

FINANCIAL DELEGATIONS

03 NOVEMBER 2022



CITY OF
MITCHAM

Expend monies on budget

Pursuant to Section 137 of the Local Government Act 1999 to expend monies on items approved in the budget.

Delegation Sources

- Financial delegations
- Authorisations and sub delegation to CEO under the Road Traffic Act 1961

Positions

Abbreviation	Position	Name
Accountant	Accountant	
Accounting Officer Debtors and Financial Services	Accounting Officer Debtors and Financial Services	
Assistant Accountant	Assistant Accountant	
Business Partner Finance	Business Partner Finance	
Business Partner People and Culture	Business Partner People and Culture	
Business Partner Procurement	Business Partner Procurement	
Business Partner Safety and Culture	Business Partner Safety and Culture	
Business Partner Strategic Planning and Projects	Business Partner Strategic Planning and Projects	
Business Partner Systems Analyst - 1	Business Partner Systems Analyst - 1	
Business Partner Systems Analyst - 2	Business Partner Systems Analyst - 2	
Business Support Officer	Business Support Officer	
Chief Executive Officer	Chief Executive Officer	
Community Centres Coordinator	Community Centres Coordinator	
Community Facilitator Cultural Village and	Community Facilitator Cultural Village and	

Abbreviation	Position	Name
Centre	Centre	
Community Participation Coordinator - 1	Community Participation Coordinator - 1	
Community Participation Coordinator - 2	Community Participation Coordinator - 2	
Community Participation Officer	Community Participation Officer	
Community Shed Facilitator	Community Shed Facilitator	
Compliance Officer Civil Works	Compliance Officer Civil Works	
Contracts Officer Property and Contracts	Contracts Officer Property and Contracts	
Coordinator Open Space Volunteers	Coordinator Open Space Volunteers	
Coordinator Volunteer Services	Coordinator Volunteer Services	
Development Officer Engineering	Development Officer Engineering	
Events and Grants Officer	Events and Grants Officer	
Executive Assistant Corporate Services	Executive Assistant Corporate Services	
Executive Assistant Development Services and Community Safety	Executive Assistant Development Services and Community Safety	
Executive Assistant Engineering and Horticulture	Executive Assistant Engineering and Horticulture	
Executive Assistant Organisational and Community Development	Executive Assistant Organisational and Community Development	
Executive Officer to the CEO and Mayor	Executive Officer to the CEO and Mayor	

Abbreviation	Position	Name
Facilities Coordinator	Facilities Coordinator	
Facilities Officer	Facilities Officer	
Facilities Support Officer	Facilities Support Officer	
General Manager Corporate Services and Innovation	General Manager Corporate Services and Innovation	
GM Development and Community Safety	General Manager Development and Community Safety	
GM Engineering and Horticulture	General Manager Engineering and Horticulture	
GM Organisational and Community Development	General Manager Organisational and Community Development	
Governance Officer	Governance Officer	
Group Manager City Operations	Group Manager City Operations	
Horticultural Officer	Horticultural Officer	
Intake Administration Officer	Intake Administration Officer	
IT Partner Information Systems	IT Partner Information Systems	
IT Support Officer	IT Support Officer	
Librarian Programs	Librarian Programs	
Library Coordinator Collection Management	Library Coordinator Collection Management	

Abbreviation	Position	Name
Library Coordinator Collection Management - 2	Library Coordinator Collection Management - 2	
Library Coordinator Customer Services	Library Coordinator Customer Services	
Library Coordinator Events and Programs - 2	Library Coordinator Events and Programs - 2	
Library Coordinator Events and Programs - 3	Library Coordinator Events and Programs - 3	
Library Coordinator Events and Programs - 1	Library Coordinator Events and Programs - 1	
Library Coordinator Home Library Service	Library Coordinator Home Library Service	
Library Coordinator Staffing - 1	Library Coordinator Staffing - 1	
Library Coordinator Staffing - 2	Library Coordinator Staffing - 2	
Library Coordinator Toy Libraries	Library Coordinator Toy Libraries	
Library Officer - Events and Programs - 2	Library Officer - Events and Programs - 2	
Library Systems Administrator	Library Systems Administrator	
Major Projects	Major Projects	
Manager Assets	Manager Assets	
Manager City Maintenance	Manager City Maintenance	
Manager Community Development and Libraries	Manager Community Development and Libraries	
Manager Development Services	Manager Development Services	

Abbreviation	Position	Name
Manager Engineering	Manager Engineering	
Manager Environmental Services and Community Safety	Manager Environmental Services and Community Safety	
Manager Finance and Rates	Manager Finance and Rates	
Manager Open Space	Manager Open Space	
Manager People and Culture	Manager People and Culture	
Manager Performance and Strategy	Manager Performance and Strategy	
Manager Property and Facilities	Manager Property and Facilities	
Manager Sustainability and Procurement	Manager Sustainability and Procurement	
Manager Technology and Customer Communications	Manager Technology and Customer Communications	
Mayor	Mayor	
Mechanics - 1	Mechanics - 1	
Mechanics - 2	Mechanics - 2	
Mechanics - 3	Mechanics - 3	
Natural Resources Officer	Natural Resources Officer	
No sub delegation	No sub delegation	
Open Space Playground Asset Officer	Open Space Playground Asset Officer	

Abbreviation	Position	Name
Operations Planner	Operations Planner	
Operations Support Officer - 2	Operations Support Officer - 2	
Operations Support Officer - 3	Operations Support Officer - 3	
Operations Support Officer -1	Operations Support Officer -1	
Organisational Risk Officer	Organisational Risk Officer	
People and Culture Administration Officer - 2	People and Culture Administration Officer - 2	
People and Culture Advisor	People and Culture Advisor	
Policy Planner	Policy Planner	
Principal Engineer Stormwater	Principal Engineer Stormwater	
Principal Traffic and Transport	Principal Traffic and Transport	
Project Engineer	Project Engineer	
Project Engineer - 2	Project Engineer - 2	
Project Engineer Assets	Project Engineer Assets	
Project Engineer Footpaths	Project Engineer Footpaths	
Project Manager Open Space	Project Manager Open Space	
Project Manager Pasadena Community Centre	Project Manager Pasadena Community Centre	
Property Officer	Property Officer	

Abbreviation	Position	Name
Rating Services Officer	Rating Services Officer	
Return to Work Coordinator	Return to Work Coordinator	
Senior Accountant	Senior Accountant	
Senior Business Support Officer	Senior Business Support Officer	
Senior Project Engineer	Senior Project Engineer	
Senior Rating Services Officer	Senior Rating Services Officer	
Senior Stores Officer	Senior Stores Officer	
Senior Systems Accountant	Senior Systems Accountant	
Stores Officer	Stores Officer	
Strategic Projects Engineer	Strategic Projects Engineer	
Sustainability Project Officer	Sustainability Project Officer	
Team Leader Building and Compliance	Team Leader Building and Compliance	
Team Leader City Services	Team Leader City Services	
Team Leader Civil Works	Team Leader Civil Works	
Team Leader Community Connection Programs	Team Leader Community Connection Programs	
Team Leader Community Connections - Libraries - 1	Team Leader Community Connections - Libraries - 1	

Abbreviation	Position	Name
Team Leader Community Connections - Libraries - 2	Team Leader Community Connections - Libraries - 2	
Team Leader Community Safety	Team Leader Community Safety	
Team Leader Community Wellbeing	Team Leader Community Wellbeing	
Team Leader Environmental Health Services - 1	Team Leader Environmental Health Services - 1	
Team Leader Environmental Health Services - 2	Team Leader Environmental Health Services - 2	
Team Leader Governance	Team Leader Governance	
Team Leader Information Technology	Team Leader Information Technology	
Team Leader Library Services - 1	Team Leader Library Services - 1	
Team Leader Library Services - 3	Team Leader Library Services - 3	
Team Leader Library Services - 4	Team Leader Library Services - 4	
Team Leader Operations Support	Team Leader Operations Support	
Team Leader Parks and Sports Ground Maintenance	Team Leader Parks and Sports Ground Maintenance	
Team Leader Planning and Business Support	Team Leader Planning and Business Support	
Team Leader Service and Response	Team Leader Service and Response	
Team Leader Sports and Recreation	Team Leader Sports and Recreation	

Abbreviation	Position	Name
Team Leader Traffic and Transport	Team Leader Traffic and Transport	
Team Leader Tree Management	Team Leader Tree Management	
Team Leader Waste Services	Team Leader Waste Services	
Technical Officer Program Delivery Roads	Technical Officer Program Delivery Roads	
Traffic Engineer	Traffic Engineer	
Trails Officer	Trails Officer	
Transport Coordinator	Transport Coordinator	
Waste Management Officer - 1	Waste Management Officer - 1	
Waste Management Officer - 2	Waste Management Officer - 2	
Waste Management Officer - 3	Waste Management Officer - 3	

Positions Groups

Positions Group	Position	Positions
Community Safety Officers	Community Safety Officers	Community Safety Officer - 1, Community Safety Officer - 2, Community Safety Officer - 3, Community Safety Officer - Animal Management, Community Safety Officer - 4, Community Safety Officer - 5, Community Safety Officer - 6, Community Safety Officer - 7, Community Safety Officer - 8, Community Safety Officer - 9, Community Safety Officer - 10, Community Safety Officer - 11
Team Leader Environmental	Team Leader Environmental	Team Leader Environmental Health Services - 1, Team Leader Environmental Health Services - 2

Positions Group	Position	Positions
Health Services	Health Services	
Team Leader Library Services	Team Leader Library Services	Team Leader Library Services - 1, Team Leader Library Services - 4, Team Leader Library Services - 3, Library Coordinator Staffing - 1
Waste Management Officers	Waste Management Officers	Waste Management Officer - 1, Waste Management Officer - 2, Waste Management Officer - 3

Financial delegations

Financial delegations			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
S137	Expenditure of funds within approved budget up to the value of \$400,000.00	No sub delegation	\$400,000.00
S137	Expenditure of funds within approved budget up to the value of \$750,000.00	GM Engineering and Horticulture	\$750,000.00
Section 137	Expenditure of funds within approved budget up to the value of \$200,000.00	Group Manager City Operations, Manager Finance and Rates, Manager Property and Facilities, Manager Development Services, Manager Environmental Services and Community Safety, Manager Engineering, Manager Assets, Manager Sustainability and Procurement	\$200,000.00

Financial delegations

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
Section 137	Expenditure of funds within approved budget up to the value of \$50,000.00	Team Leader Building and Compliance, Team Leader Operations Support, Senior Project Engineer, Waste Management Officer - 1, Team Leader Community Wellbeing, Team Leader Governance, Business Partner Systems Analyst - 1, Business Partner Systems Analyst - 2, Waste Management Officer - 2, Waste Management Officer - 3, Facilities Coordinator, Major Projects, Team Leader Community Connection Programs, Team Leader Sports and Recreation, Project Engineer - 2, Sustainability Project Officer, Waste Management Officers	\$50,000.00
Section 137	Expenditure of funds within approved budget up to the value of \$500,000.00	GM Organisational and Community Development, GM Development and Community Safety, General	\$500,000.00

Financial delegations

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Manager Corporate Services and Innovation	
Section 137	Expenditure of funds within approved budget up to the value of \$1000.000	Library Coordinator Staffing - 1, Development Officer Engineering, Governance Officer, IT Support Officer, Executive Assistant Corporate Services, Community Facilitator Cultural Village and Centre, Community Participation Coordinator - 1, Community Participation Coordinator - 2, Community Shed Facilitator, Executive Assistant Organisational and Community Development, Intake Administration Officer, Library Coordinator Events and Programs -1, Library Coordinator Home Library Service, Library Coordinator Toy Libraries, Return to Work Coordinator, Transport Coordinator, Community Participation Officer, Library	\$1000.00

Financial delegations

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Coordinator Collection Management, Library Coordinator Staffing - 2, Library Coordinator Events and Programs - 2, Library Coordinator Events and Programs - 3, Library Coordinator Customer Services, Library Coordinator Collection Management - 2, Community Safety Officers	
Section 137	Expenditure of funds within approved budget up to the value of \$2000.00	Community Centres Coordinator, Community Participation Officer	
Section 137	Expenditure of funds within the budget to the value of \$20,000.00	Senior Stores Officer, Team Leader City Services, Natural Resources Officer, Business Partner Safety and Culture, Horticultural Officer, Project Engineer Assets, Business Partner Procurement, Traffic Engineer, Business Partner People and Culture, Team Leader Civil Works, Coordinator Open Space	\$20,000.00

Financial delegations

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Volunteers, Open Space Playground Asset Officer, Project Manager Open Space, Team Leader Community Connections - Libraries - 1, Team Leader Community Connections - Libraries - 2, Team Leader Waste Services, Project Manager Pasadena Community Centre	
Section 137	Expenditure of funds approved within the budget to the value of \$100,000.00	Manager People and Culture, Team Leader Traffic and Transport, Strategic Projects Engineer, Project Engineer Footpaths, Principal Engineer Stormwater, Principal Traffic and Transport, Technical Officer Program Delivery Roads, Project Engineer, Team Leader Information Technology	\$100,000.00
Section 137	Expenditure of funds approved within the budget to the value of \$5000.00	Rating Services Officer, Property Officer, Senior Business Support	\$5000.00

Financial delegations

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Officer, Business Support Officer, Executive Assistant Engineering and Horticulture, Events and Grants Officer, Executive Officer to the CEO and Mayor, People and Culture Advisor, Coordinator Volunteer Services, Contracts Officer Property and Contracts, Library Officer - Events and Programs - 2, Library Systems Administrator, Mechanics - 1, Mechanics - 2, Mechanics - 3, Operations Support Officer -1, Operations Support Officer - 2, Operations Support Officer - 3, People and Culture Administration Officer - 2	
Section 137	Expenditure of funds approved within the budget to the value of \$10,000.00	Team Leader Planning and Business Support, Team Leader Environmental Health Services - 1, Team Leader Community Safety, Team Leader Parks and Sports	\$10,000.00

Financial delegations

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		<p>Ground Maintenance, Team Leader Tree Management, Team Leader Service and Response, Team Leader Library Services - 1, Team Leader Library Services - 4, Team Leader Library Services - 3, Senior Rating Services Officer, Business Partner Strategic Planning and Projects, Policy Planner, Executive Assistant Development Services and Community Safety, Compliance Officer Civil Works, Senior Systems Accountant, Business Partner Finance, IT Partner Information Systems, Operations Planner, Stores Officer, Facilities Support Officer, Facilities Officer, Trails Officer, Team Leader Environmental Health Services - 2 , Accountant, Librarian Programs, Team Leader Library Services, Team Leader Environmental Health</p>	

Financial delegations

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Services	
Emergency management arrangements	The Commander has the financial delegations of the Chief Executive Officer when an emergency is declared.	GM Organisational and Community Development, GM Engineering and Horticulture, GM Development and Community Safety, General Manager Corporate Services and Innovation, Group Manager City Operations	<p>The core roles of the Council Commanders relate to awareness, command and communication, they are authorised to act under the i-Responda framework and line with Council policies, plans and procedures including the allocation of Council workers and resources necessary to manage the incident for Council.</p> <p>The CEO is to be consulted regarding any request to the City of Mitcham to provide support, either staff or plant and equipment, outside of the City of Mitcham.</p> <p>The delegation to the GM Development & Community Safety is subject to training IM3 Commander Training.</p> <p>The delegation to the GM Corporate Service & Innovation is subject to training IM3</p>

Financial delegations

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
			Commander Training.
	<p>Changing listing of authorised cheque signatories</p> <p>The positions noted are provided authority to sign bank forms that change the listing of authorised cheque signatories on behalf of the City of Mitcham.</p>	<p>General Manager Corporate Services and Innovation, Manager Finance and Rates, Senior Accountant, Business Partner Finance, Accountant</p>	
	<p>Release of EFT payments/ cheque signatory</p> <p>The General Manager Corporate Services & Innovation and Manager Finance & Procurement have the authority to delegate the release of EFT payments and signing of cheques.</p> <p>The roles noted are provided authority to review and release EFT payments and signing of cheques regarding Operating Bank Accounts</p>	<p>Mayor</p>	<p>The role noted is provided authority to review and release EFT payments and signing of cheques regarding the Mayor Donation Bank Account.</p>

Financial delegations

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
Section 142	<p>Insurance</p> <p>Take out and maintain insurance to cover Council's civil liabilities.</p>	GM Development and Community Safety, General Manager Corporate Services and Innovation, Manager Assets, Organisational Risk Officer	
Section 127	<p>Prepare financial statements</p> <p>Prepare the financial year statements.</p>	General Manager Corporate Services and Innovation, Manager Finance and Rates, Senior Accountant	
Section 125	<p>Establish bank accounts in the name of the City of Mitcham</p>	General Manager Corporate Services and Innovation, Manager Finance and Rates, Senior Accountant	
Section 124	<p>Keep accounting records</p>	General Manager Corporate Services and Innovation, Manager Finance and Rates	

Financial delegations

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
Section 123	<p>Prepare a budget</p> <p>Prepare a budget in a form determined by Council</p>	General Manager Corporate Services and Innovation, Manager Finance and Rates	
	<p>Transfer of funds between City of Mitcham owned financial instruments</p> <p>The General Manager Corporate Services & Innovation and Manager Finance & Procurement have the authority to delegate the transfer of funds between City of Mitcham owned Financial Instruments only in order to meet liquidity requirements, mean loan repayments and consider interest earning potential.</p>	General Manager Corporate Services and Innovation, Manager Finance and Rates, Senior Accountant, Assistant Accountant, Senior Management Accountant	The positions noted are provided authority to transfer funds between City of Mitcham owned Financial Instruments only.
Section 125	<p>Operate bank accounts</p> <p>Operate Investment Accounts in the name of the City of Mitcham</p>	General Manager Corporate Services and Innovation, Manager Finance and Rates, Manager People and Culture, Senior Rating Services Officer, Accounting Officer	Any two of the noted positions to sign.

Financial delegations

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Debtors and Financial Services, Senior Accountant, Senior Management Accountant	
Section 125	Operate bank accounts Operate General Bank Accounts in the name of the City of Mitcham	General Manager Corporate Services and Innovation, Manager Finance and Rates, Manager People and Culture, Senior Rating Services Officer, Accounting Officer Debtors and Financial Services, Senior Accountant, Senior Management Accountant	Any two of the positions noted to sign.
	Release of EFT payments/ cheque signatory The General Manager Corporate Services & Innovation and Manager Finance & Procurement have the authority to delegate the release of EFT payments and signing of cheques.	Assistant Accountant	Authorised under Category B Release will be based on dual authorisation of at least one authoriser from Category B.

Financial delegations

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	The roles noted are provided authority to review and release EFT payments and signing of cheques regarding Operating Bank Accounts		
	<p>Release of EFT payments/ cheque signatory</p> <p>The General Manager Corporate Services & Innovation and Manager Finance & Procurement have the authority to delegate the release of EFT payments and signing of cheques.</p> <p>The roles noted are provided authority to review and release EFT payments and signing of cheques regarding Operating Bank Accounts</p>	General Manager Corporate Services and Innovation, Manager Finance and Rates, Senior Accountant, Senior Systems Accountant, Senior Management Accountant, Business Partner Finance, Accountant	<p>Authorised under Category A.</p> <hr/> <p>Release will be based on dual authorisation of at least one authoriser from Category A</p>
	<p>Release of payroll</p> <p>The General Manager Corporate Services & Innovation and Manager Finance & Procurement have the authority to delegate the release of</p>	General Manager Corporate Services and Innovation, Manager Finance and Rates, Senior Accountant, Senior Systems Accountant, Senior Management	<p>Authorised under Category A.</p> <hr/> <p>Release will be based on dual authorisation of at least one authoriser from Category A.</p>

Financial delegations

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	<p>payroll payments.</p> <p>The roles noted are provided authority to review and release payroll payments:</p>	Accountant, Business Partner Finance, Accountant	
Section 137 LG Act	Expend monies on items approved in the budget	Manager City Maintenance, Manager Open Space, Manager Community Development and Libraries, Manager Performance and Strategy, Manager Technology and Customer Communications	\$200,000.00
Section 137 LG Act 1999	Expend monies on item approved in the budget	Executive Officer to the CEO and Mayor	\$5000.00
Section 137 LG Act	Expend monies on items approved in the budget	Chief Executive Officer	Unlimited within approved budget funds

Authorisations and sub delegation to CEO under the Road Traffic Act 1961

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	<p>Release of payroll</p> <p>The General Manager Corporate Services & Innovation and Manager Finance & Procurement have the authority to delegate the release of payroll payments.</p> <p>The roles noted are provided authority to review and release payroll payments:</p>	Assistant Accountant	<p>Authorised under Category B</p> <hr/> <p>Release will be based on dual authorisation of at least one authoriser from Category B.</p>