

## FP027 – Taxation Documents

### 1. Intention

To establish which officer have the authority to approve and make declarations to the Australian Taxation Office on behalf of the Shire of Waroona.

### 2. Scope

This policy applies to Elected Members and employees of the Shire of Waroona.

### 3. Statement

The Chief Executive Officer, the Director Corporate Services, Manager Corporate Services, and the Senior Finance Officer are authorised officers for signature of Taxation Department documents.

### 4. Legislative and Strategic Context

Nil.

### 5. Review

This policy is to be reviewed as required.

### 6. Associated Documents

Nil.

<b>Division</b>		Finance			
<b>Policy Number</b>		FP027			
<b>Contact Officer</b>		Chief Executive Officer			
<b>Related Legislation</b>		Nil			
<b>Related Shire Documents</b>		Nil			
<b>Risk Rating</b>	Low	<b>Review Frequency</b>	As required	<b>Next Review</b>	When required
<b>Date Adopted</b>	22/06/2004			OCM04/083	

Amendments		
Date	Details of Amendment	Reference
24/11/2009	Updated as part of major review.	OCM09/197
18/12/2018	Updated as part of major review.	OCM18/12/126
22/06/2021	Updated as part of major review and reformatted.	OCM21/06/071
Previous Policies		
FIN020 – Taxation Documents		
3.20 – Taxation Documents		