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## ELECTED MEMBERS POLICIES

### Provision of Governance Services



Policy Number:	E6
Relevant Delegation:	Not Applicable
Adoption Details:	22 February 2016
Last Review Details:	25 November 2019

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#### **POLICY OBJECTIVE:**

This policy provides Councillors with clarity about what direct governance support services they can expect to receive from the Shire of York administration, and direction to the administration as to what must be provided.

#### **POLICY SCOPE:**

This policy applies to all Councillors and to the Shire of York administration.

#### **POLICY STATEMENT:**

#### **INTRODUCTION**

It is essential to the effective operation of Council decision-making and the wider democratic process that Councillors are provided with a range of services which assist them to communicate with residents and ratepayers. It is also important in their roles as delegates to external organisations that they can discuss matters and receive advice where needed.

This policy identifies those governance services which will be provided as a matter of course to Shire of York councillors. This policy should be read in conjunction with the Council Delegates: Roles and Responsibilities Policy (E4) and the Council Members: Code of Conduct (E1).

#### **PRINCIPLES**

- (a) Councillors need to be able to communicate easily and efficiently with residents and ratepayers, between themselves and with the Shire of York administration in order to effectively discharge their governance role and responsibilities.
- (b) Councillors need to have access to advice and support in relation to any position they may hold as a Council delegate.

#### **PROVISIONS**

- 1.1 The Chief Executive Officer (CEO) will ensure that the following governance services will be made available to Councillors:
    - assistance with responses to complex resident and ratepayer enquiries.
    - support for delegates (e.g. advice/ discussion in preparation for meetings).
    - IT support services.
    - assistance with filling out any forms relevant to their role as Councillor.
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- 1.2 In seeking support for responses to residents and ratepayers, a Councillor will discuss the matter with the Shire President to identify whether the matter requires support. The Shire President will liaise with the Chief Executive Officer to identify the nature of support to be provided.
- 1.3 Where relevant phone and IT hardware, along with associated software, will be funded from the governance communications budget. While particular Councillor circumstances will be taken into account (e.g. allowing for disability), procurement will be undertaken by the organisation.

**PENALTIES:**

Not applicable.

**KEY TERMS/DEFINITIONS:**

Not applicable.

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Responsible Officer: Chief Executive Officer

Contact Officer: Chief Executive Officer

Relevant Legislation: Not applicable

Review History:

<b>Date Review Adopted:</b>	<b>Resolution Number</b>
Adopted – 22 February 2016	050216
Reviewed – 24 October 2016	121016
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