



- Policy Document -

DELEGATION OF AUTHORITY REGISTER

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|-----------------------------|--------------------------------|
| POLICY NO: | STAT011 |
| ADOPTION DATE: | July 2018 |
| REVISION DATE: | June 2019 |
| DIVISION: | Corporate |
| RESPONSIBLE OFFICER: | Chief Executive Officer |

POLICY OBJECTIVE:

Financial Delegation Authority Register as at 1 July 2018.

DELEGATION AUTHORITY REGISTER

| Position | Purchasing Limit |
|---|--|
| Council/Mayor | Above \$500,000 |
| Chief Executive Officer | \$500,000.00 |
| Director Corporate Services | \$250,000.00 |
| Director Building Services | Approve Purchase Requisition up to \$50,000.00 |
| Director Engineering Services | Approve Purchase Requisition up to \$20,000.00 |
| Director Community Development & Services | Approve purchase requisition up to \$20,000.00 |
| Director Essential Services | Approve purchase requisition up to \$20,000.00 |
| Assistant Accountant | Approve purchase requisition up to \$10,000.00 |
| Office Manager Lockhart River Office | Approve purchase requisition up to \$10,000.00 |
| Workshop Supervisor | Approve purchase requisition up to \$5,000.00 |
| Training Coordinator | Approve purchase requisition up to \$1,000.00 |
| All other staff | Purchase Requisition Preparer only |



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Approved and signed by Council

.....*David Clark*.....Date.....*01.08.2018*.....

IMPLEMENTATION:

Policy to be implemented by the Director of Corporate Services

Policy commences immediately

Policy applies to all employees of the Council.

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