

FINANCE DELEGATIONS BY LEVEL

Ref #	Limit	Activity	Minimum Automatic Delegation Level	Sub-delegation permitted	Sub delegation permitted to	Comments to note	Legislative/ Policy Reference
		CPIT COUNCIL AUTHORITY					
1	\$50,000	Commit unbudgeted capital or operational expenditure for individual projects/contracts	COUNCIL	Yes	CEO		Education Act 1989 No. 80 s201A
1	\$500,000	Commit expenditure within approved budget categories for individual item of expenditure	COUNCIL	Yes	CEO		Education Act 1989 No. 80 s201A
13	N/A	Approve investment of funds within statutory requirements	COUNCIL	Yes	CEO		Education Act 1989 No. 80 s201A Financial Management Policy
16	N/A	Establish, maintain and operate bank accounts in the name of CPIT at any registered bank with signatories approved by Council	COUNCIL	Yes	CEO		Education Act 1989 No. 80 s200(1) Financial Management Policy
19	N/A	Review all expenditure on discretionary items	COUNCIL	Yes	CEO	Chair of Council Deputy Chair of Council Chair of Council Audit Committee	Discretionary Expenditure Policy Financial Management Policy
29	\$50,000	Subject to the Minister's determination under s.192 to dispose of surplus assets at market value per individual item	COUNCIL	Yes	CEO		Education Act 1989 No. 80 s192 (4)(a) and (5)(a)
35	N/A	Prescribe fees for programmes and courses within the limit or guideline set by the Council annually	COUNCIL	Yes	CEO		Education Act 1989 No. 80 S193 (2)(h)

Ref #	Limit	Activity	Minimum Automatic Delegation Level	Sub-delegation permitted	Sub delegation permitted to	Comments to note	Legislative/ Policy Reference
39	\$1,000	Authorise loans or grants to staff or students per loan/grant	COUNCIL	Yes	CEO		Education Act 1989 No. 80 S193 (2)(c)
	\$2,000	Loan or grants to any association of staff or students per loan or grant					
47	N/A	Arrange for the provision of goods or services to staff or students	COUNCIL	Yes	CEO		Education Act 1989 No. 80 S193 (2)(g)
LEVEL 100- Chief Executive							
1	\$50,000	Commit unbudgeted capital or operational expenditure for individual projects/contracts	CEO	Yes	CFO	Per Council Delegation	Education Act 1989 No. 80 s201A
	\$500,000	Commit expenditure within approved budget categories for individual item of expenditure					
3	Over \$10,000	Approve all CPIT travellers undertaking overseas or domestic travel and the payment of travel related expenses	CEO	No			Corporate Travel
10	N/A	Authorise expenditure as provided under statutory requirements	CEO	No			Financial Management Policy
11	N/A	Authorise expenditure and liquidity borrowings to the amount as delegated by Council on a three year cycle and recorded on the formal Delegations Register	CEO	No			Financial Management Policy
12	N/A	Recommend major projects and associated funding requirements to Council	CEO	No			Financial Management Policy
13	N/A	Approve investment of funds within statutory requirements	CEO	Yes	CFO		Education Act 1989 No. 80 s201A
14	N/A	Approve draw down of investment funds for deposit into operational bank accounts, and draw down of	CEO	Yes	CFO		

Ref #	Limit	Activity	Minimum Automatic Delegation Level	Sub-delegation permitted	Sub delegation permitted to	Comments to note	Legislative/ Policy Reference
		funds from operational bank accounts into approved investment funds					
15	N/A	Approve agreements between CPIT and any external party involving any borrowing, debt financing, hedging, sale and lease back, or similar financing arrangements.	CEO	Yes	CFO		
16	N/A	Establish, maintain and operate bank accounts in the name of CPIT at any registered bank with signatories approved by Council	CEO	Yes	CFO		Education Act 1989 No. 80 s200(1)
19	N/A	Review all expenditure on discretionary items	CEO	Yes	CFO	Chair of Council Deputy Chair of Council Chair of Council Audit Committee	Discretionary Expenditure Policy
29	\$50,000	Subject to the Minister's determination under s.192 to dispose of surplus assets at market value per individual item	CEO	Yes	CFO		Education Act 1989 No. 80 s192 (4)(a) and (5)(a)
33	N/A	Prescribe fees for programmes and courses within the limit or guideline set by the Council annually	CEO	Yes	CFO		Education Act 1989 No. 80 S193 (2)(h)
35	N/A	Approve exemption from, deferment or waiving of payment, or refunds of: student fees, late fees, charges, fines and tariffs in special cases	CEO	Yes	CFO		International Student fees and refunds agreement
39	\$1,000 \$2,000	Authorise loans or grants to staff or students per loan/grant loans or grants to any association of staff or students per loan or grant	CEO	Yes	CFO		Education Act 1989 No. 80 S193 (2)(c)
40	N/A	Dealing with allegations of fraud, except where allegation is against CFO or CE	CEO	Yes	CFO		Fraud Policy Resolving Staff Performance or Conduct Issues Policy

Ref #	Limit	Activity	Minimum Automatic Delegation Level	Sub-delegation permitted	Sub delegation permitted to	Comments to note	Legislative/ Policy Reference
41	N/A	Developing and maintain effective controls to prevent fraud	CEO	Yes	CFO		Fraud Policy
42	N/A	Carrying out vigorous and prompt investigations in a fair, equitable and consistent manner without regard to the suspected perpetrator's length of service, position/title or relationship	CEO	Yes	CFO		Fraud Policy Resolving Staff Performance or Conduct Issues Policy
43	N/A	Making any necessary changes to systems and procedures to ensure that similar fraud is unlikely to recur.	CEO	Yes	CFO		Fraud Policy
44	N/A	Pursuing the recovery of losses including insurance claims, court ordered restitution and legal action, if appropriate.	CEO	Yes	CFO		Fraud Policy
45	N/A	Notifying Council's Audit committee of any fraud investigation conducted by CPIT	CEO	Yes	CFO		Fraud Policy
46	N/A	Vary the procedures in Fraud policy if deemed necessary, in consultation with the Council's Audit Committee Chair.	CEO	Yes	CFO		Fraud Policy
47	N/A	Arrange for the provision of goods or services to staff or students	CEO	Yes	CFO		Education Act 1989 No. 80 S193 (2)(g)
CFO & Level 200							
1	\$50,000	Commit unbudgeted capital or operational expenditure for individual projects/contracts	CFO Only	No			Education Act 1989 No. 80 s201A
	\$500,000	Commit expenditure within approved budget categories for individual item of expenditure		No			
	As per council delegation to CEO	Approve expenditure and payments (within approved budget) except for other categories dealt with in this schedule		Yes			

Ref #	Limit	Activity	Minimum Automatic Delegation Level	Sub-delegation permitted	Sub delegation permitted to	Comments to note	Legislative/ Policy Reference
1	\$10,000	Approve expenditure and payments (within approved budget) except for other categories dealt with in this schedule. 2 for capital facilities and overheads 3 for travel related expenditure	200	yes	Level 300	In absence only	Education Act 1989 No. 80 s201A
2	As per council delegation	Approve expenditure and payments of accounts with respect to any approved capital, facilities or overhead works or services from capital works, Facilities, ICT Cost Centres	CFO Only	Yes	FM Manager ICT Manager	\$10,000 Facilities costs only \$10,000 ICT costs only	Procurement and Disposal Policy Procurement of Goods and Services Procedures
2	\$2,000	Approved capital items determined as part of budget process	200	Yes	Level 300		Procurement and Disposal Policy Procurement of Goods and Services Procedures
3	\$10,000	Approve all CPIT travellers undertaking overseas or domestic travel and the payment of travel related expenses	200	Yes	Level 300	Level 300-Under \$5,000 for Domestic Travel only	Corporate Travel
4	As per council delegation	Approve expenditure and payments incurred against any cost centre of any area of CPIT	CFO Only	Yes	Finance Manager	In the case of charges not provided for and/or where the responsible delegate is unavailable	Financial Management Policy
5	\$500	Approve cash advances for small purchases	CFO Only	Yes	Finance Manager		Discretionary Expenditure Policy
6	N/A	Approve the issue and cancellation of CPIT credit cards to/from staff members, and including increases/decreases to credit limits and continuation of the card authority where a staff member transfers to another unit in CPIT	CFO Only	No			Credit Card Policy

Ref #	Limit	Activity	Minimum Automatic Delegation Level	Sub-delegation permitted	Sub delegation permitted to	Comments to note	Legislative/ Policy Reference
6	N/A	Recommend approval , issue, and cancellation of CPIT credit cards to/from staff members, and including increases/decreases to credit limits.	200	No		Requests can be made by Level 300 to Level 200 for recommendation to CFO	Credit Card Policy
7	As per council delegation	Approve payment of all payroll related transactions (comprising payroll tax settlement, superannuation contribution payments and transfers of employee payroll deductions to authorised entities) and payment of GST and PAYE/WHT payments	CFO Only	Yes	HR Director HR Manager Senior Payroll Officer	Limited to \$1.6 M for a pay run	
9	As per council delegation	Authority to approve payroll related expenditure including transfer of salary costs between cost centres	HR Director Only	No			
9	As per council delegation	Authority to approve Mediated settlements, full & final settlements up to a specified amount.	HR Director Only	No			
13	N/A	Approve investment of funds within statutory requirements	CFO Only	Yes	Financial Accountant		Education Act 1989 No. 80 s201A
14	N/A	Approve draw down of investment funds for deposit into operational bank accounts, and draw down of funds from operational bank accounts into approved investment funds	CFO Only	Yes	Financial Accountant		
15	N/A	Approve agreements between CPIT and any external party involving any borrowing, debt financing, hedging, sale and lease back, or similar financing arrangements.	CFO Only	No			
16	N/A	Establish, maintain and operate bank accounts in the name of CPIT at any registered bank with signatories approved by Council	CFO Only	No			Education Act 1989 No. 80 s200(1)

Ref #	Limit	Activity	Minimum Automatic Delegation Level	Sub-delegation permitted	Sub delegation permitted to	Comments to note	Legislative/ Policy Reference
17	As per council delegation	Approve of members of staff being cheque and/or electronic signatories for financial transactions	CFO Only	No			Budget Allocation & Monitoring Policy
18	As per council delegation	Approve over-expenditure to the approved budget where there is a significant increase in EFTS and income in the relevant Department and General overheads contribution has been improved Or There have been cost improvements in relevant Division or Department	CFO Only	No			Budget Allocation & Monitoring Policy
19	N/A	Review all expenditure on discretionary items	CFO Only	No			Discretionary Expenditure Policy
20	N/A	Monitor the overall financial position and performance of all CPIT activities and advise and report to Council	CFO Only	No			Financial Management Policy
21	As per council delegation	Approve debt recovery, payment terms and write offs and variation of bad debts; cash losses, thefts or destruction; library, general stores or stock provided that all reasonable action has been taken.	CFO Only	Yes	Finance Manager Financial Accountant	Limit \$500 Limit \$500	Financial Management Policy
22	N/A	Approval of expenditure where the purchaser holds a material interest in the supplier	CFO Only	No			Procurement & Disposal Policy
23	N/A	Approval of new preferred suppliers	CFO Only	No			Procurement & Disposal Policy
24	N/A	Approval of business cases prior to market tender	CFO Only	No			Procurement & Disposal Policy
25	N/A	Responsibility and accountability to request that legal counsel be consulted whenever there is a belief that legal risk is being created during tender negotiations	CFO Only	No			Procurement & Disposal Policy

Ref #	Limit	Activity	Minimum Automatic Delegation Level	Sub-delegation permitted	Sub delegation permitted to	Comments to note	Legislative/ Policy Reference
26	N/A	Approval of entering into a contract with a successful tenderer	CFO Only	No			Procurement & Disposal Policy
27	N/A	Approval to roll over existing goods or service contracts	CFO Only	No			Procurement & Disposal Policy
28	N/A	Retrospective approval of emergency procurement	CFO Only	No			Procurement & Disposal Policy
29	\$50,000	Subject to the Minister's determination under s.192 to dispose of surplus assets at market value per individual item	CFO Only	No			Education Act 1989 No. 80 s192 (4)(a) and (5)(a)
30	Over \$1,000	Authorise sale, disposal or destruction of assets	CFO Only	No			
30	\$1,000	Authorise sale, disposal or destruction of assets	200	No			
31	N/A	Approve loans of plant, equipment or facilities under such terms and conditions as deemed appropriate in circumstances, subject to the notation of the loan in a CPIT register held by FM. Organisation loaning equipment must accept obligation for insurance whilst in their care	CFO Only	Yes	Facilities Management Manager		
32		Approve final signoff to all contracts, memoranda of understanding, consortia, sponsorships, agreements and leases but does not apply to enrolments of individual students, individual or collective employment agreements, or routine orders for the supply of goods and services on normal commercial terms	CFO Only	Yes	Specified person	Only in CFO's absence	Principles & Practises Governing All Contractual Relationship & Sponsorship Policy
33	N/A	Prescribe fees for programmes and courses within the limit or guideline set by the Council annually	CFO Only	No			Education Act 1989 No. 80 S193 (2)(h)

Ref #	Limit	Activity	Minimum Automatic Delegation Level	Sub-delegation permitted	Sub delegation permitted to	Comments to note	Legislative/ Policy Reference
35	N/A	Approve exemption from, deferment or waiving of payment, or refunds of: student fees, late fees, charges, fines and tariffs in special cases	CFO Only	No			International Student fees and refunds agreement
35	N/A	Recommend exemption from, deferment or waiving of payment, or refunds of: student fees, late fees, charges, fines and tariffs in special cases	EAR Director	No			International Student fees and refunds agreement
36	N/A	Approval to allow students to pay tuition fees by instalments in exceptional circumstances	CFO Only	Yes	Finance Manager		
37	N/A	Approve the payment of student scholarships, bursaries, prizes and similar awards	Student Services Director	No			
38	N/A	Approve the payment of student scholarships, bursaries, prizes and similar awards	EAR Director	No			
38	N/A	Approve payments from the Student Hardship Fund, within fund guidelines	Student Services Director	Yes	Student Wellbeing Manager		Student Hardship Fund procedure
39	\$1,000	Authorise loans or grants to staff or students per loan/grant	CFO Only	No			Education Act 1989 No. 80 S193 (2)(c)
	\$2,000	loans or grants to any association of staff or students per loan or grant		No			
40	N/A	Dealing with allegations of fraud, except where allegation is against CFO or CE	CFO Only	No			Fraud Policy
41	N/A	Developing and maintain effective controls to prevent fraud	CFO Only	No			Fraud Policy
42	N/A	In accordance with CPIT policy, carry out vigorous and prompt investigations in a fair, equitable and consistent manner without regard to the suspected perpetrator's length of service, position/title or relationship	CFO Only	No			Fraud Policy

Ref #	Limit	Activity	Minimum Automatic Delegation Level	Sub-delegation permitted	Sub delegation permitted to	Comments to note	Legislative/ Policy Reference
43	N/A	Making any necessary changes to systems and procedures to ensure that similar fraud is unlikely to recur.	CFO Only	No			Fraud Policy
44	N/A	Pursuing the recovery of losses including insurance claims, court ordered restitution and legal action, if appropriate.	CFO Only	No			Fraud Policy
45	N/A	Notifying Council's Audit committee of any fraud investigation conducted by CPIT	CFO Only	No			Fraud Policy
46	N/A	Vary the procedures in Fraud policy if deemed necessary, in consultation with the Council's Audit Committee Chair.	CFO Only	No			Fraud Policy
47	N/A	Arrange for the provision of goods or services to staff or students	CFO Only	No			Education Act 1989 No. 80 S193 (2)(g)
		LEVEL 300					
1	\$5,000	Approve expenditure and payments (within approved budget) except for other categories dealt with in this schedule. 2 for capital facilities and overheads 3 for travel related expenditure	300	Yes	Level 400	In absence of 300 only	Procurement and Disposal Policy Procurement of Goods and Services Procedures
2	\$2,000	Approved capital items determined as part of budget process	300	No			Procurement and Disposal Policy Procurement of Goods and Services Procedures
2	\$10,000	Approve expenditure and payments of accounts with respect to any approved capital, facilities or overhead works or services from capital works, Facilities, ICT Cost Centres	Finance Manager	No		Only in CFO's absence	Procurement and Disposal Policy Procurement of Goods and Services Procedures
2	\$10,000	Approve expenditure and payments of accounts with respect to any	Facilities Manager	No			Procurement and Disposal Policy

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		approved capital, facilities or overhead works or services from capital works & Facilities Cost Centres					Procurement of Goods and Services Procedures
2	\$10,000	Approve expenditure and payments of accounts with respect to any approved capital, facilities or overhead works or services from capital works, ICT Cost Centres	ICT Manager	No			Procurement and Disposal Policy Procurement of Goods and Services Procedures
3	\$5,000	Approve all CPIT travellers undertaking domestic travel and the payment of travel related expenses	300	No			Corporate Travel Policy
4		Approve expenditure and payments incurred against any cost centre of any area of CPIT	Finance Manager	No		Only in CFO's absence	Financial Management Policy
5	\$500	Approve cash advances for small purchases	Finance Manager	No			Discretionary Expenditure Policy
6	N/A	Request the issue and cancellation of CPIT credit cards to/from staff members, and including increases/decreases to credit limits.	300	No		Request only via 200	Credit Card Policy
8		Approve organisations, including terms and conditions for which deductions from the salaries of staff will be processed via the payroll	HR Manager	Yes	Payroll TL		
21	\$500	Approve debt recovery, payment terms and write offs and variation of bad debts; cash losses, thefts or destruction; library, general stores or stock provided that all reasonable action has been taken.	Finance Manager	Yes	Financial Accountant		Financial Management Policy
31		Approve loans of plant, equipment or facilities under such terms and conditions as deemed appropriate in circumstances, subject to the notation of the loan in a CPIT register held by FM. Organisation loaning equipment must accept	Facilities Manager	No			

Ref #	Limit	Activity	Minimum Automatic Delegation Level	Sub-delegation permitted	Sub delegation permitted to	Comments to note	Legislative/ Policy Reference
		obligation for insurance whilst in their care					
34	N/A	Administer non-engagement cancellation and deferred enrolments. Approve, manage and administer withdrawals.	Senior Manager EAR Admin.	No			Academic Policy 504; 3.11, 3.14, 3.15.
34	N/A	Recommend exemption from; deferment or waiving of payment, or refunds of: student fees, late fees, charges, fines and tariffs in special cases. Administer compassionate refunds and transfers, and cancellation of courses/programmes via Curriculum Loading.	Registry Manager	No			Academic Policy 504; 3.10, 3.12, 3.13 (b), (c), (d).
36	N/A	Approval to allow students to pay tuition fees by instalments in exceptional circumstances	Finance Manager	No		Sub Delegation from CFO	
38	N/A	Approve payments from the Student Hardship Fund, within fund guidelines	Student Wellbeing Manager	No			Student Hardship Fund procedure
		LEVEL 400					
1	\$2,000	Approve expenditure and payments (within approved budget) except for other categories dealt with in this schedule.	400	No			Procurement and Disposal Policy Procurement of Goods and Services Procedures
		LEVEL 500					
1	\$1,000	Approve expenditure and payments (within approved budget) except for other categories dealt with in this schedule.	500	No			Procurement and Disposal Policy Procurement of Goods and Services Procedures