

Policy No:	FIN-013	Date adopted:	21 September 2023
Council Resolution Ref:		Review Date:	As required
Responsible Officer:	Chief Executive Officer	Version No:	1

1. Purpose

This financial delegation applies to the procurement of all goods, equipment and related services, construction contracts and service contracts (including maintenance) by Council and regulates the disposal of assets. It also provides information on the roles and responsibilities of key officers involved in the purchasing function to ensure compliance with the *Financial Management Systems* as laid down in Section 104 of the *Local Government Act 2009* and the *Local Government Regulation 2012* Chapters 5 and Chapter 6.

2. Application

The Council delegates the Chief Executive Officer (CEO) the authority to incur financial expenditure on behalf of Council under the following provisions:

- a) Where expenditure has been provided for in Council's budget; or
- b) In the opinion of the Chief Executive Officer such expenditure is required because of genuine emergency or hardship (Section 173 LGR 2012 refers).

Other officers may only incur expenditure on behalf of the Council if;

- a) The officer has been granted financial delegation by the Chief Executive Officer; and
- b) Expenditure is provided for in Council's budget; or
- c) In the case of genuine emergency or hardship and the power to incur expenditure in these circumstances has also been delegated.

Any officer incurring expenditure may only do so in accordance with any constraints imposed by the Council or the Chief Executive Officer in respect to a financial delegation.

Procurement Delegation Limits*

Authorised Officer	Authority Limit
Chief Executive Officer or Acting CEO	Up to \$200,000 plus GST
Director of Corporate and Regulatory Services	Up to \$100,000 plus GST
Director of Engineering Services	Up to \$100,000 plus GST
Director of Community and Health Services	Up to \$100,000 plus GST
Director of Economic Development & Tourism	Up to \$100,000 plus GST
Manager Regulatory Services	Up to \$50,000 plus GST
Asset Engineer	Up to \$50,000 plus GST
WH&S Advisor	Up to \$5,000 plus GST
Human Resource Manager	Up to \$5,000 plus GST
Workshop Foreman	Up to \$5,000 plus GST
Store Person	Up to \$5,000 plus GST
Tourism Marketing & Product Development Officer	Up to \$2,000 plus GST
VIC Coordinator	Up to \$2,000 plus GST
Cosmos/Planetarium Coordinator	Up to \$2,000 plus GST
WWII Coordinator	Up to \$2,000 plus GST
Chief Executive Officer's Assistant	Up to \$1,000 plus GST

* These delegation limits are provided for purchases contained within each area of responsibility (e.g. Engineering – Works and Services/Roads), purchases requiring to be authorised in absence of the respected Authorised Officer are to be referred to the respective Supervisors (e.g. Stores to Director of Corporate and Regulatory Services, Director of Engineering Services to Chief Executive Officer)

All reimbursements for staff and Councillors expenses must be authorised by either the Chief Executive Officer or Directors.

3. References

- *Local Government Act 2009* Chapter 4, Part 3, Section 104 Financial Management Systems
- *Local Government Regulation 2012* Chapter 6, Part 3 Default contracting procedures
- *Local Government Regulation 2012* Chapter 5, Part 6 Spending

Approved by:

Bruce Scott

Interim Chief Executive Officer