

From: Peter Evans
To: All MSB Staff
Subject: RE: Schedule C Financial Delegations (Jan 2012 Amendment)
Date: Wednesday, 25 January 2012 10:57:53 AM
Attachments: Final ~ Delegations Schedule C- 1st Jan 2012.pdf

Morning all MSB Staff,

I refer to my email last month which instructed staff to operate in accordance with new Financial Delegations (Schedule C), effective from 1st December 2011.

Since then there has been a minor amendment requiring the issue of a revised version (January 2012) – refer attachment.

This revised Schedule will be inserted into the Policy & Procedure Manual shortly and is effective from 1st January 2012.

All staff to note & implement.

Regards,

Peter Evans | Subsidence Risk Engineer

Mine Subsidence Board, Head Office

PO BOX 488G Newcastle 2300

a division of the Department of Trade & Investment

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From: Peter Evans
Sent: Friday, 9 December 2011 1:25 PM
To: All MSB Staff
Subject: Re: Schedule C Financial Delegations - Amendments

Morning all MSB Staff,

Attached is confirmation of recent changes to Schedule C, Financial Delegations in the Policy & Procedure Manual.

All staff to note.

Regards,

Peter Evans | Subsidence Risk Engineer

Mine Subsidence Board, Head Office

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SCHEDULE C
SCHEDULE OF DELEGATIONS
AS AT 1st JANUARY 2012

DELEGATIONS/APPROVALS	CEO	SRE	SAMFA	AMFA	FO	DM	DS
1 Planning:							
(a) Draft LEPs	No limit (1)	No limit (1)	Nil	Nil	Nil	No limit (1)	Nil
(b) Subdivision of Land	No limit (1)	No limit (1)	Nil	Nil	Nil	No limit (1)	Nil
(c) Alteration or Erection of Improvements	\$4.0m	\$2.5m	Nil	Nil	Nil	\$1.5m	\$1m
(d) Certificates	No limit	Nil	No limit	Nil	Nil	No limit (7)	No limit (7)
2 Claims:							
(a) Claims: Approve \$-Compensation	\$25,000	Nil	\$10,000	Nil	Nil	Nil	Nil
(b) Claims: Approve Rectification	\$200,000	\$30,000	Nil	Nil	Nil	\$20,000 (5) (8)	Nil
(c) Claims - Refusal	No limit	No limit	No limit	Nil	Nil	No limit (9)	No limit (9)
3 Infrastructure Contractors: Invite & Accept Tenders:							
3.1 Limited Tenders:							
(a) Elimination of Danger	\$50,000	\$12,000	Nil	Nil	Nil	\$12,000	\$12,000
(b) Emergency Repairs	\$50,000	\$20,000	Nil	Nil	Nil	\$12,000	\$8,000
(c) Other Tasks (ie. Urgent & Invited Tendering)	\$50,000	Nil	Nil	Nil	Nil	Nil	Nil
3.2 Open or Selective Tender:							
(a) Temporary Repairs	\$50,000	\$20,000	Nil	Nil	Nil	\$12,000	\$8,000
(b) Prevention of Damage	\$100,000	\$50,000	Nil	Nil	Nil	\$12,000	\$8,000
(d) Other Tasks (Incl Rectification Works)	\$200,000	\$30,000	Nil	Nil	Nil	\$20,000 (5) (8)	Nil
3.3 Expressions of Interest:	\$500,000	Nil	Nil	Nil	Nil	Nil	Nil
4 Infrastructure Consultants: Invite & Accept Tenders							
(a) Investigation of Claims	\$50,000	\$20,000	Nil	Nil	Nil	\$12,000	\$8,000
(b) Limited Tenders:	\$50,000	\$10,000	Nil	Nil	Nil	\$5,000	Nil
(c) Open or Selective Tender:	\$100,000	\$20,000	Nil	Nil	Nil	Nil	Nil
(d) Expressions of Interest:	\$100,000	\$20,000	Nil	Nil	Nil	Nil	Nil
5 Goods & Services: Invite & Accept Quotes / Tenders							
(a) State Contract:	\$100,000	\$100 (2)	\$100,000	\$2,000	\$2,000	\$100 (2)	Nil
(b) Not-in-contract procurement	\$100,000	\$100 (2)	\$100,000	\$2,000	\$2,000	\$100 (2)	Nil
(c) Purchase and Disposal of Motor Vehicles	No limit (4)	Nil	No limit (4)	Nil	Nil	Nil	Nil
(c) Writing-off Plant / Equipment & Disposal	\$20,000	Nil	\$3,000	Nil	Nil	Nil	Nil
(e) Property Purchase Costs	No limit	Nil	No limit	Nil	Nil	Nil	Nil
(f) Replacement Dwelling Costs	No limit	Nil	No limit	Nil	Nil	Nil	Nil
(g) Purchase & Resale of Damaged Improvements	No limit (3)	Nil	No limit (3)	Nil	Nil	Nil	Nil
6 Corporate:	No limit	Nil	No limit	Nil	Nil	No limit (7)	No limit (7)
(a) Refund of Certificate Fees	No limit	Nil	No limit	Nil	Nil	Nil	Nil
(b) Cheque Account Signatories	No limit	No limit (6)	No limit	No limit (6)	Nil	Nil	Nil
(c) Payment Out of Fund	No limit	Nil	No limit	Nil	Nil	Nil	Nil
(d) Investment of Funds	\$3m	Nil	\$3m	Nil	Nil	Nil	Nil
(e) Debt Write-offs	\$2,000	Nil	\$2,000	Nil	Nil	Nil	Nil
(f) Issue of Stop Work Notices	No limit	No limit	Nil	Nil	Nil	Nil	Nil
(g) Seek Restraining Order	No limit	Nil	Nil	Nil	Nil	Nil	Nil
(h) Fix Corporate Seal	No limit	Nil	No limit	Nil	Nil	Nil	Nil

Abbreviations:

(1) As per Policy Manual	CEO	Chief Executive Officer
(2) Petty cash payments	SRE	Subsidence Risk Engineer
(3) Limit determined by valuation	SAMFA	Secretary & Manager Finance and Administration
(4) Limit determined by approved Budget	AMFA	Assistant Manager Finance and Administration
(5) To accept only, NOT refuse, except where "not undermined" \$10,000 unless DS does report	FO	Finance Officer
(6) Co-signatory only where cheque value >\$50,000 (To refuse only, under 4(c))	DM	District Manager
(7) Does not include Section 15B(3A)	DS	District Supervisor
(8) DM at Picton Office has a separate delegation for Tahmoor project= \$50,000		
(9) May refuse only if not "undermined"		

Supplementary Notes:

- (i) All amounts are excl GST
- (ii) Financial Delegation: Invite & accept "Performance Management Consultants":
- \$50,000 delegation to CEO & SAMFA for Limited Tenders
 - \$100,000 delegation to CEO & SAMFA for Open or Selective Tenders
- (iii) Financial Delegation: Accumulated variations for contractors and consultants (per engagement):
- CEO delegation: The lesser of; (i) 25% of the accepted tender price, or (ii) \$20,000.
 - SRE, SAMFA, DM delegation: The lesser of; (i) 15% of the accepted tender price, or (ii) \$10,000.