

FP005 – Electronic Fund Transfers and Cheques

1. Intention

To establish which officers are given delegated authority to process payments from the Shire's Municipal and Trust Funds.

2. Scope

This policy applies to employees of the Shire of Waroona.

3. Statement

1. That any two of the following be permitted to authorise electronic funds transfers from Council's Municipal and Trust fund:
 - Chief Executive Officer
 - Director Corporate & Community Services
 - Director Infrastructure & Development Services
 - Manager Corporate Services
 - Manager Works & Waste Services

2. That any two of the following be authorised to sign cheques from Council's Municipal and Trust fund:
 - Chief Executive Officer
 - Director Corporate & Community Services
 - Director Infrastructure & Development Services
 - Manager Corporate Services
 - Manager Works & Waste Services

4. Legislative and Strategic Context

The *Local Government Act 1995* and the associated subsidiary legalisation provide the broad framework within which this policy operates.

5. Review

This policy is to be reviewed triennially.

6. Associated Documents

Nil.

Division	Finance
Policy Number	FP005
Contact Officer	Director Corporate & Community Services
Related Legislation	Local Government Act 1995 Local Government (Financial Management) Regulations 1996
Related Shire Documents	Nil

Risk Rating	Medium	Review Frequency	Triennially	Next Review	June 2027
Date Adopted	22/06/2004			OCM04/083	

Amendments		
Date	Details of Amendment	Reference
24/11/2009	Amended to reflect current employees.	OCM09/197
25/03/2014	Amended to reflect current employees.	OCM14/03/025
25/10/2016	Amended to reflect current employees.	OCM16/10/115
18/12/2018	Updated as part of major review.	OCM18/12/126
17/12/2019	Updated as part of major review.	OCM19/12/163
24/11/2020	Amended to reflect current employees.	OCM20/11/194
22/06/2021	Updated as part of major review and reformatted.	OCM21/06/071
22/02/2022	Amended to reflect current employees.	OCM22/02/011
25/06/2024	Reviewed with minor amendments to text	OCM24/06/090
Previous Policies		
FIN018 – Cheques and Electronic Fund Transfers		
3.16 – Cheques and Electronic Fund Transfers		