	# *Finance Delegation Policy*
Policy Classification	Council Policy
First Issued:	September 2010
Dates of Review:	June 2028
Version Number:	13
Applicable Legislation:	*Local Government Act 1999* *Local Government (Financial Management) Regulations 2026*
Related Policies or Documents:	Procurement Policy Credit Card Policy Council Schedule of Financial Delegations Internal Control Policy
Associated Forms:	NA
Responsible Manager:	Chief Executive Officer Directors Finance Department
Approved by Council:	10 November 2026
Minutes Reference:	OM313:2026

Table of Contents

1. Preamble 3
2. Purpose 3
3. Scope 3
4. Definitions 3
5. Policy Statement 4
6. Review and responsibilities 6
7. Availability and Grievances 6

The electronic version on the document management system is the controlled version of this document.
Printed copies are considered uncontrolled. Before using a printed copy, verify that it is the controlled version.

Finance Delegation Policy

1. Preamble

1.1. In accordance with Section 101 of the Local Government Act 1999, the Chief Executive Officer makes financial delegations or sub-delegations to employees of Council.

2. Purpose

2.1. The objective of this policy is to provide clear direction and a framework that enables Kangaroo Island Council to achieve best practice in relation to its financial operations, obligations and administrative duties. This policy is relevant for all Kangaroo Island Council employees who have financial authority for any type of administrative function.

3. Scope

3.1. To define the policy for delegating financial authority for the administrative functions of the Kangaroo Island Council, in order to conduct and guide all aspects of Council's financial operations.

3.2. Financial Delegations of Authority are the mechanisms by which the Kangaroo Island Council enables officers of the Council to commit funds on behalf of the Kangaroo Island Council.

3.3. Delegations provide the formal authority to an officer to financially commit the Council and/or incur liabilities or debts for the Council.

3.4. In accordance with Section 101 of the Local Government Act 1999, the Chief Executive Officer has the ability to delegate or sub-delegate Financial Delegations to employees of the Kangaroo Island Council in line with this Delegation Policy & the Schedule of Financial Delegations.

4. Definitions

4.1. **CEO** means the Chief Executive Officer of the Kangaroo Island Council.

4.2. **Council** means the Elected Body.

4.3. **Kangaroo Island Council (KIC)** means the administration.

4.4. **Employee(s)** an Employee is any person who is employed by the Council, but also includes any contractors, agency personnel, volunteers, work experience placements and consultants who are performing duties/tasks for, or on behalf of, the Council.

4.5. **Capital Purchases** authorisation of Requisitions & Purchases for Capital Items issued in line with the Kangaroo Island Council Procurement Policy.

4.6. **Credit Cards** the ability to hold a Kangaroo Island Council credit card and purchase goods & services for Kangaroo Island Council in line with Kangaroo Island Council's Credit Card Policy and Procedure.

The electronic version on the document management system is the controlled version of this document.
Printed copies are considered uncontrolled. Before using a printed copy, verify that it is the controlled version.

4.7. **Contracts, Tenders or Bids** means the ability to submit and engage in private works projects.

4.8. **Debtor invoicing** issuing & authorisation of Debtor invoices for revenue collection.

4.9. **Petty Cash** the ability to authorise petty cash purchases, and disperse petty cash as required in line with internal operating procedures.

4.10. **Purchases** authorisation of Operational Requisitions & Purchases for Council in line with the Kangaroo Island Council Procurement Policy.

4.11. **Sale & Trade-in of Assets** the ability to engage in discussions and sell Council Assets in line with Kangaroo Island Council's Disposal of Land and Asset Policy.

4.12. **Signing Authority** the ability to sign cheques and authorise EFT payments or disperse money from Council's bank account, in line with Council's current operating procedures.

4.13. **Writing off Bad Debts & Credit Notes** authorisation for write-off of bad debts and credit notes for all financial functions, including debtors, creditors, rates etc, is as per the Schedule of Delegations. All bad debts written off shall be reported to Council.

5. Policy Statement

In accordance with Section 101 of the *Local Government Act 1999,* the Chief Executive Officer makes financial delegations or sub-delegations to employees of Council based on the following principles:

5.1. Schedule

5.1.1. The Schedule of Financial Delegations of Authority identifies Kangaroo Island Council's Financial Delegations at a positional level;

5.1.2. The Finance Department will maintain an up-to-date Schedule of Delegations for the purpose of verification of authority. Copies of Officer's specific financial delegated authority are approved by the CEO and maintained in KICs records management system.

5.2. Authority

5.2.1. The delegations are made (where practical) to Positions rather than specific employees;

5.2.2. Delegates may not further delegate their powers except, where there is evidence of an approved higher duties authorisation;

5.2.3. An employee formally acting in a position for a specific period of time can exercise the same level of delegation as the substantive occupant to that position provided the substantive occupant is absent for at least one full working day and an authorised higher duties form is held by the HR department;

The electronic version on the document management system is the controlled version of this document.
Printed copies are considered uncontrolled. Before using a printed copy, verify that it is the controlled version.

5.2.4. Delegations are granted provided that the delegate complies with all Council Policies and Legislative requirements;

5.2.5. All delegations refer to being “within approved budget”; such delegations continue to apply for matters where a separate resolution of Council has been made subsequent to the budget being adopted;

5.2.6. Finance delegations are to be reviewed on an annual basis or earlier if circumstances require this is particularly relevant where Council Officers change, and or roles are re-assigned;

5.2.7. Delegations can be wholly or partially revoked at any time by the Chief Executive Officer or the Departmental Director and Manager to whom that delegate is accountable provided that the Chief Executive Officer has been advised of the reasons for the temporary and/or the permanent change;

5.2.8. Delegations to delegates who cease to be employed by the Kangaroo Island Council will have no further authority, effective from the date that the employment contract ceases, or at any time if revoked by the CEO;

5.2.9. Delegations to the CEO may only be revoked by the CEO performance panel.

5.3. **Transactions**

5.3.1. A delegate may take any action or sign any document (subject to any policies about signing documentation) necessary to give effect to a transaction they have authorised under their delegation.

5.3.2. Any delegation to incur expenditure, or liability must be exercised within the limits of the relevant approved budget or other approved source of funds. Any proposed expenditure on items not contained within the approved budget must be referred to the Chief Executive Officer for approval by Council.

5.3.3. A delegate can only exercise authority with respect to the total transaction value, exclusive of GST.

5.3.4. If there is any increase in the cost of a transaction, then the delegate who approved the original transaction must approve that variation provided that the sum of the variation and the original cost of the transaction does not exceed the delegate’s limit of authority for that type of transaction.

5.3.5. If the sum of the variation and the original cost of the transaction exceed the delegate’s limit of authority for that type of transaction, a delegate with the appropriate level of authority must approve that variation.

5.3.6. If the sum of the variation and the original cost of the transaction exceed senior manager delegation limits for that type of transaction, then the CEO must be made aware of this variation.

5.3.7. Where a commitment for a financial transaction has been entered into by an appropriately delegated officer, it is not necessary for progress payments to be

The electronic version on the document management system is the controlled version of this document.
Printed copies are considered uncontrolled. Before using a printed copy, verify that it is the controlled version.

authorised by that delegate if a lower band delegate has the delegation to authorise these progress payments, provided that the aggregate of the progress payments does not exceed, and remains within, the approved budget.

5.4. Levels of Authority

5.4.1. Only Council employees with delegated authority pursuant to Section 44, 101 and 137 of the Local Government Act 1999 can incur expenditure on behalf of the Council.

5.4.2. A delegate's supervisor may exercise the same level of authority as the delegate (that is to say), levels of authority are hierarchical through relevant line of responsibility up to and including the Chief Executive Officer.

5.4.3. Delegates are always subject to the direction and authority of the Chief Executive Officer.

5.4.4. The Chief Executive Officer has authority to exercise any delegation of authority specified in this document and associated Schedule except those delegated to a Committee of the Council or an authorised person.

5.5. Own Expenditures & Leave

5.5.1. Delegates must not approve the incurring of, or the reimbursement of, their own expenditures or advances even if it falls within their delegation limit. Nor are delegates permitted to approve their own leave of absence from the Council. Such expenditure and leave must be approved by that person's immediate supervisor. Where the immediate supervisor is not available it must be approved by the supervisor of the immediate supervisor.

6. Review and responsibilities

The Kangaroo Island Council may commence appropriate disciplinary procedures if a person to whom this policy applies breaches this policy (or any of its related procedures and schedules).

Council requires External Auditors to include a process of testing Financial Delegations that will identify any breaches of this policy. Council's training needs and internal control self-assessment processes include responsibility for review of the effectiveness of the delegations and adherence to this Policy.

This Financial Delegation Policy shall be reviewed by Council and the Audit & Risk Committee every two years, with the Schedule of Financial Delegations reviewed annually by the CEO for confirmation and amended as required.

7. Availability and Grievances

This Policy will be available for inspection at the Council's Offices 43 Dauncey Street, Kingscote during ordinary business hours and via the Council's website: www.kangarooisland.sa.gov.au Copies will also be provided to the public upon request, and upon payment of a fee in accordance with the Council's Schedule of Fees and Charges.

The electronic version on the document management system is the controlled version of this document.
Printed copies are considered uncontrolled. Before using a printed copy, verify that it is the controlled version.

Any grievances in relation to this policy or its application should be forwarded in writing addressed to the Chief Executive Officer, Kangaroo Island Council, PO Box 121, Kingscote SA 5223.

SIGNED: 

Chief Executive Officer

Date: 11 November 2026

History:		
Date Reviewed:	Version:	Reason for Amendment:
September 2010	Version 1	Adopted by Council.
14 November 2012	Version 2	Minor amendments & review.
12 June 2013	Version 3	Annual Policy Review by Council 2013-14
11 June 2014	Version 4	Annual Policy Review by Council 2014-15
09 June 2015	Version 5	Annual Policy Review by Council 2015-16
21 June 2016	Version 6	Annual Policy Review by Council 2016-17
13 June 2017	Version 7	Annual Policy Review 2017-18 Ref# C189:2017
12 June 2018	Version 8	Annual Policy Review 2018-19 Ref# C176:2018
12 June 2019	Version 9	Annual Policy Review 2019-20 Ref # C214:2019
12 May 2020	Version 10	Policy Review Ref: C232:2020
11 May 2021	Version 11	Policy Review Ref: C154:2021
13 August 2024	Version 12	Policy Review
10 November 2026	Version 13	Policy Review – minor amendments and review

The electronic version on the document management system is the controlled version of this document.
Printed copies are considered uncontrolled. Before using a printed copy, verify that it is the controlled version.