

## 1.5 RESOURCES FOR COUNCILLORS

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<b>Policy Responsibility</b>	Chief Executive Officer		

### Document History

Version	Date Amended	Details Comments e.g. Resolution Number

### INTRODUCTION

In order to carry out this role it is important that Councillors have ongoing access to written documentation outlining Council's policy and strategic direction and to staff for technical advice.

### OBJECTIVE

To provide Councillors appropriate resources to assist in the performance of their roles and responsibilities.

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### POLICY STATEMENT

Council will be issued with the resources listed in this policy to assist them as community representatives making informed and responsible decisions.

### PROCEDURES

All Council members are to receive details of relevant email communications.

#### 1. Documents

All newly elected Councillors shall receive electronic copies of the following documents:

- *Local Government Act*
- *Local Government Regulations*
- Delegations Register
- Shire maps
- Town maps
- Annual Report (most recent edition)

- Budget papers (current financial year)
- Councillor delegates list
- Induction Manual
- Code of Conduct and Governance Charter
- List of Councillors and staff contact information
- By-Laws
- Organisational chart
- Policy Manual
- Strategic Plan
- Shire Plan

## **2. Regalia and equipment**

Councillors shall receive the following for official Council use:

- Councillor name badge
- Laptop computer or tablet if requested with a copy of documents listed in this Policy or
- USB with the approved documents

The Laptop Laptops remains the property of the Coomalie Community Government Council and will be returned once a Councillor ceases being a member of the Council.

## **3. Advice from CEO**

Councillors have the same rights to access information as the general Public.

Councillors are able to and encouraged to contact the CEO in relations to seeking information or advice on any subject in relation to the Council.

The CEO is permitted to arrange for a staff member to provide the appropriate information or discuss issues with a Councillor.

Councillors should not direct staff and all formal requests must be through the CEO.

The CEO will forward emails on appropriate subject to Councillors or subjects which Councillors' request. This will include all media releases from Council or other important information which may impact on Council.

## **4. Meeting Papers**

The Council agenda for the Ordinary General Meetings will be emailed to all Councillors on the Friday prior to the Tuesday meeting. Hard copies of the Meeting agenda will be printed and placed in the safety security box at the Council Office.

Councillors may request that hard copies of the meeting agenda be deposited at another location if the CEO considers the request reasonable or the Council direct the CEO to do so.

The CEO will provide Councillors copies of any presentations that are made to the Council on request.

Hard copies of the Minutes will be made available on request.

5. **Other Information**

Emails sent to Council members outside of Council Meetings will normally include:

- media releases put out by the President or the Chief Executive Officer
- media releases from other sources that relate to Local Government
- information of an important urgent nature