Recording of Mayor and Councillor Correspondence

**Head of Power**

*Local Government Act 2009*
*Public Records Act (2002)*
*Information Standard 40 – Record Keeping*
*Local Government Sector Retention and Disposal Schedule (QDAN480)*

**Objective**

To ensure appropriate procedures are in place for dealing with the correspondence and public records received or generated by the Mayor and Councillors.

**Definitions/Application**

**Definition**

“Public Record” – original information regarding the following activities are examples of public records for the purposes of the Queensland Public Records Act (2002):

- Decisions regarding facilities, services and enterprises for the local government area;
- The process of formulating, adopting and reviewing the local government's corporate and operational plans; and
- Decision making regarding the goals and policies of the local government and their implementation.

Diaries of Mayors and Councillors are also public records with the exception of personal or party political appointments recorded in the diaries.

Correspondence (including email) received or generated by Mayors and Councillors in local governments, in the exercise of their statutory, administrative or other public responsibilities, are public records.

Correspondence received or generated by Mayors and Councillors in the course of undertaking personal, party political and electoral activities are, however, deemed not to be public records.

**Application**

This Policy applies to all correspondence addressed to or from the Mayor and Councillors.

**Policy Statement**

Where correspondence is addressed to the Mayor or a Councillor, it will be directed, unopened, to their Personal Assistant or equivalent administrative support.

Personal Assistants will be responsible for opening correspondence on behalf of the Mayor or relevant Councillor, unless marked “Private” or “Confidential”, ensuring any public records or significant documents are registered in the Council electronic document and records management system (EDRMS) and forwarding to an appropriate Council Officer for action.

Where mail is addressed to the Mayor or a Councillor and marked “Private” or “Confidential” it will be directed, unopened, to the addressee, who will be responsible for ensuring any public records or significant business documents are passed to their Personal Assistant for registration in the EDRMS and forwarded to an appropriate Council Officer for action.
The Mayor and Councillors, via their Personal Assistant, will be responsible for forwarding any public records or significant documents received via email to their Personal Assistant for registration in the Council EDRMS.

Where public records or significant documents are generated by the Mayor or a Councillor, they will also be responsible for forwarding any records to their Personal Assistant for registration in the EDRMS.

**Review Triggers**

This Policy is reviewed internally for applicability, continuing effect and consistency with related documents and other legislative provisions when any of the following occurs:

1. The related documents are amended.
2. The related documents are replaced by new documents.
3. Amendments which affect the allowable scope and effect of a Policy of this nature are made to the head of power.
4. Other circumstances as determined from time to time by a resolution of Council.

Notwithstanding the above, this Policy is to be reviewed at least once every two years for relevance and to ensure that its effectiveness is maintained.

**Responsibility**

This Policy is to be:

1. implemented by the Mayor, Councillors and their Personal Assistants; and
2. reviewed and amended in accordance with the "Review Triggers" by the Information & Communication Technology Manager.

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<tr>
<td>V1</td>
<td>Coordination Committee (08/1462)</td>
<td>24.6.2008</td>
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<td>V2</td>
<td>Amendment to Head of Power to reflect new Local Government Act 2009</td>
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<td>V3</td>
<td>Amendment to Responsible Officer to reflect organisational structure - Approved CEO (Memo A14269017)</td>
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**Related Links:**

- Crime and Misconduct Commission – Managing Public Records Responsibly
- Queensland State Archives Public Records Brief – Advice for Local Governments on Managing Diaries of Mayors and Councillors – 03/08.