

<u>Position</u>	<u>Creditors</u> Level of Authority per order / invoice (GST exc)	<u>Creditors</u> Authorisation of EFT transfer & cheque payments to suppliers (GST inc)	<u>Creditors</u> Corporate Credit Card and Authority Limit (GST inc)	<u>Investments</u>	<u>Payroll</u> (1) approval of payroll expense; (2) authorisation of EFT transfer to employee bank accounts
Council	Above \$200,000				
Chief Executive Officer	Up to \$200,000	\$ Unlimited - provided this is in conjunction with a second signatory to Council's bank account	Up to \$15,000	Term deposits & EFT transfer authorisation up to \$5 m - with a second authorisation	(1) Approval of payroll expense - unlimited. (2) Authorisation of EFT transfer up to \$200,000 - provided this is in conjunction with a second signatory to Council's bank account
Manager Infrastructure and Environment	Up to \$75,000	Up to \$1,000,000 - provided this is in conjunction with a second signatory to Council's bank account	Up to \$2,500	Term deposits & EFT transfer authorisation up to \$3 m - with a second authorisation	(1) Approval of payroll expense up to \$5,000 (2) Authorisation of EFT transfer up to \$150,000 - provided this is in conjunction with a second signatory to Council's bank account
Manager Planning and Community Safety	Up to \$30,000	Up to \$1,000,000 - provided this is in conjunction with a second signatory to Council's bank account	Up to \$2,500	Term deposits & EFT transfer authorisation up to \$3 m - with a second authorisation	(1) Approval of payroll expense up to \$5,000 (2) Authorisation of EFT transfer up to \$150,000 - provided this is in conjunction with a second signatory to Council's bank account
Manager Community	Up to \$30,000	Up to \$1,000,000 - provided this is in conjunction with a second signatory to Council's bank account	Up to \$2,500	Term deposits & EFT transfer authorisation up to \$3 m - with a second authorisation	(1) Approval of payroll expense up to \$5,000 (2) Authorisation of EFT transfer up to \$150,000 - provided this is in conjunction with a second signatory to Council's bank account
Roads & Infrastructure Engineer	Up to \$30,000		Up to \$1,000		
Vegetation and Foreshore Officer	Up to \$30,000		Up to \$1,000		
Community Infrastructure and Asset Engineer	Up to \$30,000				
Manager Finance and Corporate Services	Up to \$10,000	Up to \$1,000,000 - provided this is in conjunction with a second signatory to Council's bank account other than the signatory, Financial Services Coordinator	Up to \$1,000	Term deposits & EFT transfer authorisation up to \$3 m - with a second authorisation other than the signatory, Financial Services Coordinator	(1) Approval of payroll expense up to \$5,000 (2) Authorisation of EFT transfer up to \$150,000 - provided this is conjunction with a second signatory to Council's bank account other than the signatory, Financial Services Coordinator

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Financial Services Coordinator		Up to \$1,000,000 - provided this is in conjunction with a second signatory to Council's bank account other than the signatory, Manager Finance and Corporate Services		Term deposits & EFT transfer authorisation up to \$5 m - with a second authorisation other than the signatory, Manager Finance and Corporate Services	Authorisation of EFT transfer up to \$200,000 - provided this is in conjunction with a second signatory to Council's bank account other than the signatory, Manager Finance and Corporate Services
Contract and Procurement Officer	Up to \$5,000				
Community Services Coordinator	Up to \$5,000		Up to \$1,000		
Tourist Park Manager	Up to \$5,000				
Business Systems, ICT Services Coordinator	Up to \$5,000				
Business Operations Coordinator	Up to \$5,000				
HR & Governance Coordinator	Up to \$5,000				
Communications Coordinator	Up to \$5,000		Up to \$1,000		
Technical Officer Infrastructure	Up to \$2,000				
Customer Service Officer	Up to \$2,000				
Senior Law Enforcement Officer	Up to \$2,000				
Executive Assistant to the Mayor, Councillors & CEO	Up to \$2,000				
Environmental Health Coordinator	Up to \$2,000				
Sustainability Officer	Up to \$2,000				
Civil Engineer	Up to \$2,000				

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QHub Coordinator	Up to \$2,000		Up to \$1,000		

Approved:



Martin Gill, Chief Executive Officer

Date: 08/08/2022