

**DA-031 Reimbursement of Expenses for Employee Committee**  
**Members and Payment of Cash Advances**

Delegator: Council		Delegation No. DA – 031	
Process Owner: Director Corporate Services		Last Review Date: 16 June 2020	
Description	Authority to reimburse an employee on a committee for an expense that was incurred in relation to a matter affecting the City of Melville.		
Statutory Power or Duty Delegated	Local Government Act 1995 Section 5.101(2) Payments for employee committee members		
Statutory Power to Delegate	Local Government Act 1995 Section 5.42 - Delegation of some powers or duties to the CEO		
Delegated to	Chief Executive Officer		
Statutory Power to sub delegate:	Local Government Act 1995 Section 5.44 CEO may delegate powers and duties to other employees		
Sub Delegated to:	All Directors Executive Managers Operational Managers		
Conditions on Delegation/Sub Delegation	Delegates and sub-delegates are not authorised to approve payments to themselves.		
Compliance links	Local Government Act 1995 Section <a href="#">5</a> .102 Expense may be funded before actually incurred		
Policy Reference	None		
Recordkeeping	Records of exercise of delegated authority and associated contracts to be retained in ECM index: COUNCIL ADMINISTRATION – Delegated Authority – Exercises 5.119 P Appropriate financial records		
Period of Validity	Ongoing		
Confirmed by Council	Ordinary Meeting of Council	15 May 2007	C07/5007
Substantive Amendments			