



COUNCIL POLICY

Title: Council Member Access to Office and Staff

Shire of
Kellerberrin

Responsible Officer: Deputy Chief Executive Officer

Version: Current

1. PURPOSE

The purpose of this policy is to maintain professional protocols when attending the Office of Council

2. SCOPE

This policy is applied to the Shire of Kellerberrin and its elected members and employees.

3. DEFINITIONS

4. STRATEGIC CONTEXT

This policy links to core drivers:

1. Relationships that bring us tangible benefits (to the Shire and our community)
2. Our lifestyle and strong sense of community
3. We are prepared for opportunities and we are innovative to ensure our relevancy and destiny

5. POLICY STATEMENT

The following protocols for a Council Member to access the Office of Council and/or seek access to designated Staff;

1. Council Members shall only enter the Office of the Council via the front entry, other than for Council Meetings.
2. Council Members shall announce their arrival at the front Customer Service Reception Desk, to request access to Staff.
3. Council Members shall announce their arrival at the front Customer Service Reception Desk in order to pick up Council Members mail/business papers.
4. Whilst in the Office of Council, Council Members shall;
 - a. be seen to act properly and professionally in accordance with Council's adopted Rules of conduct and in accordance with any other Law
 - b. perform their duties impartially, in good faith, honestly and in the best interests of the Council, uninfluenced by fear or favour and without exceeding their powers which have been identified in the best interest of the Council and the Community.
5. Always remain responsible for the safety and security of the Office of Council and of the Chambers of the Council whilst attending for their respective use and requirements.

6. RELATED LEGISLATION/ DOCUMENTATION

7. REVIEW DETAILS

Council Adoption	Date	February 2020	Resolution #	MIN009/20
Previous Adoption	Date	October 2016	Resolution #	MIN168/16