

Governance and Corporate Leadership

GL15 Councillor Requests for Information



24 May 2017

This policy was adopted by Council to set governing principles in place that align the strategic direction of the organisation with Goal 5 – Effective Leadership and Governance.

Objectives

To ensure the appropriate and efficient handling of Councillor initiated requests for information through the CEO and to avoid any excessive demands and disruption to the carrying out of important day to day operational functions of the Shire.

Policy

Councillors making a request for information are to direct their enquiries to the Chief Executive Officer or with the CEO's agreement to the appropriate Director.

The following protocols will be adhered to in respect to Councillor Information Requests.

- Councillors are entitled to all available information to enable them to fulfil their functions under the Local Government Act. This does not extend to unlimited access to all records and information held by the Shire;
- The CEO reserves the right to refuse access to information in the event that the information requested is not considered to be required for fulfilling the councillor's functions. The CEO must indicate in writing the reasons for refusing a request and such instances are to be brought to the attention of the President as soon as practicable;
- Requests should be sufficiently detailed to identify the exact information required;
- For all but straightforward advice on administrative matters, Councillors should put their requests for information or advice in writing to be answered by the CEO or the appropriate nominated Shire officer. These written requests then form part of Council records and can be filed appropriately. Councillors should respect the privacy of community members, staff and fellow councillors in the use of information provided;
- Requests should focus on matters currently before Council and which are aligned to corporate and Council priorities and policies;
- Assessment and prioritisation of councillor requests will be determined by the CEO based on relative urgency, strategic alignment to Council adopted priorities and whether there is Council support through a decision or other endorsed process;
- Requests will be actioned as soon as practicable depending on competing priorities and on the complexity of the research required to access, collate and format the information. The CEO is to endeavour to provide the required information within 10 working days.
- The CEO is to bring to Council's attention whether any councillor's excessive requests for information are preventing Shire staff from attending to important day to day operational matters;
- A councillor who is dissatisfied with the timeliness of information provision or level of cooperation from the administration is to bring the matter to the attention of the President who in turn may bring the matter before Council.

Application

Responsibility for the implementation of this policy rests with all Councillors and staff. The policy is to be reviewed every three years.

Document and version control table		
Strategic outcome	Corporate Plan 2014-2018 Goal 5 – Effective Leadership and Governance	
Responsible Directorate	CEO	
Authority of original issue	Council	
Date of original issue	Council meeting date 27 August 2009	
Contact officer	CEO EA	
Date of next review	May 2020	
Document No.	N129871	
Version	Date issued	Brief description
1.0	27/8/2009	Initial issue
1.1		

