



OFFICE OF THE GENERAL MANAGER

Executive Assistant: Sue Matthew
Direct Telephone: (02) 9330 [REDACTED]
File Reference: D22/141730, D22/141734

4 July 2022

Commissioner Stephen Rushton SC
Independent Commission Against Corruption
Level 7
255 Elizabeth Street
SYDNEY NSW 2000

Dear Commissioner Rushton

Operation Galley
Section 21/22 Notice to Attend and Produce a Statement of Information and Documents dated 30 June 2022

I refer to the above Section 21/22 Notice and enclose Council's response.

Should you require any further information, please contact me on 9330 [REDACTED].

Yours sincerely,

[REDACTED]
David Tuxford
Acting General Manager



SCHEDULE 1

1. In relation to the document annexed to this request marked "Document 1". Being a document on the letterhead "Hurstville City Council (HCC) Members Suite" dated 11 August 2011:

(a) Was this letterhead used by HCC (including Councillors) as at 11 August 2011? **It was available for Councillors to use.**

i. When was this letterhead in use by HCC? **A scanned copy was created 3/11/2008.**

ii. What was the intended purpose and/or use of the "Members Suite" letterhead? **It was intended for the use of Councillors.**

iii. Who was authorised to use this letterhead? **Councillors. There is no record of rules or guidelines for the use of the Members Suite letterhead.**

(b) In relation to "John Anderson":

i. Did John Anderson work for HCC? **Council has no record of a "John Anderson" working for Council.**

ii. If so, during which period and in which capacity? **Not applicable.**

iii. Did "John Anderson" work for Council as at 11 August 2011? **Council has no record of a "John Anderson" working for Council in August 2011.**

iv. Who was Council's "Finance Manger" as at 11 August 2011? **Ms. Karen Foldi was Council's Chief Financial Officer in August 2011.**

(c) Does the Council have a copy of this letter in its possession, custody or control? **No. Council does not have a copy of this letter in its possession, custody or control.**

(d) Please indicate whether you consider this letter to be a legitimate record of HCC? **Due to the responses above, I believe that this letter is not a legitimate record of HCC.**

2. In relation to the document annexed to this request marked "Document 2", being a document on the letterhead "Hurstville City Council" dated 11 August 2011:

(a) Was this letterhead used by HCC as at 11 August 2011? **Yes**

- i. When was this letterhead in use by Council? **Various versions with slight changes to the footer text and contact information exist, but all have consistent logo design and were in use from before 2005 until amalgamation in 2016.**
- ii. What was the intended purpose of this letterhead? **For staff use to correspond on Council operational matters.**
- iii. Who was authorised to use letterhead? **Staff. Councillors had a different letterhead. Document CD10/19 (dated 21/6/2010) - Electronic Letterhead Procedure -copy attached.**

(b) In relation to "John Anderson":

- i. Did John Anderson work for HCC? **Council has no record of a "John Anderson" working for Council.**
- ii. If so during which period, and in which capacity? **Not applicable.**
- iii. Did "John Anderson" work for Council as at 11 August 2011? **Council has no record of a "John Anderson" working for Council in August 2011.**
- iv. Who was Council's "Finance Manager" as at 11 August 2011? **Ms. Karen Foldi was Council's Chief Financial Officer in August 2011.**

(c) Does the Council have a copy of this letter in its possession, custody or control? **No. Council does not have a copy of this letter in its possession, custody or control.**

(d) Please indicate whether you consider this letter to be a legitimate record of HCC? **Due to the responses above, I believe that this letter is not a legitimate record of HCC.**

SCHEDULE 2

Council is unable to provide copies of Document 1 and Document 2 as annexed to the Section 21/22 notice as Council does not have a copy of these letters in its possession, custody or control.



Electronic Letterhead Procedure

CD10/19

Version: Approved	Date: 21 June 2010
Directorate: Administration	Section: Governance
Document Owner: Manager Governance	Authorised by: Director Administration
This Procedure should be read in conjunction with: Not applicable	

Purpose:

To outline to arrangements for electronic letterhead, including the use of templates, the 'style guide', and electronic signatures.

Using the Template

The template is found in the MS Word 'Add-Ins' under **My Blueprints** / HCC Corporate Templates / Corporate Letterhead Electronic

Please note that on the first use of this letterhead, you will need to go to 'My Blueprints' and then 'Search' for the Template 408 Corporate Letterhead Electronic. Once you complete your first letter you can then go to 'My Blueprints' and 'Add to my Blueprints' to add it to your list of templates.

When using this template, a TRIM registration box will appear – apart from the file number, insert your name as Author, and select the Addressee. Do not tick the 'Filed' box. The staff member nominated in the 'Current Location' will be included in the letter as the contact for enquiries.

The style guide above letter combined sample and for preparing corporate correspondence – it does not apply to Councillor initiated correspondence which uses a different template.

If the letter is to be posted, it is printed after it is approved, signed and mailed.

Electronic signatures

It may be desirable to use an electronic signature in some cases, such as a bulk mail-out. In these cases the following procedures apply:

- Staff may not insert an electronic signature into a document unless it is their own, or they have been specifically authorised by the signatory.
- Signatures should not be applied until the document form and content have been approved for issue.
- Scanned signatures should be stored safely in the signatory's personal drive (G).
- To minimise identity theft, signatures should be different to 'formal' signatures.

Mayoral correspondence

Draft correspondence is to be prepared using the Mayoral electronic letterhead and forwarded to *Executive Assistant to the Mayor* for formatting and its approval. Before issue, the EA will check with the originating manager that the final content is factually and technically correct before issue. Electronic signatures of the Mayor and Councillors are only to be handled by the Executive Support Unit.

Language Assistance

The reverse side of hardcopy letterheads included 'language assistance' information. This information will now be included in the footer of electronic letterheads and on the reverse of DL size envelopes.

Back of envelope information is based on this style:



Language Assistance
 语言援助
 مساعدة لغوية
 Помощ со јазикот

131 450

The language assistance information is also included in the footer of the letterhead.

Style Guide

Refer attached sample letter.



Hurstville City Council

27 January 2010

Mr John Smith
Address
Suburb NSW 9999

Civic Centre
MacMahon Street
Hurstville NSW 2220
PO Box 205 Hurstville BC NSW 1481
Telephone (02) 9330 6222
Facsimile (02) 9330 6223
email hccmail@hurstville.nsw.gov.au
website www.hurstville.nsw.gov.au

Our Reference: 07/797 CD10/19

Dear Mr Smith

Letterhead Visual Standards

This template replaces hardcopy letterhead for all formal outgoing correspondence. It does not include letters from Councillors, who have a different style of letterhead.

The template incorporates the corporate visual standards for Council's general correspondence. Once each letter is approved, it can either be printed and 'put in the post' or emailed electronically as a pdf file.

The only 'file copy' required is the electronic document in Council's record management system. After the letter has been issued, a 'note' should be added to the electronic document to that effect.

The corporate style for letters outlined below is based on *Style Manual for Authors, Editors and Printers Sixth Edition, Commonwealth of Australia 2002*:

- Font: Times New Roman, size 12
- Text format: Flush left, ragged right, which achieves even word spacing
- Line spacing: Single
- Paragraph spacing: None
- Salutation: Dear Ms Smith – if gender is known
Dear Alex Smith – if gender is not known
Dear Sir / Madam – if name is not known
- Close: Yours faithfully – as the default, unless a more informal tone is required, when it could be 'Yours sincerely'.

Should you have any questions please contact <responsible officer's name>, <position> on <direct telephone number> or at the above email address.

Yours faithfully

Bruce Cooke
Manager Governance



Language Assistance 语言援助 مساعدة لغوية Помощь со языком 131 450