

## COUNCILLOR/STAFF INTERACTION PROTOCOL GENERAL POLICY

### Intent

To provide guidelines for the interaction between Councillors and staff and in particular requests from Councillors relating to the provision of information, advice and assistance.

### Scope

This applies to Councillors and Staff (including contractors and volunteers) of Douglas Shire Council.

### Reference

**Legislation:** *Local Government Act 2009*

### Provisions

In accordance with section 170A of the *Local Government Act 2009*, a Councillor may request the Chief Executive Officer to provide information that the local government has access to, relating to the local government.

Accordingly acceptable requests guidelines for information requests are included as an attachment to this policy. These guidelines have been established to provide equity in the distribution of information and accountability and transparency in the responses.

All requests for information are to be made in accordance with attached guidelines. With the exception of the Mayor, acting in accordance with the Local Government Act, Councillors are not to approach individual officers for information except in the case of an emergency.

A Councillor must not release information that the Councillor knows, or should reasonably know, is information that is confidential to Council.

This policy is to remain in force until otherwise determined by Council.

Manager Responsible for Review:

General Manager Corporate Services

ADOPTED: 20/05/2014

DUE FOR REVISION: 30/05/2016

# ACCEPTABLE REQUEST GUIDELINES

