

Receipting Facility Orange – Casual Office Facilities Policy

1 Document Information

Version Date <i>(Draft or Council Meeting date)</i>	[22 May 2018]
Author	Director of Finance & Corporate Services
Owner <i>(Relevant director)</i>	Director of Finance & Corporate Services
Status – <i>Draft, Approved, Adopted by Council, Superseded or Withdrawn</i>	Adopted by Council
Next Review Date	Within 12 months of Council being elected
Minute number <i>(once adopted by Council)</i>	18/05/20

2 Summary

The BEC is Council's preferred Agency for its receipting facility in Orange together with casual Office facilities.

3 Approvals

Title	Date Approved	Signature
General Manager		

4 History

Minute No.	Summary of Changes	New Version Date
02/03/43-8		18/03/02
	Reviewed February 2009	
10/02/17	Readopted by Council	15 February 2010
	Tidied up	May 2012
13/09/30	Readopted as per s165(4)	17 September 2013
18/05/20	Readopted as per s165(4)	22 May 2018

5 Reason

With the relocation of Council's Orange based staff to the Molong Office there was a need to have a receipting facility in Orange together with casual Office facilities.

6 Scope

BEC is capable of receipting all payments for Council.

7 Associated Legislation

8 Definitions

BEC - Business Enterprise Centre

9 Responsibilities

9.1 General Manager

The General Manager is responsible for the overall control and implementation of the policy.

9.2 Directors and Managers

Directors and Managers are responsible for the control of the policy and procedures within their area of responsibility.

10 Related Documents

Document Name	Document Location

11 Policy Statement

THAT the BEC be Council's preferred Agency for its receipting facility in Orange together with casual Office facilities.