

## FINANCE POLICY AND PROCEDURE

Name:

**INVESTMENT POLICY**

Approved by: Doomadgee Aboriginal Shire Council

Date approved: 15 May 2014

### SECTION 1 – INTRODUCTION

#### CONTEXT

This policy is to be read in conjunction with the Queensland *Local Government Act 2009* and associated Regulations, and the Doomadgee Aboriginal Shire Council's Mission and Vision statements.

#### PURPOSE

The intent of this policy is to detail the DASC investment policy and guidelines regarding the investment of surplus funds and operating funds, with the objective to maximise earnings within approved risk guidelines and to ensure the security of funds.

#### SCOPE

DASC is required under *Local Government Act 2009* to have an investment policy. For the purpose of this policy, investments are defined as arrangements that are undertaken or acquired for producing income and apply only to the cash investments of DASC. This policy applies to the investment of all surplus and operating cash held by DASC. DASC has been granted authority to exercise Category 1 investment power under Part 6 of the *Statutory Bodies Financial Arrangement Act 1982* (the Act). Category 1 investments include a range of investments either at call or for a fixed term of not more than one year. At call refers to simple investments where the investment can be redeemed and the monies invested can be retrieved by the investor from the financial institution within thirty days without penalty.

### SECTION 2 – POLICY

#### PRINCIPLES

The DASC Investment Policy and Procedure is committed to and guided by the principles of:

- DASC is risk averse and therefore adopts a passive investment approach where the overall objective is to ensure a return on capital commensurate with the risk taken. In priority, the order of investment activities shall be preservation of capital, liquidity and return. DASC investments shall be reported to Council via the Operational Plan and breaches of policy shall be reported to Chief Executive Officer (CEO) or Manager, Corporate Services (MCS) immediately.

- Council may invest surplus funds in a capital guaranteed cash fund or any approved cash management product which it deems will provide the greatest benefit. Surplus funds are the cash balance that is in excess of operating cash requirements. Operating cash not required for immediate use can also be invested in at call deposits to maximise returns in the short term. Operating cash is the cash required to fund operating activities for the immediate short term (less than one month). It takes into account cash inflows (e.g. debtor and other receipts) and outflows (e.g. creditor payments, wages etc.) for that time. For the purposes of this policy, investable funds are the surplus monies available for investment at any one time and currently include DASCs CBA General Account, CBA Investment Account and QTC Capital Guaranteed Cash Fund.

## POLICY

### **1. DASC Investment Policy – Investment Objectives and Expectations, Authorised and Prohibited Investments and Delegation of Authority**

#### **Investment Objectives and Expectations**

1.1.1 DASC is risk averse and therefore adopts a passive investment approach where the overall objective is to ensure a return on capital commensurate with the risk taken. In priority, the order of investment activities shall be preservation of capital, liquidity and return. The DASC's investments shall be reported to Council via the Operational Plan and breaches of policy shall be reported to Chief Executive Officer (CEO) or Manager, Corporate Services (MCS) immediately.

1.1.2 Council may invest surplus funds in a capital guaranteed cash fund or any approved cash management product which it deems will provide the greatest benefit. Surplus funds are the cash balance that is in excess of operating cash requirements. Operating cash not required for immediate use can also be invested in at call deposits to maximise returns in the short term. Operating cash is the cash required to fund operating activities for the immediate short term (less than one month). It takes into account cash inflows (e.g. debtor and other receipts) and outflows (e.g. creditor payments, wages etc.) for that time. For the purposes of this policy, investable funds are the surplus monies available for investment at any one time and currently include DASCs CBA General Account, CBA Investment Account and QTC Capital Guaranteed Cash Fund.

#### **Authorised Investments**

1.1.3 Without specific approval from Council or CEO as delegated by Council, investments are limited to –

- QTC Cash Fund;
- QTC Capital Guaranteed Cash Fund, debt offset facility, fixed rate deposit (up to 12 months and QTC Working Capital Facility);
- CBA Term Deposits (up to 12 months); and
- CBA at call deposits.

#### **Prohibited Investments**

1.1.4 The following investments are prohibited by this investment policy:

- Commercial paper;
- Bank accepted/endorsed bank bills;
- Bank negotiable certificates of deposit;
- Short term bonds;
- Floating rate notes;

	<ul style="list-style-type: none"> <li>• Derivative based investments;</li> <li>• Principal only investments or securities that provide potentially nil or negative cash flow;</li> <li>• Stand alone securities issued that have underlying futures, options, forward contracts and swaps of any kind; and</li> <li>• Securities issued in non-Australian dollars.</li> </ul>
1.2	<p><b>Delegation of Authority</b></p> <p>1.2.1 The Chief Executive Officer (CEO), Manager, Corporate Services (MCS) and Finance Manager are to ensure that this policy is understood and adhered to by relevant Council employees. The activities of the CEO, MCS, Finance Manager or other staff so delegated responsible for stewardship of DASC’s investments will be measured against the standards in this Policy and its objectives. Activities that defy the spirit and intent of this Policy will be deemed contrary to the Policy. Financial delegation is the power to authorise the investing of money, by signing and authorising electronic transfers of money as authorised by Council. Transfers to/from the CBA Investment may be authorised by the CEO or MCS. Transfers to/from QTC must be authorised with any two signatories one of which must be the CEO, MCS or Mayor. The Finance Manager may sign the QTC letter as a secondary signatory.</p>

### SECTION 3 – PROCEDURE

Procedure steps		Responsibility
1.	<b>DASC – Ratification of Investment Policy</b>	
1.1	1.1.1 DASC must ratify policy	
1.2	1.2.1 The Chief Executive Officer (CEO) DASC must implement DASC ratified policy  1.2.2 The DASC Finance Manager must place investments strictly in accordance with the CEO directives	
2	<b>DASC – Ratification of Delegation</b>	
2.1	1.2.1 DASC must ratify policy  1.2.2 The CEO DASC must implement the DASC ratified policy	

### PROCESS MAP

Not applicable.

## SECTION 4 – REFERENCE AND SUPPORTING INFORMATION

### SUPPORTING DOCUMENTATION

Links to supporting documentation	

## SECTION 5 – GOVERNANCE

### POLICY IS GOVERNED BY THE FOLLOWING LEGISLATION

Name	Link
Local Government Act 2009 Chapter 4 Part 3	
Local Government Regulation 2012 s191	
Statutory Bodies Financial Arrangement Act 1982 Part 6	

### RESPONSIBILITY

<b>Responsible manager(s)</b>	Councillors, CEO, Manager Corporate Services, Finance Manager
<b>Policy administrator</b>	Chief Executive Officer
<b>Approving body</b>	Doomadgee Aboriginal Shire Council

### CHANGE HISTORY

Review Date	Approval date	Approved by Council Resolution Number	Change
17.5.2012	17/05/2012	10-05/2012	
18/06/2013	27/06/2013	47-06/2013	References to Accountant changed to Finance Manager
15/05/2014	15/05/2014	50-05/2014	Annual Review – no change
15/05/2015			
21/4/2016			Annual Review -

# FINANCE POLICY AND PROCEDURE

Name: **DEBT POLICY**

Approved by: Doomadgee Aboriginal Shire Council (DASC)

Date approved: 17/05/2012

## SECTION 1 – INTRODUCTION

### CONTEXT

This policy should be read in conjunction with the Queensland Local Government Act 2009 and Doomadgee Aboriginal Shire Council’s Mission and Vision statements.

### PURPOSE

The intent of this policy is to detail the DASC Debt policy and guidelines regarding the use of debt, with the objective to ensure that DASC remains compliant with the Queensland Local Government Act 2009.

### SCOPE

This policy applies to all DASC Councillors and Officers.

## SECTION 2 – POLICY

### PRINCIPLES

The Debt Policy and Procedure is committed to and guided by the principles of zero borrowings and debt.

### POLICY

<b>1</b>	<b>Debt Policy</b>
<b>1.1</b>	<b>Borrowings and Debt</b>
	a) DASC Councillors and Officers will not enter into borrowings or debt of any nature.
	b) There are no new borrowings planned between the 2016-2017 and the 2015-2018 financial years.

## SECTION 3 – PROCEDURE

Procedure steps	Responsibility
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<b>1</b>	<b>Debt Policy</b>	
1.1	Nil	

## PROCESS MAP

Not applicable

## SECTION 4 – REFERENCE AND SUPPORTING INFORMATION

### SUPPORTING DOCUMENTATION

Links to supporting documentation	

## SECTION 5 – GOVERNANCE

### POLICY IS GOVERNED BY THE FOLLOWING LEGISLATION

Name	Link
Local Government Act 2009 s104	
Local Government Regulation 2012 s192	

### RESPONSIBILITY

<b>Responsible manager(s)</b>	Councillors and all Officers
<b>Policy administrator</b>	Chief Executive Officer
<b>Approving body</b>	Doomadgee Aboriginal Shire Council

### CHANGE HISTORY

Review Date	Approval date	Approved by Council Resolution Number	Change
17/05/2012	17/05/2012	11-05/2012	
17/04/2013	27/06/2013	46-06/2013	Annual Review
15/05/2014	15/05/2014	49-05/2014	Annual Review
15/05/2015			
21/6/2016			Annual Review – addition of 1.1(b) in line with regulation s192



## FINANCE POLICY AND PROCEDURE

Name:

**PROCUREMENT POLICY**

Approved by: Doomadgee Aboriginal Shire Council (DASC)

Date approved: 16 June 2016

### SECTION 1 – INTRODUCTION

#### CONTEXT

Council has a legislative and moral requirement to ensure that all council procurement activities comply with the Local Government Act and are conducted in an equitable and transparent manner.

Section 198 of the Local Government Regulation 2012 requires a Local Government to adopt a procurement policy.

#### PURPOSE

The purpose of this Policy is to set out the principles used by Doomadgee Aboriginal Shire Council (DASC) for purchasing throughout the organisation and provides information on the roles and responsibilities of key officers and areas involved in the purchasing function within the Council to ensure compliance with Chapter 6 of the Local Government Regulation 2012 Act.

The policy will assist council to meet or exceed local and State Government legislative requirements for the sustainable supply of goods and services; or the carrying out of work; or the disposal of assets in consideration of whole-of-life cost.

#### SCOPE

This policy applies to the procurement of all goods, equipment and related services, construction contracts and services contracts (including maintenance) by Council as defined in the Local Government Act 2009.

Council Officers responsible for purchasing goods and services are to comply with these instructions. It is the responsibility of each Council employee involved in the procurement process to understand the policies and procedures as well as their meaning and intent.

### SECTION 2 – POLICY

#### PRINCIPLES

The Procurement Policy and Procedure is committed to and guided by the *Sound Contracting* principles which are contained in s104 of the *Local Government Act 2009* of:

- Value for money;
- Open and effective competition;
- The development of competitive local business and industry;
- Environmental protection; and
- Ethical behaviour and fair dealing.

## POLICY

<b>1.</b>	<b>Procurement Policy</b> <p>1.1 For all Council's corporate procurement activities, Council shall follow the Default Contracting procedures in accordance with the Local Government Regulation 2012, Part 3, s 223 to 235.</p> <p>1.2 Council, its business units and its employees are committed to:</p> <p>1.2.1 Publishing the details of all contracts of \$200,000 (exclusive of GST) or more on its website and relevant details of the contract in a conspicuous place in the local government's public office in accordance with the Local Government Regulation 2012 s 237</p> <p>1.2.2 Facilitating the ethical procurement of goods and services for Council in the most efficient and cost effective manner;</p> <p>1.2.3 Ensuring that all procurement activities are undertaken in accordance with and within all legal, statutory and internal budgetary obligations;</p> <p>1.2.4 Ensuring that council provide details of all significant procurement and disposal activities via the annual and quarterly budget processes;</p> <p>1.2.5 Conducting all authorized and delegated procurement activities (including negotiation) in a professional manner;</p> <p>1.2.6 Ensuring the enhancement of local business by inviting local businesses to supply quotations and bid for tenders;</p> <p>1.2.7 Supporting environmental purchasing guidelines to ensure that environmentally friendly products are purchased wherever practicable.</p>
<b>2.</b>	<b>Financial Delegation</b> <p>2.1 Financial delegation is the power to authorise the spending of money, by signing and authorising electronic payments (EFT) as authorised by Council.</p> <p>2.2 The Council delegates the Chief Executive Officer (CEO) the authority to incur financial expenditure on behalf of Council under the following provisions:</p> <ul style="list-style-type: none"><li>• Where expenditure has been provided for in Council's budget; or</li><li>• In the opinion of the CEO such expenditure is required because of genuine emergency or hardship.</li></ul> <p>2.3 Other Officers may only incur expenditure on behalf of the Council if:</p> <ul style="list-style-type: none"><li>• The Officer has been granted a financial delegation by the CEO and this has been recorded in the Register of Delegations; or</li><li>• Expenditure is provided for in the Council's Budget; or</li><li>• In the case of genuine emergency or hardship and the power to incur expenditure in these circumstances has also been delegated.</li></ul>
<b>3</b>	<b>Register of Delegations</b> <p>3.1 An updated list of authorised delegations is recorded in the Delegations Register.</p>

3.2 Any officer incurring expenditure may only do so in accordance with any constraints imposed by Council or the CEO in respect to a Financial Delegation.

#### **4 Procurement Delegation**

4.1 Procurement delegation is the power to bind the Council by entering into a contract. The Council is authorised to enter into contracts on behalf of the Council within the expenditure delegation provided for in the above section.

4.2 Other Officers can only enter into contracts on behalf of Council (including placing Purchase Orders) in accordance with a delegation granted by the CEO, which is recorded in the Register of Delegations.

4.3 Purchase Orders shall only be placed by Officers with the appropriate procurement delegation and the relevant Officer will need to keep proper records of all dealings.

4.4 Value of purchases includes any trade-in value or goods, which form part of the purchase cost.

4.5 The CEO must approve Financial Delegations in writing by recording them in the Register of Delegations. An updated list of those authorised delegations is recorded in the Delegations Register.

#### **5 What Constitutes Procurement**

5.1 Purchasing is the process of obtaining from outside sources goods and services that may be required by an enterprise but not available from within the organisation, at the price most suitable by Council considering quantity, quality, place, time and price.

#### **6 Goods and Services Tax (GST)**

6.1 For the purpose of this policy the monetary limits detailed are exclusive of GST.

#### **7 Purchases of Goods and Services up to and including \$2,000**

7.1 Purchases up to and including \$2,000 may be made with a Corporate Credit Card or by placing of a Purchase Order.

7.2 Discretion is to be used when determining value for money

#### **8 Purchases between \$2,001 and up to (but not including) \$15,000**

8.1 Purchases are to be made by placing a Purchase Order. Purchases must be undertaken by:

- Accessing an Approved Contractor List; or
- Accessing a Pre-Qualified Supplier; or
- Accessing a Preferred Supplier Arrangement (PSA);
- Obtaining at least two verbal quotes (sole supplier situations excepted)

#### **9 Purchases of Goods and Services from \$15,000 but less than \$200,000 (medium sized contract)**

9.1 Officers must either access an Approved Contractor List or invite written quotations before making a contract for goods or services involving a cost between \$15,000 and \$200,000.

9.2 The invitations must be given to at least three (3) persons that Council considers can meet its requirements at competitive prices;

9.3 Quotations between \$15,000 and \$50,000 are to be reviewed by the Deputy Chief Executive Officer and applicable Manager;

9.4 All offers exceeding \$50,000 but less than \$200,000 shall be evaluated by two or more officers and will be assessed by using the same methodology in every case. This expenditure is to be approved by the Chief Executive Officer

10

**Purchases of Goods and Services above \$200,000 (Large sized contract)**

10.1 Purchases above \$200,000 require the calling of public tenders to suppliers. The invitation must be by an advertisement in a newspaper circulating generally in the Local Government's area - and allow at least twenty-one days from the day of advertisement for the submission of tenders. The CEO or Council has the discretion to call for tenders involving works or services worth less than \$200,000. They also have the discretion to set lower amounts as benchmarks in relation to invites for written quotes.

11

**Tender Closure Time and Date**

11.1 DASC provides a locked tender box in a designated area for the purpose of holding all tenders submitted. All tender documents received before the advertised tender closure time is to be lodged in the tender box unopened. Tender documents received after the closure of the process are deemed to be invalid. All tenders shall be held for the duration of the tender and for a period of three years after. The tender shall be destroyed at the completion of (whichever occurs first):

- Tender is completed;
- Warranty/guarantee period has expired;
- Legislated retention period has expired.

12

**Exemptions – Local Government Regulation 2012 s 234 - Exception for Local Government Arrangement (LGA)**

12.1 A Local Government may enter into a contract for services without first written quotes or tenders if the contract is entered into under a LGA arrangement:

An LGA arrangement is an arrangement that has been entered into by:

12.1.1 LGAQ Limited, (Note: See section 287 of the Act)

12.1.2 A Company (the associated company) registered under the Corporations Act, if LGAQ Limited is its only shareholder; and (one sentence not 2) if LGAQ Limited or the associated Company were a Local Government, would be, either:

- a contract with an independent supplier from a register of pre-qualified suppliers established under section 232(3) by LGAQ Limited or the associated company; or
- a preferred supplier arrangement entered into with an independent supplier under section 233.

12.2 An independent supplier is an entity other than a subsidiary (a relevant subsidiary) of LGAQ Limited or the associated company under the Corporations Act.

12.3 Despite the above an LGA arrangement may include a contract with a relevant subsidiary from a register of pre-qualified suppliers of a preferred supplier arrangement with a relevant subsidiary if the arrangement is approved by the Minister.

12.4 For deciding whether to approve an LGA arrangement under subsection (4), the Minister:

- Must have regard to the sound contracting principles; and
- May ask LGAQ Limited or the associated company to give the Minister information or documents relevant to the arrangement.

Examples of relevant information or documents:

- Information or documents relating to assessment of the relevant subsidiary's suitability to be on the register of pre-qualified suppliers or the tender process for the preferred supplier arrangement;
- Information or documents relating to the potential impact of the arrangement on Local Government employees.

**13 Local Government Regulation 2012 s 235 - Other exceptions**

13.1 The Local Government may enter into a medium-sized contract or large-sized contract without first inviting written quotes or tenders if:

13.1.1 The Local Government resolves it is satisfied that there is only one supplier who is reasonably available; or

13.1.2 The Local Government resolves that, because of the specialised or confidential nature of the services that are sought, it would be impractical or disadvantageous for the Local Government to invite quotes or tenders; or

13.1.3 genuine emergency exists; or

13.1.4 The contract is for the purchase of goods and is made by auction; or

13.1.5 The contract is for the purchase of second-hand goods; or

13.1.6 The contract is made with, or under an arrangement with, a Government body.

**14 Purchases made against an Approved Contractor List, PSA or a Register of Pre-qualified Suppliers**

14.1 Where applicable, DASC may arrange for commonly used goods and services to be subject to a purchase against:

- Approved Contractor List (ACL);
- Goods and services purchased against ACL must comply with the S 231 of the Local Government Regulation 2012;

Council is not required to call for competitive offers when assessing an ACL.

**15 Preferred Supplier Arrangement (PSA)**

15.1 Goods and services purchased against PSA must comply with the s 233 Local Government Regulation 2012;

15.2 PSA may be established as required for the purchase of goods and services as needs are identified by Council;

15.3 The selection of a supplier will be made on the basis of the five sound contracting principles – refer Section 104 Local Government Act 2009;

15.4 When formalizing and establishing a PSA, provisions for the evaluation of a supplier will be clearly provided.

15.5 The DASC may establish and use a ACL or PSA if:

- the supply of goods and services is needed in large volumes or frequently; and
- it is able to obtain better value for money by aggregating demand for the goods and services needed.

**16 Specifications**

16.1 A purchase specification is a document outlining needs to be satisfied in the purchase of goods and services. It defines what the Council wishes to buy and

what the supplier is therefore expected to provide. In general terms, it ensures a product or service is easier to obtain and that more tenderers will compete.

There are three main types of specifications. They are:

- functional - to do a specific job;
- performance - to meet nominated performance criteria; and
- technical - to achieve a specific technical quality.

16.2 The requisitioner in drawing up the specifications for a requirement will:

- Allow for open and effective competition;
- Specify quality assurance requirements and arrangements;
- Ensure value for money is paramount in offers from suppliers;
- Allow for an agreed evaluation methodology; and
- Have an attached set of terms and conditions for the supplier to abide by.

16.3 On completion, the specification is to be examined by a Council Officer not involved in the process. The specification is to be examined for:

- Readability;
- Simplicity of meaning;
- Clarity;
- Logic; and
- Inclusion of only essential information.

16.4 Evaluation criteria must be included in the specification. Specifications are to be registered and filed.

## **17 Evaluation of Offers**

17.1 Offers and tenders shall be evaluated by two or more Officers of Council. Offers and tenders must be evaluated using the same methodology in every case.

17.2 The purchasing process, in addition to the purchasing decision, must be documented in a purchasing file. Such documentation must include:

- offers received;
- the evaluation process; and
- reasons for choosing the successful supplier.

17.3 Post offer feedback must be provided to unsuccessful suppliers upon request. This feedback shall not provide information other than:

- the name of the successful tenderer;
- the total price offered; and
- the name of the other tenderers and prices offered.

Evaluating officers must document the reasons for disqualifying any bids.

17.4 Where an Officer is involved in purchasing negotiations or evaluating of offers identifies a conflict of interest the CEO is to be advised in writing as to the conflict and the Officer withdraw from the transaction.

## **18 For all Contracts for Purchases of Goods and Services**

18.1 Purchase Orders should be completed for all purchases (exemptions occur for recurrent accounts such as electricity, telephone, BP card billing, legal fees, contract payments etc.;

18.2 All automatic orders must be entered through the computerised accounting system;

18.3 An estimated or quoted purchase amount will be included on all orders, where possible;

18.4 Orders are to be authorised by the CEO or authorised delegate;

18.5 Once the goods are received or services are performed, and a Tax Invoice is matched to the relevant order, the Accounts Clerk will process the supplier payment;

18.7 It is to be noted that a verbal order has the same legal implications of a written order and must be confirmed with an issue of an official Purchase Order within 24 hours. Purchase orders shall be cancelled in writing unless the value is below \$500. The person who placed the order originally must sign all copies of the orders. A cancelled Purchase Order may result in the Council incurring costs that the Vendor may incur as a result of the cancellation.

**19 Splitting of Orders / Gifts or Favours**

19.1 DASC Officers are prohibited from splitting orders for the purposes of acquiring goods or services above their financial and procurement levels, or to avoid the necessity to obtain quotes or call for tenders.

19.2 DASC expressly forbids Officers to seek or accept gifts or favours or benefits arising from a purchase. The acceptance of items of low value such as marketing tokens e.g. pens is unlikely to lead to such allegations. It is acceptable to receive gifts that are a result of an industry norm e.g. the receipt of an additional library book for a specific dollar value order. An industry norm exists when such a gift is made to all clients of the respective supplier.

**20 Repeat Orders**

20.1 Council Officers must identify and assess the likely requirements of the Council over a given period. Where repeat orders are required from a single supplier and are estimated to exceed \$10,000, consideration must be given to establishing an appropriate purchasing arrangement.

**21 Controls - Ethical Behavior**

21.1 DASC Officers with purchasing authority must act ethically and are to behave with impartiality, fairness, independence, openness, integrity and professionalism in their discussions and negotiations with suppliers and their representatives. Council Officers are to attain and maintain a high level of credibility with suppliers and their representatives.

21.2 Where an Officer involved in purchasing negotiations or evaluation of offers identifies a conflict of interest, the CEO is to be advised in writing as to the conflict and the Officer concerned must withdraw from the transaction.

21.3 Purchasing Officers should anticipate that a Criminal Misconduct Commission, Freedom of Information and Judicial review may investigate, enact or be undertaken at any time. Thus the Officer is to ensure all purchasing decisions are to be appropriately documented.

**22 Procurement Delegations (plus GST)**

Chief Executive Officer	UNLIMITED
Deputy Chief Executive Officer	\$50,000
Manager - Corporate Services	\$10,000
Manager – Infrastructure and Projects	\$25,000
Manager – Community Services	\$10,000
Chief Financial Officer (Manager Finance)	\$10,000
Workshop Manager	\$2,000
Works Supervisor	\$2,000

	Guesthouse Manager	\$2,000
	Personal Assistant	\$2,000
<b>23</b>	<b>Financial Delegation</b>	
	<b>Payments</b>	
	<b>EFT – Electronic Funds Transfer</b>	
	Only the Chief Executive Officer, Deputy Chief Executive Officer, Chief Financial Officer or Manager Corporate Services to sign off on EFT Vouchers, and authorise all EFT transactions on-line.	
<b>24</b>	<b>Special Requirements</b>	
	Officers acting in higher appointment at CEOs direction – During the course of the financial period, officers may be appointed to higher duties, together with the relevant acting delegation authority.	

## SECTION 3 – PROCEDURE

Procedure steps	Responsibility
<p><b>2. Procedures for the purchase of goods and services for less than \$15,000</b></p> <p>1.1 Procedures are as follows:</p> <p>The Council Officer purchasing goods should always strive to find the best available price for the goods acquired;</p> <p>An automatic ordering system is utilised to effectively control the purchasing of goods and services;</p> <p>The purchase must be authorised by the CEO or an authorised delegate;</p> <p>If there are a number of suppliers, each of the suppliers should be assessed on a periodic basis, in order to determine which of the suppliers offers the best value for money.</p>	
<p><b>2 Procedures for the purchase of goods and services \$15,000 and above but less than \$200,000</b></p> <p>2.1.1 Procedures are as follows:</p> <p>An automatic order form must be completed for the purchasing of goods and services;</p> <p>The purchase must be authorised by the CEO or an delegate;</p> <p>Specifications of the goods and services should be prepared where warranted and provided to parties invited to quote. It should include quality assurance requirements;</p> <p>Records of offers are to be kept in a register or file;</p> <p>Funds required for the completion of the purchase contract must have been allocated in the Budget or amended Budget for the year;</p> <p>Purchases accumulating to more than \$50,000 in any year may be considered under a Purchasing Agreement.</p>	

## PROCESS MAP

N/A

## SECTION 4 – REFERENCE AND SUPPORTING INFORMATION

### SUPPORTING DOCUMENTATION

Links to supporting documentation	

## SECTION 5 – GOVERNANCE

### POLICY IS GOVERNED BY THE FOLLOWING LEGISLATION

Name	Link
Local Government Regulation 2012	

### RESPONSIBILITY

<b>Responsible manager(s)</b>	All Councillors and Chief Executive Officer
<b>Policy administrator</b>	Chief Executive Officer
<b>Approving body</b>	Doomadgee Aboriginal Shire Council

### CHANGE HISTORY

Review Date	Approval date	Approved by	Change
	13/09/2012	Council	Revised
14/01/2013	17/1/2013	Council	Item 7, 11.1 and 23 – amended
18/06/2013	27/06/2013	Council	Item 7 and 8 – amended
15/07/2013			Amendments to Legislative references
15/05/2014	15/05/2014	Resolution 52-05/2014	Addition of Manager Community Services and delegations attached to position
13/06/2016	16/06/2016	Council	Adjustment to delegation limits and re-alignment of quotations required and increase to tender to \$200K

## FINANCE POLICY AND PROCEDURE

Name:

**EXPENSES REIMBURSEMENT POLICY - STAFF**

Approved by: Doomadgee Aboriginal Shire Council (DASC)

Date approved: 28/06/2012

### SECTION 1 – INTRODUCTION

#### CONTEXT

This policy should be read in conjunction with the Queensland Local Government Act 2009 and associated Regulations, and Doomadgee Aboriginal Shire Council's Mission and Vision statements.

#### PURPOSE

The intent of this policy is to detail the DASC Expenses Reimbursement policy and guidelines regarding the reimbursement of expenses incurred by council employees, to ensure that DASC remains compliant with the Queensland Local Government Act 2009 and this policy.

#### SCOPE

This policy applies to all Council Officers.

### SECTION 2 – POLICY

#### PRINCIPLES

The Expenses Reimbursement Policy and Procedure is committed to and guided by the principles of:

- Reimbursement of all legitimate and authorised expenses incurred by Council staff on behalf of council.

#### POLICY

**1**

##### **Expenses Reimbursement Policy**

1.1 DASC will reimburse all legitimate and authorised business expenses incurred by Council staff on behalf of council

1.1.1 The expense must be legitimate, and authorised by the DASC delegate prior to incurring the expense. There may be circumstances which prevent prior authorization of the expense. In such a case the delegate may authorise reimbursement of a legitimate expense.

<b>2.</b>	<p><b>Other Expenses</b></p> <p>Expenses <b>will not</b> be reimbursed for personal items or costs unrelated to council business; e.g.:</p> <ul style="list-style-type: none"> <li>• Alcohol;</li> <li>• Babysitting fees;</li> <li>• Airline club fees;</li> <li>• Toiletries;</li> <li>• Barber or hair stylist;</li> <li>• Traffic infringements;</li> <li>• In flight and in house movies;</li> <li>• Tourism related costs;</li> <li>• Mini bar purchases;</li> <li>• Personal telephone;</li> <li>• Social events; and</li> <li>• Reading materials</li> </ul> <p>As a guide, expenses not normally reimbursed at home, will not be reimbursed when travelling.</p>
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## SECTION 3 – PROCEDURE

Procedure steps	Responsibility
<p><b>1</b></p> <p><b>Expenses Reimbursement</b></p> <p>1.1. <b>Authorization</b></p> <p>1.1.1 The delegate may authorise a legitimate expense on behalf of DASC business.</p> <p>1.1.2 DASC must ratify the appointment of delegates. The delegates are CEO and Senior Officers. The Mayor will authorise CEO reimbursements.</p> <p>1.1.3</p> <p style="text-align: right;">Exp</p> <p>enses must in normal circumstances be authorised in advance.</p> <p>1.1.4</p> <p style="text-align: right;">The</p> <p>delegate may authorise expense reimbursement for expenses where prior authorization was not possible.</p> <p>1.1.5 All expenses reimbursement claims must be authorised by two delegates as outlined in the delegations register.</p>	
<p><b>2</b></p> <p><b>Expenses Reimbursement Proforma</b></p> <p>2.1 DASC claim for reimbursement of expenses proforma must be used. Proof of payment in the form of original tax invoice receipts must be attached to the claim for expenses reimbursement.</p>	

## PROCESS MAP

N/A

## SECTION 4 – REFERENCE AND SUPPORTING INFORMATION

### SUPPORTING DOCUMENTATION

Links to supporting documentation	
	Doomadgee Aboriginal Shire Council Claim for Reimbursement form

## SECTION 5 – GOVERNANCE

### POLICY IS GOVERNED BY THE FOLLOWING LEGISLATION

Name	Link
Local Government Regulation 2012	

### RESPONSIBILITY

<b>Responsible manager(s)</b>	All Officers
<b>Policy administrator</b>	Chief Executive Officer
<b>Approving body</b>	Doomadgee Aboriginal Shire Council

### CHANGE HISTORY

Review Date	Approval date	Approved by	Change
	28/06/2012	Council/CEO	
2/5/2016			No change

