



Council Policy Manual

CP10.4 ELECTED MEMBERS – ADMINISTRATIVE SUPPORT

POLICY OBJECTIVE

To establish parameters for Elected Members to follow when seeking advice or action on an issue.

POLICY STATEMENT

Enquiries and complaints regarding service delivery and requests for work to be undertaken are to be directed to the Chief Executive Officer or responsible Director in the first instance. If the Director is unavailable approaches may be made to Section Managers, but no requests should be made to other staff.

Complaints in relation to staff are to be directed to the Chief Executive Officer who may require the complaint to be in writing.

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