



## **POLICY – 4.10 – Financial Management – Payments of Accounts & Purchasing Authority Limits**

**Relevant Delegation**

N/A

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### **Objective**

To ensure that all payments made by the Council are in accordance with the Local Government (Financial Management) Regulations 1996

### **Policy Statement**

The signing of official purchase orders and certification of invoices for payment can only be carried out by the following positions and in accordance with their respective purchasing limits.

#### **Chief Executive Officer**

Authorised to incur expenditure to the delegated level approved by Council of \$1,000,000, including salaries and wages and in accordance with annual budget provisions.

Authorised as a **primary signatory** for cheques and online payment processing from all Shire bank accounts.

#### **Deputy Chief Executive Officer/Chief Financial Officer**

Authorised to incur expenditure to the delegated level approved by the Chief Executive Officer of \$20,000, including salaries and wages and in accordance with annual budget provisions.

Authorised as a **primary signatory** for cheques and online payment processing from all Shire bank accounts.

#### **Rates Officer**

Authorised as a **second signatory** only for the signing of cheques and processing of online payments from all Shire bank accounts.

#### **Works Manager**

Authorised to incur budgeted expenditure relating to roads, works, parks, gardens and other technical services to the value of \$50,000

#### **Building Maintenance Officer**

Authorised to incur budgeted expenditure relating to the maintenance of all Shire buildings and infrastructure to the value of \$10,000

Officers in an acting capacity may sign official orders and authorise invoices for payment for goods and services as detailed above. Acting capacity, for the purpose of this policy, is defined when the officer is absent, on annual leave, long service leave, sick leave, conferences, meetings or absent from the area during the course of business.

– *End of Policy*

COMMENT

Formerly		
New Policy	24 September 2015	
Last Reviewed	29 July 2021	
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Amended	30 April 2020 30 April 2020	6 August 2019 29 July 2021
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