



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

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