

Elected Member Request for Information Policy



Responsible Division	Office of the Chief Executive Officer
Responsible Business Unit/s	Office of the Chief Executive Officer
Responsible Officer	Chief Executive Officer
Affected Business Unit/s	Governance and OPD Office of the Chief Executive Officer
Document Ref	3228076

Purpose

The City will respond to requests made by the Elected Members in a timely and professional manner in accordance with the details stipulated in this Policy.

Policy Statement

1. Any Elected Member wishing to make an Elected Member Request shall contact the City through the established Elected Member Request process, being that all matters are referred to Councillor Help Desk email ('CHD').
2. The Office of the CEO will register all CHDs.
3. Any external enquiry which has also been sent to the City's email address, being mail@bayswater, will not be registered as a CHD.
4. Upon registration of the CHD, a response shall be coordinated by the relevant Director or Chief Executive Officer as appropriate or as requested by the Elected Member.
5. A response will be provided directly to the Elected Member within five (5) working days, and a record of the response saved.
6. Should the matter not be resolved within the nominated timeframe of five (5) working days, the Manager, Director or Chief Executive Officer (as appropriate) shall provide an update report every ten days (10) (or as otherwise agreed with the Elected Member) on the matter until resolved.
7. In addition to the process outlined above, any Elected Member who wishes to raise a matter on a confidential basis is to send the request direct to the Chief Executive Officer only, with a specific request that the matter be dealt with in confidence and a reason/s outlining why. Where there is conjecture as to the sensitivity or otherwise of such matters raised, the Chief Executive Officer will consult with the Mayor to ascertain whether the request be dealt with as being confidential.
8. Questions relating to items on an agenda should not be submitted to CHD and instead should be forwarded directly to the relevant Director or the Chief Executive Officer via

COB_DIRECTORS@bayswater.wa.gov.au. Responses relating to questions on agenda items will be provided to all Elected Members.

9. Notices of Motions, and questions about Council meeting procedures should be sent to governance@bayswater.wa.gov.au.
10. Matters relating to a particular ward will have the response provided to all Ward Councillors.
11. Matters relating to strategic issues will be provided to all Councillors.

Definitions

"Elected Member Request" means a request for information, or request for advice in relation to either an operational or strategic issue.

Related Legislation

Regulation 9(1) of the *Local Government (Rules of Conduct) Amendment Regulations 2020* prohibits an Elected Member from undertaking a task that contributes to the administration of the local government. This policy provides a process to ensure that Elected Members do not breach this regulation.

Related Documentation

Nil

Relevant Delegations	Nil.
Risk Evaluation	High
Council Adoption	28 August 2018
Review/Modified	8 December 2020
Review/Modified	12 December 2023
Review/Modified	