1.0 SCOPE

1.1 This Policy applies to all items of correspondence addressed to the Mayor and/or Councillors.

2.0 PURPOSE

2.1 This Policy sets the guidelines for correspondence addressed to the Mayor and/or Councillors.

2.2 The objective of this Policy is to ensure that all items of correspondence that are addressed to the attention of the Mayor and/or Councillors are treated in a consistent and professional manner.

3.0 POLICY STATEMENT

3.1 All incoming correspondence addressed to the "Mayor and/or Councillors" is to be dealt with in the following manner:
   (a) Recorded in Council’s Information Management System; and
   (b) Referred to Mayor who determines next course of action by doing one or more of the following:
       (i) Direct to the General Manager or appropriate Executive Manager where:
           • Correspondence is from a State or Federal body and requires comment and/or action by Council officers.
           • The correspondence relates to an operational matter.
       (ii) Put on Councillor Workshop agenda.
       (iii) Reply to correspondent directly.
       (iv) Take no action if correspondence is unwarranted or unsolicited.

3.2 All correspondence addressed to the "Mayor and Councillors" will be placed on a correspondence register on the Councillor Intranet.

3.3 Information placed on the correspondence register is to be considered confidential and for information only. It is not to prompt involvement in matters raised.

3.4 The correspondence register will be managed to ensure current information is present with older documentation being archived as required.

4.0 Legislative Requirements

None applicable.

5.0 Related Documents

None applicable.