



Chief Executive Financial Instruction No. 12

Financial Delegations

Document Information

Audience

All Staff

Version

2018-2

Effective Review Date

1 August 2020

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Chief Financial Officer
1 August 2020

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20 November 2018



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1. Obligations under this Instruction

1.1 Authority for Delegations

Pursuant to section 49(2) of the *City Renewal Authority and Suburban Land Agency Act 2017 (CRASLA Act)*, the Chief Executive Officer (CEO) of the Suburban Land Agency (the Agency) may sub-delegate the functions delegated to them by the Board.

It is a condition of delegation that functions are performed in accordance with the relevant Territory laws, including the *Financial Management Act 1996 (FMA)*, and relevant policies and procedures.

1.2 Compliance

Managers and staff are accountable for decisions made as delegates to the CEO for the fulfilment of their responsibilities under these procedures. Non-compliance will be taken as a serious matter and may result in disciplinary action or be reflected in management performance reviews.

The official primary reference for all delegations is the Register of Delegations as mentioned in Section 3.1 below.

2. Overview of Delegations

2.1 Responsibilities and Accountabilities

The Chief Financial Officer has responsibility to:

- develop, maintain and review financial delegations;
- provide recommendations to the CEO for financial delegations changes;
- ensure that a Register of Delegations is available for all staff to access; and
- advise Executive Directors and all other staff, each time the Register of Delegations is reviewed.

Executive Directors have responsibility for ensuring that their staff:

- understand the powers and limitations of their delegations;
- understand their responsibilities in relation to delegations; and
- have sufficient training and possess the necessary skills to undertake the delegations.



Prior to exercising a delegation, staff members are responsible for ensuring that:

- authority for their delegation exists, and if not sure, they must examine the Register of Delegations found on the Suburban Land Agency's (the Agency) intranet;
- action is within the power and limitation of their delegation;
- they understand their responsibilities;
- approval of transactions and payments do not exceed the monetary amount of the delegation (GST inclusive) or the budget limitations, and is limited to their position's area of responsibility;
- all relevant agency procedures are followed such as procurement and asset management procedures;
- they do not exercise any delegation where there may be a conflict of interest relating to themselves, an associate or family member; and
- they do not approve transactions for officers of a level higher than their own level. The only exception is where the Chief Financial Officer authorises the CEO's transactions.

Temporary ACT Public Service employees may have the same delegations as permanent officers.

Contractors do not have delegations.

3. Instructions for Delegations

3.1 Register of Delegations

The Agency has a Register of Delegations, setting out the position details, power and limitation for each delegation.

The Chief Financial Officer reviews the Register of Financial Delegations at least annually.