



STATUTORY POLICY

MOUNT ISA CITY COUNCIL

FINANCIAL DELEGATIONS REGISTER

Attachment 1 – 2020/2021 Procurement Policy

RESOLUTION NO. OM29/11/20 VERSION 3

APPLIES TO STATUTORY POLICIES ONLY

This is an official copy of the **Financial Delegations Register**, made in accordance with the provisions of *Local Government Act and Regulations, Public Records Act, Mount Isa City Council's Local Laws, Subordinate Local Laws* and current Council Policies.

Statutory Policies comply with a legislative requirement; the **Financial Delegations Register** is approved by the Mount Isa City Council for the operations and procedures of Council and is an attachment to the Mount Isa City Council Procurement Policy.

David Keenan
Interim Chief Executive Officer

DOCUMENT VERSION CONTROL			
Governance/Policies/Statutory Doc ID# 672534		POLICY TYPE	Statutory (Council)
VERSION	DATE	RESOLUTION NO.	DETAILS
V1	27.07.2018	OM08/02/18	Responsible Officer - Manager Corporate and Financial Services
V2	28.08.2019	OM22/08/19	Responsible Officer - Manager Corporate and Financial Services
V3	25.11.2020	OM29/11/2020	Responsible Officer - Manager Corporate and Financial Services
		REVIEW DUE	30.06.2021

DISTRIBUTION AND DISSEMINATION			
Internal email to all employees	X	Section meetings / Toolbox talks	
Internal email to all Councillors		Included in employee inductions	
Staff noticeboards		Uploaded to Council website	X
Internal training to be provided	X	External training to be provided	
Registered in Magiq	X		



Mount Isa City Council Financial Delegations Register

Mount Isa City Council – Financial Delegations Register as at 25 November 2020 All purchasing limits are exclusive of GST.

In accordance with section 238 of the *Local Government Act* and *Local Government Regulation 2012* the Chief Executive Officer delegates the power to incur financial expenditure in accordance with the Procurement Policy subject to the limits outlined below.

POSITION	PURCHASING LIMIT
Council Resolution	Unlimited
Chief Executive Officer	\$300,000*
Directors	\$150,000
Managers	\$30,000
Works Overseer	
Team Leaders	\$15,000
Coordinators / Specialists	\$5,000
Work Health and Safety Advisor Senior Officers	
Executive Assistant	\$1,000
Work Health and Safety Officer	

* Purchases over \$200,000 must meet the legislated exemption to tendering provisions and must be submitted to Council for review on a quarterly basis.

LIMITATIONS TO DELEGATIONS

- All staff below Manager level are limited to authorising purchases against budgets over which they have clear operational authority.
- Any IT or software purchase must be authorised by either the Manager Information Technology, Director Corporate and Financial Services, or Chief Executive Officer. This applies regardless of the financial delegation of any other officer.

AUTHORITY FOR CHANGES

The Chief Executive Officer has the authority to amend or suspend the financial delegation for any staff member for operational reasons subject to the amendment being ratified by Council at a six-monthly review of any changes to financial delegations.

OTHER DELEGATIONS

- To ANY TWO of the Manager Corporate and Financial Services, Directors or Chief Executive Officer:
 - the signing of manual cheque payments.
- To any Councillor:
 - secondary authorisation for the signing of manual cheque payments.
- To the Chief Executive Officer, Directors, or Manager Corporate and Financial Services:
 - the authorisation of the disbursement of periodic Fire Levy returns to the Queensland Fire and Rescue Authority and all returns to relating to State or Federal taxation.
 - to authorise monthly Mount Isa Water Board payments and quarterly Sunwater payments.
 - to authorise all annual insurance premiums.
 - authorisation of recoverable debt collection and legal fees.



- To the Chief Executive Officer, and Directors:
 - authorisation of the monthly Waste Levy payments to the State Government.
- To all staff and the Mayor:
 - authorisation for the use of the Council credit card, subject to authorisation in accordance with the financial delegations above. The relevant card holder is to sign all credit card authorisations.
- To the Chief Executive Officer, and Directors:
 - authorisation to approve advertising expenditure as per Council's Advertising Expenditure Policy.
 - authority to pay invoices related to approved, tendered works irrespective of the value of the invoice.
- To all staff issued Manual Order books:
 - use of manual order books for emergency repairs ONLY to the value of \$250, this is to be counter- signed by an authorised officer with sufficient purchasing delegation.

These delegations apply to those staff appointed to the positions listed above and any staff appointed, in writing, to those positions in an acting capacity.