



STATUTORY POLICY
MOUNT ISA CITY COUNCIL
FINANCIAL DELEGATIONS REGISTER
Attachment 1 – 2022/2023 Procurement Policy

RESOLUTION NO.OM14/06/22 VERSION V5

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 2009* and *Local Government Regulations 2012*, *Public Records Act 2002*, 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
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	OM29/11/20	Responsible Officer - Manager Corporate and Financial Services	
V4	21.07.2021	OM/27/07/21	Responsible Officer –Manager Finance and Information Technology	
V5	15.06.2022	OM14/06/22	Responsible Officer – Manager Finance and Information Technology	
			REVIEW DUE	30.06.2023

DISTRIBUTION AND DISSEMINATION

Internal email to all employees	X	Section meetings / Toolbox talks	X
Internal email to all councillors		Included in employee inductions	
Employee noticeboards		Uploaded to Council website	X
Internal training to be provided	X	External training to be provided	
Registered in magiQ	X		

1. PURPOSE

In accordance with *Section 238 of the Local Government Act 2009* and *Local Government Regulation 2012* the Chief Executive Officer delegates the power to incur financial expenditure in accordance with the Procurement Policy and Register of Delegations – CEO to Employees and Contractors subject to the limits outlined below.

Table 1. Purchasing Limits

POSITION	PURCHASING LIMIT (GST Exclusive)
Council Resolution	Unlimited
Chief Executive Officer	\$300,000*
Directors	\$150,000
Managers	\$30,000
Team Leaders	\$15,000
Coordinators / Specialists	\$5,000
Senior Officers	\$5,000
Executive Assistants	\$1,000
Work Health and Safety Officer	\$1,000

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

2. LIMITATIONS TO DELEGATIONS

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

3. AUTHORITY FOR CHANGES

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

4. OTHER DELEGATIONS

- 4.1 To ANY TWO of the Manager Finance and Information Technology, Directors or Chief Executive Officer:
 - a) the signing of manual cheque payments.
- 4.2 To any councillor:
 - a) secondary authorisation for the signing of manual cheque payments.
- 4.3 To the Chief Executive Officer, Directors, or Manager Finance and Information Technology:
 - a) the authorisation of the disbursement of periodic Fire Levy returns to the Queensland Fire and Rescue Authority and all returns relating to State or Federal taxation.



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- b) to authorise monthly Mount Isa Water Board payments and quarterly Sunwater payments.
 - c) to authorise all annual insurance premiums.
 - d) authorisation of recoverable debt collection and legal fees.
- 4.4 To the Chief Executive Officer, and Directors:
- a) authorisation of the monthly Waste Levy payments to the State Government.
- 4.5 To all employees and the Mayor:
- a) 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.
- 4.6 To the Chief Executive Officer, and Directors:
- a) authorisation to approve advertising expenditure as per Council's Advertising Expenditure Policy.
 - b) authority to pay invoices related to approved, tendered works irrespective of the value of the invoice.
- 4.7 To all employee issued Manual Order books:
- a) use of manual order books for emergency repairs ONLY to the maximum value of \$250, this is to be counter- signed by an authorised officer with sufficient purchasing delegation.

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

5. BREACH OF POLICY

- 5.1 Where Council reasonably believes an employee has breached this policy, the matter will be dealt with under the Performance and Misconduct Policy.

6. COMMUNICATION AND DISTRIBUTION

- 6.1 Council will make available to the public, the Procurement Policy on our website at www.mountisa.qld.gov.au
- 6.2 Supervisors will ensure the policy is distributed as per the Distribution and Dissemination table on this policy.