



LEGAL ADVICE POLICY

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Statutory Environment	Local Government Act 1995

Record of Policy Review					
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PURPOSE

This policy sets out who may commission advice on behalf of the Shire of Quairading, guidelines as to the kind of issues where advice may be sought and the process for engaging advice.

OBJECTIVE

To manage Council's affairs by employing publicly accountable practices.

POLICY

PRINCIPLES

- (a) A central role of the Chief Executive Officer (CEO) is to provide advice to the Council and as such, it is solely the role of the CEO to commission legal advice on matters relating to the business of the Shire.
- (b) The commission of legal advice follows the same procurement requirements as any aspect of Council business

PROVISIONS

1. Procurement of Legal Advice

- 1.1 The Chief Executive Officer is to approve the procurement of all legal advice sought by the Shire of Quairading, other than advice relating to the performance of the CEO and/ or the relationship between the CEO and the Shire of Quairading Council.
- 1.2 The Council may via formal resolution commission advice relating to the performance of the CEO and the relationship between the CEO and the Council, provided that they have sought advice via a formal report from the appointed advisor to Council on CEO performance.
- 1.3 Procurement of legal advice must be obtained according to requirements set out under the Purchasing Policy.

2. Recording of Legal Advice

- 2.1 A register of legal advice received by the Shire of Quairading must be maintained. Prior to any decision to procure advice being made, this register must be reviewed to determine whether advice has previously been received.

GUIDELINES

Local Government Act 1995

Purchasing Policy.