

Delegation	1.12 – Applying for Grants and Subsidies
	<i>Local Government Act 1995</i>
Legislative Power to Delegate	s5.42 Delegation of some powers and duties to CEO s5.44 CEO may delegate powers and duties to other employees
Legislative Power or Duty Delegated	<i>Local Government Act 1995 - s3.18</i>
Delegate	Chief Executive Officer
Sub Delegate	Deputy Chief Executive Officer Finance Coordinator

Function:

The Chief Executive Officer is delegated authority to make submissions for grants and/or subsidies from State and Commonwealth Governments without prior approval of Council. In exercising the delegated authority the following conditions shall be observed.

1. The grant/subsidy shall not be accepted without Councils endorsement.
2. The undertaking is to be in accordance with Councils established strategic objectives.

Reporting Requirements:

Copies of all documentation are to be placed on the appropriate file.

Internal References:

Nil

Adoption/Review:

Adopted by the Council at its Ordinary Meeting held on 18 December 2008

Reviewed by Council at its Ordinary Meeting held on 18 September 2025

PART 2 - FINANCE

Delegation	2.2 – Investment of Surplus Funds
	<i>Local Government Act 1995</i>
Legislative Power to Delegate	s5.42 Delegation of some powers and duties to CEO s5.44 CEO may delegate powers and duties to other employees
Legislative Power or Duty Delegated	<i>Local Government Act 1995 – s6.14</i>
Delegate	Chief Executive Officer
Sub Delegate	Deputy Chief Executive Officer Finance Coordinator

Function:

The Chief Executive Officer is delegated authority to:

1. Temporarily invest surplus funds with various banking institutions as provided for under s16 of the Trustees Act 1962.
2. Establish and document internal control procedures to be followed by employees to ensure control over investments as required by *Local Government (Financial Management) Regulations 1996 – Regulation 19*.
3. A list of institutions be reviewed annually.

Reporting Requirements:

Details of investments made are to be reported monthly to Council as part of the financial report.

Internal References:

Council Policy: 2.3 Investments

Adoption/Review:

Adopted by the Council at its Ordinary Meeting held on 18 December 2008

Reviewed by Council at its Ordinary Meeting held on 18 September 2025

Delegation	2.5 – Creditors, Payment of
	<i>Local Government Act 1995</i>
Legislative Power to Delegate	s5.42 Delegation of some powers and duties to CEO s5.44 CEO may delegate powers and duties to other employees
	<i>Local Government Act 1995 – s6.10(d)</i>
Legislative Power or Duty Delegated	<i>Local Government (Financial Management) Regulations 1996 – r12(1)</i>
Delegate	Chief Executive Officer
	Deputy Chief Executive Officer
Sub Delegate	Finance Coordinator Executive Assistant Finance/Rates Officer

Function:

The Chief Executive Officer is delegated authority to make payments from the Municipal Fund or the Trust Fund. Each payment from the Municipal Fund or the Trust Fund is to be noted on a list compiled for each month showing -

1. The payee's name
2. The amount of the payment
3. The date of the payment
4. Sufficient information to identify the transaction.

Reporting Requirements:

The list referred to above is to be presented to the Council at the next ordinary meeting of the Council following the preparation of the list and is to be recorded in the minutes of the meeting at which it is presented.

Internal References:

Refer also delegation 2.7.

Adoption/Review:

Adopted by the Council at its Ordinary Meeting held on 18 December 2008

Reviewed by Council at its Ordinary Meeting held on 18 September 2025

Delegation	2.7 – Payment of Accounts Electronically
	<i>Local Government Act 1995</i>
Legislative Power to Delegate	s5.42 Delegation of some powers and duties to CEO s5.44 CEO may delegate powers and duties to other employees
	<i>Local Government Act 1995 – s6.10(d)</i>
Legislative Power or Duty Delegated	<i>Local Government (Financial Management) Regulations 1996 – r11(1)</i>
Delegate	Chief Executive Officer
	Deputy Chief Executive Officer
Sub Delegate	Finance Coordinator Executive Assistant Finance/Rates Officer

Function:

The Chief Executive Officer is delegated authority to develop procedures for the authorisation of, and payment of, accounts to ensure that there is effective security for, and properly authorised use of cheques, credit cards, computer encryption devices and passwords, purchasing cards and any other devices or methods by which goods, services money or other benefits may be obtained.

Making payment by cheque or Electronic Fund Transfer (EFT) from the Municipal and Trust Funds is subject to the following conditions

- All transactions are to be authorised by two signatories, with at least one signatory being from an Authorised Primary Signatory. This includes payments by cheque, electronic funds transfer, transfers between accounts, payroll payments and investment of surplus and reserve funds.
- Where an officer has been involved in the preparation of a payment batch, the payment will be approved by two other signatories.

Primary and Secondary Signatories

- Authorised Primary signatories are the Chief Executive Officer and the Deputy Chief Executive Officer.
- Authorised Secondary signatories are the Finance Coordinator Executive Assistant and the Finance/Rates Officer.

Reporting Requirements:

A list of payments is to be presented to Council at the next ordinary meeting of Council and is to be recorded in the minutes of the meeting at which it is presented.

Internal References:

Refer also delegation 2.5

Shire of Broomehill-Tambellup Delegations Register 2025 - Extract

Adoption/Review:

Adopted by the Council at its Ordinary Meeting held on 18 December 2008

Reviewed by Council at its Ordinary Meeting held on 18 September 2025

Delegation	2.9 – Signing and Issuing of Purchase Orders
	<i>Local Government Act 1995</i>
Legislative Power to Delegate	s5.42 Delegation of some powers and duties to CEO s5.44 CEO may delegate powers and duties to other employees
Legislative Power or Duty Delegated	<i>Local Government Act 1995 - s5.42</i>
Delegate	Chief Executive Officer
	Deputy Chief Executive Officer
	Manager of Works
	Finance Coordinator
Sub Delegate	Strategic Support & Projects Officer
	Executive Assistant
	Works Assistant
	Building Maintenance Coordinator

Function:

That in terms of the *Local Government Act 1995* section 5.42, the delegation of powers and duties for the signing and issuing of Council's purchase orders be delegated to the Chief Executive Officer.

The following purchasing limits apply to sub-delegates:

Deputy Chief Executive Officer	\$20,000
Finance Coordinator	\$20,000
Manager of Works	\$20,000
Strategic Support & Projects Officer	\$20,000
Executive Assistant	\$1000
Works Assistant	\$1000
Building Maintenance Coordinator	\$1000

Reporting Requirements:

Copies of all documentation are to be placed on the appropriate file.

Internal References:

Shire of Broomehill-Tambellup Delegations Register 2025 - Extract

Council Policy: 2.1 Purchasing Policy

Adoption/Review:

Adopted by the Council at its Ordinary Meeting held on 18 December 2008

Reviewed by Council at its Ordinary Meeting held on 18 September 2025

Delegation	2.10 – Sign Schedule Documents for Loans raised under the WA Treasury Corporation’s Master Lending Agreement
	<i>Local Government Act 1995</i>
Legislative Power to Delegate	s5.42 Delegation of some powers and duties to CEO s5.44 CEO may delegate powers and duties to other employees
Legislative Power or Duty Delegated	<i>Local Government Act 1995 – s6.20</i>
Delegate	Chief Executive Officer
Sub Delegate	Deputy Chief Executive Officer Finance Coordinator

Function:

That the Chief Executive Officer be delegated authority to sign schedule documents for loans raised under the WA Treasury Corporation’s Master Lending Agreement and/or give instructions thereunder on behalf of the Shire of Broomehill-Tambellup if the loan is in the adopted budget.

Reporting Requirements:

Copies of all documentation are to be placed on the appropriate file.

Internal References:

Nil

Adoption/Review:

Adopted by the Council at its Ordinary Meeting held on 17 April 2014

Reviewed by Council at its Ordinary Meeting held on 18 September 2025

