



YARRABAH ABORIGINAL SHIRE COUNCIL

ACCEPTABLE REQUEST GUIDELINES POLICY

Document Reference Number:	S-POL008-V2
Officer Responsible for Review:	Corporate Governance Manager
Review Frequency:	Annual

1. INTRODUCTION

1.1 Purpose.

These guidelines enable the efficient delivery of advice to Councillors by establishing rules for Councillor requests for advice.

1.2 Policy Objectives.

To provide clear guidelines to Councillors and staff in instances when Councillors need to make requests for assistance or advice.

1.3 Commencement of Policy.

This Policy will commence on adoption.

1.4 Scope.

These guidelines are made pursuant to the relevant legislation, Section 170A, Requests for Assistance or Information, of the Local Government Act 2009 (the Act) and apply to all Councillors including the Mayor.

2. POLICY

2.1 Context.

It is impractical for all Councillor requests for advice to be directed to the Chief Executive Officer. The Local Government Act 2009 enables the Council to adopt guidelines about the way in which a Councillor may ask a Council employee for advice or information to help the

3.4 Employees Responsibilities.

- 1) Copies of any formal written advice provided to one Councillor should be provided, where practical and relevant, to all Councillors and the Chief Executive Officer.
- 2) Employees must keep records of advice given to Councillors as they would do when advising a member of the public.
- 3) If a Councillor makes a request to a Council employee other than under these guidelines, the employee must inform the Chief Executive Officer about the request as soon as is practicable.
- 4) If the Mayor or a Councillor directs or attempts to direct a Council employee about the way in which the employee's duties are to be performed, the employee must report this to the Chief Executive Officer.
- 5) Council employees should inform the Chief Executive Officer if they believe a Councillor has behaved inappropriately and/or not in accordance with these guidelines.

REVIEW

This Policy will be reviewed when any of the following occur:

- As required by Legislation
- The related information is amended or replaced; or
- Other circumstances as determined from time to time by the CEO or Council.

Document Control and Version History

Version #	Approval Date	Resolution #	Signature	Comments
1	20/04/2015	No. 12		
2	30/05/2018	No. 06		