

EME023	GOVERNANCE SUPPORT TO ELECTED MEMBERS		
POLICY OWNER:	Council		
DEPARTMENT:	Office of the CEO		
CREATION DATE:		REVIEW SCHEDULE:	Annually
RELATED PROCEDURES:			
RELATED FORMS:			
RELATED DELEGATIONS:			
RELATED POLICIES:			
LEGISLATION:			
DOCUMENT CONTROL			
DATE REVIEWED:	REVIEWED BY:	CHANGES (IF ANY):	ENDORSED BY COUNCIL:
23/08/2022	Council	Nil	FC7/8/22
25/06/2024	Council	Nil	OCM 04/06/24

EME023 Governance support to Elected Members

OBJECTIVES

This policy to provides clarity about the direct governance support services Elected Members can expect to receive from the Shire of Carnarvon administration.

POLICY STATEMENT/S

It is essential to the effective operation of Council decision-making and the wider democratic process that Elected Members 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.

The CEO will ensure that the following governance services will be made available to Elected Members:

- Assistance with responses/correspondence 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 Elected Member.

In seeking support for responses to residents and ratepayers, an Elected Member will discuss the matter with the Shire President to identify whether the matter requires support. The Shire President will liaise with the CEO to identify the nature of support to be provided.