

<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 \$100,000	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 and Regulatory Services	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 Customer Experience	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 Facility and Asset Engineer	Up to \$30,000				
Manager Finance and ICT Services	Up to \$30,000	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 \$2,500	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
Financial Services Coordinator	Up to \$5,000	Up to \$1,000,000 - provided this is in conjunction with a		Term deposits & EFT transfer authorisation up to \$5 m - with a	Authorisation of EFT transfer up to \$150,000 - provided this is in conjunction with a second

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		second signatory to Council's bank account other than the signatory, Manager Finance and Corporate Services		second authorisation other than the signatory, Manager Finance and Corporate Services	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		
Queenscliffie Tourist Park Manager	Up to \$5,000				
Coordinator Business Systems and Transformation	Up to \$5,000				
Business Operations Coordinator	Up to \$5,000				
Senior Planner	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				
Technical Officer Infrastructure and Environment	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				

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Waste and Resource Recovery Officer	Up to \$2,000				
QHub Coordinator	Up to \$2,000		Up to \$1,000		



Approved:
Martin Gill, Chief Executive Officer Date: 23 January 2024