

# Governance and Corporate Leadership



## GL19 Correspondence Addressed to Councillors

24 May 2017

*This policy was adopted by Council to set governing principles in place that align the strategic direction of the organisation with Goal 5 – Effective Leadership and Governance.*

### Objectives

To ensure that the Shire complies with the State Records Act and Council's adopted Records Management Plan in relation to Councillor addressed correspondence.

### Policy

This policy relates to non-electronic correspondence or "mail" received by Councillors at the Shire of Augusta Margaret River administration offices in any format (e.g. by post, fax, courier, hand-delivered)

Correspondence addressed to Councillors at the Shire administration offices is to be opened by designated officers, unless it is expressly marked Private, Confidential or Personal. If correspondence is expressly marked Private, Confidential or Personal the correspondence is to be forwarded unopened or if a facsimile placed in a sealed envelope to the Councillor.

Councillor correspondence of continuing value as a State Record is to be incorporated into the Shire's electronic record keeping system before forwarding to the Councillor. The correspondence is to be forwarded to the Councillor, or Councillors to whom it is addressed within five working days of its receipt and registration. Correspondence which has continuing value need not be incorporated into the Council's record keeping system and may be destroyed when reference to it ceases.

### Application

Responsibility for the implementation of this policy rests with all Councillors and staff. The policy is to be reviewed every three years.

#### Document and version control table

<b>Strategic outcome</b>	Corporate Plan 2014-2018 Goal 5 – Effective Leadership and Governance
<b>Responsible Directorate</b>	CEO
<b>Authority of original issue</b>	Council
<b>Date of original issue</b>	Council meeting date 27 August 2009
<b>Contact officer</b>	CEO EA
<b>Date of next review</b>	May 2020

GOVERNANCE AND CORPORATE LEADERSHIP GL19 CORRESPONDENCE ADDRESSSED TO COUNCILLORS

**Document No.** N129880

<b>Version</b>	<b>Date issued</b>	<b>Brief description</b>
1.0	27/8/2009	Initial issue
2.0	23/1/2013	Full review
3.0	24/5/2017	Full review