

POL	LETTERHEADS FOR ELECTED MEMBERS	SC11
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POLICY CODE:	SC11
DIRECTORATE:	Executive Services
BUSINESS UNIT:	Executive Support
SERVICE UNIT:	Executive Support
RESPONSIBLE OFFICER:	Director, Governance & Community Services
FILE NO.:	086/001
DATE FIRST ADOPTED:	15 April 1997
DATE LAST REVIEWED:	12 December 2013
ATTACHMENTS:	N/A
DELEGATED AUTHORITY REF.:	N/A
VERSION NO.	2

Dates of Amendments / Reviews:	
DAPPS Meeting:	22 March 2012 28 November 2013
OCM:	17 September 2002 12 April 2012

BACKGROUND:

Council has resolved that prescribed letterheads be made available for use by Elected Members, if requested.

PURPOSE:

To supply Elected Members wishing to personally report to their constituents with letterheads synonymous with the City of Cockburn.

POLICY:

The following Policy governs the use of letterheads by Elected Members:

- (1) Elected Members requiring personalised letterheads may arrange for supplies from an Executive Officer at the Administration Office;
- (2) Personalised letterhead may be used by Elected Members only for the purpose of communicating on matters of general Council concern;
- (3) The letterhead must **NOT** be used for promoting the political interest of Elected Members or of any State or Federal Political Party or representative;
- (4) Elected Members will be individually responsible for the typing and distributing of multiple copies of letters.

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- (5) Elected Members will be able to utilise Council's photocopying service for the purpose of reproducing multiple copies of correspondence for distribution, provided prior arrangements are made with the Records Supervisor or delegated officer; and
- (6) Council will not be held responsible for the content of correspondence distributed under the hand of an individual Elected Member and reserves the right to withdraw the supply of letterhead from individual Elected Members at any time.