

POS	SIGNING OF CORRESPONDENCE	PSES9
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POSITION STATEMENT CODE:	PSES9
DIRECTORATE:	Executive Support Department
BUSINESS UNIT:	Executive Support Department
SERVICE UNIT:	Executive Support Services
RESPONSIBLE OFFICER:	Chief Executive Officer
FILE NO.:	182/002
DATE FIRST ADOPTED:	1997
DATE LAST REVIEWED:	10 March 2016
ATTACHMENTS:	N/A
VERSION NO.	3

Dates of Amendments / Reviews:	
DAPPS Meeting:	31 January 2013 27 February 2014 25 February 2016
OCM:	14 February 2013 13 March 2014

BACKGROUND:

The Chief Executive Officer was previously responsible for signing the majority of correspondence from Council and all letters resulting from decisions at Council Meetings.

PURPOSE:

To streamline and expedite the sending of correspondence relative to the functions of Council.

POSITION:

Council recognises that all staff should be responsible for the accuracy of their external and internal correspondence and in order to improve the efficient delivery of and accuracy of correspondence, the Chief Executive Officer is to determine who will be responsible for signing external and internal correspondence and under whose name that correspondence will be forwarded out.