

Shire of Mundaring

POLICY

COMMUNICATION BETWEEN ELECTED MEMBERS AND EMPLOYEES

Policy Ref:	OR-05		
Committee Rec:	SPC 05.02.06	Date:	20 Feb 2006
Adopted:	C7.02.06	Date:	28 Feb 2006
Amended:		Date:	
Reviewed:	Once per Electoral Cycle	Date:	24 March 2009
Procedure Ref:	Corp 01	Delegation Ref:	
Statute Ref:	Shire of Mundaring Code of Conduct		
Local Law Ref:			

PURPOSE

To foster a team approach to the administration of the local government that provides clear channels of communication that will ensure a fuller understanding of the respective roles of Elected Member and employee and seek to eliminate duplicated or wasted effort.

POLICY

Background

1. Section 3.6 of the Shire of Mundaring Code of Conduct for Elected Members states that "A Member, in order to work effectively, will work as part of the Council team with the Chief Executive Officer and other Members". To achieve that position Members need to:
 - a. Accept that their role is leadership and advice to Council, not a management or administrative one;
 - b. Acknowledge that they have no capacity or authority to individually direct employees to carry out particular functions or action; and
 - c. not expect work to be expedited by staff in relation to requests or complaints they make about matters in which they or a person closely associated with them has an interest."

Requests - General

2. The majority of communications or requests from Elected Members should be directed through the CEO or applicable Executive Manager.
3. Matters relating to policy, initial project discussion, changes to approved works and projects and the like are to be directed to the CEO and Executive Managers.
4. Matters relating to routine requests for information/advice pertaining to a particular service area may be directed to the relevant Service Area Manager.
5. Other than providing simple statements of fact, employees should refer Elected Members to the CEO or relevant Executive Manager.
6. Matters referred by Elected Members to the CEO or Executive Managers that require action, which may only be implemented following formal Council authorisation, shall be referred to the Executive Management Team or if appropriate, direct to a Standing Committee (with an associated report).
7. The Elected Member is to be kept informed of progress towards the resolution of any matter raised by him/her.

Requests for Reports

8. Notwithstanding the ability of an Elected Member to request a formal report on an issue affecting the local government by using the 'Notice of Motion' provisions of the Shire's Standing Orders Local Law, in order to provide a balance between an individual Elected Member's desire for a formal report on a particular matter and the resource implications involved in research, writing and subsequent consideration of the report:
 - a. In the first instance, prior to presenting a request for a report, Elected Members should make initial enquiries of the CEO, relevant Executive Manager or Service Manager regarding the topic on which they require a report. In some cases it may be possible that the enquiry can be answered in the form of an internal memorandum to the Elected Member or in an item in the 'Councillors' Information Bulletin'.
 - b. In the event that an Elected Member wishes to proceed with a formal request for a report, the Elected Member is to advise the CEO seven days prior to the appropriate Committee meeting so that the request(s) can be listed on the Committee agenda with comment from the relevant Executive Manager or Service Manager.
 - c. Where a request for a report and an officer's comments have been provided as part of the relevant Committee's agenda, the members of the Committee are to consider the request and determine (by resolution) whether the request should be endorsed for action, recognising that the information sought would be of benefit to all Elected Members.

- d. Where Committee endorses a request for a report, the matter will be recorded within the Committee's minutes and the CEO will distribute an action request to the appropriate Executive Manager and list the item in the Council Status Report until such time as the report is listed on a future agenda for consideration.