

	POLICY TITLE:	AUTHORISATION OF PAYMENTYS POLICY
	POLICY NUMBER:	P35
	CATEGORY:	COUNCIL POLICY
	RESPONSIBLE OFFICER:	CHIEF EXECUTIVE OFFICER

1. PURPOSE:

To provide clear guidelines for the payment of creditors, employees and councillors.

2. SCOPE:

The Policy applies to all Wagait Shire Council payment transactions.

3. DEFINITIONS:

The Act: Means the Local Government Act.

Business day: Means any day except a Saturday, Sunday or public holiday.

Exceptional Circumstances: Means the principal member or Chief Executive Officer are not in a position to authorise payment/s when required or are not contactable when authorisation is required.

4. POLICY:

4.1 Legislative Requirements

Pursuant to S119(2) of the Act all money received by a council must be paid into an authorised deposit account, and all expenditure made by a council must be made from an authorised deposit account.

Section 20 of the Local Government (Accounting) Regulations provides:

- (1) A cheque issued on behalf of a council must be signed by at least 2 persons authorised by resolution of the council to sign cheques on its behalf.
- (2) An electronic disbursement from an authorised account must be processed by at least 2 persons authorised by resolution of the council to process electronic disbursements on its behalf.
- (3) An authorisation under subregulation (1) or (2):
 - (a) may only be given to 1 or more of the following:
 - (i) the council's principal member;

- (ii) the CEO;
 - (iii) a member of the council's staff; and
- (b) may be given subject to limitations and conditions determined by the council and specified in its resolution.

Section 43 of the Local Government Act provides:

- (2) The deputy principal member is able to carry out any of the principal member's functions when the principal member:
 - (a) delegates the functions to the deputy; or
 - (b) is absent from official duties because of illness or for some other pressing reason; or
 - (c) is on leave.
- (3) If the principal member is absent from official duties on leave or for some other reason, and there is no deputy principal member or the deputy is not available to act in the principal member's position, the council may, by resolution, appoint some other member of the council to act in the principal member's position for a specified period or until the principal member resumes official duties.

4.2 Wagait Shire Council Payment Procedure

Council does not make any payments by cheque. Payments other than those minor incidentals made from Petty Cash will be via EFT.

4.2.1 *Timing of Payments*

- 1) Payments to creditors will generally occur on the 1st day of each month and the 15th day of each month.
- 2) Payments to staff will generally occur every second Friday for the fortnight prior.
- 3) Payment of Councillor allowances will generally occur on the first day of each month for the month prior. Councillor allowances will not be pre-paid.

4.2.2 *Authorisation of Payments*

Authorisation of payments will generally be required on the day prior to the payment date.

Should any of the nominated authorisation days not fall on a business day, payments will generally be authorised on the last business day prior to said day.

The office manager shall ensure all payments requiring authorisation have been entered ready for authorisation by the day before the relevant payment date.

Should any payments be required outside of the scheduled days, the date of payment will be authorised by the Chief Executive Officer.

4.2.3 *Exceptional Circumstances Payment Arrangements*

Unless exceptional circumstances as defined in Section 3 of this policy apply, all payments are required to be approved by the principal member and Chief Executive Officer.

Should the principal member not be in a position to authorise the relevant payment/s on the authorisation date, the principal member shall ensure an appropriate delegation is in place as per section 43 of the Local Government Act.

Should the Chief Executive Officer not be in a position to authorise the relevant payment/s on the authorisation date, the acting Chief Executive Officer shall authorise the payments in conjunction with either the principal member or their appointed delegate.

5 ASSOCIATED DOCUMENTS

Councillor Code of Conduct
P05 Council Staff Code of Conduct
P26 Delegations manual

6 REFERENCES AND LEGISLATION

Local Government Act.
Local Government (Accounting) Regulations.

7 REVIEW HISTORY

Date Approved: 19 March 2019		Approved By: Council Moved: Cr Neil White Seconded: Vice- President Tom Dyer Vote: AIF	Resolution no. 2019/355	Date for review: March 2022	3 years
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