



COUNCIL POLICY

Signatories to Councils' Cheque Account

Policy Number:	PO095		
Strategic Plan Objective	Financially Sustainable Organisation		
Policy Owner:	Director Corporate and Community Services	File Number:	7.63.1
Responsible Officer:	Chief Executive Officer	Minute Reference:	010/2014 (22/01/2014)
Date Adopted:	22/01/2014	Next Review Date:	January 2017

1. POLICY OBJECTIVES

To delegate authority to sign cheques on behalf of Council.

2. SCOPE

This policy applies to incumbents of noted positions.

3. DEFINITIONS

Nil

4. POLICY STATEMENT

The incumbents of the following positions be authorised as signatories to Councils' cheque account, including any person authorised by the Chief Executive Officer to act in the capacity of these positions from time to time:

- Chief Executive Officer
- Director Corporate and Community Services
- Director Assets & Infrastructure Services
- Director Development Services
- Manager Financial Services
- Manager Information Services
- Senior Rates & Assessment Officer

The Director Corporate and Community Services is delegated authority to amend the signatories with Councils' financial institution as the position incumbents change.

5. COMPLAINTS

Complaints in relation to this policy can be directed to the Director Corporate and Community Services and will be managed in accordance with Council's PO147 Complaints Policy.

6. REVIEW

This policy will be reviewed every three years and/or in relation to changes in legislation or statutory requirements.

7. TRAINING

Council is committed to supporting employees in complying with this policy.

Training needs will be reviewed annually, during individual performance reviews and as necessary in consideration of any changes to legislation and relevant standards, codes and guidelines.

8. RELATED COUNCIL POLICIES AND DOCUMENTS

Nil

9. REFERENCES AND LEGISLATION

Local Government Act 1999

10. COUNCIL DELEGATION

Delegate:	Chief Executive Officer
Sub Delegate:	Director Corporate and Community Services

11. VERSION HISTORY

Archived Policy Name	Policy Number	Date Adopted	Last Reviewed
Signatories to Councils' Cheque Account	PO095	09/03/2010	09/03/2010