	Financial Management & Internal Control Policy	Version No:	3.5
		Issued:	June 2010
		Last Review:	October 2026
		Next Review:	November 2028

Minutes reference:	11.1.2 – 20 October 2026
Next review date:	Council will endeavour to review this policy every 2 years, including within 6 months following Council election
Applicable Legislation:	Local Government Act 1999 Local Government (Financial Management) Regulations 2011 Better Practice Model – Internal Financial Controls Local Government (Accountability Framework) Amendment Act 2009
Applicable Standard:	Australian & New Zealand Standard AS/NZS ISC 31000:2018
Related Policies & Procedures:	Procurement and Disposal Policy Debt Recovery Policy Treasury Management Policy Human Resources Policy Asset Management & Accounting Policy Code of Conduct for Employees Code of Conduct for Elected Members Work Health & Safety – Plant & Equipment Procedure Hazards and Risk Management Policy Risk Management Framework Corporate Credit Card Policy Corporate Credit Cardholder Agreement Delegation of Authority Register (Financial)

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1. POLICY OBJECTIVE

In conjunction with the Local Government Act 1999, the Financial Management & Internal Control Policy provides the standards to be used in the control of internal procedures within the Wudinna District Council.

Wudinna District Council is committed to ensuring that a comprehensive and appropriate system of financial management and internal controls are in place, complied with and maintained. A system of financial management and internal control includes policies, practices and procedures that provide a framework to assist Council to ensure that its:

- Functions and activities are provided in a planned, efficient and effective way;
- Management policies are observed;
- Assets are secured and protected from unauthorised use or loss; and
- Records are complete, accurate and reliable.

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2. POLICY STATEMENT

This policy relates to the management of Council's financial information and records as they relate to:

- Monies Received
- Banking
- Purchasing
- Receipt of Goods
- Accounts for Payment
- Disbursements
- Use of Corporate Credit Cards
- Fuel Cards
- Salaries and Wages
- Bank Accounts
- Loans
- Donations
- Rubble Royalties
- Stores and Materials
- Minor Plant
- Assets
- Plant and Machinery
- Depreciation
- Recovery of Overhead Charges
- Debtors
- Long Service Leave and Annual Leave
- Rates
- Auditor
- Treasury Management
- Insurable Risk
- Electronic Information Backup
- Financial Accounts

Council will ensure that its:

- Resources (staff, equipment and funds) are used equitably, efficiently and effectively;
- Discrepancies, anomalies and irregularities are minimised, and if they occur, they are promptly detected and corrected;
- Assets are used only for authorised purposes and are not subject to improper removal or sale; and
- Financial and non-financial data, records, databases and other material are complete and accurate, protected from loss or damage and capable of being readily accessed to allow the preparation of timely reports.

3. PROCEDURES

3.1 Monies Received

3.1.1 All monies received by Council will be receipted.

3.1.2 All cheques received by Council will be stamped 'Non-Negotiable – Payable to Wudinna D.C Account Only'.

3.1.3 Receipts will be sequentially numbered and issued strictly in numerical sequence.

3.1.4 Receipts for payment to Council will not be posted to ratepayers, electors or other persons or bodies unless specifically requested.

3.1.5 Un-receiptable cheques, such as future-dated cheques, will not be accepted or held by Council.

3.1.6 The Receipts Float (Till) is $100.00.

3.2 Banking

3.2.1 Monies received by the Council will be banked on the next available banking day, unless the amount is less than $50, or at the discretion of the Corporate Service Manager or Manager Financial Services.

3.2.2 The monies received must be reconciled daily with the monies held in the till and recorded on the till reconciliation running sheet.

3.2.3 Cash and cheques received and not banked must be secured in Council's safe or other approved safe custody which is both approved by and insured by Council's insurers.

3.2.4 The cash register must hold no more than $500.00 in cash at any given time. Cash in excess of this amount must be secured in Council's safe or deposited at the bank.

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3.3 Purchasing

3.3.1 All goods and services are to be purchased in accordance with the approved budget of the Council and the Procurement and Disposal Policy.

3.3.2 Goods and services shall be obtained only by use of a Council purchase order (with the exception of those detailed in Schedule 1 – Purchase Order Exceptions of the Procurement and Disposal Policy, provided that in urgent cases goods and services may be ordered subject to confirmation by an official order.

3.3.3 Council purchase orders shall be numbered consecutively, and unfilled orders are to be investigated regularly.

3.3.4 Purchase orders shall be raised within Council's Magiq Cloud platform and include the following details:

a) Date of order;
b) Supplier's name;
c) Details of goods ordered;
d) Agreed prices where available - if prices are not available, the purchase order should at least note an *ESTIMATE* of the amount payable.
e) General Ledger allocation number or job/project reference details.

3.3.5 The following employees are 'Authorised Officers' to sign/authorise a Council Purchase Order:

a) Chief Executive Officer (up to $1,000,000, or as per approved budget)
b) Corporate Services Manager (up to $50,000)
c) General Manager Works & Infrastructure (up to $200,000)
d) Supervisor – Works & Infrastructure Coordinator (up to $5,000)

3.3.6 When an employee identifies that goods or services are required, an Authorised Officer should be notified of the details so that the purchase can be initiated (in certain emergency situations, approval can be obtained for expenditure by telephoning the Council Office).

3.3.7 The Authorised Officer shall identify the various suppliers of the goods or services required and determine a preferred supplier prior to proceeding to order the goods or services, taking into account the provisions of Council's Procurement and Disposal Policy. Consultation should take place between management and employees (E.g. Plant or Equipment Pre-Purchase Checklist & Risk Assessment, where applicable, for items of plant) to determine the qualities and safety aspects appropriate to the goods being purchased and to ensure that goods are satisfactory for the purpose for which they are required.

3.3.8 It must also be noted that Councillors have no authority to make any financial commitment on behalf of Council. This includes all ordering and purchasing of goods or services. Such financial activities must be undertaken by the Chief Executive Officer or delegate.

3.4 Receipt of Goods

3.4.1 All goods and services received should be checked to ensure that:

- The quantity of the goods conforms with the order;
- The goods are in satisfactory order and condition;
- The price charged is in accordance with the order and is fair and reasonable; and
- All calculations are correct.

3.4.2 The receiving officer should indicate on the accompanying invoice whether all goods have been received in accordance with the cart note/invoice. As well as, or in the absence of a cart note/invoice, the Purchase Order or Invoice for the order should be sourced and accordingly marked to indicate the order has been received (either in full or partially) in accordance with the purchase order. All documentation should be handed to the Finance Administration Officer for matching with invoices when received. Unmatched documentation should be immediately queried with the supplier.

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3.5 Accounts for Payment

3.5.1 All invoices and packing notes are to be passed on to the Finance Administration Officer without delay.

3.5.2 Invoices will be checked for validity, stamped with "Goods Received & Satisfactory" and then distributed by the Finance Administration Officer to the appropriate Manager (or Purchaser if more appropriate) for review.

3.5.3 The Manager/Purchaser will sign the "Goods Received & Satisfactory" and write any related Purchase Order details on the invoice after checking that the invoice is in accordance with the Purchase Order (or other purchasing authority) and that the goods charged for have been received.

3.5.4 All documentation shall then be returned to the Finance Administration Officer as soon as possible.

3.5.5 The Finance Administration Officer will endeavour to process a payment run each week.

3.5.6 Invoices will only be processed for payment when:

- A compliant tax invoice has been presented, which describes the goods or services supplied.
- The invoice has been authorised by a responsible officer, and the goods or services have been received in accordance with the relevant official order or the invoice matches the authorised order.
- The prices charged are fair and reasonable.
- The calculations and additions are correct.
- The invoice has not been previously paid.

3.5.7 All batches of invoices are to be checked by the Finance and Governance Officer/Manager Financial Services for correct entry before being released for payment and payment processing.

3.6 Disbursements

3.6.1 Payments via Cheque

3.6.1.1 All cheques are issued in sequential order and are crossed as 'Not Negotiable.'

3.6.1.2 Documentation, i.e. invoices or statements, must accompany the cheque and will be reviewed by the cheque signatories prior to signing.

3.6.1.3 All cheques will be signed by any two of the authorised persons below:

- Chief Executive Officer
- Corporate Services Manager
- Manager Financial Services
- General Manager Works & Infrastructure

3.6.1.4 Where a cheque is cancelled, the original is to be marked "Cancelled" and kept with the corresponding invoice, purchase order and allocation sheet in sequential order with other cheque creditors.

3.6.2 Payments via EFT (Electronic Funds Transfer)

3.6.2.1 EFT payments require a second authorisation by the Manager Financial Services (or Corporate Services Manager in the Manager Financial Services absence).

3.6.2.2 EFT payment reports shall be signed by both the uploading officer and the second authoriser.

3.6.2.3 Signed and authorised Bank payment reports and EFT file printouts must be kept with the Creditor documentation.

3.6.3 The Manager Financial Services shall cause to be prepared a list of all payments made each month. The list shall contain:

- Payee name;
- Cheque/EFT Number;
- Payment amount; and
- Brief description of invoice.

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3.6.4 Reconciliations

Suppliers' statements should be checked when received to ensure that all charges or credits have been received. Any discrepancies should be investigated and resolved as soon as possible. The Manager Financial Services will ensure that the creditors control account is reconciled monthly to the creditor's ledger and discrepancies are promptly followed up. The Manager Financial Services will also ensure that the creditor's ledger balance is regularly reviewed and unusual items such as debit balances are investigated.

3.7 Fuel Cards

3.7.1 A Fuel Card shall be provided for the following:

- 1. Works Gang – Parks & Garden use
- Works and Infrastructure Coordinator
- Administration Vehicle
- Corporate Services Manager

3.7.2 Should fuel be required where the Fuel Card is not accepted, fuel may be purchased with a corporate credit card (if an officer has been allocated one) or purchased with own funds that can later be claimed for reimbursement by presenting a receipt and Reimbursement Form.

3.7.3 Receipts for fuel purchases using the fuel cards are to be provided to the Finance Administration Officer as soon as practicable. The Finance Administration Officer (or Manager Financial Services) will reconcile the receipts each month against the monthly statements to ensure that all fuel charges are for Council purchases only.

3.8 Salaries and Wages

3.8.1 No employee shall be added to payroll records or paid without receipt of the appropriate forms, including employment declaration forms.

3.8.2 Employee history files are maintained for all employees. Files should contain employment details and contracts, authorisations for payroll or deductions, leave application forms, etc. These files are contained in a fire-resistant locked cabinet with access only via the Payroll Officer and Corporate Services Manager

3.8.3 No adjustments are made to individual employee records, i.e. names, addresses, deduction details without receipt of written authorisation from the employee via an "Employee Payroll Details" Form or other written notice (e.g. email). If changes are received via email, these are to be confirmed with a phone call to ensure that it came from the employee.

3.9.4 Salary and wage rate adjustments must have written authority from the Chief Executive Officer, except where they arise as a service increment or from the relevant Award or Enterprise Bargaining Agreement. Such authorisation must be placed on the employee's personnel file. A resolution of Council does not constitute written authorisation.

3.9.5 The Chief Executive Officer must cause to be maintained a record of all employees and in respect of each employee the gross salary, taxation and all itemised deductions.

3.9.6 All rates of pay must be in accordance with an Award to which the Council is a party; Signed Contract or to an EB Agreement which has been approved by Council, employees and the relevant union.

3.9.7 All salaries and wages paid must be generated by a timesheet which shall be:

- Signed by the employee (with the exception of administration and contract staff);
- Signed by the supervisor; and
- Initialled by the processor as evidence of processing.

3.9.8 All salaries and wages shall be paid to a private bank account by electronic funds transfer. Listings should be reconciled to the total net pay and the total number of employees paid.

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3.9.9 Payroll reports are reviewed for unusual rates, salary amounts or employee names and evidenced as reviewed by the Manager Financial Services prior to processing the pays via EFT (Corporate Services Manager or Chief Executive Officer, Finance/Administration Officer in the Manager Financial Services' absence).

3.9.10 All employees applying for leave must complete a leave application form in advance (except in the circumstance of sick leave, whereby this can be done on immediate return). This form is authorised by the appropriate supervisor (if applicable) or Chief Executive Officer and passed on to the payroll officer.

3.9.11 Leave Application Forms are filed in the employee's personnel file once marked as "Entered" on the timesheet.

3.9.12 Annual leave and long service leave are not paid without receipt of the appropriate form.

3.9.13 Leave entitlements are updated automatically within the payroll system each fortnight to reflect annual, sick and long service leave taken and accrued.

3.9.14 Annual leave entitlements are regularly reviewed and arrangements made with employees with excessive entitlements to reduce these.

3.9.15 In accordance with the Local Government Act 1999, a Register of Salaries shall be maintained at all times.

3.9 Bank Accounts

3.9.1 Council shall operate a trading bank account. Council may operate trading investment accounts and trading advance accounts with the Local Government Finance Authority of South Australia.

3.9.2 The Manager Financial Services shall cause to be prepared a bank reconciliation statement for each bank account every month, daily for operating account (Bank SA).

3.9.3 The Chief Executive Officer shall have authority to invest surplus Council funds with recognised lending authorities to take advantage of available interest rates (refer to the Treasury Management Policy).

3.9.4 The Council shall operate Online and Internet Banking facilities with the financial institution providing Council's trading bank facilities. The online banking facility shall operate on available funds only.

3.10.5 Online banking access will be arranged and maintained by the Chief Executive Officer / Manager Financial Services. Refer to Appendix 2 – Delegation of Authority Register (Financial) for current access details.

3.10 Loans

3.10.1 All loans raised by Council will be separately accounted for and identifiable in the accounting records.

3.10.2 The Manager Financial Services shall cause to be prepared a Register of all loans taken by the Council.

3.11 Donations

3.11.1 No donations are to be made to any individual or organisation without a resolution of Council.

3.12 Rubble Royalties

3.12.1 Land owners will receive royalties at a standard rate (as per Council's Fees and Charges Register) per tonne for rubble raised on their property each financial year.

3.12.2 Council officers must request the land owner to complete and sign an "Agreement to Issue a Recipient Created Tax Invoice". Once this is received the payment can then be made to the land owner.

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3.13 Stores (Fuel)

3.13.1 Fuel purchased may be debited direct to the works or services on which they are used.

3.14.2 Fuel store accounts must be maintained as to record all receipts and issues of stores and materials not directly debited to works and services. Documentation includes details of items issued, when and to whom issued and when returned (if applicable).

3.14.3 All fuel will be accounted for and issued on the 'first-in-first-out' basis. Financial reconciliation of these stores shall occur at the end of each month.

3.14.4 All storage areas should be adequately secured. The security arrangements should be regularly reviewed and improved where they have become inadequate. Arrangements should include restricting access to authorised personnel and protection from accidental destruction, deterioration, theft, fraudulent or illegal use.

All fuel tanks are fitted with padlocks only staff have keys to access these and when stock is taken, it must be recorded.

3.14.5 Physical fuel stocks are checked at the end of each day to ensure timely ordering of stock items and to ensure that items are not over-stocked or unaccounted for.

3.15 Minor Plant ($500 to $5,000)

3.15.1 The General Manager Works & Infrastructure shall cause to be maintained a Minor Plant Register.

3.15.2 The Register shall be segregated into work site areas. The Minor Plant Register shall contain:

- Item Number/Description
- Date of Purchase

3.15.3 The register is checked quarterly for Work Health and Safety purposes and maintained when new equipment is purchased or disposed of.

3.16 Asset Registers

3.16.1 The Manager Financial Services shall ensure that a Register of all Assets is maintained.

3.16.2 The Asset Register shall be split between the following Asset categories:

- Land
- Buildings
- Other Road Infrastructure
- Stormwater / Irrigation
- Community Wastewater Management System (CWMS)
- Infrastructure Reserves
- Plant & Equipment
- Furniture & Equipment
- Roads (stored within Conquest system and maintained by Tonkin Consulting)

3.16.3 Information contained within the Asset Register shall include:

- Plant/Asset/Item Number
- Description
- Date of Purchase
- Purchase Price (or Fair Value)
- Expected Life (Yrs.)
- Depreciation
- Carrying Value

3.16.4 The Manager Financial Services will cause the revaluation of all material fixed assets to be reviewed with sufficient regularity to ensure that the carrying amount does not differ materially from that which would be determined using fair value at the end of a reporting period.

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3.16.5 All assets purchased shall on acquisition:

- Be added to the Asset Register;
- Useful life of the individual asset be estimated;
- Basis of depreciation decided which shall reflect the pattern in which the assets future economic benefits are expected to be consumed (straight line, refer to 10 of the Asset Management and Accounting Policy);
- Rate of depreciation calculated; and
- Asset is depreciated from date first used or ready for use.

3.16.6 On disposal:

- Asset is depreciated to date of disposal;
- Accumulated depreciation and cost of the asset are written back in the general ledger and removed from the Asset Register;
- Profit/Loss on disposal is calculated. This calculation should be prepared or authorised by a senior responsible officer.

3.16.7 Council's Asset Management and Accounting Policy provides clear guidance so that staff are able to distinguish between capital and maintenance expenditure. Minimum thresholds shall apply and systems will be implemented to classify assets based on the functions or activities they are used for.

3.16.8 Not less than once in every financial year, the Chief Executive Officer will ensure that the Asset Register is checked for accuracy and reconciled against the balances within the general ledger.

3.17 Plant and Machinery

3.16.1 Use of each item of Plant and Machinery shall be recorded daily by the operator. This information will then be transferred to a record of Machinery Hire at the end of each month detailing the hours/kilometres of use for each job calculated by the charge-out rate per unit. The Machinery Hire record will record the opening and closing odometer readings and account for all hours or kilometres of use. Any discrepancies in hours or kilometres will be reported and investigated promptly by the General Manager Works and Infrastructure.

3.16.2 All Plant and Machinery shall be charged out at the determined charge-out rate per unit of use each month.

3.16.3 Charge-out rates shall be calculated by estimating the operating costs for the year (fuel, registration, insurance, repairs, depreciation, etc.) divided by the units of use anticipated for the year. E.g., $8,500 / 10,000km = 0.85cents per kilometre.

3.16.4 The sum of the income generated by charging out the Plant and Machinery to works and services should approximately recover the total cost of operating and depreciating the Plant and Machinery for the year.

3.18 Depreciation

3.16.5 The Manager Financial Services shall cause depreciation to be charged to all non-current assets with limited useful lives. The charge is to be systematically brought to account each year.

3.16.6 The rate of depreciation is to be reviewed annually. A rate of depreciation is to be applied to non-current assets so that the Written Down Value is similar to Fair Value.

3.16.7 A rate of depreciation is to be applied to constructed streets and roads so that the Written-Down Value represents the 'useful life' of the street or road.

3.17.4 Specific assets within the recognised asset classifications will be identified for non-replacement and/or partial replacement subject to consultation with the community.

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3.19 Recovery of Overhead Charges

3.19.1 The Manager Financial Services shall cause to be applied an Overhead Charge applied to the cost of direct labour to recover indirect labour costs and costs associated with the direct employment of Staff so that the cost of works and services supplied is an accurate full cost of undertaking the works and services.

3.19.2 The percentage of Overhead Charge shall be reviewed annually.

3.20 Debtors

3.20.1 The Manager Financial Services will ensure that records are maintained detailing all works undertaken which require invoicing. These records should be reviewed regularly to ensure prompt production of invoices.

3.20.2 Tax invoices will be processed through Magiq so that automatic sequential numbering is used.

3.20.3 Debtors shall be raised within one month of the work being undertaken (or services/goods provided). Once the invoice has been raised, the invoice must be checked as correct and authorised by the relevant Functional Manager or Manager Financial Service before final production.

3.20.4 Debtor statements shall be produced monthly and reviewed by the Manager Financial Services or Finance Administration Officer for overdue debtors.

3.20.5 The Manager Financial Services will cause to ensure that the debtors ledgers (rates and others) are reconciled monthly to the general ledger and discrepancies immediately investigated.

3.20.6 Outstanding debtor balances will be reviewed annually, before 30 June, to ensure doubtful debts are adequately provided for and bad debts are written off.

3.20.7 Debts owing to the Council shall be collected as detailed in Council's Debt Recovery Policy.

3.21 Long Service Leave and Annual Leave

3.21.1 The Manager Financial Services shall cause to be maintained a record of its liability for Long Service Leave and Annual Leave for all employees.

3.21.2 The Council will maintain in a Reserve Deposit account an amount equal to the sum of the liability for Long Service Leave for all employees.

3.21.3 Liability to Long Service Leave and the Long Service Leave Reserve Fund shall be reviewed annually.

3.21.4 Long Service Leave taken or Long Service Leave entitlement shall be paid from the Long Service Leave Reserve Fund.

3.22 Rates

3.22.1 Determination of Rates

3.22.1.1 Rate charges, amounts, minimum values and concessions are authorised by Council.

3.22.1.2 Amounts to be charged are Gazetted.

3.22.1.3 Property values are downloaded directly from the file provided by the Valuer General's Office into the Council's system.

3.22.1.4 All updates received from the Valuer General are promptly processed, if possible, and capital values reconciled.

3.22.1.5 Parameters entered (i.e. rate/$, minimum rate, concession, etc.) are authorised by a responsible officer as per Council's decision. Any changes to these parameters are made only by authorised persons (Manager Financial Services or delegate).

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3.22.2 Rates Notice Generation

3.22.2.1 A reconciliation is performed to check that the total capital value of properties per the Valuer General's report (printout) equals that per the rates system.

3.22.2.2 Total value of rates generated is compared to the value as budgeted and approved by Council. Large variances should be investigated.

3.22.2.3 A sample of rate notices are randomly checked to ensure that:

- Correct rates have been used;
- Discounts (if applicable) are correctly calculated; and
- Name, address and rate details are correct.

3.22.3 Adoption of Valuations

All available records will be checked each financial year to ensure that all rateable properties in the area of Council are included in the valuations that are adopted for rating purposes and entered into the assessment record.

Refer to Council's Debt Recovery Policy for the management of outstanding rate debtors.

3.23 External Auditor

3.22.1 Council shall appoint an external auditor, on recommendation of Council's Audit Committee, in accordance with the Local Government Act 1999. The term of appointment of the auditor must not exceed five years. The appointment of an auditor must be by written agreement, on terms and conditions agreed between the auditor and Council.

3.24 Treasury Management

Council has adopted and follows a Treasury Management Policy.

3.25 Insurable Risk

3.25.1 All identified insurable risks will be covered with a policy of insurance issued by a recognised insurance company. The cover will be the equivalent of full replacement, unless the insurable risk has been identified previously as an asset that will not be replaced or replaced with the same or less level or type of asset.

3.25.2 The extent of the cover, both risk and sum insured, will be reviewed at least annually by the Chief Executive Officer or delegate.

3.25.3 Council assets will be re-valued with sufficient regularity to determine an appropriate level of insurance cover (refer 3.20.4).

3.26 Final Accounts

The Manager Financial Services shall cause to prepare financial statements, in accordance with the Local Government Act 1999, as soon as is reasonably practicable after the end of the financial year, but before the second Friday in September. The audited financial statements shall be submitted to Council for adoption. The Manager Financial Services will also submit the audited financial statements to the Minister for Local Government, South Australian Local Government Grants Commission and the Australian Bureau of Statistics on or before 30 November of each year.

4 AVAILABILITY OF POLICY

This Policy will be available for inspection at Council's principal office during ordinary business hours and on the Council's website www.wudinna.sa.gov.au. Copies will also be provided to interested members of the community upon request, and upon payment of a fee in accordance with Council's Schedule of Fees and Charges.

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APPENDIX 1 - Credit Card Authority Form

Wudinna District Council

Credit Card Authority Form

Card Holders Name: _____

I authorise: _____

(staff member's name)

Position: _____

to use my company credit card for the purchase of:

_____

_____

_____

(eg flights, accommodation)

for _____

_____

_____

(eg for LGA Training session in Adelaide)

GL Line: _____

Project Code: _____

Amount: _____

Signature: _____ Date: _____

APPENDIX 2 - DELEGATION OF AUTHORITY REGISTER (FINANCIAL)

DELEGATION OF AUTHORITY REGISTER (FINANCIAL)

User/Title	Task/Responsibilities	MAGIQ Security Levels	Bank/Purchasing Authority
Umair Saeed (Finance Manager)	• Checking/Oversight Bank Reconciliation • Checking/Oversight Module Reconciliations • BAS/FBT/FTC • Rates – all • General Ledger Maintenance - creation of allocation numbers - journals - input of overhead percentage - monitoring & budget comparisons • Creditors - checking allocations before processing - spot checking validity of bank details - authorising bank processing of payments • Payroll - checking all timesheets and final pay calculations prior to processing. - authorising bank processing of payroll payments. • Checking and authorising journals • Checking of Budget vs Actual • Review of Debtors • Checking of Budget Comparisons & Final Statements	System Administrator	Bank SA – Signatory Bendigo Bank – Signatory (to be applied) LGFA Transfers Business Banking Online – Administrator & Authoriser
Nikita Cummings (Finance & Governance Officer)	• Receipting/Banking • Creditor Processing/Creating • Debtors Processing • Bank Reconciliation • Module Reconciliations • BAS/FBT/FTC • Rates - All • Payroll Processing • Back-up General Ledger Maintenance • Section 7 Notices • Journal Processing • Journaling Approval • Invoicing Approval	System Administrator Banking Administrator Cashier Creditors Administrator Debt Management Administrator Debtors Administrator HR Manage Payroll Officer Project Accounting Administrator Purchase Orders Administrator Rates Administrator Invoicing Administrator	Business Banking Online – Administrator & Authoriser Bank SA signatory LGFA Transfers Bendigo Bank – Signatory (to be applied)
Analyn McNamee (General Clerical Officer)	• Receipting/Banking • Customer Service (Front Desk) • Records Management	Banking Officer Cashier Creditors Viewer Debt Management Viewer Debtors Viewer General Ledger Viewer Purchase Order Officer Project Accounting Viewer Rates Viewer	
Megan Rashleigh (Corporate Services Officer)	• Dog Registration processing/ DACO Administration • Receipting/Banking • Policy Development & updating • Back-up Customer Service (Front Desk) • Records Management • Back-up Invoice Processing	Banking Officer Cashier Creditors Viewer Debt Management Viewer Debtors Viewer General Ledger Viewer Project Accounting Viewer Purchase Order Officer Rates Viewer	
Anica Sargent	• Receipting/Banking • Invoice Processing	Banking Viewer Cashier	

(Finance and Administration Officer)	• Journal Processing • Rates - Processing Change of Ownerships • Cemetery Officer • Machinery Hire • Fuel Issues • Processing debtors for Private Works & Surplus Supplies • Check Payroll Timesheets • Admin Backup	Creditors Administrator Debt Management Officer Debtors Viewer Project Accounting Officer Cemetery Assistance Purchase Orders Officer Rates Officer	
Liezel Smit (Work Health and Safety Coordinator)	• Mapping (+Rural Addressing) • WHS Administration • WHS Procedures & Policies • Workers Compensation Claims (IRC/ICC) • Skytrust Administrator • Training and Engagement	Assets Viewer Cashier Creditors Viewer Debtor Viewer General Ledger Viewer HR Read Only Project Accounting Viewer Rates Viewer	NA
Vacant (Chief Executive Officer)			
Kelsha Cock (Corporate Services Manager)	• Policy Development & updating • Administration staff management • Checking and authorising journals		Corporate Credit Card Holder ($5,000)
Calvin Hoye (Manager Works & Infrastructure Services Manager)	• Works staff management • Payroll Sign Off • Checking of Private Works & Surplus supplies Debtors and processing invoices for such • Checking of Fuel Issues • Checking of Machinery Hire • Section 7 Notices Sign Off • **Acting Chief Executive Officer**	Assets Viewer Creditors Viewer Debtors Invoice Authoriser General Ledger Officer HR Read Only Order Processing Officer Payroll Officer Project Accounting Officer Purchase Orders Officer Rates Viewer	Bank SA – Signatory Bendigo Bank Signatory Purchase Order Authoriser (Up to $1,000,000) Corporate Credit Card Holder ($20,000)
Cody Stringer (Works Administration Officer)	• Works staff management • Payroll Sign Off • Checking of Private Works & Surplus supplies Debtors and processing invoices for such • Checking of Fuel Issues • Checking of Machinery Hire • Section 7 Notices Sign Off • Plant administration • Cemetery Administration • **Acting General Manager Works & Infrastructure**	Creditors Officer Customers Officer Debtors Officer General Ledger Officer Order Processing Officer Project Accounting Officer Purchase Orders Officers Rates Viewer	Business Banking Online – Authoriser Corporate Credit Card Holder ($5,000) Purchase Order Authoriser (Up to $200,000)
Vacant (Economic & Community Development Officer)	• Manage Grants • Manage Grant based projects • Manage Council's economic development activity	Assets Viewer Creditors Viewer General Ledger Viewer Project Accounting Viewer Purchase Order Officer	Corporate Credit Card Holder ($5,000)
Mayor Eleanor Scholz	Principal Member	NA	Bendigo Bank Signatory

As at date: 20 October 2026

Signed by:

Acting Chief Executive Officer _____ Finance Manager _____

Roles	Description of Role
System Administrator	All functions, create users, change settings, etc.
Debtors Invoice Approver	Can approve invoices but not raise them.
Administrator	Can change module settings, process and view.
Officer	Can process and view.
Viewer	View only