

# Financial Delegations Policy

<b>Policy No:</b>	FIN-013
<b>Council Resolution Ref:</b>	145/25
<b>Date Adopted:</b>	18 June 2025
<b>Review Date:</b>	18 June 2028
<b>Version No:</b>	2
<b>Responsible Officer:</b>	Chief Executive Officer

## Purpose

This financial delegation applies to the procurement of all goods, equipment and related services, construction contracts and service contracts (including maintenance) by Council and regulates the disposal of assets. It also provides information on the roles and responsibilities of key officers involved in the purchasing function to ensure compliance with the Financial Management

Systems as laid down in *Section 104* of the *Local Government Act 2009* and the *Local Government Regulation 2012* Chapters 5 and Chapter 6.

## Commencement of Policy

This Policy will commence on adoption by Council. It replaces all other policies (whether written or not). Council may amend this policy by resolution.

## Application

This policy applies to employees of Murweh Shire Council. It does not form part of any employee's contract of employment.

## Policy

**The Council delegates the Chief Executive Officer (CEO) the authority to incur financial expenditure on behalf of Council under the following provisions:**

- a) Where expenditure has been provided for in Council's budget; or
- b) In the opinion of the Chief Executive Officer such expenditure is required because of genuine emergency or hardship (*Section 173 Local Government Regulation 2012* refers).

**Other officers may only incur expenditure on behalf of the Council if;**

- a) The officer has been granted financial delegation by the Chief Executive Officer; and
- b) Expenditure is provided for in Council's budget; or
- c) In the case of genuine emergency or hardship and the power to incur expenditure in these circumstances has also been delegated.

### Reimbursement of expenses incurred by the CEO and Directors

- a) All expenditure reimbursements for Directors must be approved by the Chief Executive Officer;
- b) All expenditure reimbursements for the Chief Executive Officer must be approved by the Mayor.

## Financial Delegations Policy

Any officer incurring expenditure may only do so in accordance with any constraints imposed by the Council or the Chief Executive Officer in respect to a financial delegation.

### Procurement Delegation Limits\*

Authorised Officer	Authority Limit
Chief Executive Officer or Acting CEO	Up to \$200,000 plus GST
Director of Corporate Services	Up to \$100,000 plus GST
Director of Engineering Services	Up to \$100,000 plus GST
Director of Community and Health Services	Up to \$100,000 plus GST
Director of Economic Development	Up to \$100,000 plus GST
Manager Regulatory Services	Up to \$50,000 plus GST
Engineering Manager	Up to \$50,000 plus GST
Project Engineer	Up to \$5,000 plus GST
Senior Works Supervisor	Up to \$50,000 plus GST
Workshop Supervisor	Up to \$50,000 plus GST
Store Person	Up to \$5,000 plus GST
Tourism Marketing & Events Manager	Up to \$10,000 plus GST
Human Resource Manager	Up to \$5,000 plus GST
Construction Supervisor	Up to \$5,000 plus GST
Road Maintenance Supervisor	Up to \$5,000 plus GST
Flood Works Supervisor	Up to \$5,000 plus GST
RMPC Supervisor	Up to \$5,000 plus GST
WH&S Advisor	Up to \$5,000 plus GST
VIC Coordinator	Up to \$5,000 plus GST
Cosmos Coordinator	Up to \$5,000 plus GST
WWII Coordinator	Up to \$5,000 plus GST
Chief Executive Officer's Assistant	Up to \$1,000 plus GST
SES Controller	Up to \$5,000 plus GST
Media Coordinator	Up to \$5,000 plus GST

\* These delegation limits are provided for purchases contained within each area of responsibility (e.g. Engineering – Works and Services/Roads), purchases requiring to be authorised in absence of the respected Authorised Officer are to be referred to the respective Supervisors (e.g. Stores to Director of Corporate Services, Director of Engineering Services to Chief Executive Officer)

All reimbursements for staff and Councillors expenses must be authorised by either the Chief Executive Officer or Directors.

# Financial Delegations Policy

## Audit and Review

This policy shall be reviewed every **three years** or as required due to changes to in legislation.

## Definitions

*Example*

"**Public Sector Ethics**" means the ethics principles as defined in the *Public Sector Ethics Act 1994*.

## References

- *Local Government Act 2009 Chaoter4, Part3, Section 104 Financial Management Systems*
- *Local Government Regulation 2012 Chapter 6, Part 3 Default contracting procedures*
- *Local Government Regulation 2012 Chapter 5, Part 6 Spending*

Approved by: Bruce Scott  
Chief Executive Officer

## Version Control

Version No.	Date	Approved	Amendment
1.1	17 July	Bruce Scott	Update to the Delegation of Power to the CEO and Sub-Delegation to Council Officers. Resolution 142/24
1.2	19/03/2025	Bruce Scott	Repeal of Financial Delegations Policy FIN-013. Resolution 068/25
1.3	19/06/2025	Bruce Scott	Approval of updated Financial Delegations Policy FIN-013 with the inclusion of - <i>Reimbursement of expenses incurred by the CEO and Directors</i> . Resolution 145/25

## Approval

Chief Executive Officer		Bruce Scott	
Date:	19/06/2025	Signature:	