

1. Policy Intention

To provide clear guidelines for Council Members when liaising with Council staff.

2. Policy

Council Members/Staff Communication Strategy – Relationship between the Shire President and Chief Executive Officer (CEO).

The Shire President and CEO are the two main links of communication between Council Members and staff. No Council Member may direct a staff member to undertake any project or task. This is a matter for the CEO only.

Regarding communications between the CEO, Directors, Council Members and Staff:

- (a) The CEO will be copied in on any written communications that may occur between Council Members and Staff.
- (b) If staff have a concern, of any kind, with any communication from a Council Member, they will raise it with the CEO.
- (c) If Council Members have any problem with communications with any Director, they will raise the matter with the CEO.
- (d) Where a question from a Council Member relates to business before the Council, any subsequent response must be copied to all Council Members.

Policy Detail		
Responsible Directorate	Corporate Services	
Responsible Department	Governance and Strategy	
Responsible Officer	Manager Governance and Strategy	
Next Policy Review / Schedule	2024 (3-yearly)	
Council Adoption	Date / Resolution	30 April 2009 (OCM09/066)
Amendment Record	Date / Resolution	30 June 2011 (OCM11/099)
		26 July 2012 (OCM12/149)
		22 February 2018 (OCM18/008)
		23 June 2022 (OCM22/070)