
1.21 Elected Member Communications Policy & Guidelines

Policy Owner	Executive Director Corporate & Commercial Services
Responsible Officer	Manager Governance & Risk
Date of Approval	01/07/2025
Amended/Revised	03/07/2025

Objective

Recognise the role of the Mayor as the principal spokesperson of the Council in accordance with section 2.8(1)(d) of the *Local Government Act 1995*.

Scope

Applies to elected members of Council and employees responsible for the drafting, recording and distribution of elected member correspondence.

Policy Statement

No elected member, other than the Mayor, is to speak with the media on behalf of Council without the consent of the Mayor.

If elected members do speak with the media, they shall represent the view of Council and shall not express a personal point of view for the purpose of gaining personal or election advantage.

The City of Albany (City) has established formal communication protocols and procedures. Elected members are encouraged to utilise those protocols and procedures to support the City in its administration.

In all public oral and written statements (including media) elected members should:

- Respect the decision-making processes and decisions of Council;
- Accurately convey information concerning decisions of Council;
- Clarify whether they are representing Council or presenting a personal viewpoint as a private citizen;
- Take care when expressing personal views to show respect for Council;
- Avoid criticism of individuals in a way that reflects on those individuals' competence or integrity, and which may give rise to a City of Albany liability; and
- Ensure they do not commit Council or the City of Albany to a course of action or expenditure of City resources, including staff time, without the prior endorsement of Council.

1.21 Elected Member Communications Guideline

Categorisation of Correspondence.

The processing of the following categories of communications is dealt with as follows:

Category One.

Correspondence from Government Ministers and other members of Parliament:

- Copy to the Mayor for information.
- Copy to CEO.
- A designated officer, working with the Chief Executive Officer, to draft a reply for the Mayor for signature.

Category Two.

Correspondence from the public in relation to Council business:

- Copy to the Mayor for information.
- Copy to named councillors for information.
- Copy to the Chief Executive Officer if relating to City of Albany business.
- A designated officer, working with the Chief Executive Officer, to draft replies for the Mayor for signature.

Use of Mayoral Letterhead.

Mayoral letterhead is to be used only by the Mayor in their official capacity.

Relations with the Public and the Media.

The Act recognises the role of the Mayor as the principal spokesperson of the Council.

Legislative and Strategic Context

This policy relates to the following elements of the City of Albany Strategic Community Plan 2032:

Pillar: Leadership

- Outcome: A strong workplace culture and performance.
- Objective: Provide strong, accountable leadership.
- Performance Measures: Council's leadership and Governing Organisation.

This policy and guideline directly align with and are complemented by:

- Local Government Act 1995;
- Freedom of Information Act 1992.
- State Records Act 2000; and
- Privacy Act 1988 (C'th).

Review Position and Date

Document to be reviewed annually.