

COUNCIL POLICY NO: 009

Responsible Directorate	Corporate and Community Services
Responsible Section	Finance
Responsible Officer	Director Corporate and Community Services

OBJECTIVE:

To provide for the efficient running of the organisation whilst ensuring that Council exercises its good governance as part of the role outlined under the *Local Government Act 1995*. This policy clarifies:-

1. the circumstances where decisions to commit expenditures must be referred to Council prior to entering into a commitment; and
2. the authority of the CEO to manage variations to the budget within tolerable thresholds.

SCOPE:

This policy applies to all Directorates of the Town of Cambridge.

POLICY STATEMENT:

Under the *Local Government Act 1995* it is a function of the CEO to cause Council decisions to be implemented. In the case of the decision to adopt the annual budget, approval is expressly given by the Council to the Chief Executive Officer for all items of expenditure to be committed without further authorisation except:-

1. Major projects requiring Council design approval, but does not include preliminary work in preparing design for approval;
2. Works subject to tenders that require Council approval in accordance with Section 3.57 of the *Local Government Act 1995* and have not been delegated to the Chief Executive Officer under Section 5.43(b) of the *Local Government Act 1995*;
3. Any other items specified by the Council at the time of adopting the Annual Budget requiring the approval of the Council;

The *Local Government Act 1995* also requires that Council approval is given to the CEO to incur expenditure for an additional purpose. The Act does not provide any direction where the Budget provides for an existing purpose and the expenditure is likely to exceed the amount budgeted.

It is the function and duty of the CEO to cause Council decisions to be implemented and manage the day-to-day operations of the Town.

Only Council may authorize expenditure over a revised budget except in those instances where Council has delegated authorisation for this to CEO.

DEFINITIONS:

Definitions are taken as those detailed in the *Local Government Act 1995* and associated legislation.

Document Control				
Office Use Only:				
Previous Policy No	Policy No. 3.2.2			
Statutory Legislation and Compliance	<i>Local Government Act 1995</i>			
Related Documents/Legislation	<i>Local Government (Financial Management) Regulations 1996</i> Section 2.7 Role of Council Section 3.57 Tenders for Providing Goods or Services Section 5.41 Functions of the CEO Section 6.8 Expenditure from the Municipal Fund not included in the Budget Regulation 5 Financial Management Duties of the CEO			
Date of Adoption by Council	Council Meeting – 1 July 1994			
Date Reviewed/Amended	17 September 1996 20 December 2005 28 July 2020	28 October 1997 22 April 2008	27 June 2000 27 April 2010	28 October 2003 26 June 2012
Next Review Date	April 2024			