



Policy Title: COUNCIL CORRESPONDENCE POLICY

Policy Type: ADMINISTRATIVE
 (Statutory, Financial, Administrative, Human Resources)

Policy Number: A012

Approved by Council	Last Review	Current Review	Next Review
Resolution	21 May 2020	18 May 2021	18 May 2022
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Approved by CEO/Director:	Bernie McCarthy – CEO	 Signature.	
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Implementation Department		Officer Name	
Chief Executive Office		Chief Executive Officer	
Revision #:	Document Management File #.		
1.0	01-03-A012		

1. Policy Background/Scope:

Aurukun Shire Council is committed to ensuring all correspondence and documents signed on behalf of the Council are in accordance with the Queensland Local Government Act 2009 and any other relevant State or Federal Legislation in force at the time.

2. Objectives:

This policy records authority from the Chief Executive Officer to other Council officers to sign correspondence and documents on behalf of the Council.

3. Policy Provisions:

3.1 General Correspondence and Documentation

This policy is to be applied by officers in the conduct of correspondence and documentation on behalf of the Council under such a delegation. All officers to whom the duty and authority to sign outward correspondence and other documentation have been delegated have the following obligations:

- a) Correspondence, which appears to the officer to be potentially controversial or to have major policy ramifications, should be discussed with the Chief Executive Officer or the Director of the officer's department prior to signing.
- b) To be aware of specific Statutes and Council policies, decisions, local laws, etc., which relate to the matter under reply. This is a key responsibility which forms an integral part of the authority.
- c) An Authorised officer may sign correspondence on behalf of the Chief Executive Officer or Director or Manager (*for*), however, the signature block must include the name and title of the Chief Executive Officer or the Departmental Director or Manager.
- d) To respond to correspondence in a prompt and timely manner. If a reply to correspondence cannot be completed within ten (10) working days of receipt, an acknowledgement letter is to be sent as early as possible.
- e) To use common language.
- f) To use language, which is courteous, respectful and temperate. Council's Customer Service ethics and Corporate Mission of providing excellence in service to our customers is paramount at all times.

3.2 Exceptions to Correspondence / Documentation Delegation to Authorise

The following correspondence is expressly excluded from this policy and requires the signature of the Chief Executive Officer.

- a) Letters to Ministers of the Crown.
- b) Letters to Members of State and Federal Parliament.
- c) Letters to Elected Members of any other Local Government.

- d) Letters relating to complaints about the alleged official misconduct of any employee.
- e) Letters to the Ombudsman.
- f) Letters on behalf of or in draft for the Aurukun Shire Council Mayor.
- g) Any other letter which the Director of the relevant Department feels, for reasons of protocol or importance, should be personally signed by the Chief Executive Officer.

4. Policy Guidelines:

4.1 Officers have the responsibility of making decisions on behalf of the Council. That means that decisions may be subject to appeal or enquiry as to the inappropriate administrative procedures. Officers are therefore expected to exercise their discretion in accordance with the provisions of the laws as it would have applied to Council were it making the decision.

4.2 In making decisions, officers should make themselves aware of any specific Council policies, decision, local laws etc. that may be relevant. This is a key responsibility that forms an integral part of the authority to sign.

4.3 This authority does not detract from the power of the Council or the Chief Executive Officer to act in any part itself. Accordingly, decisions that appear to the officer to be of public interest, controversial, or to have some special importance should be referred to the officer's supervisor for determination. In the exercising of this judgement, decisions should be referred if the officer has any doubts about the interest in or significance of the proposal.

4.4 Table of Authority to Sign.

Authority Number	Description of Powers	Delegated Position
A1	To sign Plans of Survey and other documentation relating to subdivisions of land and Community Management Plans.	CEO
A2	To sign original correspondence and to manage the day-to-day administration relating to operational matters within the officer's area of responsibility.	CEO Directors Managers Authorised persons
A3	To sign technical correspondence, standard and form letters relating to operational matters within the officer's area of responsibility.	Directors Mangers Authorised persons
A4	To sign Deeds of Indemnity, Agreements and Service Level Agreements relating to operational matters within the officer's area of responsibility.	CEO Directors
A5	To approve and issue variations for contracts/agreements.	CEO Directors
A6	To approve Purchasing contract documentation and associated variations within the delegated Purchasing policy.	CEO Directors

A7	To sign Agreements for professional services, copyrights, reproduction, indemnification, grants etc.	CEO Directors
A8	To sign statutory and legal documents including Licence Agreements, Leases, Employment Contracts, Statutory Compliance Reports and documentation, Contracts for sale/purchase of property and major assets, all documents referred to in 3.2.	CEO

Bernie McCarthy
Chief Executive Officer