



Tiwi Islands Regional Council

Title: Financial Delegations Policy
Policy No: 013
Adopted By: Council
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Responsibility: Chief Financial Officer
Document Number 222581

Version	Decision Number	Adoption Date	History
6	Resolution 7 of 19-12-2018	19 December 2018	Doc ID 222581
5	Resolution 29 of 29-08-2018	29 August 2018	Doc ID 219882
4	Resolution 6 of 28-02-18	28 February 2018	Doc ID 215126
3	Resolution 9 of 19-12-17	19 December 2017	Doc ID 213069
2	Resolution 4 of 27-01-16	27 January 2016	Doc ID 175828
1	Resolution 7 of 18-09-14	18 September 2014	Doc ID 151180

It is important to balance prompt purchase of goods and services, while ensuring sound budgetary controls.

Decision making may only be exercised in relation to activities:

- for which a delegate exercising the authority has responsibility;
- where there is certainty of funding; and
- where the delegate exercising the authority has approved control over those funds.

This financial delegation allows identified officers to approve various supply documents **within approved budgets**.

Requests for **items not within the approved budget** must be referred to the Chief Executive Officer (CEO).

Any case where expenditure is incurred due to malpractice or carelessness is to be brought to the attention of either the Chief Financial Officer (CFO) or the CEO.

PURPOSE

This authorisation provides for:

- Authorisation in relation to purchase requisitions and the approval of purchase orders
- Delegation levels



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- A requirement that all delegates ensure that any expenditure remains within the approved budget of their area of responsibility
- Authorisation for the release of payments
- Corporate Credit cards
- The writing off of irrecoverable debts
- Approval of refunds
- Motor Vehicle procurement
- Reallocation of funds across existing projects within approved expenditure allocation
- Engagement of Consultants
- Tenders/Quotes - General

Legal provisions

These delegations are a legal requirement, and are made in accordance with S102 of the *Local Government Act*.

Purchase requisitions and Orders

This delegation allows the officer identified below to authorise purchase requisitions within their approved budget to the level stated.

Noting that ALL purchase orders should include certification as follows:

- That the proposed purchase is within Council's approved budget, and;
- That there are funds available

Position	Level of delegation
Chief Executive Officer	\$250,000
Chief Financial Officer	\$100,000
General Manager Community Engagement	\$50,000
General Manager Infrastructure	\$50,000
Managers	\$10,000
Coordinators	\$5,000

To authorise and make payments

This delegation allows the officers identified below to authorise payments (electronic, cheque and cash) to the level stated, provided that;

NOTE

- All payments are authorised by two officers from this list, and
- All individual transactions are authorised within individual delegation levels
- All individual payments above \$50,000 (excluding payroll, internal bank transfers, consolidated accounts payable transfers, ATO PAYG and ATO BAS payments) are reported at the subsequent meeting of Council.

Cat.	Position	Level of delegation
A	Chief Executive Officer	Unlimited (EFT)
A	Chief Financial Officer	Unlimited (EFT)
A	Finance Manager	Unlimited (EFT)
A	Manager Organisational Development and Change (Payroll purposes only)	Unlimited (EFT)

Other delegations

DELEGATION DESCRIPTION	DELEGATE	
	CEO	CFO
<p>1. <u>CORPORATE CREDIT CARDS</u></p> <p>The CEO approves the allocation of a Corporate Credit Card with a maximum credit limit and corresponding transaction limit in accordance with the Credit Card Policy.</p>	Up to max. bank credit limit allowed for by credit card policy	Up to max. bank credit limit allowed for by credit card policy
<p>2. <u>WRITE-OFF IRRECOVERABLE DEBTS</u></p> <p>The CEO has authority to write off irrecoverable debts and losses where the debt or loss does not exceed the amount specified in the column opposite.</p> <p><i>A Report to Council is required.</i></p>	\$10,000	n/a
<p>3. <u>APPROVE REFUNDS</u></p> <p>Authority to approve refunds of amounts properly returnable</p>	≥ \$5,000	<\$5,000



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ASSETS

DELEGATION DESCRIPTION	DELEGATE	
	CEO	CFO
<p>4. <u>MOTOR VEHICLES</u></p> <p>Authority to approve the purchase/lease of additional motor vehicles, where the purchase price or cost of the lease does not exceed the amount (if any) specified in the column opposite corresponding to the delegate's position and within procurement limits.</p>	>\$50,000	\$50,000
<p>5. <u>DISPOSAL OF ASSETS</u></p> <p>See existing Disposal Policy and refer to The Northern Territory Department of Local Government Ministerial Guideline 7: disposal of property.</p>	n/a	n/a

PROJECTS

DELEGATION DESCRIPTION	CEO	CFO
6. <u>ENGAGEMENT OF CONSULTANTS</u>		
6.1 Approve engagement of consultants where the cost of the engagement does not exceed the amount (if any) specified in the column opposite corresponding to the delegate's position.	\$100,000	\$50,000
6.2 Approve an extra to a contract, where the value of the extra does not exceed the amount (if any) specified in the column opposite corresponding to the delegate's position.	≥ 10%	<10%
7. <u>QUOTES/TENDERS – GENERAL</u>		
7.1 Approve calling of tenders and quotations, where the value of the tender does not exceed the amount (if any) specified in the column opposite corresponding to the delegate's position. Note: Quotes not required for amounts less than or equal to \$10,000; Purchases >\$10,000 require three quotes. Contracts for provision of supplies >\$100,00 require a call for tender <i>Local Government (Accounting) Regulations 2014</i>	CEO to submit to Council for approval	n/a
7.2 Approve extension of closing date of tenders and quotations (to a total quote/tender amount in accordance with 7.1 above).	4 weeks	n/a
7.3 Approve amendment by agreement of rates or prices in schedule of rates prior to award of contract. (To a total quote/tender amount in accordance with 7.1 above).	CEO to submit to Council for approval	n/a
7.4 Approve or reject acceptance of tenders for approved works and services, following panel assessment, where the value of the tender does not exceed the amount (if any) specified in the column opposite corresponding to the delegate's delegation level	CEO to submit to Council for approval	n/a
7.5 Approve charge rates and prices in a schedule of charges approved by Council and CEO corresponding to the delegate's position	CEO to submit to Council for approval	n/a
7.6 Approve a deduction to a contract, where the amount of the extra does not exceed the amount (if any) specified in the column opposite corresponding to the delegate's position	≥ 10%	<10%



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END OF POLICY.