

 <p>DISTRICT COUNCIL of TUMBY BAY</p>	POLICY# 2.02 Council Meeting Correspondence	Version No:	2
	POLICY AREA Governance	Issued:	Nov 2015
		Next Review:	2018 – After next Election

Aims & Objectives

To provide Council staff and the general public with direction for consideration of correspondence to be considered at a Council Meeting and for correspondence to be provided to Elected Members for information and decision purposes.

This Policy sets out the procedure to be followed by both staff and elected members in relation to items of correspondence addressed to the Mayor and/or Councillors.

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 and that all such items are brought to the attention of Councillors. The authors of correspondence are, as a matter of policy, to be informed by the appropriate senior officer of any actions taken by Council in response to their correspondence.

Policy Detail

Council Policy 1.08 – Records Management outlines administrative and legislative requirements for Council Administration in the treatment of official Council records.

Elected Members will be provided with access to correspondence under the following guidelines:

- Correspondence that is received that requires a formal Council decision;
- Correspondence that is received from a local organisation or individual

1. General Correspondence

- 1.1. All correspondence received which requires formal consideration by Council, will be presented to Council within the official Council Agenda, with Executive Staff comment and recommendation included.
- 1.2. All correspondence requiring Council decision or attention received the week prior to the Council Meeting is to be classified as 'LATE CORRESPONDENCE'. The reason for such is to allow the appropriate time for the Agenda preparation & printing. Unless clause 1.3 applies this correspondence will be carried over until the next Council Meeting Agenda so as to allow Executive comment and/or recommendation.
- 1.3. The only exception to this policy clause 1.2 will be when an item of correspondence received outside these time frames would, if not presented to the next Meeting of Council may cause unreasonable hardship or financial loss to either Council or the author of the correspondence. This will be at the discretion and judgement of the Chief Executive Officer or his delegate. Such "LATE CORRESPONDENCE" presented under clause 1.3 criteria may not have Executive comment or recommendation depending on the timing of receipt and nature of the correspondence.

2. Local Correspondence

All Council related correspondence, whether addressed to Council or an individual Councillor will be dealt with initially by the relevant Senior Officer for the appropriate response unless a Council decision is required.

All correspondence received by Council by the close of business on the last Friday prior to the preparation of the Council agenda which requires a Council decision will be distributed to the relevant senior officer who will provide comment and recommendation for inclusion in the agenda.

All other correspondence allocated to a senior officer not requiring a specific council motion will be dealt with by the senior officer acting under the delegations given to the officer.

All other correspondence received after that time unless by not being considered at the next meeting will cause personal or financial disadvantage to the author or to Council will be referred to the following Council meeting if required.

All correspondence given to any council member is to be handed directly to the Chief Executive Officer who will process the matter in accordance with this policy

All correspondence received by Council will be logged into the records system and a print-out of this log will be circulated to elected members. Should an elected member wish to read a certain piece of correspondence that member is to make a request to the Chief Executive Officer's personal assistant who will arrange for a copy to be provide within 48 hours of the request.

Resolutions of Council in relation to items that have been included on a Council meeting agenda for decision are to be communicated in writing to the correspondents within ten working days of the Council meeting.

Anonymously addressed items of correspondence are to be assessed by the Chief Executive Officer and either brought to the attention of the relevant Senior Officer and recorded in Council's records management system or destroyed if they are considered to be of no value or interest to Council's operations (e.g. Junk Mail).

Council will respect the confidentiality and integrity of the personal information of its citizens. Council will comply with the privacy legislation and not give out information about its citizens without their consent, unless required to do so by law.

The Mayor, Councillors and Staff should be familiar with the States Records Act 1997 and ensure compliance.

3. Correspondence Listing for Elected Members.

Council Administration will provide fortnightly a list of all correspondence received. At times confidential information may be blanked out (e.g. Job Applications, Expiations & Fines etc so as to maintain privacy compliance).

Strategic Link:

Delegation:

Documentation:

Authority: Adopted by Council: 10/11/2015 {Motion 7c/112015}

SIGNED:

Responsible Officer

Date: ____/____/____