

**POLICY NO. CP 5.4.50****POLICY STATEMENT: USE OF THE CITY'S LETTERHEAD BY COUNCILLORS**

**PURPOSE:** To establish a position on the provision and use of City letterheads by Councillors.

**LEGISLATIVE AND POLICY CONTEXT**

Council Policy 5.4.38 (City of Gosnells Crest, Branding and Logos) states that the City's letterhead may only be used for official functions and duties. Clause 3(a) then states that the letterhead "may not be used by Councillors... for any purpose other than the fulfilment of their official duties".

Section 2.10 of the *Local Government Act 1995* defines the role of a Councillor, in part, as facilitating communication between the community and the Council. Consequently, Councillors have a legislative duty to communicate which, in one way, can be achieved by sending letters on letterhead.

**POLICY**

1. The City will provide each Councillor with electronic letterheads that include:
  - a. City branding;
  - b. a photograph of the Councillor
  - c. the Councillor's contact details; and
  - d. a disclaimer.
2. Letterheads provided to Councillors must only be used for official purposes.
3. Letterheads provided to Councillors must not be modified in any way.
4. When using City letterheads, as with other forms of communication, a Councillor must ensure that such use is consistent with Council's Code of Conduct for Council Members, Committee Members and Candidates and that they do not:
  - make a commitment to spend City monies;
  - adversely reflect on a Council decision, other Elected Members, or City staff;
  - convey a position which is contrary to that adopted by Council;
  - purport to speak on behalf of Council or the City.
5. Consistent with Council's Code of Conduct for Council Members, Committee Members and Candidates, City letterheads are not to be used for electoral purposes.
6. Any expenses incurred by a Councillor through the use of City letterheads (such as printing and postage costs) will not be reimbursed by the City.
7. All correspondence sent using City branded letterheads must relate to official duties and, consequently, to comply with record keeping requirements, must be provided to the City (as a copy) for record keeping purposes.

**GOVERNANCE REFERENCES**

<b>Statutory Compliance</b>	Local Government Act 1995 – Section 2.10
<b>Industry Compliance</b>	Nil.
<b>Organisational Compliance</b>	Policy 5.4.38 – City of Gosnells Crest, Branding and Logos
<b>Process Links</b>	Nil.

**POLICY ADMINISTRATION**

<b>Directorate</b>		<b>Officer Title</b>		<b>Contact:</b>	
Business Services		Director Business Services		9397 3000	
<b>Risk Rating</b>	Low	<b>Review Cycle</b>	Triennial	<b>Next Due:</b>	2027
<b>Version</b>	<b>Decision Reference</b>	<b>Synopsis</b>			
1.	OCM 228/10/09/2024	New policy adopted to ensure consistency in communication from Elected Members.			
2.					
3.					