

BREWARRINA SHIRE COUNCIL

Agenda Submission for Ordinary Meeting held on 23 May 2014

TITLE:	OPERATION OF COUNCIL'S BANK ACCOUNTS	DOC REF: Item 8
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REPORT BY:	Ed Wlodarczyk Acting Finance Manager	DATE: 14 May 2014
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IPR REFERENCE:

Theme 4: A Community With Integrated Leadership

PURPOSE:

Following the resignation of Ms L Moore, Director of Corporate and Community Services and the appointment of Ms B Colless as Acting Director of Corporate and Community Services it is necessary to change the persons authorised to operate Council's bank account, sign cheques and to authorise electronic funds transfers.

RECOMMENDATION:

That:

1. Council confirm that the following be authorised signatories with power to operate Council's accounts at the Commonwealth Bank and all previous signatories be made obsolete:
 - Cllr M Slack-Smith, Mayor
 - Mr D Simmons, General Manager
 - Ms B Colless, Acting Director Corporate & Community Services
 - Mrs L Hutchinson, Finance Manager
 - Ms H Hertslet, Rates Office
2. The above-named are authorised to sign cheques and electronically transfer funds, subject to limitations (below at (3))
3. The process for signature and authorisation is as follows:
 - For cheques: One type 'A' signatory with one type 'B' signatory to sign cheques.
 - For electronic transfers: One Authorising Officer type 'A' and one authorising officer type 'B' to authorise all electronic payments.

CONTENT:

Cheque signatories:

Signatory type 'A'

- Cllr M Slack-Smith, Mayor
- Mr D Simmons, General Manager
- Ms B Colless, Acting Director Corporate & Community Services

Signatory type 'B'

- Mrs L Hutchinson, Finance Manager
- Ms H Hertslet, Rates Officer

Electronic Fund Transfers:

Authorising Officer type 'A'

- Ms Belinda Colless, Acting Director Corporate & Community Services
- Mr D Simmons, General Manager

Authorising Officer Type 'B'

- Mrs L Hutchinson, Finance Manager
- Ms H Hertslet, Rates Officer

CONSULTATION:

GOVERNANCE IMPLICATIONS:

Nil – as per delegations

Dan Simmons
General Manager