

Delegated authority

Reference

DL4.12

Subject

Payments from the Municipal or Trust Funds

Category

Finance

Delegator

Council

Power or duty

The Chief Executive Officer is delegated authority to make payments from the Municipal or Trust Funds. The Authority to make payments is subject to annual budget limitations. All payments from the Municipal Fund or Trust Fund are to be authorised and signed in accordance with Council's policies and the Shire's approved work procedures and each payment from the Municipal Fund or the Trust Fund is to be noted on a list compiled for each month which is to be presented to the next ordinary meeting of Council, in accordance with the requirements of Regulation 13(1) of the *Local Government (Financial Management) Regulations 1996*.

Delegates

CEO

Conditions

1. Delegates must comply with the Procedures approved by the CEO in accordance with Financial Management Regulation 5.
2. Payments by cheque and EFT transactions must be approved jointly by two delegates, one of whom must be the Executive Manager Corporate Services or Deputy Chief Executive Officer.
3. Delegates that approve the payment must not verify the liability. The verification of incurring the liability via the purchase order, invoice and evidence of goods / service received, must be undertaken independent of the payment approval.
4. For any variations to requisition and/or purchase orders, a purchasing order file note is required as per Policy 3.12 -Purchasing Policy. Approval from the CEO is to be sought prior to incurring further liabilities and that the amount has already been approved in the annual budget process (FM Regs 5 & 11). These will be reported to Council monthly and to the Audit Committee.
5. The authority to approve requisitions and purchase orders and for the supply of goods and services authorised by the CEO to employees is subject to the following maximum individual amounts:

Authority by Employee Title	Capital Value Limit	Operating Value Limit
Community Liaison Officer	\$1,100	\$1,100
Ranger	\$1,100	\$1,100
Construction Supervisor	\$2,000	\$2,000
Cummins Theatre Manager	\$2,500	\$2,500
Regional Manager Library	\$2,500	\$2,500
Media & Communications Officer	Nil	\$2,500
Pool Manager	\$2,500	\$2,500
Central Wheatbelt Visitors Centre Manager	\$2,500	\$2,500
Executive Assistant to the CEO	\$2,750	\$2,750
Executive Support Officer	\$2,750	\$2,750
Environmental Health Officer	Nil	\$2,750
Asset Management Officer	\$10,000	\$10,000

Building Project Manager	\$10,000	\$10,000
Manager of Projects	\$55,000	\$55,000
Executive Manager Corporate Services	\$55,000	\$55,000
Executive Manager Development Services	\$55,000	\$55,000
Executive Manager Engineering Services	\$55,000	\$55,000
Deputy Chief Executive Officer	\$55,000	\$55,000
Chief Executive Officer	Unlimited	Unlimited

Executive Managers/Deputy CEO/CEO Unlimited – This authority pertains to payments for EFT transactions, including Creditors and Payroll and transfers between trust and municipal funds. All transactions require two (2) signatories.

Subdelegates

- Deputy Chief Executive Officer
- Executive Manager of Development Services
- Executive Manager of Engineering Services
- Executive Manager of Corporate Services

Statutory framework

Local Government Act 1995 Section 5.42, Section 5.43 & Section 5.44
Local Government (Financial Management) Regulations 1996 Regulation 12(1)(a)

Policy

Policy 3.12 - Purchasing Policy

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