

POLICY

EM 8 –Communication Between Councillors and Staff

Management Practice

EM 8

Relevant Delegation

N/A

Rationale

To ensure that appropriate protocols are maintained in communications between Councillors and Officers.

Note: Section 5.41 of the Local Government Act stipulates that the CEO is responsible for ...”management, supervision and direction...” of Council employees.

Policy

- All communication to staff should (technically) be via the CEO. For practical reasons however, specific requests and/or queries may be communicated to the relevant Executive Director by email or Councillor Memo.
- The procedure for communication between Councillors and staff shall be in accordance with current Management Practices.

Related Local Law

N/A

Related Policies

N/A

Related Budget Schedule

N/A

Last Reviewed

22 August 2016

Next Review Date

March 2019

Authority

Council Meeting of:
5 April 2004 (CS10/3/04)
19 March 2007 (CS23/03/07)
27 April 2010 (CS36/4/10)
24 June 2013 (CS58/6/139)
22 August 2016 (CS61/8/16)