

Monday 27th July 2020

Andrew

fyi-request-13385-c54f56c8@requests.fyi.org.nz

Dear Andrew

Receipt of request for official information

Thank you for your request for official information received on 27th July 2020 for Job Description for Principal Advisor to the CE including all Costs and Salary Band. We are processing your request under the Local Government Official Information and Meetings Act (LGOIMA) 1987.

You can expect a reply no later than 24th August 2020, which is 20 working days from the day we received your request. If we're unable to respond by then we will notify you that the timeframe has been extended.

If your request requires significant staff time and/or costs there may be a charge. If this is the case we'll let you know in advance, so you can decide whether or not to proceed.

Please note that we may publish our response to your request on the Council's website if we consider it is of wider public interest.

Our reference code for any correspondence on this matter is 20-075. If you have any queries, please get in touch with our contact centre at enquiries@porirua.govt.nz or phone 237-5089.

Ngā mihi

Marcella Ropu
Records & Scanning Officer
Kaiārahi Pūkete me te Karapa