

# Human Resource

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# Financial



## Delegation Manual 2017

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## **Delegation of Authority for Policy and Procedures**

### **Policy**

Tiwi Islands Regional Council (TIRC) is committed to efficient and effective service delivery across the organisation within approved parameters of a formalised delegation of authority framework.

### **Purpose of this document**

To provide a clear and easy procedures manual for those positions where Delegations (as outlined under Section 102 of the NT Local Government Act) for administrative functions and levels of decision making across the organisation as approved by the CEO, who may delegate (or sub-delegate) a power or function to a person or committee (NT Local Government Act).

### **Principles**

- Delegations can be exercised by a person more senior than the person specified in the document, where the more senior person has a line management role which includes responsibility for the person holding the delegation.
- It is not permissible for a person to delegate any aspect of their authorisation to a person in a less senior position. However, provision can be made for people to “Act Up” into a position of greater authority than they are usually employed, for all key or specified areas of delegation.
- It is possible for a person in a less senior position to be appointed to “act” in the capacity of a more senior position eg. During periods of absence by a staff member from the workplace, thereby assuming some or all of the delegated level of responsibility as prescribed by this document of that position.
- It is the responsibility of the person exercising the delegation to ensure funding is available in the delegations, within their annual budget. Alternatively written proof of above budget

income eg extra funding, to cover the above budget expenditure should be obtained and a copy sent to their senior line manager.

- The delegations are hierarchical in the sense that a delegate's formal line supervisor may exercise the same level of authority as the delegate and such a supervisor may also withdraw or restrict a delegation held by a subordinate member of staff. With the exception of any delegations made by council.
- The CEO has authority to exercise any staff delegation outlined in this document.
- In exercising delegations staff are required to comply with legislation, industrial awards, contracts or agreements and council approved policies, procedures code of conduct.
- These delegations listed in this document should be understood in the context of the relevant staff position descriptions.
- It is the responsibility of the person exercising the delegation to advise their senior line manager of significant developments even if made within delegation and ensure appropriate records are kept.
- It is important to note that the position has delegation not the person.
- Outsourced positions do not have delegation rights within the organisation.
- A delegate should not exercise their delegation to approve a recommendation that personally benefits them.
- Unless specifically delegated, it should be assumed that no delegation exists.
- This document anticipates open and regular communication and information flow between the various levels of delegation, and consultation where necessary with Council's community development and human resource staff.
- This delegation document will be reviewed each year with a view to improving its use and relevance to the organisational structure of council.
- This document operates as delegated authority by the Council for the CEO.
- This document operates as delegated authority by the CEO for all other staff.

## **Definitions**

### **Positions**

**The Council:** (referred to as 'council') All persons elected to serve the community in accordance with the Local Government Act and Regulations (as amended).

**Chief Executive Officer:** (referred to as 'CEO') Is the person appointed by and responsible to Council for the day to day management of the affairs of Council and the Organisation as outlined in Chapter 9, Part 9.1, Clause 100, 101 as outlined in the NT Local Government Act.

**Deputy CEO:** (referred to as DCEO) is the person appointed by and responsible to the CEO to oversee and manage one of the three divisions of the Council, in particular Community Development and Services, and all Infrastructure programs based on Melville Island. The

Deputy CEO will also be the Acting CEO when the CEO is on leave. The Deputy CEO will be appointed under Clause 9.1, Clause 100.

**Chief Operations Officer:** (referred to as 'COO) The primary role of the position is to be responsible to the CEO for the effective and efficient management of one of the three divisions of council, that has Finance, Corporate Services, Human Resource, ICT, and Office Management support services.

**General Manager of Community Development & Services:** The primary role of the position is responsible to the DCEO and includes responsibility for one of the three divisions of council that has community development and community service funding responsibilities.

**Manager of Corporate Services:** The primary role of the position is to be responsible to the COO for the effective and efficient management of all office management services across the 3 business/work divisions of the Council.

**Manager of Town Services and Homelands:** The primary role of the position includes responsibility to the CEO/DCEO for effective and efficient delivery of all municipal services in the 3 Regional Council community centres as outlined in the Councils Regional Plan and Budget.

**Manager, Civil Works:** The primary role of the person appointed as Manager – Civil Works primary role is responsible to the CEO/DCEO to oversee all civil works programs and projects for all road works (internal and connector roads) across both Islands.

**Manager, Fleet, Building and Asset Services:** The primary role of the Manager, Fleet, Building and Asset Services is to be responsible for the reporting to the COO. The role must oversee all infrastructure, buildings and asset management and is responsible for the implementation of an Asset Management Plan for the Organisation.

**Works Co-ordinator:** The primary role of the person appointed as a Co-ordinator of one of the 3 Regional Councils Centres. They are responsible to the Manager of Town Services/Outstations for the services delivered within their area.

**Team Leaders:** A person appointed as a Team Leader is responsible to the appropriate Manager and/or Works Co-ordinator for the services delivered within their area.

**Regional Council staff:** A person appointed to provide direct service delivery. These positions are not often referred to in this document due to their service provision focus, rather than management responsibility.

Note: Any decision on where staff roles fit in the above definitions will be made by the CEO, based on a recommendation from the appropriate General Manager.

## **Budget**

**Council Budget:** (referred to as 'the budget') The council's annual budget must be tabled and resolved by the Council.

**Service Budget:** (referred to as 'service budget') A service/program component of the divisional annual budget, for which a coordinator has been delegated responsibility and control.

## Human Resource Delegations

### Staff: Salary, Conditions, Packages and Contracts

Function	Amount and/ or Qualification (Where applicable)	Delegated Authority
Set and approve salaries	<i>For all staff</i>	CEO
Set and approve salary	<i>For CEO</i>	Council
Set and approve annual salary increments and any higher duties payments	<i>For all staff</i>	CEO
	<i>For CEO</i>	Council
Approve salary packaging content	<i>For all staff</i>	CEO
	<i>For CEO</i>	Council
Approve the issue and withdrawal of council cards credit cards and credit limits	<i>For Managers</i>	DCEO/COO
	<i>For DCEO/COO</i>	CEO
	<i>For CEO</i>	Council
Approve/sign staff contracts	<i>For all staff</i>	CEO/Deputy CEO
	<i>For CEO</i>	Council
Approve conditions of employment	<i>For all staff</i>	CEO/DCEO/COO

**Note: The CEO will require recommendations from DCEO and Managers who have relevant delegations**

### Staff: Position Descriptions

Function	Amount and/ or Qualification (Where applicable)	Delegated Authority
Approve changes to existing position descriptions and Approve new position descriptions	<i>For all Regional Council staff</i>	CEO/DCEO/COO
	<i>For DCEO/COO</i>	CEO
	<i>For CEO position</i>	Council
Approve changes to existing position titles	<i>For all staff</i>	CEO/DCEO/COO
	<i>For DCEO/COO</i>	CEO
Approve deletion or change of positions	<i>For all positions</i>	CEO
Approve a staff member accepting outside employment or consultancies, additional to and separate from their normal duties within council.	<i>For all staff</i>	CEO/DCEO/COO
	<i>For DCEO/COO</i>	CEO
	<i>For CEO</i>	Council

### Staff: New Positions, Advertisements, Selection, Appointment and Probation

Function	Amount and/ or Qualification (Where applicable)	Delegated Authority
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Identify existing staff position vacancies	<i>For Regional Council staff positions</i>	CEO/DCEO and COO
	<i>For COO/DCEO</i>	CEO
	<i>For CEO position</i>	Council
Identify new staff positions (including availability of funding)	<i>For Regional Council positions</i>	CEO/DCEO/COO
Approve new staff positions	<i>For all staff positions</i>	CEO/DCEO/COO
Recommend appointment to staff positions	<i>For Regional Council staff positions</i>	CEO/DCEO/COO
Appoint staff to positions	<i>For other staff positions</i>	CEO/DCEO/COO
	<i>For DCEO/COO</i>	CEO
	<i>For CEO position</i>	Council
Confirm successful completion or otherwise of new staff probationary periods	<i>For Regional Council staff positions</i>	CEO/DCEO/COO
	<i>For all other staff positions</i>	DCEO/COO
	<i>For DCEO/COO</i>	CEO
	<i>For CEO position</i>	Council

### Staff: Dismissal and Redundancy

Function	Amount and/ or Qualification (Where applicable)	Delegated Authority
Recommend redundancy of a staff member	<i>For all staff</i>	DCEO/COO
Recommend dismissal of a staff member	<i>For all staff</i>	DCEO/COO
	<i>For DCEO/COO</i>	CEO
Decisions to make a staff member redundant	<i>For all staff</i>	DCEO/COO
Approve the offer and acceptance of redundancy for all staff	<i>For all staff</i>	CEO
Decisions to dismiss a staff member	<i>For all staff</i>	DCEO/COO
	<i>For DCEO/COO</i>	CEO
	<i>For CEO</i>	Council

### Staff: Leave, Overtime, Training, Conference Attendance, Travel External Consultancies

Function	Amount and/ or Qualification (Where applicable)	Delegated Authority
Approve staff overtime	<i>For all Regional Council staff,</i>	Managers/DCEO/COO
Approve staff time in lieu	<i>For all Regional Council staff</i>	Manager's/DCEO/COO

	<i>For Team Leaders</i>	Managers
	<i>For Managers &amp; Co-Ordinators</i>	DCEO/COO
Approve staff annual leave	<i>For Regional Council staff</i>	Managers/DCEO/COO
	<i>For Coordinators</i>	Manager's/DCEO/COO
	<i>For Managers</i>	DCEO/COO
	<i>For DCEO/COO</i>	CEO
	<i>For CEO</i>	Council
Approve staff annual leave in advance.	<i>For all staff</i>	Managers
	<i>For Managers &amp; Co-Ordinators</i>	DCEO/COO
	<i>For DCEO/COO</i>	CEO
	<i>For CEO</i>	Council
Approve staff long service leave	<i>For Regional Council Staff</i>	Managers
	<i>For Managers</i>	DCEO/COO
	<i>For Managers, DCEO &amp; COO</i>	CEO
	<i>For CEO</i>	Council
Approve staff special leave	<i>For Regional Council staff</i>	Managers
	<i>For Managers</i>	DCEO/COO
	<i>For Managers, Deputy CEO &amp; COO</i>	CEO
	<i>For CEO</i>	Council
Approve staff leave without pay	<i>For Regional Council staff</i>	Managers
	<i>For Managers</i>	DCEO/COO
	<i>For DCEO/COO</i>	CEO
	<i>For CEO</i>	Council
Approve staff leave without pay for study purposes	<i>For Regional Council staff</i>	
	<i>For General Manager's &amp; Regional Manager</i>	CEO
	<i>For CEO</i>	Council
Approve fee assistance for staff study leave	<i>For Regional Council staff</i>	General Manager's
	<i>For Team Leaders</i>	Managers
	<i>For DCEO and COO</i>	CEO
	<i>For CEO</i>	Council
Approve skill development plans for staff	<i>For Regional Council staff</i>	CEO
	<i>For DCEO and COO</i>	CEO
	<i>For Regional Managers and Coordinators</i>	DCEO/COO
	<i>For CEO</i>	Council
Approval of attendance at external training courses/conferences.	<i>For Regional Council staff</i>	CEO
	<i>For Regional Managers and Coordinators</i>	DCEO/CEO
	<i>For DCEO/CEO</i>	CEO
	<i>For CEO</i>	Mayor



Approve travel within Australia	<i>For Regional Council staff</i>	CEO
	<i>DCEO/COO</i>	CEO
	<i>For CEO</i>	Mayor
	<i>For Regional Council Coordinators</i>	DCEO/COO
Approve travel outside of Australia	<i>For all staff</i>	CEO
	<i>For DCEO/COO</i>	CEO
	<i>For CEO</i>	Council
Approve travel costs for attendance at training courses/conferences.	<i>For Regional Council staff</i>	CEO
	<i>For Regional Managers and Coordinators</i>	CEO
	<i>For</i>	CEO
	<i>For CEO</i>	Mayor

### Staff: Performance Management

<b>Function</b>	<b>Amount and/ or Qualification (Where applicable)</b>	<b>Delegated Authority</b>
Appraise performance of staff	<i>For Regional Council staff</i>	General Manager's/DCEO/COO
	<i>For Team Leader</i>	Manager's
	<i>For General Manager's &amp; Regional Manager/DCEO/COO</i>	CEO
	<i>For CEO</i>	Council
Management of unsatisfactory staff performance	<i>For Regional Council staff</i>	General Manager's
	<i>For Team Leader</i>	General Manager's
	<i>For General Manager's &amp; Regional Manager</i>	CEO
	<i>For CEO</i>	Council
Intervene in management of any unsatisfactory staff performance where divisional concerns are identified.	<i>For Team Leaders</i>	General Manager's
Intervene in management of any unsatisfactory staff performance where organisational concerns are identified.	<i>For General Manager's &amp; Regional Manager</i>	CEO
Intervene in management of any unsatisfactory staff performance where council concerns are identified.	<i>For CEO</i>	Council

## Staff: Industrial Relations

Function	Amount and/ or Qualification (Where applicable)	Delegated Authority
Authority to consult with council's external advisors, on industrial/human resources matters.	<i>For Regional Manager, Team Leader.</i>	General Manager's
Authority to purchase, industrial/human resources advice and/or expertise.	<i>For Regional Manager, Team Leader. (within divisional budget)</i>	General Manager's
Authority to expend funds in excess of budget, on industrial/human resources matters.	<i>For all of council</i>	Council

## Contracts

### Contracts: Contracts, Agreements and Submissions

Function	Amount and/ or Qualification (Where applicable)	Delegated Authority
Approve the lease of new premises and sub leases of existing premises	<i>For all of organisation</i>	CEO
Approve renewal of existing land / building leases	<i>For all of organisation</i>	CEO
Cancel existing land / building leases	<i>For all of organisation</i>	CEO
Authorise appointment of external consultants	<i>For Division</i>	DCEO/COO
	<i>For all of organisation</i>	CEO
Approve appointment of insurers, details of contract and payment of premiums	<i>For all of organisation</i>	COO
Approve commercial agreements for the staff and services of council	<i>For all of organisation</i>	COO
Approve the sale, purchase and development of land.	<i>For all of organisation</i>	Council
Approve contracts with suppliers of goods and services (non legal)	<i>For all of division</i>	CEO/DCEO/COO
	<i>For organisation</i>	CEO
Authority to invite formal tenders for supply of goods or services	<i>For division</i>	DCEO/COO
	<i>For organisation</i>	CEO
Authority to choose formal tenders for supply of goods or services	<i>For division</i>	Council

	<i>For organisation</i>	Council
Authority to investigate funding opportunities, make recommendations and prepare submissions and tenders	<i>For Regional Council staff</i> <i>For Program staff</i>	DCEO/COO
	<i>For division</i>	Managers and Regional Coordinators
	<i>For organisation</i>	CEO
Approve draft submissions and tenders to be forwarded to the CEO.	<i>For division</i>	DCEO/COO
Approve funding submissions or tendering activity to be undertaken.	<i>For all of organisation</i>	CEO
Authority to restrict or prevent submissions or tenders being made.	<i>For all of council</i>	Council
Authority to negotiate agreements and contracts including PFAs	<i>For division</i>	DCEO/COO
	<i>For organisation</i>	CEO
Authority to sign agreements, contracts or tenders obtained	<i>For Division</i> <i>For all of organisation</i>	CEO/DCEO/COO
Authority to prepare and submit performance reports to funding departments/organisations.	<i>For division</i>	DCEO/COO
	<i>For organisation</i>	CEO
Approve and submit financial reports to funding departments/organisations.	<i>For division</i>	General Manager's
	<i>For organisation</i>	CEO
Authority to make daily operational decisions for direct service delivery in line with relevant contracts.	<i>For service/s</i>	DEO/DCEO/COO
<b>Services</b>		

### Services: Service Provision and Performance Management

<b>Function</b>	<b>Amount and/ or Qualification (Where applicable)</b>	<b>Delegated Authority</b>
Approve the organisational Regional Council plan and updates.	For all of council	Council
Authority to develop service plans in support of council's strategic plan.	<i>For Regional Council staff</i>	DCEO/COO
Approve new service initiative recommendations to be forwarded to the CEO.	<i>For division</i>	DCEO/COO and all Managers
Approve new service initiatives to be developed.	<i>For all of organisation (subject to availability of funding/income)</i>	CEO & Council
Authority to restrict or prevent new initiatives.	<i>For all of council</i>	Council

## Legal

### Legal: Legal Matters

Function	Amount and/ or Qualification (Where applicable)	Delegated Authority
Authority to consult with council's external advisors, on legal matters.	<i>For Regional Manager, Team Leader.</i>	DCEO/COO/CEO
Authority to purchase, legal advice and/or expertise.	<i>For Regional Manager, Coordinators and Team Leader. (within divisional budget)</i>	DCEO/COO/CEO
Approve engagement of lawyers.	<i>For all of organisation (within the budget)</i>	CEO
Authority to settle court, legal or any other formal proceedings and bind the council.	<i>For all of organisation</i>	CEO
Authority to approve expenditure on legal matters, which are outside approved budget.	<i>For all of council</i>	Council

## Policies and Procedures

### Policies and Procedures: Policies and Procedures

Function	Amount and/ or Qualification (Where applicable)	Delegated Authority
Approval of Procedures	<i>For all of Council</i>	CEO
Approval of policies.	<i>For all of council (where organisationally related)</i>	Council

## Public Relations

### Public Relations: Public Statements, Media Contact, and Comments on Strategic Issues

Function	Amount and/ or Qualification (Where applicable)	Delegated Authority
Approve the use of councils name or logo by parties external to council.	<i>For all of organisation</i>	CEO
Authorised to release public or media	<i>For all of organisation</i>	CEO

statements.	<i>(on strategic issues and positions held)</i>	
Authority to delegate specific media responses.	<i>For all staff</i>	CEO
Authority to request public statements, media contact and comments on strategic issues	<i>For all of council</i>	Council
Authority to respond to operational letters of non contentious nature	<i>For all staff</i>	DCEO/COO
Authority to respond to ministerial and contentious issues.	<i>For all staff</i>	CEO

Note: This Delegation also relates to correspondence via emails.

## Complaints

### Complaints: Complaints

Function	Amount and/ or Qualification (Where applicable)	Delegated Authority
Authority to ensure appropriate and timely resolution of a complaint	<i>For Regional Council staff</i>	Manager's
	<i>For Team Leader</i>	Manager's
	<i>For General Manager's &amp; Regional Manager</i>	CEO
	<i>For CEO</i>	Council
Authority to consult with council's external advisors, on complaint matters.	<i>For Regional Manager, Team Leader.</i>	General Manager's
Authority to purchase, mediation advice and/or expertise.	<i>For Regional Manager, Team Leader. (within divisional budget)</i>	General Manager's

## Financial Delegations

### Financial: Budgets

Function	Amount and/ or Qualification (Where applicable)	Delegated Authority
Approve draft budgets to be forwarded to the council	<i>For divisions</i>	CEO
Approve budget	<i>For all of council</i>	Council
Authority to override all delegations and make expenditure decisions to ensure approved budgets can be achieved.	<i>For organisation</i>	CEO
Authority to recommend to council unbudgeted expenditure.	<i>For organisation</i>	CEO

Authority to approve unbudgeted expenditure increases.	<i>For organisation \$100,000 (May not exceed)</i>	CEO
Authorise variations to the annual operational and capital budgets.	<i>For all of council</i>	Council

### Financial: Operational Expenditure

Function	Amount and/ or Qualification (Where applicable)	Delegated Authority
Approve expenditure	<i>For service/s and programs Under direct control, within approved service budget and subject to any restrictions outlined elsewhere in this document. Up to \$50,000</i>	DCEO/COO
	<i>For division Under direct control, within approved divisional budget and subject to any restrictions outlined elsewhere in this document. Unlimited.</i>	General Manager's/ DCEO/COO
	<i>For organisation Under direct control, within approved budget and subject to any restrictions outlined elsewhere in this document. Unlimited.</i>	CEO
	<i>For service/s \$5000 (Up to) Within approved budget, accompanied by associated receipts and refund through petty cash</i>	Staff where the Regional Manager, and Team Leader has approved the delegation.

### Financial: Capital Expenditure and Asset Control

Function	Amount and/ or Qualification (Where applicable)	Delegated Authority
Approve alterations/renovations to buildings, not included in approved capital budget	<i>For organisation \$200,000 (Up to) on any one project (All alterations/renovations over \$10,000 must be accompanied by three quotes)</i>	CEO
Authorised to replace essential items of equipment included in approved capital budget/funding agreement	<i>For service/s \$10,000 (Up to) for any one item.</i>	Works Co-Ordinator and Team Leader (where the Works Co-

	<i>Consistent with service budget authority.</i>	Ordinator or Director has approved the Team Leader delegation)
	<i>For division Unlimited (Up to) for any one item (All equipment over \$10,000 must be accompanied by three quotes)</i>	General Manager's
	<i>For organisation Unlimited (Up to on any one item) (All equipment over \$10,000 must be accompanied by three quotes)</i>	CEO
Authorised to replace essential items of equipment not included in approved capital budget	<i>For division \$100,000 (Up to) for any one item (All equipment over 10,000 must be accompanied by three quotes)</i>	General Manager's
	<i>For organisation \$100,000 (Up to on any one item) (All equipment over 10,000 must be accompanied by three quotes) For organisation</i>	CEO
Authorised to sell, trade in or dispose of assets on inventory	<i>For division \$10,000 (Up to on any one item) (All equipment over \$5,000 to be sold, must put to tender)</i>	General Manager's
	<i>For organisation \$100,000 (Up to on any one item) (All equipment over \$5,000 to be sold, must put to tender)</i>	CEO
Approve hire of plant equipment or facilities.	<i>For equipment and facilities for which the staff person is responsible. (hired under terms and conditions deemed appropriate in the circumstances and with minimal risk to council)</i>	Works Co-Ordinator and Team Leader (where the Works Co-Ordinator or Director has approved the Team Leader delegation)

	<i>For equipment and facilities for which the staff person is responsible. (hired under terms and conditions deemed appropriate in the circumstances and with minimal risk to council)</i>	General Manager's
	<i>For equipment and facilities for which the staff person is responsible. (hired under terms and conditions deemed appropriate in the circumstances and with minimal risk to council)</i>	CEO
Approve the transfer of any assets from organisation	For all of council	Minister
Approval of sale or purchase of land or buildings	For all of council	Council
Approval development of new buildings	For all of council	Council

Note: Capital Items are items which have a purchase price of \$5,000 or more must be in line with the Delegations of the line Managers. All purchase over \$100,000 must be in line with the Procurement policy attached to this Delegations Manual. All purchase **must** have the required 3 quotes unless approval has been granted for an exemption.

#### Financial: Purchase Orders and Invoices

Function	Amount and/ or Qualification (Where applicable)	Delegated Authority
Approve purchase orders	For service/s \$50,000 (up to)	Regional Manager and Team Leader (where the Regional Manager or General Manager's has approved the Team Leader delegation)
	For division Unlimited	General Manager's
	For organisation Unlimited	CEO

#### Financial: Salaries and Deductions

Function	Amount and/ or Qualification (Where applicable)	Delegated Authority
Approve staff reimbursement for expenditure on behalf of council	For Regional Council staff	CEO / General Manager's
	For Team Leader	General Manager's
	For General Manager's & Regional Manager	CEO



	<i>For CEO</i>	Mayor
Compile and approve staff time sheets	<i>For Regional Council staff</i>	Regional Managers and Team Leader
	<i>For Team Leader For Regional Manager</i>	General Manager's CEO
Approve for payment all payroll related transactions	<i>For all staff Comprising group tax remittal, payroll tax settlement, superannuation contribution payments, and transfers of employee payroll deductions to authorised entities and payment of GST and PAYG payments.</i>	General Manager of Finance & Compliance / CEO

### Financial: Investment

Function	Amount and/ or Qualification (Where applicable)	Delegated Authority
Approve investment of funds	For organisation	General Manager of Finance & Compliance
Approve draw down of investment funds for deposit into operational accounts	For organisation	General Manager of Finance & Compliance
Approve banking and investment account arrangements, including the authorising the opening of new accounts.	For all of Council	General Manager of Finance & Compliance

### Financial: ATM, Receipts and Banking

Function	Amount and/ or Qualification (Where applicable)	Delegated Authority
Authority to invoice, receive, code and bank income and approve issue of receipts.	<i>For service/s Consistent with service budget authority.</i>	Works Co-Ordinator and Team Leader
	<i>For division Consistent with divisional budget authority</i>	Managers
	<i>For organisation Consistent with the budget authority</i>	CEO

### Financial: Petty Cash

Function	Amount and/ or Qualification (Where applicable)	Delegated Authority
Authority to operate, control and reimburse petty cash.	<i>For service/s Consistent with service</i>	Works Co-Ordinator and Team Leader

	<i>budget authority.</i>	
	<i>For division Consistent with divisional budget authority</i>	General Manager's
	<i>For organisation Consistent with the budget authority</i>	CEO

### Financial: Cheques

<b>Function</b>	<b>Amount and/ or Qualification (Where applicable)</b>	<b>Delegated Authority</b>
Authority to issue cheque requisitions	<i>For service/s Under direct control, within approved service budget and subject to any restrictions outlined elsewhere in this document.</i>	Works Co-Ordinator and Team Leader
	<i>For division Under direct control, within approved divisional budget and subject to any restrictions outlined elsewhere in this document.</i>	Managers
	<i>For organisation Under direct control, within approved budget and subject to any restrictions outlined elsewhere in this document.</i>	CEO
Approve and sign cheques	<i>For all organisation</i>	CEO/Managers /Finance Officer and Manager
Approval to stop payment on cheques	<i>For all organisation</i>	CEO/Managers/Finance Officer and Manager
Approve change and/or add cheque signatories	<i>For all signatories</i>	CEO/Managers

### Financial: Bad Debts

<b>Function</b>	<b>Amount and/ or Qualification (Where applicable)</b>	<b>Delegated Authority</b>
Approve write-offs of bad debts	<i>\$5,000 (May not exceed )</i>	Manager
	<i>\$10,000 (May not exceed )</i>	CEO
	<i>\$10,000 (In excess of)</i>	Council
Approve write-offs of cash losses; thefts or shortages; furniture, plant or equipment losses, thefts or destruction.	<i>\$5,000 (May not exceed )</i>	Managers
	<i>\$10,000 (May not exceed )</i>	CEO

	\$10,000 (In excess of)	Council
Approve debt recovery payment terms	\$10,000 (May not exceed )	Managers
	\$50,000 (May not exceed )	CEO
	\$50,000 (In excess of)	Council
Correct administrative errors	\$50 (May not exceed )	Managers
	\$1,000 (May not exceed)	CEO
	\$1,000 (In excess of )	Council

**Approved**

This document was approved by Council - .....

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**Signed- Chief Executive Officer**

.../.../....  
**Date**