

Transparency & Accountability

Policy Owner: Council
Person Responsible: CEO
Date of Approval: 17 November 2021
Amended: 17 August 2022

Statement

The Shire of Chittering is committed to being a leader in the areas of transparency, disclosure and public accountability. In line with this commitment, we will continually be looking for relevant new opportunities to adopt best practice.

Policy

1. **Member Attendance**

The quarterly publishing of elected member attendances, shall include attendance at:-

- Workshops,
- Agenda Forums,
- Elector, Special and Ordinary Council Meetings

and shall be published on the Shire Website, Facebook Page and Northern Valley News;

This information is to be published in February (previous quarter), April, July and October of each calendar year.

2. **Councillors Seeking Information**

Councillors seeking information from the administration must state the purpose of seeking information and how it is relevant to the performance of their function.

A register is to be kept containing the following information:

- a. The name of the Councillor making the request;
- b. The stated purpose;
- c. The number of hours required to fulfil the request;

That once per quarter a report be presented to Council containing the information contained within the register with the report to be presented to the February, April, July and October Ordinary Meetings of Council.