

Memorandum

To Mayor Rossi and Elected Members

CC ELT
OLT
Manager Governance and Legal

From Director Corporate and Governance

Subject Elected Member Distributions – Christmas/New Year Period

Date 5 December 2025

Dear Mayor Rossi and Elected Members,

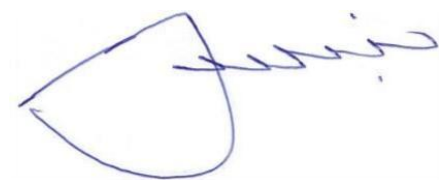
With the Christmas/New Year break just around the corner, the last distribution of Elected Member correspondence for the year will be on Friday, 19 December 2025.

If you have chosen to receive hard copies of communications, this will be available for collection from 4pm.

The weekly distributions will recommence on Friday, 30 January 2026.

Should a matter of urgency arise during the Council recess period which requires your attention, notification of a special distribution will be provided.

Elected Members are encouraged to access the Councillor Portal which will continue to be updated with information where applicable.



STUART DOWNING
DIRECTOR CORPORATE AND GOVERNANCE