

## Policy Details

<b>Directorate:</b>	Organisational Services
<b>Branch:</b>	Corporate Governance
<b>Responsible Manager:</b>	Corporate Governance Manager
<b>Date adopted:</b>	23/03/2022 (minute number 32/2022)
<b>Date for review:</b>	2 years from the date of adoption or date of last review
<b>Legislative basis:</b>	<i>Local Government Act 2009</i> <i>Local Government Regulation 2009</i> <i>Public Sector Ethics Act 1994</i> Code of Conduct for Councillors in Queensland
<b>Related Documents - forms and procedures</b>	Staff Interaction and Acceptable Request Guidelines Procedure (DM: 13315460) Councillor Expenses and Entitlements Policy (DM: 13315199) Councillor Expenses and Entitlements Procedure (DM: 13315213) Administrative Action Complaints Policy (DM: 13315096) Administrative Action Complaints Procedure (DM: 13315141) Local Government and Committee Meeting Code (DM: 13344398)

## 1. Policy Purpose

The purpose of this policy is to:

- Provide for the way in which a Councillor may ask a Council employee for advice or information to help the Councillor carry out his/her responsibilities under the *Local Government Act 2009*;
- Set reasonable limits on requests made by Councillors;
- Provide clarity on Councillors access to Council employees; and
- Assist Councillors in carrying out their responsibilities as elected representatives in an open and transparent manner.

## 2. Scope

This policy applies to all Councillors, employees and contractors working for Council regardless of whether they are permanent, temporary, full-time, part-time or casual. For the purposes of this policy, the term contractor includes on-hired temporary labour services (agency staff) and sub-contractors.

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### 3. Policy Statement

#### Principles

Councillors are elected representatives of the community who set the strategic direction for the City of Logan. Logan City Council is committed to ensuring that its elected representatives have appropriate access to relevant advice or information they require to fulfil their roles and to facilitate informed decision making.

This policy confirms Council's commitment to section 170A(7) of the *Local Government Act 2009* that prescribes 'acceptable request guidelines', adopted by resolution of the local government, as the way in which Councillors may ask Council employees for advice or information to help a Councillor carry out their responsibilities under the legislation. This policy constitutes and incorporates the 'acceptable requests guidelines' as required by the *Local Government Act 2009*.

#### Staff Interaction Procedure

The Staff Interaction Procedure sets out the way in which Councillor requests will be managed, and how Councillors and Council employees are expected to interact with each other (DM: 13315460).

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### 4. Definitions

TERM	DEFINITION
Councillors	all elected representatives including the Mayor
Employee	any person employed directly by Logan City Council regardless of their employment status, and contractors undertaking duties on behalf of Council

#### Document Control

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Amendment History			
<b>Version Number</b>	<b>Description of Change</b>	<b>Author / Branch</b>	<b>Date</b>
1.0	Creation	Corporate Governance	4 December 2019
2.0	Amended	Corporate Governance	23 March 2022