

## INSTRUMENT OF FINANCIAL SUB-DELEGATION

In exercising the power conferred by section 47(1) of the *Local Government Act 2020* (the Act), I, Bradley Thomas, Chief Executive Officer of Hepburn Shire Council;

1. delegate to the member of Council staff **holding, acting in or performing** the **positions** as described in column 1 of Schedule 1 the powers, duties and functions as set out in column 3 of Schedule 1 of this Instrument of Financial Sub-Delegation.

AND

2. declare that this Instrument of Financial Sub-Delegation;
  - a. comes into force immediately upon its execution;
  - b. remains in force until varied or revoked;
  - c. is subject to any conditions and limitations set out in Schedule 1;
  - d. is subject to periodic review and may be amended as necessary from time to time;
  - e. must be read in accordance with any policies or procedures which Council from time to time adopts, in particular the Procurement Policy and the Corporate Credit Card Policy; and
  - f. expenditure must not exceed the maximum amount per transaction as specified in column 2 of Schedule 1.

The Instrument of Financial Sub- Delegation defines the procedure within which Council staff are permitted to operate. This enables Council to conduct activities in an efficient and timely manner while maintaining transparency and integrity.

### Approved by the Chief Executive Officer

Bradley Thomas

.....  
Full Name of the Chief Executive Officer



.....  
Signature of the Chief Executive Officer

27 October 2023

.....  
Date

## SCHEDULE 1

**Table 1: Financial Delegations**

Delegate	Maximum Amount per transaction <i>(inclusive of GST)</i>	Powers and Delegations
<b>Directors</b>	\$220,000	<ol style="list-style-type: none"> <li>1. Approve to enter into contract /agreement.</li> <li>2. Sign contract /agreement.</li> <li>3. Approve purchase order or invoice.</li> <li>4. Acceptance of quotation(s).</li> <li>5. Contract term extensions if within budget.</li> <li>6. Contract variations <i>(see table 2 of Schedule 2 below)</i></li> </ol>
<b>Executive Managers</b>	\$220,000	<ol style="list-style-type: none"> <li>1. Approve to enter into contract /agreement.</li> <li>2. Sign contract /agreement.</li> <li>3. Approve purchase order or invoice.</li> <li>4. Acceptance of quotation(s).</li> <li>5. Contract term extensions if within budget.</li> <li>6. Contract variations <i>(see table 2 of Schedule 2 below)</i></li> </ol>
<b>Managers</b>	\$110,000	<ol style="list-style-type: none"> <li>1. Approve to enter into contract /agreement.</li> <li>2. Sign contract /agreement.</li> <li>3. Approve purchase order or invoice.</li> <li>4. Acceptance of quotation(s).</li> <li>5. Contract term extensions if within budget.</li> <li>6. Contract variations <i>(see table 2 of Schedule 2 below)</i></li> </ol>
<b>Coordinators Project Managers</b>	\$55,000	<ol style="list-style-type: none"> <li>1. Approve purchase order or invoice.</li> <li>2. Acceptance of quotation(s).</li> <li>3. Contract term extensions if within budget.</li> <li>4. Contract variations <i>(see table 2 of Schedule 2 below)</i></li> </ol>
<b>Team Leaders Supervisors Executive Assistants</b>	\$5,500	<ol style="list-style-type: none"> <li>1. Approve purchase order or invoice.</li> </ol>

## SCHEDULE 2

**Table 2: Contract Variations – Delegations from the Chief Executive Officer**

Delegate	Approval Amount – inclusive of GST
<b>Directors</b>	Aggregate of all contract variations up to <b>30%</b> of the original contract sum, or <b>\$220,000</b> individually, whichever is the lesser subject to remaining within budget or offset savings being identified.
<b>Executive Managers</b>	Aggregate of all contract variations up to <b>30%</b> of the original contract sum, or <b>\$220,000</b> individually, whichever is the lesser subject to remaining within budget or offset savings being identified.
<b>Managers</b>	Aggregate of all contract variations up to <b>20%</b> of the original contract sum, or <b>\$110,000</b> individually, whichever is the lesser subject to remaining within budget or offset savings being identified.
<b>Coordinators Project Managers</b>	Aggregate of all contract variations up to <b>10%</b> of the original contract sum, or <b>\$55,000</b> individually, whichever is the lesser subject to remaining within budget or offset savings being identified.

**Table 3: Contract Variations – Under clause 21.6 of the Procurement Policy**

Delegate	Approval Amount – inclusive of GST
<b>Council</b>	Aggregate of all contract variations above <b>30%</b> of the original contract sum, or above <b>\$330,000</b> individually.
<b>Chief Executive Officer</b>	Aggregate of all contract variations up to <b>30%</b> of the original contract sum, or <b>\$330,000</b> individually, whichever is the lesser subject to remaining within budget or offset savings being identified.