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Policy Number **FIN08**

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Delegation of Authority for Policy and Procedures

1.1.24 – Delegations Policy

Policy

Council is committed to service delivery across Council within the parameters of a formalised delegation of authority framework.

Purpose of this document

To provide clear and easy to understand processes and accountability, for administrative functions and levels of decision making across Council.

Principles

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- 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 e.g.: 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 e.g. 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 and code of conduct.
- The delegations listed in the Register 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.
- The position has delegation not the person.
- Outsourced positions do not have delegation rights within the organisation.

- A delegate should not exercise their delegation so as to approve a recommendation that personally benefits them.
- Unless specifically delegated, it should be assumed that no delegation exists.
- The Register 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.
- The delegation register will be reviewed each year with a view to improving its utility and relevance to the organisational structure of council.
- The Register operates as delegated authority by the Council.
- In line with s.32 of the *Local Government Act*, Council may delegate powers and functions to a Local Authority, such delegations may only be made by resolution of Council.

Definitions

Positions and Bodies

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

Chief Executive Officer (referred to as 'CEO') The person appointed by and responsible to council for the day to day management of the affairs of council.

Director of Council and Community Services: (referred to as 'Director') The primary role's of this person appointed as a Director, is community infrastructure, management of regional services and asset management and for all funded Services divisions of council.

Note: Senior Financial Consultant (SFC) from CouncilBIZ will have same Financial delegation as director and will use his /her authority in need base to facilitate urgent transactions to be carried out within deadline after obtaining sufficient evidence to safe guard the transaction.

Manager: (referred to as 'Regional Services Manager') A person appointed as a manager of one of the three Regional Service Centres they are responsible to the Director of Council and Community Services.

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Local Authority: (referred to as 'Local Authority')

Note: A full list of council staff positions with designated title/level of delegation is included in this document.

Budget

Council Budget: (referred to as 'the budget') The council's annual budget resolved by the Council.

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

Human Resource Delegations

Staff: Salary, Conditions, Packages and Contracts

Function	Amount and/ or Qualification (Where applicable)	Delegated Authority
Appointment of temporary staff (including agency staff) maximum of 3 months	<i>Existing positions</i>	Director
	<i>New positions</i>	CEO
Set and approve salaries	<i>For all staff</i>	CEO
	<i>For CEO</i>	Council
Set and approve annual salary increments.	<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 Directors & Managers</i>	CEO
	<i>For CEO</i>	Council
Approve/sign staff letters of offer	<i>For new positions</i>	CEO
	<i>For existing positions</i>	Director
Staff Contracts	<i>For contract positions</i>	CEO
	<i>For CEO</i>	Council
Approve conditions of employment	<i>For all staff</i>	CEO

Staff: Position Descriptions

Function	Amount and/ or Qualification (Where applicable)	Delegated Authority
Approve changes to existing position descriptions	<i>For staff positions</i>	Director
	<i>For Directors & Managers positions</i>	CEO
	<i>For CEO position</i>	Council
Approve changes to existing position titles	<i>For staff positions</i>	CEO
	<i>For Director & Managers positions</i>	CEO
Approve deletion 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 positions</i>	CEO
	<i>For CEO</i>	Council

Staff: New Positions, Position Descriptions, Advertisements, Selection, Appointment and Probation

Function	Amount and/ or Qualification (Where applicable)	Delegated Authority
Identify existing staff position vacancies	<i>For staff positions</i>	Managers
	<i>For Managers positions</i>	Director
	<i>For Directors positions</i>	CEO

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	<i>For CEO position</i>	Council
Identify new staff positions (including availability of funding)	<i>For staff positions</i>	Managers
	<i>For all managers positions</i>	Director
	<i>For Directors</i>	CEO
Approve new staff positions	<i>For staff positions</i>	CEO
Develop new staff position descriptions	<i>For staff positions</i>	Director & Managers
	<i>For all Managers positions</i>	Directors
	<i>For all Director positions</i>	CEO
Approve new staff position descriptions	<i>For staff positions</i>	Director
	<i>For Director positions</i>	CEO
Recommend appointment to staff positions	<i>For staff positions</i>	Managers / Director
Appoint staff to positions	<i>For all staff positions</i>	Director
	<i>For all Director & Manager positions</i>	CEO
	<i>For CEO position</i>	Council
Confirm successful completion or otherwise of new staff probationary periods	<i>For staff positions</i>	Managers / Director
	<i>For Manager positions</i>	Director / CEO
	<i>For Director positions</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>	CEO
Recommend dismissal of a staff member	<i>For all staff</i>	Director/CEO/Manager
	<i>For Directors</i>	CEO
Decisions to make a staff member redundant	<i>For all staff</i>	CEO
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>	CEO
	<i>For Director & Managers</i>	CEO
	<i>For CEO</i>	Council

Note: This Delegation should be read in conjunction with the WDRC Staff Discipline, Policy and Procedure.

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

Function	Amount and/ or Qualification (Where applicable)	Delegated Authority
Approve staff overtime	<i>For all staff</i>	Director
	<i>For Co-ordinators</i>	Director

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Approve staff time in lieu	<i>For all staff</i>	Director
	<i>For Manager</i>	Director
	<i>For Director</i>	CEO
Approve staff annual leave	<i>For all staff</i>	Manager / Director
	<i>For Program Manager</i>	Director
	<i>For Director</i>	CEO
	<i>For CEO</i>	Council
Approve staff annual leave in advance or in excess of entitlements.	<i>For all staff</i>	CEO
	<i>For CEO</i>	Council
Approve staff long service leave	<i>For Staff member (except Director & RSM)</i>	Director
	<i>For Director & Regional Service Managers</i>	CEO
	<i>For CEO</i>	Council
Approve staff special leave	<i>For all staff</i>	Director
	<i>For Managers</i>	Director
	<i>For Director</i>	CEO
	<i>For CEO</i>	Council
Approve staff leave without pay	<i>For all staff</i>	Director
	<i>For Managers</i>	Director
	<i>For Director</i>	CEO
	<i>For CEO</i>	Council
Discretionary leave	<i>For all staff</i>	CEO
	<i>For CEO</i>	Council
Approve staff leave without pay for study purposes	<i>For all staff</i>	Managers
	<i>For Managers</i>	Director
	<i>For Director</i>	CEO
	<i>For CEO</i>	Council
Approve fee assistance for staff study leave	<i>For all staff (within service budget)</i>	Director
	<i>For Managers (within the budget)</i>	Director
	<i>For Directors (within the budget)</i>	CEO
	<i>For CEO (within the budget)</i>	Council
Approve skill development plans for staff	<i>For all staff</i>	Managers
	<i>For Managers</i>	Director
	<i>For Director</i>	CEO
	<i>For CEO</i>	Council
Approval of attendance at external training courses/conferences.	<i>For all staff (within budget)</i>	Director
	<i>For Managers</i>	Director
	<i>For Director</i>	CEO
	<i>For CEO</i>	Council
Approve travel within Australia	<i>For all staff (within the budget)</i>	CEO
	<i>For Managers</i>	CEO
	<i>For Director</i>	CEO
	<i>For CEO</i>	Council

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Approve travel outside of Australia	<i>For all staff</i>	CEO
	<i>For Director & Managers</i>	CEO
	<i>For CEO</i>	Council
Approve travel costs for attendance at training courses/conferences.	<i>For all staff (within service budget)</i>	Director
	<i>For (within divisional budget) Managers</i>	Director
	<i>For Director (within the budget)</i>	CEO
	<i>For CEO</i>	Council

Staff: Performance Management

Function	Amount and/ or Qualification (Where applicable)	Delegated Authority
Appraise performance of staff	<i>For all staff</i>	Managers
	<i>For Managers</i>	Director
	<i>For Director</i>	CEO
	<i>For CEO</i>	Council
Management of unsatisfactory staff performance	<i>For all staff</i>	Managers
	<i>For Managers</i>	Director
	<i>For Director</i>	CEO
	<i>For CEO</i>	Council
Intervene in management of any unsatisfactory staff performance where divisional concerns are identified.	<i>For Managers</i>	Director
Intervene in management of any unsatisfactory staff performance where organisational concerns are identified.	<i>For Director & Regional Services Manager</i>	CEO
Intervene in management of any unsatisfactory staff performance where council concerns are identified.	<i>For CEO</i>	Council

Note: This Delegation should be read in conjunction with the WDRC Discipline Policy HR07

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 Managers</i>	Director & Manager Governance and HR
Authority to purchase, industrial/human resources advice and/or expertise.	<i>For Managers (within divisional budget)</i>	Director
Authority to expend funds in excess of budget, on industrial/human resources matters.	<i>For all of council</i>	Council

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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	For all of organisation <i>(within the budget)</i>	CEO
Approve renewal of existing leases	For all of organisation <i>(within the budget)</i>	CEO
Cancel existing leases	For all of organisation	CEO
Authorise appointment of external consultants	<i>For organisation (within service budget)</i>	CEO
	<i>For all of council (outside the budget)</i>	Council
Approve appointment of insurers, details of contract and payment of premiums	For all of organisation <i>(within the budget)</i>	CEO
Approve commercial agreements for the staff and services of council	For all of organisation <i>(within the budget)</i>	CEO
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>	Director / CEO
	<i>For organisation</i>	CEO
Authority to invite formal tenders for supply of goods or services	<i>For division</i>	Director / CEO
	<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 service staff</i>	Managers
	<i>For Managers</i>	Director
	<i>For organisation</i>	CEO
Approve draft submissions and tenders to be forwarded to the CEO.	<i>For division</i>	Director
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	<i>For division</i>	Director / CEO
	<i>For organisation</i>	CEO
Authority to sign/seal agreements, contracts or tenders obtained	<i>For all of council</i>	Council
Authority to prepare and submit performance reports to funding departments/organisations.	<i>For division</i>	Director
	<i>For organisation</i>	CEO
Approve and submit financial reports to funding departments/organisations.	<i>For division</i>	Director /CEO
	<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>	Managers

Services

Services: Service Provision and Performance Management

Function	Amount and/ or Qualification (Where applicable)	Delegated Authority
Approve the organisational regional plan and updates.	For all of council	Council
Authority to develop service plans in support of council's strategic plan.	<i>For service staff</i>	Managers
Approve new service initiative recommendations to be forwarded to the CEO.	<i>For division</i>	Director
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 Managers</i>	CEO
Authority to purchase, legal advice and/or expertise.	<i>Managers (within divisional budget)</i>	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

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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
Approval of policies	<i>For all of council (where operationally related)</i>	CEO

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 statements.	<i>For all of organisation (on strategic issues and positions held)</i>	CEO
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>	Director & Managers
Authority to respond to ministerial and contentious issues.	<i>For all staff</i>	CEO

Note: This Delegation also relates to correspondence via emails.

Grievances

Grievances: Grievances

Function	Amount and/ or Qualification (Where applicable)	Delegated Authority
Authority to ensure appropriate and timely resolution of a grievance	<i>For all staff</i>	Managers
	<i>For Managers</i>	Director
	<i>For Director</i>	CEO
	<i>For CEO</i>	Council
Authority to consult with council's external advisors, on grievance matters.	<i>For Director/Managers</i>	CEO
Authority to purchase, mediation advice and/or expertise.	<i>For Director/Managers (within divisional budget)</i>	CEO

Note: This Delegation should be read in conjunction with the WDRC Staff Complaints, Policy and Procedure.

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 50,000 (May not exceed)</i>	CEO
Authorise variations to the annual operational and capital budgets.	<i>For all of council</i>	Council

Note: The draft annual budget accepted by council is submitted to the Department of Local Government, Housing and Community Development.

Financial: Operational Expenditure

Function	Amount and/ or Qualification (Where applicable)	Delegated Authority
Approve expenditure	<i>Under direct control, within approved service budget and subject to any restrictions outlined elsewhere in this document. Up to 5,000 for travel and accommodation booking and up to 2,000 for general expenses (unless otherwise authorised)</i>	Admin assistant authorised by CEO
	<i>Under direct control, within approved service budget and subject to any restrictions outlined elsewhere in this document. Up to \$5,000 (unless otherwise authorised)</i>	Managers
	<i>Under direct control, within approved divisional budget and subject to any restrictions outlined elsewhere in this document. Up to \$50,000</i>	Director
	<i>Under direct control, within approved budget and subject to any restrictions outlined elsewhere in this document. Up to \$500,000</i>	CEO
	<i>Under direct control, within approved budget and subject to any restrictions outlined elsewhere in this document.</i>	Council
	<i>\$1,000 (Up to) Within approved budget, accompanied by associated receipts and refund through petty cash</i>	Admin Assistant or Authorised personal by CEO

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Financial: Capital Expenditure and Asset Control

Function	Amount and/ or Qualification (Where applicable)	Delegated Authority
In kind support for external organisations (this includes accommodation, venue hire, vehicles, materials etc.)		Director
Approve alterations/renovations to buildings, not included in approved capital budget	<i>\$250,000 (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>\$5,000 (Up to) for any one item. Consistent with service budget authority.</i>	Managers
	<i>\$25,000 (Up to) for any one item (All equipment over \$10,000 must be accompanied by three quotes)</i>	Director
	<i>For organisation \$100,000 (Up to on any one item) (All equipment over \$10,000 must be accompanied by three quotes)</i>	CEO
	<i>For all of council \$100,000 (In excess of on any one item) (All equipment over \$10,000 must be accompanied by three quotes)</i>	Council
Authorised to replace essential items of equipment not included in approved capital budget	<i>For division \$5,000 (Up to) for any one item (All equipment over \$10,000 must be accompanied by three quotes)</i>	Director
	<i>For organisation \$50,000 (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 (after seeking approval from Council)	<i>For organisation \$100,000 (Up to on any one item)</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>	CEO Director Managers
Approval of sale or purchase of land or buildings	For all of council	Council
Approval of development of new buildings	For all of council	Council

Note: Capital Items are items which have a purchase price of \$5,000 or more and must always be entered into the small assets & items register at purchase.

Financial: Purchase Orders and Invoices

Function	Amount and/ or Qualification (Where applicable)	Delegated Authority
Approve purchase orders	\$5,000 (up to unless otherwise authorised)	Managers
	\$50,000 (up to)	Director
	\$500,000 (up to)	CEO
	\$100,000.00 and above	Shall be through Tender

Financial: Salaries and Deductions

Function	Amount and/ or Qualification (Where applicable)	Delegated Authority
Approve staff reimbursement for expenditure on behalf of council	<i>For all staff</i>	Managers
	<i>For Managers</i>	Director
	<i>For Director</i>	CEO
	<i>For CEO</i>	Mayor
Compile and approve staff time sheets	<i>For all staff</i>	Manager/Director
Approve for payment all payroll related transactions	<i>For all staff</i> 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.	Manager Governance and HR

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Financial: Investment

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

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>	Director
	<i>For Council Consistent with the budget authority</i>	CEO

Financial: Petty Cash

Function	Amount and/ or Qualification (Where applicable)	Delegated Authority
Authority to control and reimburse petty cash.	<i>For service/s Consistent with service budget authority.</i>	Director Manager
	<i>For organisation Consistent with the budget authority</i>	CEO

Financial: Cheques

Function	Amount and/ or Qualification (Where applicable)	Delegated Authority
Authority to issue cheque requisitions	<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/CouncilBiz/

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		Manager Governance and HR
Approval to stop payment on cheques	<i>For all organisation</i>	CEO/CouncilBiz / Manager Governance and HR
Approve change and/or add cheque signatories	<i>For all signatories</i>	CEO

Financial: Bad Debts

Function	Amount and/ or Qualification (Where applicable)	Delegated Authority
Approve write-offs of bad debts		Council
Approve write-offs of cash losses; thefts or shortages; furniture, plant or equipment losses, thefts or destruction.	<i>100,000 (May not exceed)</i>	CEO
	<i>100,000 (in excess of)</i>	Council
Approve debt recovery payment terms		CEO
Correct administrative errors	<i>25,000 (May not exceed)</i>	Director
	<i>100,000 (May not exceed)</i>	CEO
	<i>100,000 (In excess of)</i>	Council

REFERENCES

WDRC Discipline Policy HR07

FURTHER INFORMATION:

Chief Executive Officer

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