

Persons Authorised to Sign Documents on Behalf of the City

Authorising Body: Council Process Owner: Chief Executive Officer		Statutory Authorisation: LG-01 Last Reviewed: 16 June 2020
Function Authorised	Sign documents of behalf of the local government.	
Statutory power to authorise	<i>Local Government Act 1995</i> Section 9.49A(4) – A local government may, by resolution, authorise the Chief Executive Officer, another employee or an agent of the local government to sign documents on behalf of the local government.	
Authorised officer(s)	Chief Executive Officer – any document that is necessary or appropriate to sign in carrying out the CEO's functions under any written law. For signing/initialling construction plans and pages of accepted tenders and related contract documents: <ul style="list-style-type: none"> • Director Technical Services • Manager Natural Areas and Parks, • Director Engineering. 	
Conditions on authorisation	<ol style="list-style-type: none"> 1. A person authorised by this instrument to sign a document that may be classified as a deed is authorised to execute that document as a deed (s.9.49A(5)). 2. For the purposes of this authorisation, document means any paper or electronic document, including communications such as letters and emails, which: <ol style="list-style-type: none"> (a) conveys a decision; or (b) establishes an obligation on the City; or (c) is ceremonial. 3. Where a City employee holds a written authority, being a delegated authority, a statutory authority or an operational authorisation, to make a decision, that person also has the authority to sign documents which give effect to that decision. 	
Compliance references	<i>Local Government Act 1995</i> Section 5.41(d) – CEO's duty to manage day to day operations Section 9.38 Evidence of documents coming from local government Section 9.49A(1)(b) Execution of documents Section 9.49A(5) Document not regarded as deed unless executed as a deed Section 9.49B Contract formalities Section 9.49 Documents, how authenticated Section 9.54 Defects in documents	
Policy reference		
Recordkeeping	All records to be retained in ECM under appropriate subject index	
History	Originally approved as Council Delegations DA-012 and DA-117	
Resolved by Council	Ordinary Meeting of Council 16 June 2020 M20/5749 Delegations DA-012 and DA-117 revoked and replaced by this authorisation	