



Tiwi Islands Regional Council

Title: Financial Delegations Policy
Policy No: 013
Adopted By: Council
Next Review Date: September 2017
Responsibility: Chief Executive Officer
InfoXpert Document Number 175828

Version	Decision Number	Adoption Date	History
1	Resolution 7 of 18-09-14	18 September 2014	Doc ID 151180
2	Resolution 4 of 27-01-16	27 January 2016	Doc ID 175828

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,
- certainty of funding and
- 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 CEO.

Any case where expenditure is incurred due to malpractice or carelessness is to be brought to the attention of either a General Manager or the CEO.

PURPOSE

This authorisation provides financial delegation to:

- Authorise purchase requisitions and approve purchase orders
- Delegation levels
- Within the approved budget of their area of responsibility
- Authorise release of payments
- Corporate Credit cards
- Write Off Irrecoverable debts
- Approve refunds
- Motor Vehicle procurement
- Reallocation of funds across existing projects within approved expenditure allocation
- Engagement of Consultants
- Tenders/Quotes - General



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LEGAL PROVISIONS:

These delegations are a legal requirement, and made in accordance with S 102 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
General Manager Community Development & Services	\$50,000
General Manager Infrastructure Services	\$50,000
General Manager Finance & Compliance	\$50,000
Finance Manager	\$10,000
Manager Community Support	\$10,000
Human Resources Manager	\$10,000
ICT & Systems Manager	\$10,000
Governance & Compliance Manager	\$10,000
Fleet & Trades Services Manager	\$10,000
Civil & Town Services Manager	\$10,000
Workshops & Town Services Co-Ordinators	\$5,000
Executive Assistant to the CEO	\$5,000
Regional Co-Ordinator Children's Services	\$4,000
Regional Co-Ordinator Sport & Recreation, Libraries	\$4,000
Office Co-Ordinators (Wurrumiyanga, Pirlangimpi, Milikapiti)	\$2,500



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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.

Position	Level of delegation
Chief Executive Officer	\$250,000 (cheque) Unlimited (EFT)
General Manager Community Development & Services	\$100,000 (cheque) Unlimited (EFT)
General Manager Infrastructure Services	\$100,000 (cheque) Unlimited (EFT)
General Manager Finance & Compliance	\$100,000 (cheque) Unlimited (EFT)
Finance Manager	\$100,000 (cheque) Unlimited (EFT)



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Other delegations

DELEGATION DESCRIPTION	DELEGATE	
	CEO	General Manager
<p>1. <u>CORPORATE CREDIT CARDS</u> CEO approves the allocation of a Corporate Credit Card with a maximum credit limit and corresponding transaction limit.</p>	Up to max. bank credit limit	
<p>2. <u>WRITE-OFF IRRECOVERABLE DEBTS</u> Authority to write off irrecoverable debts and losses where the debt or loss does not exceed the amount specified in the column opposite corresponding to the delegate's position. <i>Report to Council required.</i></p>	\$10K	
<p>3. <u>APPROVE REFUNDS</u> Authority to approve refunds of amounts properly returnable</p>	≥ \$5K	<\$5K

ASSETS

DELEGATION DESCRIPTION	DELEGATE	
	CEO	General Manager
4. <u>MOTOR VEHICLES</u> Authority to approve the purchase/lease of motor vehicles (within approved Council Plan) 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.	>\$50K	\$50K
5. <u>DISPOSAL OF ASSETS</u> See existing Disposal Policy.		

BUDGETS

DELEGATION DESCRIPTION	DELEGATE	
	CEO	General Manager
6. <u>RE-ALLOCATION OF FUNDS ACROSS EXISTING PROJECTS WITHIN AN APPROVED EXPENDITURE ALLOCATION</u>		
6.1 Approve re-allocation of funds within the recurrent expenditure between items in the same section of the program, where the amount of the funds to be re-allocated does not exceed the amount (if any) specified in the column opposite corresponding to the delegate's position. Subject to any applicable funding agreement.	\$50K	\$25K
6.2 Approve re-allocation of capital funds between items in the same section of the same program, where the amount of the funds to be re-allocated does not exceed the amount (if any) specified in the column opposite corresponding to the delegate's position. Subject to any applicable funding agreement.	\$50K	\$25K

PROJECTS

DELEGATION DESCRIPTION	CEO	General Manager
7. <u>ENGAGEMENT OF CONSULTANTS</u>		
7.1 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.	\$100K	\$50K
7.2 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%
7.3 Approve a deduction to a contract, where the amount of the deduction does not exceed the amount (if any) specified in the column opposite corresponding to the delegate's position.	No limit	<20%
7.4 Approve extensions of time, where the period of the extension does not exceed the period of time (if any) specified in the column opposite corresponding to the delegate's position.	12 weeks	4 weeks
8. <u>QUOTES/TENDERS – GENERAL</u>		
8.1 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; Quotes >\$10,000 require three quotes. Contracts for provision of supplies >\$100,00 require a call for tender <i>Local Government (Accounting) Regulations 2014</i>	No limit	\$250K
8.2 Approve extension of closing date of tenders and quotations <i>(to a total quote/tender amount in accordance with 8.1 above).</i>	4 weeks	2 weeks
8.3 Approve amendment by agreement of rates or prices in schedule of rates prior to award of contract. <i>(To a total quote/tender amount in accordance with 8.1 above).</i>	≥ 5%	<5%
8.4 Approve or reject acceptance of quotations for approved works and services, 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	No Limit	\$50K

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DELEGATION DESCRIPTION	CEO	General Manager
8.5 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	No Limit	
8.6 Approve acceptance of late tenders not meeting criteria for submission deadline	2 weeks	
8.7 Approve charge rates and prices in a schedule of charges approved by Council and CEO corresponding to the delegate's position	\$250K	
8.8 Approve an extra 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 <i>(to a total quote/tender amount in accordance with 8.1 above).</i>	≥ 10%	<10%
8.9 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%
9.0 Approve an extension of time, where the period of any extension does not exceed the period of time (if any) specified in the column opposite corresponding to the delegate's position.	12 weeks	4 weeks

END OF POLICY.