

BOQ PROCUREMENT POLICY - Appendix 1 – Schedule of Delegations

Position	Creditors Level of Authority per Order	Investments	Payroll function : (1) approval of payroll expense; (2) authorisation of EFT transfer
Council	Up to \$500,000		
Chief Executive Officer	Up to \$150,000	Term deposits & EFT transfer authorisation up to \$2 m - with a second authorisation.	By payroll function : (1) Approval of payroll expense up to \$100,000 (2) Authorisation of EFT transfer up to \$100,000 - provided this is conjunction with a second signatory to Council's bank account
General Manager Governance & Community	Up to \$75,000	Term deposits & EFT transfer authorisation up to \$2 m - with a second authorisation	By payroll function : (1) Approval of payroll expense up to \$75,000 (2) Authorisation of EFT transfer up to \$100,000 - provided this is conjunction with a second signatory to Council's bank account
General Manager Planning & Places	Up to \$75,000		
Foreshore & Caravan Parks Coordinator	Up to \$20,000	Term deposits & EFT transfer authorisation up to \$2 m - with a second authorisation	By payroll function : (1) Approval of payroll expense up to \$20,000 (2) Authorisation of EFT transfer up to \$100,000 - provided this is conjunction with a second signatory to Council's bank account
Projects & Contracts Engineer	Up to \$10,000		
Senior Accountant	Up to \$5,000	Term deposits & EFT transfer authorisation up to \$2 m - with a second authorisation.	By payroll function : (1) Approval of payroll expense up to \$5,000 (2) Authorisation of EFT transfer up to \$100,000 - provided this is conjunction with a second signatory to Council's bank account
Tourism and Community Development Co-ordinator	Up to \$5,000		
Aged Care & Disability Services Co-ordinator	Up to \$5,000	Term deposits & EFT transfer authorisation up to \$2 m - with a second authorisation	By payroll function : (1) Approval of payroll expense up to \$5,000 (2) Authorisation of EFT transfer up to \$100,000 - provided this is conjunction with a second signatory to Council's bank account
Rates Co-ordinator	Up to \$2,000		
Technical Officer Infrastructure	Up to \$2,000		
Customer Service Co-ordinator	Up to \$2,000		
Law Enforcement Officer	Up to \$2,000		
Executive Assistant to CEO & Mayor	Up to \$2,000		
Environmental Health Officer	Up to \$2,000		
Communications & Governance Officer	Up to \$2,000		