

MANAGEMENT PRACTICE

EM 8

Communications between Councillors and Staff

1. Written communications can be either:
 - Personally handed to the Executive Assistant to the CEO or relevant Executive Director, or
 - Emailed to the CEO or relevant Executive Director
2. The relevant Director will advise the CEO where written communication has cross-Directorate or broader implications.
3. The officer responsible in each Directorate will acknowledge receipt and provide a reply at the earliest but no later than 10 working days.

Note: In the event that an appropriate response can not be provided within ten (10) working days, an interim response is to be provided advising the estimated time in which the required information will be forwarded.

NOTE:

Policy EM 4 “Requests for Reports by Councillors” applies where a response provides substantial advice or a report.

Last Reviewed

22 July 2016

Authority

MANEX