STRATHFIELD COUNCIL

Councillors Letterhead Policy

In force from 24 August 1993

POLICY NAME	Strathfield Council Councillors Letterhead Policy	
DATE APPROVED	24 August 1993	Min No. 659/93

1.0 Introduction

1.1 Title and Commencement

This policy is titled *Strathfield Council Councillors Letterhead Policy.* This policy was adopted on 24 August 1993 by Council resolution (minute 659/93).

1.2 Objective of Policy

This policy sets out conditions for use of Councillor's Letterheads.

2.0 Policy Statement

That approval be granted for the following conditions to be included in a policy to cover the use of Council crest and letterheads by Councillors:

1. Any letter written by a Councillor in their capacity as a Councillor utilising Councillor's letterhead must contain the following disclaimer at the bottom of the page:

   "This letter is from a Councillor of Strathfield Council. Official decisions of the Council are conveyed by a letter signed by the Mayor or General Manager."

2. There shall be no objection to a Councillor carrying on another business of a character which does not derogate from the dignity of their position as a Councillor of Strathfield Council provided:

   (a) that they keep the conduct of such other business entirely separate from their Councillor duties insofar as correspondence, accounts and presentation to the public are concerned.

   (b) that the other business is not of such character that its conduct by them will necessarily involve them being in a position where their interests and their duty to Council will conflict.

3. A Councillor shall not directly or indirectly publish or permit to be published any document in their position of Councillor which:

   (a) brings or may reasonably be expected to bring the Council into disrepute

   (b) is or may reasonably be regarded as being improper.