

1. BACKGROUND AND PRINCIPLES

In order for *Council* to operate efficiently, *Council Officers* must be awarded financial delegations to manage the day to day business of Council.

2. SCOPE

This Policy applies to all departments within the Whitsunday Regional Council, all Officers and the Mayor of the Whitsunday Regional Council.

3. POLICY OBJECTIVES

The objectives of this Policy are to:

- provide direction to Officers in the awarding and use of financial delegations; and
- ensure appropriate governance is established for the awarding of financial delegations.

4. POLICY STATEMENT

- 4.1 Financial delegations shall be awarded by the CEO to Officers.
- 4.2 All expenditure incurred by the Council must be for Council purposes and comply with the provisions of the *Local Government Act 2009* and any relevant Council policies, including but not limited to Council's Purchasing Policy, as determined by Council from time to time.
- 4.3 Financial delegates have authority to commit the funds within the budget approved by Council, subject to any limits identified in any delegation.
- 4.4 Financial delegations are applicable to a position, not to any individual person(s).
- 4.5 Financial delegations register shall include a separately identified financial delegation for authority to write-off assets.
- 4.6 Financial delegations shall be limited to those areas and accounts for which the financial delegate has responsibility and the commitment or expenditure must be in accordance with the purpose for which the funds were allocated.
- 4.7 A financial delegate must not exercise a financial delegation that will result, either directly or indirectly, in any tangible benefit to the financial delegate. If any conflict of interest occurs, the financial delegate must declare the conflict to the CEO.
- 4.8 Reimbursement of expenses to an Officer must be authorised by a financial delegate that occupies, or is currently occupying, a more senior position than the individual being reimbursed.
- 4.9 Financial delegates shall not separate a single supply or service into parts, with the aim of issuing two or more orders or contracts which individually do not exceed the level of the financial delegate's financial delegation. This does not apply to progress payments and claims made in accordance with a contract that has been previously approved.

INTERNAL USE ONLY

Policy No: 000.67 - Classification: Finance

Adoption Date: 08 April 2015

Revokes: Policy No. [POLC-CS-FS-007] Financial Authorisations – 12 March 2014

- 4.10 More senior financial delegates may, in writing, require that financial delegates under their area of responsibility not exercise a delegation either fully or partially.
- 4.11 A permanent Officer temporarily appointed to a position may exercise the financial delegations of the position unless restrictions are imposed by a more senior Officer.
- 4.12 Financial delegations that authorise the commitment of Council funds shall be held fully accountable for that decision and should be able to justify the decision.
- 4.13 Financial delegates shall be provided with adequate training to undertake delegations.

Authority to Approve Financial Delegations

- 4.14 Financial delegations must be established by written approval of the CEO.
- 4.15 The CEO may, from time to time, in writing, set and vary the default delegations, having regard to the individual circumstances.
- 4.16 Specific delegations may be made subject to appropriate limitations applied by the CEO.
- 4.17 The Director, Corporate Services shall be responsible for:
 - (i) recording the financial delegations for individual Officers in a register of delegations and Council's financial system;
 - (ii) ensuring compliance with the limits of financial delegations;
 - (iii) co-ordinating, reviewing and administering financial delegations, including the timely removal of temporary delegations;
 - (iv) controls to ensure the current financial delegations match the financial delegations in Council's financial system; and
 - (v) acting in an advisory role to Officers with regard to the operation of financial delegations.

Limitations to Financial Delegations

- 4.18 All information and communication technology equipment and hardware shall be purchased only by the Executive Manager Customer and Information Services and Director Corporate Services.
- 4.19 All energy, utilities, telecommunication charges, fleet operations (including fleet hire), fuel and insurances must be held on a corporate account and only approved by the Director Corporate Services or the Fleet Coordinator (for fleet operations only).
- 4.20 Where land is to be acquired or sold, all purchases (including acquisition of land for use as a footpath) must obtain Council approval.
- 4.21 Where goods or non-current assets are to be sold (including by auction or tender) all disposals valued over \$10,000 plus GST must be reported to the Council.
- 4.22 Financial delegations do not extend to making ex-gratia payments where dealing with liability claims.
- 4.23 Payroll transactions are to be approved by the Chief Financial Officer, Chief Operating Officer, CEO, Director Corporate Services and Team Leader Operational Accounting only.
- 4.24 Delegations do not extend to writing-off stores, assets and debts exceeding \$2,000 in value

5. RELEVANT LEGISLATION

Local Government Act 2009

Local Government Regulation 2012

6. DEFINITIONS

CEO shall mean a person who holds an appointment as Chief Executive Officer of the Whitsunday Regional Council under section 194 of the *Local Government Act 2009*. This includes a person acting in this position.

Council shall mean the Whitsunday Regional Council.

Officer/s includes permanent, temporary, casual staff or contractors employed by Council.

Financial Delegations shall mean a delegations made by the CEO in accordance with this Policy.

Financial delegate shall mean a staff member who has financial delegations.

7. RELATED DOCUMENTS

Purchasing Policy

Risk Management Policy

Financial Authorisations Procedure

Financial Authorisations Register

8. DATE REVIEWED

30 March 2015

9. NEXT REVIEW

30 June 2016