

# Policy



## STATUTORY

# ACCEPTABLE REQUESTS BY COUNCILLORS FOR ADVICE OR INFORMATION

## Head of Power

Section 170A, *Local Government Act 2009*

### Key Supporting Council Document

Lockyer Valley Regional Council Corporate Plan (2017-2022) –  
Lockyer Leadership and Council

5.7 Compliant with relevant legislation.

## Definitions

<i>Employee/s</i>	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.
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## Policy Objective

The objective of this policy is to:

- 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
- establish procedures of the provision of advice.

## Policy Statement

Councillors are able to seek information from any Council staff member where the information they are seeking is publicly available. This information will be provided as soon as practicable.

Councillors are able to seek information and advice from Managers/Supervisors regarding capital works, operational matters or program information.

In accordance with section 170(6) of the *Local Government Act 2009*, a request from the Mayor for information and advice is not required to comply with this policy.

Where possible these requests should be via email. However, where this is not practicable, the information (if unable to be provided as part of the conversation) will be provided to the Councillor by email summarising the request and context of the request. Wherever possible this type of request will be responded to within two working days. Should the provision of information take longer than two days the relevant staff member will inform the Councillor of an expected response time. If the matter requires a more urgent response it should be directed to the Chief Executive Officer or relevant Group Manager.

Councillors are requested to be mindful of the potential impact on staff and available resources and priorities when requesting urgent responses.

Councillors requesting information on behalf of a member of the public should utilise Council's Customer Request Management system.

Employees are obliged to inform their supervisor of requests for information by Councillors that are not generally available to the public. Employees should mark documents confidential where relevant; however; it is the Councillors responsibility to ensure they use the information in an ethical and legal manner.

Councillors should inform the Chief Executive Officer should they believe a staff member has not appropriately responded to a request. Councillors should consider any likely cost implications in making requests for advice or information, and not make requests where the costs cannot be justified as being in the public interest. If the cost of providing information is likely to be high, the Councillor may make the request only to the Chief Executive Officer, who is expressly authorised by the Council to seek to minimise the costs of providing the advice.

## Related Documents

NA