

Delegation from Council DC602 Authority to Make Payments from the Municipal and Trust Funds

Responsible Business Unit/s	Chief Executive Officer
Responsible Officer	Chief Executive Officer
Affected Business Unit/s	All Business Units

Delegation to: Chief Executive Officer

Statutory Reference: Section 5.42 of the *Local Government Act 1995*

Powers and Duties: The authority to make payments on behalf of the City from the Municipal Fund and the Trust Fund pursuant to Sections 6.7 and 6.9 of the Act and Regulation 12 of the Local Government (Financial Management) Regulations 1996.

CONDITIONS: Before a payment is made, the following procedure must be followed:

- (a) Expenditure must be previously approved by Council and be included in the annual budget;
- (b) Each expenditure item must have correct authorisation in accordance with the parameters of the DM605 Attachment 2 - Purchasing Authority Limits Matrix; and
- (c) Expenditure due for payment must be accompanied by sufficient documentation as to allow the signatories to confirm correct procedures have been followed.

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Delegation Number:	DC602	Relevant Management Practice:	N/A
Council Adoption:	27/03/07	Relevant Policy:	P602 Appointment of Bank Signatories
Reviewed/Modified:	09/08, 03/10, 02/11, 03/12, 03/13, 03/14, 03/15, 03/16, 03/17, 06/18, 03/19	Relevant Delegation:	DM602 Authority to make payments from the Municipal and Trust Funds