

## AUTHORISATION FORM

*\*\*Please flag where signature/s required on attached document\*\*  
Contract Documents must be dated\*\**

<b>Section 1 – Action Officer details:</b>			
<b>Action Officer Name:</b>	<b>File Reference:</b>	<b>No. of Copies:</b>	
Signed Copy retained on Synergy Ref:			
<b>Action Officer:</b> <i>Please ensure signed pages are scanned and registered to above file reference.</i>			
<b>This document is submitted for:</b> <i>Tick Appropriate:</i>			
Application of Common Seal	<input type="checkbox"/>	<b>Remarks:</b>	
Signature of Chief Executive Officer	<input type="checkbox"/>		
Signature of Chief Executive Officer under delegation	<input type="checkbox"/>		
Signature of Mayor	<input type="checkbox"/>		
<b>Section 2 – Particulars/Summary:</b> <i>Legal, Financial &amp; Statutory implications</i>			
<b>Section 3 – Agreement</b>			
<input type="checkbox"/> Yes	<input type="checkbox"/> Not applicable	If an Agreement list all parties, excluding City of Albany:	
<b>Section 4 – Legislative Requirements, Resolution of Council and/or Delegation:</b> <i>For example: delegation to negotiate leases</i>			
State section of legislation that grants power and applicable resolution of council reference:			
<b>Tick Appropriate:</b>			
<input type="checkbox"/> Delegation: 006 - Sign Documents On Behalf Of The City Of Albany ( <i>Chief Executive Officer</i> ).			
<input type="checkbox"/> Delegation: 009 - Grant Funding, Donations, Sponsorship.			
<input type="checkbox"/> Delegation: 018 - Choice Of Tender, Award Contract.			
<b>If applicable:</b>			
Council Resolution:			
Other:			
<b>Section 5 – Project and/or Cross Organisational Impact:</b> <i>(Checklist detailed on reverse must be completed)</i>			
<input type="checkbox"/> Yes	If a project or has cross organisational impact refer to checklist on reverse side of this form.	<input type="checkbox"/> Not applicable	
<b>Section 6 – Budget Implications (If applicable):</b>			
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Is this matter within budget? If this matter has budget implications provide details below:	
<b>Section 7 – Document Checked, Verified and Approved (if required):</b>			
<i>To be completed by relevant Executive Director and or delegate</i>			
<b>Action Officer:</b>		<b>Executive Director/Delegate:</b>	
Name:		Name:	
Signature:		Signature:	
Date:		Date:	
<b>Chief Executive Officer/Delegate:</b>		<input type="checkbox"/> Approved	<input type="checkbox"/> Declined
Name:		Date:	
Signature:			

**Office of the CEO: (Office Use Only)**

The following actions are certified complete (if applicable):

Common Seal Register Updated	<input type="checkbox"/> Yes	<input type="checkbox"/> Not applicable
Executed Document Register Updated	<input type="checkbox"/> Yes	<input type="checkbox"/> Not applicable
Report to Council Meeting:	<input type="checkbox"/> Not applicable	<input type="checkbox"/> Yes <b>Date:</b>
Signed Copy retained on Synergy Ref: <input type="checkbox"/> Yes, noting this is a mandatory action: <b>Synergy Ref:</b>		
Synergy Reference Number:	<b>EDR</b>	<b>CSR:</b>

**Revenue Development Officer: (Office Use Only)**

As the designated responsible officer, I can confirm that the grant acquittal has been completed in accordance with the agreement.

<b>Executive Director/Delegate:</b>	<b>Chief Executive Officer:</b>
Name:	Name:
Signature:	Signature:
Date:	Date:

**Remarks:**

**CHECKLIST (Section 5 continued)**

*Only Complete if a Project or has Cross Organisational Impact*

**Section 5 (continued) – Project Checklist: Is the project within approved:**

<b>Budget</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<b>Budget Line Reference:</b>
<b>Time Frame</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
<b>Scope</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

**Comment:**

**Section 5 (continued) – Cross Organisational Impact:** *Example: Approval for an ACROD Bay, should be noted that the Ranger Team has been advised.*

Corporate & Commercial Services	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Community Services	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Infrastructure, Development & Environment	<input type="checkbox"/> Yes	<input type="checkbox"/> No

**Comment:**