



# DISTRICT COUNCIL OF LOXTON WAIKERIE

## Advice/ Information to Elected Members Policy

<b>Policy Identification:</b>	
Policy type:	Council
Summary:	The policy guides the provision of timely advice and information to elected members to enable them to undertake their duties in an effective and efficient manner.
Record number:	9.63.1
Date of adoption or approval:	19 August 2011
Last review date:	17 November 2017
Next review date:	once in each term of council
Responsible department	Executive
Responsible officer (s)	Chief Executive Officer
Review officer:	Governance Officer
Consultation required:	
Relevant references:	
Delegations:	
Legislation:	
Relevant policies:	
Related procedures:	

### 1. Purpose

To ensure that the communication processes, both formal & informal, of Council provides the information that Elected Members reasonably need to enable them to undertake their duties in an effective and efficient manner. To guide the provision of advice and facilitate timely and accurate communication and is based upon maintaining the existing high level of trust between the Elected Members and the Chief Executive Officer.

### 2. Strategic reference

Leadership and engagement: strategy 4.2.1: implement a transparent, accountable and consistent decision making process.

### 3. Role of the Chief Executive Officer

The role of the Chief Executive Officer of Council is prescribed under the Local Government Act 1999 (the Act),

The functions of the chief executive officer include—

- to ensure that the policies and lawful decisions of the council are implemented in a timely and efficient manner;
- to undertake responsibility for the day-to-day operations and affairs of the council;
- to provide advice and reports to the council on the exercise and performance of its powers and functions under this or any other Act;

- to co-ordinate proposals for consideration by the council for developing objectives, policies and programs for the area;
- to provide information to the council to assist the council to assess performance against its strategic management plans;
- to ensure that timely and accurate information about council policies and programs is regularly provided to the council's community, and to ensure that appropriate and prompt responses are given to specific requests for information made to the council;
- to ensure that the assets and resources of the council are properly managed and maintained;
- to ensure that records required under this or another Act are properly kept and maintained;
- to give effect to the principles of human resource management prescribed by this Act and to apply proper management practices;
- to exercise, perform or discharge other powers, functions or duties conferred on the chief executive officer by or under this or other Acts, and to perform other functions lawfully directed by the council.

The Act further requires that the chief executive officer must consult with the council (to a reasonable degree) when determining, or changing to a significant degree—

- the organisational structure for the staff of the council; or
- the processes, terms or conditions that are to apply to the appointment of senior executive officers; or
- the appraisal scheme that is to apply to senior executive officers.

#### 4. **Events advice / information to elected members**

##### **Reports**

The Chief Executive Officer provides reports, both information and recommendation reports to the meetings of Council. In some instances events of a topical nature may require information or advice to be provided to Elected Members outside of a meeting schedule.

#### 5. **Reports/ information outside of a meeting schedule**

The Chief Executive Officer will provide general advice to Elected Members not only when information is sought but in a proactive manner. Advice will be provided on a range of events, these may be topical, deemed to be of interest to the community or likely to be controversial.

Advice / information will be provided in a timely manner, ie as soon as practicable, without affecting process or operation of Council.

Advice / information provided by the Chief Executive Officer will not generally be regarding **operational** matters unless, in the opinion of the Chief Executive Officer, this information is reasonably required by Elected Members to enable them to undertake their duties in an effective and efficient manner.

It is noted that the reports to Council and Committee meetings contain significant information on matters before Council and should be referred to by Elected Members as a source of information

Nothing in this policy detracts from, or reduces the ability of the Elected Members to initiate contact with the Chief Executive Officer and / or Directors to seek advice or information on matters of interest or concern to them..

## 6. Application and scope of the policy

The policy applies to Directors of departments of Council, Directors must discuss issues that may be topical, deemed to be of interest to the community or likely to be controversial in nature with the Chief Executive Officer prior to the provision of information or advice to elected members. Advice/ information is to be provided in the same manner as is prescribed within the policy and applied to the Chief Executive Officer.

## 7. Availability of the policy

This Policy will be available for inspection at the Council Offices at Loxton or Waikerie during ordinary business hours at no charge.

Copies of this Policy will also be available from Councils website [www.loxtonwaikerie.sa.gov.au](http://www.loxtonwaikerie.sa.gov.au) or postal copies may be obtained from the Council Office, free of charge

## 8. Document history and version control

Date	Version	Authorisation: Council/ Committee/ Senior Management Team	Amendment details
19/08/2011	1.0	Council meeting of 19 August 2011	First version
15/06/2012	1.0	Council meeting of 15 June 2012	No changes noted
16/08/2013	1.0	Council meeting of 16 August 2013	No changes noted
19/06/2015	1.0	Council meeting of 19 June 2015	No changes noted
17/11/2017	1.1	Council meeting of 17 November 2017	Addition of the document history and version control protocols, extension of the review period to that of once in each term of council and the strategic reference has been updated.