WEIPA TOWN AUTHORITY POLICY
WTA Member / Staff Interaction

Policy Number:	**WTA – P – WTA05**	**Date Adopted:**	**20/06/2008**
Version:	**02**	**Review Date:**	**Jun-2012**

INTENT

The WTA Member / Staff Interaction Policy has been developed in line with the *Rio Tinto Alcan & Weipa Town Authority Management Protocols* (the Protocol), paragraph 5.3(h), and the Local Government Act 1993 (the Act) s.1135

It provides guidelines for the interaction between WTA Members and staff in relation to providing help and advice.

POLICY

1. Weipa Town Authority (WTA) Members are forbidden from directly interfering with day to day WTA operations or approaching WTA staff directly on any matter (the Protocol s.5.3(h) & the Act s.230(2)).
2. WTA Members may ask for help or advice from the CEO or relevant Director or, if the request is made under guidelines made by the CEO, another staff member of the WTA (the Act s.1135(1)).
3. Members of staff must not comply with requests for information from the WTA Members which are contrary to this policy. If an attempt is made by a WTA Member to direct staff, this must be reported to the CEO through the employee's Director so that the matter can be addressed with the WTA Member concerned. (the Act s.1135(2)).
4. Every reasonable assistance will be provided to WTA Members in the exercise of their role and the performance of their duties (the Act s.1135(3)).
5. Interaction between WTA Members and staff will, at all times, be carried out in a professional manner with due regard for each others' respective positions.