Council Policy Manual

COUNCILLOR CONTACT DETAILS

Policy, procedure protocol	Policy
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Consultation period	
Review due date	(Within three months of a Council election)
Date revoked	

Documents superseded	2/2.5/7 – 22/11/2002
Related Documents	
Relevant delegations	
Responsible officer	

COUNCILLOR CONTACT DETAILS

Purpose of the policy

This purpose of this policy is to provide Council staff with guidelines to follow when providing contact details of Councillors to members of the public.

Policy Statement

Councillors have public and private information that is accessible by Council staff. Not all of this information should be available to the public (i.e. private email addresses), however certain information such as a public email address should be available to the public for general use.

Scope of the policy

This policy is relevant to all Council staff, and is owned by the General Manager.

Objectives of the policy

- To ensure the correct Councillor details are given to all members of the public who request this information
- To ensure that no private Councillor information is given to members of the public (unless with the expressed permission of the Councillor).

Policy principles

Council recognises that Councillors have their own private phone numbers and email addresses. Those private phone numbers (mobile and home), as well as email addresses should not be given to members of the public.

Where these details are to be utilised by Council staff, no staff member should divulge this information to members of the general public, external to Council.

Councillors can be contacted by members of the public by contacting Brewarrina Shire Council on:

Ph: 6830 5100
Email: breshire@brewarrina.nsw.gov.au
Address: PO Box 125 Brewarrina NSW 2839

Alternatively, Council staff may issue the details provided by each Councillor on the Councillor Contact Details Declaration form (see Attachment 1). If this has not been provided by the Councillor, Council staff are then limited to providing members of the public with the details as printed above.

Review

This policy shall be reviewed within 3 months of each Council term, to ensure that with each incoming Council, the correct procedures are being utilised.

If a Councillors details change within their term of office, it is up to the individual Councillor to provide Council with these details.

Implementation

All staff should be made aware of the details that are allowed to be given to members of the general public under this policy.

Implementation responsibility

Responsibility for implementing this policy rests with the General Manager.

ATTACHMENT 1

I, Councillor _____

Give permission for the staff at Brewarrina Shire Council to disseminate the following contact details to members of the public who request it:

Phone Number(s):

(Home):_____

(Mobile):_____

(Fax):_____

Email:_____

Postal Address:_____

_____

_____

_____

Signed:_____

Date:_____