

PURPOSE

To provide Council and its officers with a framework for procurement activities that:

- ensures compliance with requirements of the *Local Government Act 2009* ('the Act') and the *Local Government Regulation 2012* ('the Regulation'),
- ensures an efficient process for managing procurement and
- reduce the risks of fraud and corruption.

SCOPE

This document covers all activities that result in the commitment and expenditure of Council funds other than Payroll.

The Council has not decided to adopt the Strategic contracting procedures in the Regulation, Chapter 6 Part 2 and accordingly the Default contracting procedures in Part 3 (*Sections 223-236*) apply. In accordance with the Regulation, section 198 - Procurement Policy:

1. *Council must prepare and adopt a policy about procurement (a procurement policy).*
2. *The procurement policy must include details of the principles, including the sound contracting principles that Council will apply in the financial year for purchasing goods and services.*
3. *Council must review its procurement policy annually.*

POLICY STATEMENT

The overarching principles set out in the Act apply to all activities of local governments. These local government principles are:

1. transparent and effective processes, and decision-making in the public interest;
2. sustainable development and management of assets and infrastructure, and delivery of effective services;
3. democratic representation, social inclusion and meaningful community engagement;
4. good governance of, and by, local government; and
5. ethical and legal behaviour of councillors and local government employees.

The Regulation sets out principles that must be applied in all procurement and contracting activities in addition to the local government principles (the sound contracting principles). These are:

1. value for money;
2. open and effective competition;
3. the development of competitive local business and industry;
4. environmental protection;
5. ethical behaviour and fair dealing

Council has expanded the descriptions of each of the sound contracting principles as follows:

Value for Money

The objective of obtaining Value for Money is that the goods, equipment or services being procured represent the best return and performance for the money spent from a "total costs of ownership" or "whole-of-life costs" perspective.

The result of using such an evaluation methodology to assess Value for Money may not necessarily favour the lowest price. All impacts of entering into a contract at a particular price must be considered. For example, if the lowest price would result in delays to obtaining a vital service resulting in a commercial loss, the lowest price may not result in the best value for money.

Open and Effective Competition

Open and Effective Competition is achieved by:

1. Procurement procedures and processes being visible to Council suppliers and the public (i.e. rate payers and the local community)
2. Suppliers having real opportunity to do business with Council
3. Invitations to suppliers being arranged so that there is competition among suppliers to provide Value for Money offerings
4. Fair and equitable assessment of all offers to supply

The Development of Competitive Local Business and Industry

Encouragement of the development of competitive local business and industry is achieved by:

1. Actively seeking out potential local supplies and suppliers
2. Encouraging prime contractors to give local suppliers every opportunity, to participate in major projects as partners or subcontractors
3. Ensuring that the principles of open and effective competition are applied and equal treatment is given to local offers, when being compared with other offers, on the basis of fair and equitable behaviour
4. Giving preference to locally-sourced goods and services, where price, performance, quality, suitability and other evaluation criteria are comparable
5. Ensuring that payments are prompt and in accordance with the agreed terms of contract
6. Giving points-weighting to the advantages of buying locally-sourced goods and services, and to dealing with local suppliers, including:-
 - spare parts and servicing support are more readily available
 - compliance with warranty provisions is more reliable
 - supply lines are shorter
 - communications for contract administration are more convenient

Local Preference Policy

As it is Council's intention to encourage the development of competitive local business and industry within the Council area, officers involved in procurement activities shall encourage local business to quote in competition with businesses operating outside the Council boundary.

A local preference margin of 10% up to a purchase value of \$50,000 (Inc. GST) and 5% over a purchase value of \$50,000 (Inc. GST) may be applied to all offers received from businesses based within the region. This is applied by adding a loading to the price quoted by non-local suppliers, for comparison purposes only, if there are local suppliers. The rate of loading is based on the value of the lowest compliant quote or tender.

Environmental Protection

The Council promotes environmental protection through its procurement activities. In undertaking any procurement activities, the Council will:-

- a) prefer the purchase of environmentally friendly goods and services that satisfy value for money criteria when the environmental cost is included;
- b) foster the development of products and processes of low environmental and climatic impact;
- c) provide an example to business, industry and the community by promoting the use of climatically and environmentally friendly goods and services; and
- d) encourage environmentally responsible activities

North Burnett Indigenous (Aboriginal and Torres Strait Islander) Procurement

The North Burnett Regional Council, like the Queensland Government, seeks to increase procurement with local and regional indigenous businesses as much as possible.

The Council has set the following objectives:

- increase the capacity and capability of Indigenous businesses to successfully quote / tender for Council contracts from \$1,500 to over \$200,000; and
- establish a register of local and regional indigenous businesses to be updated annually; and

- facilitate the development of a diverse and sustainable local and regional Indigenous business sector in the North Burnett by increasing the capacity and capability of Indigenous businesses to supply to Council that in turn supply to the private sector through supply chains and increased private sector demand; and
- for tenders over \$200,000 Council will review the Black Business Finder for any possible enterprises and encourage their participation, where appropriate, in the tender process (*online database designed to give Aboriginal and Torres Strait Islander enterprises the opportunity to promote their enterprises to industry and government – there are currently 452 Indigenous businesses on the Black Business Finder (BBF) -the Indigenous businesses on the BBF have approximately 7,500 employees with 52% of the employees (3,700) being Indigenous.*)

Ethical Behaviour and Fair Dealing

Council’s Code of Conduct dictates expectations of behaviour and conduct for all staff.

Invitation thresholds have been set within this policy to ensure proper controls and checks are carried out on all procurement activities. The delegations, authorisations and associated financial thresholds are considered appropriate for the level of judgement expected of individual officers.

Ethical Behaviour and Fair Dealing are achieved by Council officers:

1. Performing their duty impartially, un-influenced by the receipt or prospects of threats, reprimands or rewards
2. Not accepting or seeking gifts or other favours
3. Not entertaining approaches from suppliers that might be interpreted as attempts to unfairly influence the evaluation process
4. Ensuring that their private interest does not conflict with their public duties and that any potential or apparent conflict is disclosed to their supervisor.
5. Accepting their accountability to the Chief Executive Officer (CEO) and Council
6. Maintaining high standards of accountability, including observing confidentiality of offers that have been received.
7. Developing systems and procedures that ensure a consistent approach to procurement
8. Promoting professional procurement practices

Conflict of interest

It is essential that the actions of Councillors and employees can be shown to be free of any conflict of interest, real, potential, or apparent.

To achieve this, Council maintains a range of registers including Statutory Registers for Senior Staff and Councillors, a conflict of interest register for all staff, and a gift register for all staff. It is the position of Council that any conflict, real or perceived is recorded in the appropriate register. This also includes family relationships. Further, where a conflict is identified, the relevant staff member is to exclude themselves from any involvement in any procurement where the conflict applies.

PROCEDURES

Requirements for Quotations or Tenders

Subject to the exceptions for purchasing arrangements and some other exceptions set out below, the requirements for each level of purchase are as follows:

Total value including GST	Quotes Required
Less than \$1500	1 quote (Verbal or Written)
Less than \$3,000 and on Preferred supplier list	One Verbal quote
Less than \$5,000	Two (2) verbal quotes
Between \$5,000 and \$15,000	Two (2) written (two to be invited to quote – this may result in only one quote received)
Between \$15,000 and \$200,000 (Medium sized contract)	Three (3) written quotes (three to be invited to quote, this may result in less than 3 quotes received).
Value \$200,000 and over (Large sized contract)	Tender process consistent with the Act

Tenders may be appropriate for some contracts below \$200,000.

When making purchases of goods and services, the invitation thresholds are to be interpreted on a “per order” basis, that is, the thresholds refer to the number of quotations required for the total order value including GST.

Orders must not be split to bring the total below the thresholds.

If the purchase, together with future purchases of similar items from the same supplier are likely to amount to \$200,000 or more over the next year, consideration should be given to establishing a purchasing arrangement such as a standing offer or preferred supplier arrangement.

Exemptions and Purchasing Arrangements

The Regulation provides a number of exemptions from the requirement to obtain tenders or quotations.

The Regulation also allows the following purchasing arrangements to be established. These allow individual purchases without the need to obtain tenders or quotations or to simplify the process of obtaining them.

1. Preferred supplier arrangements or standing offer arrangements;
2. Registers of pre-qualified suppliers; and
3. Accessing an arrangement of the Local Government Association of Queensland, i.e. LocalBuy

a) Exemptions from the Requirement to Seek Tenders or Quotations

In accordance with the Regulation section 235, Council may enter into a contractual arrangement without first inviting written quotes or tender if –

- a) Council resolves it is satisfied there is only 1 supplier who is reasonably available; or
- b) Council resolves that, because of the specialised or confidential nature of the services that are sought, it would be impractical or disadvantageous for the local government to invite quotes or tenders; or
- c) A genuine emergency exists; or
- d) The contract is for the purchase of goods and is made by auction; or
- e) The contract is for the purchase of second-hand goods; or
- f) The contract is made with, or under an arrangement with a government agency.

Note that for (a) and (b) above a Council resolution is required.

There are no existing resolutions from Council for item (a) or (b), therefore a resolution would be required if this exemption is to be used.

The resolution could apply to a particular contract, or to all contracts of a particular type.

b) Preferred Supplier and Standing Offer Arrangements

The preferred supplier and standing offer arrangements can be used where there are frequent or regular purchases of similar items e.g. stationery. A preferred supplier arrangement would contain a pricing structure (e.g. 10% below retail, or parts at cost plus 5%). A standing offer would state a fixed price or rate per unit, (e.g. labour at \$45.00 per hour, Fence posts at \$3.00 each).

c) Pre-qualified Supplier

Registers of pre-qualified suppliers can be set up where it is necessary to ensure that a supplier is capable of meeting Councils requirements before the precise nature of the requirement is known.

A pre-qualified supplier is a supplier who has been assessed by the local government as having the technical, financial and managerial capability necessary to perform contracts on time and in accordance with agreed requirements. This process is normally used to establish panels of suppliers who can be asked to quote or tender for a particular purchase without the need to call public tenders.

d) Establishment of arrangements

To establish a preferred supplier or pre-qualified supplier arrangement, the procedure is to call tenders, as shown below. The arrangement needs to be adopted by Council resolution.

e) LGA Arrangements

A local government may enter into a contract for goods and services without first inviting written quotes or tenders if the contract is entered into under an LGA arrangement. These arrangements are currently made by LocalBuy Ltd and may be used, in accordance with LocalBuy systems instead of a register of prequalified suppliers.

e.1) Need to ensure value for money when accessing purchasing arrangements and LocalBuy arrangements

Unless the particular arrangement has been set up in a fixed or determinable price form, it is still necessary to ensure value for money. To do this it may be necessary to obtain comparative quotes or to invite tenders from selected, or all, suppliers on the relevant lists. Where the price has been fixed for the arrangement, the prices for different suppliers in the arrangement need to be compared for the particular items required. It may also be appropriate, when accessing LocalBuy arrangements, to obtain comparative quotations from local suppliers who may not be on the lists. Note that suppliers on LocalBuy arrangements may quote a lower price for a particular contract than the rates quoted to LocalBuy.

Tenders

Tender preparation: A tender invitation must include:

- A closing date. This must be at least 21 days after the tender is advertised.
- An accurate and comprehensive specification of the goods or services required.
- Evaluation criteria with weightings
- Provision for Council to change the tender
- Provision that Council need not accept the lowest or any tender but that if it accepts a tender it will accept the one most advantageous for it.
- Disclosure of the confidentiality of Council information, the confidentiality that will be given to the information provided by the tenderer, and the applicability of *Right to Information Act 2009*.
- Provision that any conflict of interest or connection to Councillors or staff be disclosed
- Prohibition against giving any inducement to any person or lobbying councillors or staff to attempt to influence the decision process.

All tender specifications must be vetted for:

- readability;
- simplicity of meaning;
- clarity;
- logic; and
- Inclusion of only essential information.
-

After vetting, and before issue, the tender documents must be approved by the General Manager/CEO.

Tenders must be advertised in a paper circulating in the area. The tender closing date needs to be at least 21 days after the date the advertisement is published. The tender must also be notified on the website for the same period.

Prospective tenderers clicking the link on the website will generate a request email to records. This will be allocated to the person responsible for the tender to provide the tender documents.

Tender documents must be registered and filed in a central location. Records will provide a tender number and maintain a spreadsheet with details of each tender. Details of the tender must be provided to enable the spreadsheet to be updated. Tender documents should be provided to Records in electronic form. (E.g. a USB stick)

The CEO may, for good cause, extend a closing date.

All Tenders selections must go to Council for a resolution for approval.

Release of Information

Procedures governing release of information will comply with the regulations set down in the *Information Privacy Act* and *Right to Information Act 2009*.

1. Officers must not release any information about tenders submitted, including names of tenderers, to any other party prior to the award of a tender. No tenderer information other than the name of the successful tenderer and the contract price, should be disclosed to any other third party, except as required by legislation.
2. Communications with suppliers prior to the award of the contract should be minimised except during the course of normal daily work. On no account should the details of the tender be discussed with anyone during the tender period except as provided in the tender document.

LocalBuy LG Tenderbox

LocalBuy LG Tenderbox is not a “purchasing arrangement” and does not exempt Council from any requirements. It is a convenient process for managing the secure collection of tenders and dealing with enquiries in relation to tenders in an equitable manner.

LG Tenderbox should be used where possible for larger open tenders instead of handling tenders in-house. It may not be economical for smaller tenders. It may also not be suitable for tenders for purchasing arrangements as smaller suppliers may have issues with the technology required to submit.

Tenders for LG Tenderbox are prepared in exactly the same way as any tender. There are specific requirements for formatting. Summary details are entered on the LG Tenderbox website and the tender documents are uploaded.

LocalBuy will provide a notification of the tender to suppliers on their lists and the suppliers can download the tender documents if they are interested.

The tender should also be advertised in a newspaper circulating widely in the Council area (requirement of the *Local Government Act 2009*).

The tender can be restricted to suppliers on a pre-qualified suppliers list on LocalBuy. In this case some elements of the validation process may be omitted as the inclusion on the list has already addressed issues such as capacity to supply, financial viability, etc.

The prospective tenderer uploads the submission onto the LG Tenderbox website.

If a supplier wants to raise any query about the tender they ask through the LG Tenderbox website. These queries are passed to Council for a reply through the website. The query and reply are posted on the forum (without revealing the name of the enquirer) so all tenderers have the same information.

This improves transparency and ensures equal treatment of all suppliers, while reducing the workload for council officers. If a supplier attempts to ask questions about the tender directly, they must be referred to the conditions, which require that queries are only raised through the website.

While the tender is open there is no access to the tenders submitted. After the closing date, the tenders can be downloaded from the website.

The tenders are then assessed and selected according to the normal tender processes.

Tender processing

A hard copy tender received before the closing date must be placed in a locked tender box under the control of the CEO or the Records Management stream.

Tenders submitted by email must be addressed to the CEO, emailed to admin@northburnett.qld.gov.au, and have a subject line:

“TENDER SUBMISSION <tender number> Closing date <dd/mm/yyyy>”

This requirement must be clearly stated on the cover page of the tender document. Officers should discourage potential tenderers from sending the tender to individual emails accounts.

An email tender will be acknowledged automatically by email reply. It will then be registered by Records and a cover page placed in the Tender Box. Access to the tender will not be made available until the closing date.

Tenders received, whether at Gayndah or other offices, **MUST NOT BE OPENED** until after the closing date. The tender must be forwarded unopened to Gayndah to be placed in the tender box.

A tender box must only be opened in the presence of at least two officers of the council. Immediately after a tender box is opened, the tenders must be initialled by the two delegated officers of the council and registered within councils Electronic Records Management System.

Late tenders will be recorded but, unless exceptional circumstances apply, they should be excluded from the selection process.

Tender selection process

Tenders will be assessed by a panel of at least two (2) officers, normally including the Manager of the appropriate section.

If any member of the panel who has any potential, actual, or apparent material personal interest, or conflict of interest, in relation to the tender, the member must disclose this in writing. If the panel member with the interest cannot be replaced the facts must be recorded on the tender selection report with details of how the conflict has been dealt with.

The Panel will prepare and sign a tender selection report containing the following:

- A description of the goods or services tendered.
- A list of all the tenderers, and the amounts tendered
- Details of any exclusions for non-compliance and any non-compliance that has been allowed
- Any additional material such as personal knowledge of the tenderers
- A matrix showing the scores and weighting of all tenders considered against the selection criteria
- A reasoned recommendation.
- Names and signatures of the panel members

Where the lowest, conforming tender is not accepted, the reason(s) must be recorded on the tender selection report.

The tender document and all tender responses are attached to the tender selection report and it is given to the CEO for consideration and presentation to Council.

When the tender has been awarded, the details of the supplier, price, and date awarded, must be provided to Records so that the spreadsheet can be updated.

Publication on Councils website

Information about all contracts in excess of \$200,000 plus GST (\$220,000 total) must be published on the Councils website as soon as practicable after the contract is made. The \$200,000 is the total value of orders to be placed with a supplier under the contract (estimated if necessary).

If an order is placed and recurring similar orders for similar products or services are to be placed with the same supplier and are expected to amount to \$200,000 over the next year, this should also be published.

Details of each completed tender or contract with a value or expected value over \$200,000 must be provided to Records Management who will update the website.

The information to be published is the date of the contract, the subject matter, and the value. Where contracts are made under a preferred supplier or similar arrangement and individual orders are below \$200,000 plus GST, it is sufficient to publish quarterly cumulative totals of orders placed with each supplier if they exceed \$50,000 per quarter.

Quotations

Requesting quotations

Where a required number of quotations must be requested, the number of requests should be made to persons whom the officer considers are likely to be able to meet the requirements at a competitive price. If fewer quotations are received, this is not fatal to the process, but if there are many suppliers available the officer should try to obtain at least the required number.

A record must be kept of all quotations requested, all quotations received and the amounts quoted.

A folder will be set up for each tender under Subject Files/Tendering and Quotations/ and written requests and all written responses including emails relating to the tender/quotation should be filed in that folder.

Where using pre-qualified supplier lists, it may be necessary to obtain quotations if the price has not been determined when setting up the lists.

If accessing LocalBuy arrangements, it may be appropriate to obtain local quotes for comparison purposes.

Where the lowest conforming quotation is not accepted, the reason(s) must be recorded on the requisition.

Recording quotations on or with the requisition

- Verbal quotations must be noted on the requisition.
- Written quotations must be attached to the requisition.
- Declined requests for written Quotations must be noted on the requisition.
- If the lowest quotation is not accepted, the reason must be stated on the requisition.

When the relevant quotations have been received the requisition must be signed by an authorised officer who has the required delegation limit. The officer must sight the written quotations and ensure the requirements of this policy have been complied with.

FINANCIAL RESPONSIBILITIES

Delegations

Delegated officers are responsible for ensuring that only approved items are acquired against programs and that expenditure is only committed where it is within the constraints of the budget or Council resolution.

Delegated officers can commit Council funds by:

- Authorising payment of progress claims for contract works
- Authorising purchase requisitions
- Authorising payment request forms
- Authorising corporate card purchases
- Entering into a contract or contractual arrangement.

Financial delegations shall be limited to the authorised signatories whose delegations have been granted in accordance with the parameters listed below. All value parameters shall be inclusive of GST. The register of financial delegations is to be maintained by the Corporate Services Manager.

This register is contained in **Appendix A**.

1. Level A Authorisation : unlimited if provided in current year budget
2. Level B Authorisation : \$220,000
3. Level C Authorisation : \$100,000
4. Level D Authorisation: \$50,000
5. Level E Authorisation : \$15,000 – within their Section only
6. Level F Authorisation : \$5,000 – within their Section only
7. Level G Authorisation : \$500 – within their Section only

Financial Delegations

The delegations limits for purchasing authority are included in **Appendix A**. Staff with delegations within Level E, Level F and Level G, can only authorise Purchase Orders that are within their Department / Section.

The Use of Purchase orders

- a) Purchase orders are to be used for every purchase of goods and/or services for North Burnett Regional Council with the exception of credit card purchases. Purchase orders must be presented to suppliers prior to goods and/or services being obtained.
- b) In circumstances where the definite amount of the purchase is not known, e.g. maintenance and repair work to be carried out, uncertain volume work and time related work, a best estimate of cost must be indicated (must never have \$0 purchase orders)..
- c) The placing of verbal purchase orders is to be avoided wherever possible, however when it occurs, a requisition and Purchase order must still be raised as per normal requirements as soon as possible.

Limited Exemptions to Use Purchase orders

Due to the nature of certain transactions, it will not be necessary to prepare Purchase orders:

- a) Petty cash transactions & credit card transactions
- b) Transactions of a recurrent nature (i.e. telephone, internet, water and electricity charges, fuel cards, vehicle registrations, insurance premiums, subscriptions, etc.)
- c) Routine contracts (copier, cleaners, caretakers, ongoing lease of land etc.).
- d) Employee reimbursements for minor necessary incidentals where an official order is impractical such as meals when travelling – these payments still require approval by the relevant supervisor with delegation approval prior to reimbursement.
- e) Community Grant & RADF (and similar) disbursement of funds. These payments still require approval by the relevant supervisor with delegation approval prior to disbursement.
- f) Goods below costing less than \$1,000 purchased by authorised officers (written authority by Managers) against monthly orders with specified suppliers (e.g. purchases from Mitre 10). In this case the authorised officer must sign the docket and enter the project code. The authorised officer is responsible for ensuring that the goods are reasonably required for the particular purpose.

Petty Cash

Purchases up to \$75.00 may be made out of petty cash, where a petty cash system is functioning and sufficient petty cash is available for the proposed purchase, unless determined otherwise by the CEO or delegated officer. Each petty cash float must be reconciled and reimbursed on a regular basis.

The CEO may authorise additional Petty Cash floats or instruct a float to be discontinued.

Corporate Credit Cards

In order to expedite the supply of goods and services, corporate credit cards are issued to persons listed in Table A below. Purchases made on these cards are subject to the following limits per transaction and per card as detailed below:

Table “A” – Persons to whom Corporate Credit Cards are issued

Position	Transaction limit (\$)	Monthly Card Limit (\$)
1. Chief Executive Officer		15,000
2. General Manager		10,000
3. Mayor		5,000
4. Managers		5,000
5. Other Council Officers (on register)		Max 5,000
6. SES Volunteers	Max \$200	500

The CEO is to authorise limits to other officers in accordance with the role requirements.

All supplies made under this sub-section should form part of an approved budget.

The card holders are responsible for all purchases made on the card issued to them. It is the responsibility of the card holder to forward all receipts and documentary evidence pertaining to purchases, including project numbers, to the Finance Section as soon as practicable following receipt of the monthly statement, so that they can be reconciled to the monthly statement. Upon the reconciliation of the monthly statement, relevant manager is required to authorise all transactions on the cards. The CEO's credit card is to be authorised by the General Manager Corporate and Community and the Mayors Credit Card to be authorised by the CEO.

Unauthorised transactions are not permitted. These would include transactions which do not have supporting documentation and any private transactions. All private transactions must be reimbursed to Council within the following transaction period.

The Corporate Services Manager must ensure that a register is maintained detailing card number, to whom the card has been issued, and the limits that apply to that cardholder.

Failure of any cardholder to comply with set transaction limits and monthly limits will result in the withdrawal of the corporate credit card from the cardholder.

Council Corporate Credit Cards **MUST NOT** be used to draw cash advances.

Voucher and Cheque Authorisations

Cheques /Electronic Funds Transfers must be signed by any two (2) of the following senior officers:

- Chief Executive Officer
- General Manager Corporate & Community
- General Manager Strategy, Innovation and Assets
- General Manager Works
- Corporate Services Manager
- Community Connection Manager
- Asset Services Manager
- Development Services Manager
- Environmental Services Manager
- Technical Services Manager
- Civil Works Manager
- Economic Development Manager

RELEVANT LAW

Local Government Act 2009 (Act)

Local Government Regulation 2012 (Regulation)

Information Privacy Act 2009

Right to Information Act 2009

RELATED POLICIES AND PROCEDURES

Nil

RELATED FORMS

Nil

DEFINITIONS

Term

Definition

Nil

APPROVAL

Council approved this policy on 27 June 2018.

REVIEW

This policy will be reviewed every two (2) years by Corporate Services Manager, Department of Corporate and Community and is due for review in July 2020.

REVISION HISTORY

Version	Meeting	Date	History
1	Policy & Strategy Meeting	06/05/2008	Created for 2008/2009
2	Budget Meeting	23/06/2009	Revised for 2009/2010
3	Budget Meeting	28/07/2010	Revised for 2010/2011
4	Budget Meeting	23/06/2011	Revised for 2011/2012
5	Budget Meeting	07/08/2012	Revised for 2012/2013
6	Policy & Strategy Meeting	16/07/2013	Revised for 2013/2014
7	Budget Meeting	08/07/2014	Revised for 2014/2015
8	General Meeting	19/09/2014	Appendix A Revised
9	General Meeting	23/06/2015	Bi-Annual Review
10	Policy & Planning	17/11/2015	Review due to Change
11	Budget Meeting	06/07/2016	Revised for 2016/2017
12	Budget Meeting	05/07/2017	Revised for 2017/2018
13	General Meeting	20/09/2017	Revised
14	General Meeting	27/06/2018	Review

APPENDIX A

Level	Position	Authorised Limit (inc GST)
Level A	Chief Executive Officer	Unlimited – within budget
	General Managers	
Level B	<ul style="list-style-type: none"> • General Manager Corporate & Community • General Manager Strategy, Innovation & Assets • General Manager Works 	\$220,000 \$220,000 \$220,000
Level C	Managers <ul style="list-style-type: none"> • Corporate Services Manager • Community Connection Manager • Asset Services Manager • Environmental Services Manager • Economic Development Manager • Technical Services Manager • Civil Works Manager • Development Services Manager 	\$100,000
Level D	<ul style="list-style-type: none"> • District Supervisors • Project Supervisor - Civil • Parks and Gardens Supervisor • Water/Wastewater Supervisor 	\$50,000
Level E	<ul style="list-style-type: none"> • Works Supervisors/Depot Foreman • Facilities Officer 	\$15,000
Level F	<ul style="list-style-type: none"> • Senior Assets Technical Officer • Stream Leaders as noted in Appendix • Building Surveyor ***Other Council Officers (on register) – credit card transactions only.	\$5,000 Max \$5,000
Level G	SES Controllers & Group Leaders	\$500 – Only valid outside Council Operating Hours

*** CEO to set the level of Financial Delegation for each staff member according to the role requirements. To be kept in a register.