

INSTRUMENT OF DELEGATION

PROCUREMENT THRESHOLDS AND DELEGATIONS

28 FEBRUARY 2024

Delegation Sources

- Local Government Act 1999

Positions

Abbreviation	Position	Name
CEO	Chief Executive Officer	
CS	Construction Supervisor	
FPO	Fire Prevention Officer	
FMLM	Flinders Mobile Library	
MS	Maintenance Supervisor	
MAO	Manager Assets & Operations	
MCG	Manager Community & Growth	
MDRS	Manager Development & Regulatory Services	
MF	Manager Finance	
SFGO	Senior Finance & Grants Officer	
SGO	Senior Governance Officer	
TLW	Team Leader Workshop	
TO	Technical Officer	
WHSC	Work Health & Safety Coordinator	

Procurement Thresholds and Delegations

Local Government Act 1999			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	<p>The following Council staff will have the authority to sign purchase orders for the purchase of goods and services on behalf of Council.</p> <p>Up to \$100,000 per purchase order.</p>	CEO	<p>CEO can waive the procurement method based on 'extraordinary factors'.</p> <p>That the purchase does not exceed Council's adopted current budget.</p> <p>All plant and equipment purchases over \$30,000 (Exc. GST) - require Council approval.</p>
1.1	<p>The following Council staff will have the authority to sign purchase orders for the purchase of goods and services on behalf of Council.</p> <p>Up to \$75,000 per purchase order:</p>	MF, MAO	<p>That the purchase does not exceed Council's adopted current budget.</p> <p>All plant and equipment purchases over \$30,000 (Exc. GST) - require Council approval.</p>
1.2	<p>The following Council staff will have the authority to sign purchase orders for the purchase of goods and services on behalf of Council.</p>	CS, MS, MDRS, MCG	

Local Government Act 1999

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	Up to \$20,000 per purchase order:		<p>That the purchase does not exceed Council's adopted current budget.</p> <p>Capital Item Purchases only to the value of \$10,000 per purchase order.</p>
1.3	<p>The following Council staff will have the authority to sign purchase orders for the purchase of goods and services on behalf of Council.</p> <p>Up to \$10,000 per purchase order:</p>	MDRS	
1.4	<p>The following Council staff will have the authority to sign purchase orders for the purchase of goods and services on behalf of Council.</p> <p>Up to \$5,000 per purchase order:</p>	SFGO, TLW	<p>That the purchase does not exceed Council's adopted current budget.</p>
1.5	The following Council staff will have the authority to sign purchase orders for the purchase of goods and services on behalf of Council.	TO	

Local Government Act 1999

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	Up to \$2,000 per purchase order		That the purchase does not exceed Council's adopted current budget.
1.6	The following Council staff will have the authority to sign purchase orders for the purchase of goods and services on behalf of Council. Up to \$1,000 per purchase order;	FMLM, SGO, WHSC, FPO	