

Elected Members - Contact with Employees

Policy Objective

To provide clear guidelines on the communication between Elected Members and employees at the City of Belmont.

Policy Statement

To establish clear and open communication between Elected Members, the Chief Executive Officer and the Executive Leadership Team and to avoid potential conflict by recognising the respective roles of Councillors and staff.

Policy Detail

The Chief Executive Officer will liaise with the Mayor 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 Chief Executive Officer then an appointment can be made. The Chief Executive Officer 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 Director, however Elected Members will not make contact with employees directly without the express permission of the Chief Executive Officer or the relevant Director.

It is not appropriate for Elected Members to enter any of the Employee Areas of the City of Belmont unless at the specific invitation of, or in the company of, a member of the Executive Leadership Team. If an Elected Member is approached by an employee who wishes to raise an employee matter, then the Elected Member should point out that the employee's concerns will be referred to the Chief Executive Officer and the Elected Member will as soon as practicable, advise the Chief Executive Officer of the matter raised so that the issue may be addressed.

Elected Members attending the City's reception area cannot discuss operational or work-related matters with employees and should direct their enquiry through the Chief Executive Officer or Directors, dependent on the nature of their query. Elected Members can submit personal enquiries on their own behalf however only in their capacity as a resident.

Reference/Associated Documents

[Local Government Act 1995](#), Part 2, Division 2

Code of Conduct for Council Members, Committee Members and Candidates

Elected Member Induction Manual

Reference to Internal Procedure

Nil.

Definitions

'Executive Leadership Team' means the Chief Executive Officer and Directors.

'Employee Area' includes any office, facility, depot, vehicle or event set-up managed or organised by the City.

This Policy is supported by:		
Policy No:	CP25	
Strategic Community Plan:	Goal 5: Responsible Belmont Strategy: 5.6 Deliver effective, fair and transparent leadership and decision-making, reflective of community needs and aspirations	
Register of Delegations:	N/A	
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Policy Stakeholder:	N/A	
Amendment Status:		
Date of Amendment	Status of Amendment	Minute Item Reference
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22/09/15	None	10.7
27/09/16	Review - Minor	12.9
10/12/19	Review – Minor	12.8
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22/08/23	Review - Minor	12.10