



FINANCE DELEGATION OF AUTHORITY REGISTER

ADOPTION DATE:	July 2021
REVISION DATE:	June 2022
DIVISION:	Corporate
RESPONSIBLE OFFICER:	Chief Executive Officer

POLICY OBJECTIVE:

Financial Delegation Authority Register as at adoption date.

FINANCE 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
Aerodrome Manager	Approve purchase requisition up to \$20,000.00
Assistant Accountant	Approve purchase requisition up to \$10,000.00
LR Office Manager	Approve purchase requisition up to \$10,000.00
Cabins Manager	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

Approved and signed by Council

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Date.....

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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