

	POLICY NUMBER:	P35
	AUTHORISATION OF PAYMENTS	
	CATEGORY:	COUNCIL POLICY
	SP CLASSIFICATION:	FINANCIAL
	LG ACT 2019 Ref: General Regulations 2021	Part 10.1 Section 22
	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 2019
Business day	Means any day except a Saturday, Sunday or public holiday
Exceptional Circumstances	Means the principal member or Chief Executive Officer (CEO) are not in a position to authorise payment/s when required or are not contactable when authorisation is required

4. POLICY

- 4.1 Pursuant to Section 192(2)(3) 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 22 of the Local Government (General) Regulations provides:

- 4.1.1. 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 behalf of the council.
- 4.1.2. 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 behalf of the council.
- 4.1.3. An authorisation under subregulation 4.1.1 or 4.1.2 by a council:
- a) may only be given to one or more of the following:
 - i) the council's principal member;
 - ii) the CEO;
 - iii) a staff member of the council;

iv) a person approved by the CEO of the Agency under subregulation (5) of the Local Government (General) Regulations.

b) may be given subject to limitations and conditions determined by the council and specified in its resolution.

4.1.4. The CEO of the Agency may approve a person, with or without conditions, to be a person who may be given authorisation under subregulation (1) or (2).

Section 59 of the Local Government Act provides:

- (2) In addition to the role of a member mentioned in Section 44, the role of the deputy principal member of a council is 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 reason.
- (3) If the principal member is absent from official duties 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 another 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

Council does not make any payments by cheque or petty cash. All payments by Council will be via EFT.

- 1) Payments to creditors will generally occur on the 1st day of each month and the 15th day of each month.
- 2) Wages payments to staff will generally occur every second Thursday 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.

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 CEO.

- 4.3 Unless exceptional circumstances apply, all payments are required to be approved by the principal member and CEO.

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 59 of the Local Government Act.

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

5. ASSOCIATED DOCUMENTS

P04 Council Member Code of Conduct
P05 Code of Conduct – Workplace participant
P26 Delegations Manual

6. REFERENCES AND LEGISLATION

NT Local Government Act 2019
Local Government (General) Regulations 2021

7. REVIEW HISTORY

Date Approved: 19/03/2019	Approved By Council: Moved: Cr Neil White Seconded: Vice President Tom Dyer Vote: AIF	Resolution No: 2019/355	Date for review: 3 years from approval
Date Approved: 19/07/2022	Approved By Council: Moved: President Neil White Seconded: Cr Michael Vaughan Vote: AIF	Resolution No: 2022/114	Date for review: July 2025