



Policy M4 – Council Member Communication with Shire Staff

1. Policy Intention

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

2. Policy

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

- (a) Should a Council Member need to communicate with Shire Officers, they are to direct their enquiry to the Office of the CEO who will forward their query to either the CEO or a relevant Director for advice or a response to the enquiry.
- (b) The CEO is to be copied in on any written communications that may occur between Council Members and Staff.
- (c) If staff have a concern, of any kind, with any communication from a Council Member, they are to raise it with the CEO.
- (d) If a Council Member has any problem with communications with any Director, they are to raise the matter with the CEO.
- (e) Where a question from a Council Member relates to business before the Council, any subsequent response must be copied to all Council Members.
- (f) In accordance with the Code of Conduct for Council Members, Committee Members and Candidates, Council Members are not to direct a staff member to undertake any project or task.
- (g) The following exceptions apply to the general policy expectation around communicating requests through the Office of the CEO:
 - Where an enquiry relates to annual budget considerations, Council Members may contact the Director Corporate Services directly.
 - Where an enquiry relates to the process to lodge, or assistance in lodging, a gift declaration or annual or primary return, Council Members may contact either the Director Corporate Services or the Manager Governance directly.
 - Where an enquiry relates to the process to lodge a Related Party Disclosure under the Australian Accounting Standards, Council Members may contact either the Director Corporate Services or Manager Finance directly.

Policy Detail		
Responsible Directorate	Corporate Services	
Responsible Department	Governance	
Responsible Officer	Manager Governance	
Next Policy Review / Schedule	2027 (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)
		19 December 2024 (OCM24/159)
