

## 1. RATIONAL

The *How We Work Together Policy* has been developed to provide a framework to all people who operate in the City of Marion workplace to ensure all communications and interactions are constructive, in line with organisational values and our legislative obligations.

## 2. POLICY STATEMENT

The achievement of strategic outcomes for the City of Marion comes from all levels of the organisation. Positive interactions between employees, elected members, contractors and volunteers is required to deliver optimal outcomes for our community. To provide clarity for behavioural expectations that makes for a positive environment, the City of Marion has adopted a set of organisational values to position the Council to deliver now and into the future.

### The City of Marion Values include:

- Respect (treating everyone as we want to be treated, where all contributions are valued)
- Achievement (enhancing our knowledge and performance to reach our shared goals, while being dedicated to supporting one another)
- Integrity (fostering trust and honesty in all of our interactions)
- Innovation (Encouraging new ideas, and learning from our experience to do things better).

The values are delivered with the community and safety at the forefront of everything we do. This Policy confirms Council intent that all people in the workplace work, interact and communicate collaboratively in undertaking their respective functions. This will occur in various ways such as face to face meetings, over the phone, email, reports, briefings, social media, extranet/intranet and the website.

## 3. OBJECTIVES

The objective of this Policy is to provide a framework for people operating in the City of Marion to ensure everyone acts in a manner that:

- Fosters the organisations values
- Recognises the importance of different roles and perspectives of all people in the workplace
- Complies with the requirements of the Local Government Act 1999, the Codes of Conduct (for employees and Council Members) and the Work Health Safety Act 2012
- Ensures that all people in the workplace have access to advice, information and documentation to assist them perform their roles and responsibilities in an effective manner.
- Protects all persons against harm to their health, safety and welfare through the elimination or minimisation of risk arising from within the workplace.

## 4. SCOPE

This Policy applies to all people in the City of Marion workplace.

### *Elected Members:*

The Act states that Elected Members are entitled at any reasonable time, in connection with the performance and discharge of the functions and duties of a member, to have access to any relevant council documents. This is necessary to ensure that Elected Members are appropriately informed and make optimal decisions that adds public value.

A request for information and any relevant documentation should be directed to the CEO or their delegate. For the purposes of this Policy, the CEO delegate's include the Executive Leadership Team, the Senior Leadership Team, the Unit Manager Governance and Records and the Unit Manager Communications. The request should provide enough detail so the context is understood by the person receiving it.

Elected Members acknowledge that these requests will be made in accordance with sections 2.11, 2.12, 2.13 and 2.14 of the Code of Conduct for Council Members.

Elected Members acknowledge that this information may be provided in various forms such as via email, the Elected Member Extranet, Elected Member Briefings or Council reports. The form in which it is delivered will depend on the urgency, priority and impact of decision making for the elected member.

This Policy does not prevent Elected Members for meeting with other staff within the organisation where necessary (such as Ward Briefings).

### *Employees*

Employees acknowledge that Elected Members are required to make informed and responsible decisions in the interest of the community. To do this, they must effectively interact and communicate with staff. Staff will respond to all reasonable requests from Elected Members in a responsive, time and accurate manner that is in accordance with this Policy and the How We Work Together Procedure.

### *Non-Compliance:*

In the event that a person in the workplace believes that this Policy is not being complied with, they should refer to How We Work Together Procedure for guidance.

## 5. DEFINITIONS (in the context of this policy)

**The Act** refers to the Local Government Act 1999

**Elected Member** refers to the principal member and councillors as defined by the Act

**CEO** refers to the Chief Executive Officer

**Executive Leadership Team (ELT)** includes the CEO and all General Managers

**Senior Leader Team (SLT)** refers to all third level managers

**Workplace** is defined by the section 8 of the Work Health Safety Act 2012 that states workplace is a place where work is carried out for a business or undertaking and includes any place where a worker goes, or is likely to be, while at work.

# *How We Work Together Policy*



## **6. REFERENCES**

This Policy should be read in conjunction with the:

- Code of Conduct for Employees
- Code of Conduct for Council Members
- Local Government Act 1999
- Work Health Safety Act 2012
- Independent Commissioner Against Corruption Act 2012
- Informal Gatherings Policy
- How We Work Together Procedure

## **7. REVIEW**

This Policy will be reviewed within 12 months of a City of Marion general election.