

## **EM2. Communications between Council and the Shire Staff Policy**

### **Policy Objective**

To establish protocols and consistent methods for managing communication between the Council and Shire staff ensuring that Elected Member's requests are handled promptly and efficiently.

### **Policy Statement**

To effectively manage communication between elected members and Shire staff:

- Elected Members communicate directly with the Chief Executive Officer.
- There are times when Managers will be required to provide information to Elected Members, requests to meet with Managers be in writing to the CEO.
- The CEO will determine whether the request complies with the functions as provided in the Local Government Act, relevant regulations and any budget implications and will refer such requests to the appropriate officer for attention where applicable.
- Councillors will be advised of any outcomes regarding requests within 5 working days.
- When meeting with the CEO or Department Managers Elected Members should provide sufficient notice should the discussion topic require research.
- Elected Members are unable to give direction to staff.
- The CEO and Shire President will be copied in on any written communications that may occur between Elected Members and Department Managers, so they are aware of any issues.
- If a Department Manager has a concern of any kind with any communication from an Elected Member they will raise it with the CEO who will take it up with the Shire President.
- If Elected Members have any problem with communications from any Department Managers, they will take them up with the Shire President and CEO.

***Policy Reviewed October 2020***