

| EME021               | ELECTED MEMBERS CONTACT WITH SHIRE EMPLOYEES                                                                                                  |                   |                      |
|----------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|-------------------|----------------------|
| POLICY OWNER:        | Council                                                                                                                                       |                   |                      |
| DEPARTMENT:          | Office of the CEO                                                                                                                             |                   |                      |
| CREATION DATE:       |                                                                                                                                               | REVIEW SCHEDULE:  | Annually             |
| RELATED PROCEDURES:  |                                                                                                                                               |                   |                      |
| RELATED FORMS:       |                                                                                                                                               |                   |                      |
| RELATED DELEGATIONS: |                                                                                                                                               |                   |                      |
| RELATED POLICIES:    | Shire of Carnarvon Code of Conduct for Council Members, Committee Members and Candidates.<br>Shire of Carnarvon Code of Conduct for Employees |                   |                      |
| LEGISLATION:         |                                                                                                                                               |                   |                      |
| DOCUMENT CONTROL     |                                                                                                                                               |                   |                      |
| DATE REVIEWED:       | REVIEWED BY:                                                                                                                                  | CHANGES (IF ANY): | ENDORSED BY COUNCIL: |
| 23/08/2022           | Council                                                                                                                                       | Nil               | FC7/8/22             |
| 25/06/2024           | Council                                                                                                                                       | Nil               | OCM 04/06/24         |
|                      |                                                                                                                                               |                   |                      |

## EME021 Elected Members contact with Shire employees

### OBJECTIVES

To provide clear guidelines on the communication between Elected Members and employees at the Shire of Carnarvon.

### POLICY STATEMENT/S

This policy is to establish clear and open communication between Elected Members, the CEO, and the Executive Leadership Team and to avoid potential conflict by recognising the respective roles of Elected Members and employees.

The CEO will liaise with the Shire President on a regular and as needed basis and is also available to Elected Members during the day other than when prior commitments make this impossible. Where Elected Members have a particular need to see the CEO then an appointment can be made. The CEO is to ensure that (where appropriate) the views of Elected Members are passed on to other Elected Members and the Executive Leadership Team.

Where items are of an operational matter, contact may be permitted with the relevant Executive Manager, however Elected Members will not contact employees directly unless with the expressed permission of the CEO.

It is not appropriate for Elected Members to enter any of the employee areas of the Shire of Carnarvon unless at the specific invitation of, or in the company of, a senior employee.

If an Elected Member is approached by an employee who wishes to raise an employment matter, then the Elected Member should point out to the employee that they need to address their concerns via the Grievance Procedure and/or CEO. If the employment matter can not be resolved via the Grievance Procedure and/or CEO, the Elected Member may raise the concern with the Shire President who may seek external advice.