

## **Communication between Elected Members and the Administration Policy**

### **1. Purpose**

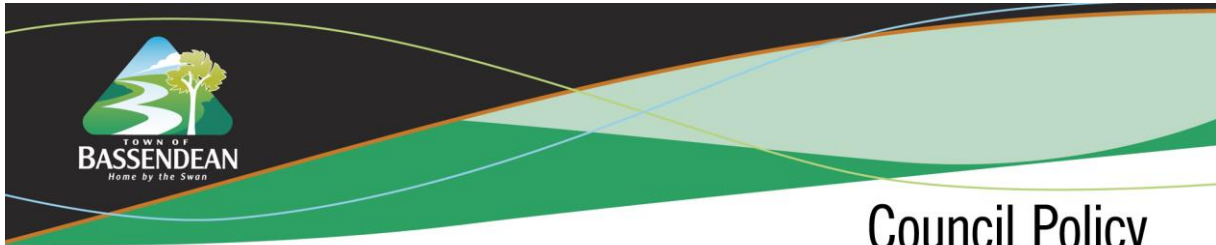
- (a) To establish the requirements and provide direction for lawful, effective and appropriate communication and interaction between the Elected Members and the Administration of the Local Government Town of Bassendean.
- (b) To complement the Code of Conduct for Councillors, Committee Members and Employees.
- (c) To promote understanding and compliance with the *Local Government Act 1995 (Act)* and the *Local Government (Rules of Conduct) Regulations 2007 (Conduct Regulations)* by Elected Members, the Chief Executive Officer (CEO) and employees of the Administration in all communications.
- (d) To support compliance with s 2.8(f) of the Act, which provides that the primary point of contact for communication between Elected Members and the Administration is between the CEO and the Mayor.

### **2. Application**

- (a) This Policy governs the interaction and communication between the Administration and all Elected Members.
- (b) Responsibility for compliance with this Policy applies to:
  - i. The Chief Executive Officer;
  - ii. The Mayor;
  - iii. The Deputy Mayor;
  - iv. Councillors;
  - v. Committee Members; and
  - vi. All Employees.

### **3. Approved Communication Channels for Elected Members**

- (a) Pursuant to s 2.8(f) of the Act, the primary point of contact for communication between Elected Members and the Administration is between the CEO and the Mayor.
- (b) The Mayor should keep other Elected Members apprised of communication with the CEO.



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- (c) Where Elected Members, other than the Mayor, wish to meet with the CEO, an appointment should be made to schedule a mutually convenient time.
- (d) Notwithstanding (a) above, CEO approved communication may occur between Elected Members and Directors or Executive Managers (CEO approved officers).
- (e) Communication by Elected Members with employees other than those identified at (d) above, requires authorisation from the CEO.
- (f) Where Elected Members communicate via email with CEO approved officers, the CEO should be copied into the communication.
- (g) Where Elected Members communicate via telephone or by other verbal means with CEO approved officers, the approved officer should report the communication to the CEO as a matter of priority.
- (h) Where Elected Members wish to meet with a CEO approved officer, the Mayor should be informed,<sup>1</sup> the CEO consulted and an appointment made to schedule a mutually convenient time.
- (i) Employees who are not identified in this Policy as CEO approved officers cannot communicate with Elected Members without the expressed approval of the CEO.

### **4. Improper Use Of and Confidential Information**

- (a) A person who is a council member must abide by the provisions set out in s 5.93 of the Act, including to not make improper use of any information obtained in their capacity as an Elected Member.

### **5. Breaches**

- (a) Breaches of this Policy may also be considered to constitute a breach of the Local Government Act 1995 or Local Government (Rules of Conduct) Regulations 2007, may be reported in accordance with the requirements of the Act or the Code of Conduct.

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<sup>1</sup> In accordance with clause 6.2 of the Code of Conduct, complaints by Elected Members regarding the Mayor or other Elected Members should be reported directly to the CEO.



# Council Policy

**Business Unit:**  
Office of the Chief Executive Officer  
Governance and Strategy

**Responsible Officer:**  
Chief Executive Officer

**Inception Date:** 26 November 2019

**Version:** One

**Next Review Date:** September 2022