



AIATSIS
AUSTRALIAN INSTITUTE OF
ABORIGINAL AND TORRES STRAIT
ISLANDER STUDIES



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PRINCIPAL'S INSTRUCTIONS

Financial Delegations

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Russell Taylor
Principal

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Summary

Delegations of financial authority within AIATSIS are intended to achieve three objectives:

- to ensure the efficiency, effectiveness and ethics of the AIATSIS's administrative processes
- to ensure that the appropriate officers have been provided with the level of financial authority necessary to discharge their responsibilities, and
- to ensure Internal Controls are effective

AIATSIS's Financial Delegations identifies the Institute's requirements for authorisation of financial functions. This document lists all applicable financial delegations.

Financial delegations are to be exercised in accordance with the *Australian Institute of Aboriginal and Torres Strait Islander Studies Act 1989* (AIATSIS), the *Financial Management and Accountability Act 1997* (FMA Act), the *Commonwealth Authorities and Companies Act 1997* (the CAC Act) and associated audit requirements.

A delegate must not approve a spending proposal unless the approver is satisfied, after reasonable inquiries, that giving effect to the spending proposal would be a proper use of AIATSIS and Commonwealth resources.

Please note that delegations should be exercised in line with the approved program activities and outcomes and within the constraints of the approved program budget.



Delegation Number	Powers and function	Officer	Conditions and limitations
<p>Delegation 1</p>	<p>Approve the acquisition of goods and services not specified elsewhere in this delegation instrument</p>	<p>Principal Deputy Principal CFO</p>	<p>\$3,000,000 or Limit of available funds with Council approval</p>
		<p>Directors: Research ICG Research ISCW Aboriginal Studies Press Library & Audiovisual Archive Communications Executive Corporate Strategy Corporate Services</p>	<p>\$60,000</p>
		<p>Publishing Manager Learning and Pathway Manager Research Business Manager(s) Finance & Budgets Manager Human Resources Manager Information Communications Technology Manager Collections Manager(s)</p>	<p>\$10,000</p>
		<p>Registration & Administration Officer, Audiovisual Archives Executive Assistant</p>	<p>\$5000</p>
<p>Delegation 2</p>	<p>Approve the acquisition of goods and services using a credit card</p>	<p>Credit Card holders</p>	<p>Up to the limit of their delegation or \$3,000 whichever is the greater</p>
<p>Delegation 3</p>	<p>Approve spending proposal for which money is not budgeted</p>	<p>Principal Deputy Principal</p>	<p>\$3,000,000 or Limit of available funds with Council approval</p>
<p>Delegation 4</p>	<p>Approve the opening of an official bank account.</p>	<p>Principal. Deputy Principal. CFO Finance & Budgets Manager</p>	<p>Any two to approve</p>
<p>Delegation 5</p>	<p>To enter into agreements with any bank for the receipt, custody, payment or transmission of public money</p>	<p>Principal. Deputy Principal. CFO Finance & Budgets Manager</p>	<p>Any two to approve</p>



Delegation Number	Powers and function	Officer	Conditions and limitations
Delegation 6	Approve the investment of Institute funds with an approved bank.	Principal. Deputy Principal. CFO	Any two to approve
Delegation 7	To give a written authorisation for an agreement or arrangement for the receipt or custody of public money by an outsider	Principal Deputy Principal CFO	Any two to approve up to \$3,000,000 or A greater amount approved by Council.
Delegation 8	Entering into agreements for the issue to, and use by, the Institute of credit cards or credit vouchers	Principal Deputy Principal CFO Finance & Budgets Manager	Any two to approve
Delegation 9	Approve the issue of credit cards	Principal Deputy Principal CFO Finance & Budgets Manager	Any two to approve
Delegation 10	Approve variation of the approved form of a grant including substitution of items and amounts within project budgets for grants.	Principal, Deputy Principal. Director Research ICG Director Research ISCW	Within total sum approved.
Delegation 11	From within approved allocations, accept tenders and enter contracts and agreements	Principal Deputy Principal CFO	\$3,000,000 or Limit of available funds with Council approval
		Directors: Research ICG Research ISCW Aboriginal Studies Press Library & Audiovisual Archive Communications Executive Corporate Strategy Corporate Services	\$60,000
Delegation 12	Incur expenditure and approve payments of wages, salaries and payments in the nature of	Principal Deputy Principal CFO Director Corporate Services	\$3,000,000 or Limit of available funds with Council approval



Delegation Number	Powers and function	Officer	Conditions and limitations
	wages and salaries		
Delegation 13	Approve hospitality expenditure on behalf of the Institute for any individual project / transaction.	Principal Deputy Principal CFO	\$15,000
Delegation 14	Approve travel on official business overseas.	Principal Deputy Principal	\$50,000
Delegation 15	Approve payment of an entitlement in advance to a member of the staff of the Institute for traveling allowance or expenses.	Principal Deputy Principal CFO	\$20,000
		Directors: Research ICG Research ISCW Aboriginal Studies Press Library & Audiovisual Archive Communications Executive Corporate Strategy Corporate Services	\$10,000
Delegation 16	Approve payment of an amount for an advance to a member of the staff of the Institute for (i) payment of salaries, sustenance, living, accommodation, meals, camping or other like allowance (ii) for remuneration and allowances paid in accordance with sections 16 and 33 of the AIATSIS Act.	Principal Deputy Principal CFO Director Corporate Services	\$10,000
Delegation 17	Approve to write-off (i) losses or deficiencies of Institute money (ii) irrecoverable amounts of revenue (iii) irrecoverable debts and overpayments	Principal. Deputy Principal CFO	\$1,000,000 or greater with Council approval



Delegation Number	Powers and function	Officer	Conditions and limitations
Delegation 18	Approve write-off of the value of lost, deficient, condemned, unserviceable or obsolete stores, books or equipment or furniture.	Principal. Deputy Principal CFO	1,000,000 or greater with Council approval
Delegation 19	Approve the disposal of deficient, condemned, unserviceable or obsolete stores, books or equipment and furniture.	CFO	\$50,000
Delegation 20	Approve the sale or other disposal of serviceable stores, equipment or furniture no longer required by the Institute.	Principal Deputy Principal CFO	\$1,000,000 or greater with Council approval
Delegation 21	Approve the payment to the person who the delegate considers should receive the payment, of an amount which, at the time of a person's death, the Institute owed to the person	Principal	Full extent of money owed.
Delegation 22	Approve the postponement, deferment or payment by instalments of an amount owing to the Institute	Principal Deputy Principal CFO Director Corporate Services	Debt to be repaid in full in an acceptable period of time according to prevailing circumstances.
Delegation 23	Approve waive the Institute's right to payment of a debt owing to the Institute	Principal Deputy Principal	\$100,000 or greater with Council approval
Delegation 24	Approve gifts of public property	Principal Deputy Principal	Property other than collection items
Delegation 25	Approve act of grace payments	Principal	\$10,000



Delegation Number	Powers and function	Officer	Conditions and limitations
Delegation 26	In relation to the provision of goods or services provided by the Institute, accept tenders and enter contracts and agreements.	Principal Deputy Principal CFO	\$3,000,000 or Limit of Council approval
		Directors: Research ICG Research ISCW Aboriginal Studies Press Library & Audiovisual Archive Communications Executive Corporate Strategy Corporate Services	\$60,000
Delegation 27	Approve the purchase of items for the collection	Library Collection Manager (s)	\$5,000