This definition also includes volunteers and employees of businesses and entities contracted to provide services to, or on behalf of Council.

Law includes Council policies and directives.

Application

This Policy applies to requests made by Councillors. This Policy does not apply to the Mayor.

Policy Statement

Councillors seeking advice from Council employees to assist them in carrying out their responsibilities must follow these guidelines.

Councillor requests for advice from Council employees:

1. Where urgent advice is required after-hours Councillors may contact the CEO, Director or Manager as appropriate.

2. Requests for advice must be made in a professional manner.

3. Councillors must not behave in an overbearing or threatening manner.

4. Councillors must not direct or pressure Council employees in relation to their work or the recommendations they should make.
5. Requests for advice must be directed as follows:
   (a) From a Council Department, Councillors may request advice of a nature similar to that given to the public.
   (b) All other requests for advice will be directed to the CEO or the relevant Director/Manager. These requests may be required in writing.

Council employees responding to requests for advice from a Councillor

1. Any significant or substantial advice should be provided in writing where practicable and appropriate.
2. Advice provided to one Councillor should be provided, where practical and relevant, to all Councillors, CEO and Directors.
3. If a Councillor makes a request to a Council employee contrary to these guidelines, the council employee must inform the CEO or Director about the request as soon as is practicable.

Review Triggers

This Policy will be reviewed for applicability, continuing effect and consistency with related documents and the Law when any of the following occurs:

(1) The related documents are amended.
(2) The related documents are replaced by new documents.
(3) Amendments affecting the scope and effect of a Policy of this nature are made to the Law.
(4) Other circumstances as determined from time to time by a resolution of Council.

Otherwise, this Policy is to be reviewed at least once every two years for relevance and to ensure that its effectiveness is maintained.

Responsibility

This Policy is to be:

(1) implemented by the CEO; and
(2) reviewed and amended in accordance with the “Review Triggers” by the CEO.

<table>
<thead>
<tr>
<th>Policy: 2150-004</th>
<th>Official Version: A7972428</th>
</tr>
</thead>
<tbody>
<tr>
<td>Version</td>
<td>Adoption (Council meeting / Minute Page)</td>
</tr>
<tr>
<td>V1</td>
<td>Coordination Committee (10/1624-5)</td>
</tr>
<tr>
<td>V2</td>
<td>Coordination Committee (13/497)</td>
</tr>
<tr>
<td>V3</td>
<td>Coordination Committee (16/1012)</td>
</tr>
</tbody>
</table>

Related Links: