Governance Policy - 1.6 Councillor's Work Requests

Policy	Governance Policy – 1.6 Councillor's Work Requests
Purpose	To ensure Councillors requests are appropriately identified and handled promptly and efficiently.

Policy

All general enquiries made by Councillors should be directed to the Chief Executive Officer or Managers.

Special Note

1. The officer in charge will inspect the request or complaint and place it on the list of maintenance works according to priority.
2. Special works requests or major work should be discussed with the Chief Executive Officer.
3. Regarding major works the CEO can then recommend to the Council that it is / is not possible to modify the Works Program or the matter be placed for consideration on following years budget.

Related Procedure	Nil
Amended Authority Level	Council
Related Delegation	Nil
Related Local Law/Legislation	Nil
Adopted/Amended	18 September 2000
Reviewed	22 September 2026