



POLICY

TITLE:	ELECTED MEMBERS - USE OF CITY LOGO AND STATIONERY	CODE:	EM.03
PURPOSE or OBJECTIVE:	To guide the use of personalised stationery for use by elected members		
REFERENCE DOCUMENTS:	Local Government Act 1995 State Records Act 2000 CEO Instruction ADC.04 Recordkeeping – Elected Members		

POLICY STATEMENT

The policy guides City of Canning’s elected members on the use of letterhead and email signatures.

1. Scope

The policy applies to all elected members of the City of Canning and their use of City provided electronic signatures and letterhead.

Definitions

<i>electronic signatures</i>	An electronic footer which automatically or manually attaches to the foot of an email stating an elected member’s name and contact details.
<i>letterhead</i>	PDF or hard copy styled document stating an elected member’s name and contact details.
<i>stationery</i>	In the context of this document, stationery refers to letterhead and electronic signatures or parts thereof.

2. Use of Stationery

- (1) Elected members are entitled to individualised City of Canning branded stationery and an individualised electronic email signature that the City will provide on request from the elected member.
- (2) City branded stationery must only be used for official purposes and the individualised stationery and email signature used only by that member.
- (3) Correspondence using individualised stationery can only represent the views of the individual elected member. Such stationery is not to be used to represent or purport to represent the views of the Council or the City of Canning. Councillors must exercise care to ensure that correspondence does not commit Council funds or convey a position which is contrary to that adopted by Council.
- (4) Postage expenses are payable by the elected member from the ICT allowance.

3. Misuse of Stationery

- (1) City branded stationery (such as letterhead) must not to be converted or modified in any way.
- (2) City branded stationery is not to be used during the electioneering phase of an Elected Members term in keeping with the Local Government Act 1995 in regard to election materials.

4. Recordkeeping

Correspondence (including electronic correspondence) generated and received by elected members that relate to the business of the City is subject to the State Records Act 2000, the City’s Records Management Policy and Recordkeeping Plan, and as such must be retained within the City’s corporate recordkeeping system.

GOVERNANCE REFERENCES

Statutory Compliance	Local Government Act 1995 s 2.7.(2)(b)
Process Links	

POLICY ADMINISTRATION

Directorate	Officer Title	Authority to Approve
Office of the CEO	Manager Marketing and Communication	Council
Version	Decision Reference	Synopsis
1	February 2016	New draft policy
1	OCM 15/3/2016 (CR-005-16)	Adopted