

## 3.20 Monthly Lists of Accounts

### Objective

To provide direction to the Chief Executive Officer on the way a List of Accounts for Council approval is to be prepared and reported to Council.

### Scope

This Council Policy applies to all Employees, Council Members and the Shire's Payees.

### Definitions

**Council Member** means a person elected under the *Local Government Act 1995* ("the Act") as a member of the council of the local government and includes the President of the local government

**Employee** means any person employed by the Shire under the Act in accordance with the relevant award or contract of employment.

**List of Accounts** means the list of accounts for approval by Council for each Council Meeting, prepared in accordance with the Regulations.

**Payee** means any person or entity that receives a payment through the Shire's creditor system. It does not include payments of salaries, allowances and other entitlements to Employees.

**Regulations** mean the *Local Government (Financial Management) Regulations 1996* as amended from time to time.

**The Act** means the *Local Government Act 1995* as amended from time to time.

### Policy

Council is committed to protecting the privacy of its payees, and meeting its obligations to review and approve monthly lists of accounts prepared in accordance with the Regulations for consideration each month by Council.

The Chief Executive Officer is to prepare the List of Accounts in accordance with the Regulations.

The List of Accounts is to be provided as a confidential attachment as part of the Agenda of each Ordinary Council Meeting in accordance with section 5.23(2)(b) of the Act.

Members of the public may view the List of Accounts upon application to the Chief Executive Officer.

### Authorisation Details

<b>References:</b>	<i>Section 5.23(2)(b) of the Local Government Act 1995</i> <i>Regulation 13 of the Local Government (Financial Management) Regulations 1996</i>		
<b>Authorised by:</b>	Council		
<b>Date:</b>	2 May 2025	<b>Minute No.</b>	2025/130
<b>Review/Amendment Date</b>		<b>Minute No.</b>	
<b>Next Review</b>	Every four years		

# Policy Manual

<b>Responsible Directorate</b>	Executive Services
<b>Responsible Officer</b>	Manager Governance, Risk and Procurement
<b>File No.</b>	