

<b>Title of Policy</b>	<b>Councillor and Staff Interaction Policy</b>		
<b>Responsible Department</b>	Governance	<b>Document Register ID</b>	250.2017.410.3
<b>Policy Owner</b>	Coordinator Governance	<b>Review Date</b>	September 2022
<b>Date of Council Meeting</b>	17/12/2020	<b>Resolution Number</b>	270/20
<b>Legislation, Australian Standards, Code of Practice</b>	Local Government Act 1993 Office of Local Government - Model Code of Conduct		
<b>Aim</b>	To provide a framework for Councillors, when conducting their civic duties, by specifically addressing their ability to interact and receive information from authorised Council staff.		

## 1. Introduction

This policy aims to establish clear parameters around the interaction between staff and Councillors when Councillors are conducting their civic duties and to ensure that appropriate governance controls are in place. This Policy works in conjunction with Snowy Monaro Regional Council's Code of Conduct.

In accordance with Council's Code of Conduct, all Councillors and staff are expected to conduct their interactions with each other with respect, professionalism, objectivity, honesty and to a high standard of ethical behaviour. This Policy sets out the obligations of Councillors and staff in dealing with each other.

## 2. Scope

This Policy applies but not limited to Councillors and Council employees including part time, contractors or casual employees engaged with Council.

## 3. Policy Statement

Good governance and effective service delivery are dependent on a good relationship between the Councillors and staff of the organisation, and an understanding of the roles and responsibilities of both groups to assist in exercising their civic leadership and undertaking transparent decision making.

The principals this policy is based on include:

- 1) Transparency – in all interactions, discussion, provision of information and communication.
- 2) Professionalism – all interactions will be courteous and respectful.
- 3) Good governance – to ensure there are no perceived conflicts of interest or undue influence. Decision making is based on information provided in good faith.

## 4. Staff that can interact with Councillors

Councillors can interact with staff nominated by the CEO to provide advice or clarification required. Appendix A sets out the staff that Councillors may interact to exercise their civic leadership and represent the views of the community. Contact with staff other than those listed in Appendix A must be approved by the CEO. Staff contacted by Councillors, advice that the positions listed in Appendix A will provide the advice or clarification required.

Staff that are responsible to provide administrative support for Pre-briefing sessions, Council meetings, briefing session or committee meetings may continue to provide support and interact with Councillors in these roles.

## 5. Non-Compliance with Policy

Noncompliance with this Policy may be considered a breach of the Code of Conduct and will be dealt with in accordance with the Procedures for the Administration of the Code of Conduct.

## 6. Variation

Council reserves the right to review, vary or revoke this policy and should be reviewed periodically to ensure it is relevant and appropriate.

## APPENDIX A – Position Authorised to Interact with Councillors

Position
<b>Chief Executive Officer</b>
<b>Chief Strategy Officer</b>
Coordinator Strategy Development
Manager Corporate Projects
Coordinator ICT
Coordinator Governance
<b>Chief Operating Officer</b>
Manager Water & Wastewater Operations
Manager Built & Natural Environment
Manager Infrastructure
Manager Resource & Waste Services
Manager Community Services
<b>Chief Communications Officer</b>
Coordinator Economic Development
<b>Chief Financial Officer</b>
Manager Finance
<b>Workforce Portfolio</b>
<b>Chief Workforce Officer</b>