



List of Delegated Users & Types of Financial Delegations

All employees have the delegation to requisition items within their budget responsibility. Requisitions by employees other than those authorised below are to be signed off by department manager or supervisor (based on purchase delegation). Delegation does not negate compliance with procurement requirements. Refer to PASC Procurement Policy.

Types of Delegations:

Procurement - Level 1 - Authority to Sign Requisitions for Operational & Capital Expenditure or Invoices for Goods & Purchases within Delegated Limit

Procurement - Level 2 - Authority to Sign Requisitions for Admin Store Materials Only

Payment - Level 1 - Authority to Access Banking Platforms, Authorise Electronic Payments, Withdrawal & Transfer Requests (No limit on banking withdrawal or transfer requests)

Other - Access to Banking Platforms for Uploading of Payment Files and Reporting Function Only (No Authorisation for Payments)

Role	Current Incumbent			Location	Procurement	Payment	Function	Purchase Delegation **Limits Exclusive of GST**	Credit Card	Monthly C/C Limit
	Employee Reference	Surname	First Name							
MAYOR	KENRAJ	KENDALL	Ralph	Pormpuraaw	N/A	N/A	COUNCILLOR	N/A	Yes	\$2,000
CHIEF EXECUTIVE OFFICER	MENJAN	MENZIES	Janelle	Pormpuraaw	Level 1	Level 1	EXECUTIVE	\$300,000 **\$500,000	Yes	\$10,000
EXECUTIVE MANAGER CORPORATE SERVICES	BRUTRA	GRAHAM	Tracey	Cairns	Level 1	Level 1	EXECUTIVE	\$100,000	Yes	\$8,000
EXECUTIVE MANAGER COMMUNITY SERVICES	BARSH	BARTLETT	Shelina	Pormpuraaw	Level 1	Level 1	EXECUTIVE	\$100,000	Yes	\$5,000
EXECUTIVE MANAGER OPERATIONS	YATANG	YATES	Gus	Pormpuraaw	Level 1	Nil	EXECUTIVE	\$100,000	Yes	\$5,000
FINANCE MANAGER	HALMEL	HALPERT	Melanie	Cairns	Level 1	Level 1	CORPORATE SERVICES	\$50,000	No	N/A
FINANCIAL ACCOUNTANT	HEYTIF	HEYCOX	Tiffany	Cairns	Level 1	Other	CORPORATE SERVICES	\$25,000	No	N/A
FINANCE OFFICER - WORKS	BOUANN	BOUNDY	Anne	Cairns	Level 1	Other	CORPORATE SERVICES	\$25,000	No	N/A
ENVIRONMENT PROJECT MANAGER	MORROB	Morris	Robbie	Pormpuraaw	Level 1	Nil	EXECUTIVE SUPPORT	\$50,000	No	N/A
BUSINESS DEVELOPMENT MANAGER	DOUMEL	DOUTHAT	Melissa	Pormpuraaw	Level 1	Nil	EXECUTIVE SUPPORT	\$50,000	No	2,000
HUMAN RESOURCES PROJECT OFFICER	DUNMIC	DUNK	Michele	Cairns	Level 1	Nil	EXECUTIVE SUPPORT	Travel up to \$10,000 \$2,500	Yes	\$10,000
EXECUTIVE & HUMAN RESOURCES TEAM LEAD	WORLEO	WORRELL	Leona	Pormpuraaw	Level 1	Nil	EXECUTIVE SUPPORT	Travel up to \$10,000 \$2,500	Yes	\$10,000
FINANCE OFFICER – ACCOUNTS PAYABLE				Cairns	Level 1	Other	CORPORATE SERVICES	\$2,500	No	N/A
FINANCE OFFICER – ACCOUNTS RECEIVABLE	TSAKIR	TSAO	Kira	Cairns	Level 1	Other	CORPORATE SERVICES	\$2,500	No	N/A
WHS & RISK MANAGER	MARSHA	MARSHALL	Sharon	Pormpuraaw	Level 1	Nil	OPERATIONS	\$2,500	No	N/A
POST OFFICE TEAM LEADER	MILGRA	MILLINDA	Grace	Pormpuraaw	Level 1	Nil	COMMUNITY SERVICES	\$2,500	Yes	\$1,000
ACCOMMODATION TEAM LEADER	RYAKRI	RYAN	Kristine	Pormpuraaw	Level 1	Nil	CORPORATE SERVICES	\$2,500	No	N/A
AGED CARE CO-ORDINATOR	PHUPHA	PHUANGPRASERT	Patti	Pormpuraaw	Level 1	Nil	COMMUNITY SERVICES	\$2,500	No	N/A
SENIOR PLUMBER	ZEEGAV	ZEELIE	Gavin	Pormpuraaw	Level 1	Nil	OPERATIONS	\$2,500	No	N/A
PLUMBER / LABOUR HIRE PLUMBER	MURDRE	MURFITT	Drew	Pormpuraaw	Level 2	Nil	OPERATIONS	Admin Store Stock Only	No	N/A
BUILDER/OPERATIONS TEAM LEADER	MAUGRE	MAUGERI	Greg	Pormpuraaw	Level 1	Nil	OPERATIONS	\$10,000	No	N/A
LEADING HAND CARPENTER	SZIHEI	SZILAGYI	Heinz	Pormpuraaw	Level 1	Nil	OPERATIONS	\$2,500	No	N/A
CARPENTER	TARRIC	TARPENCHA	Richard	Pormpuraaw	Level 2	Nil	OPERATIONS	Admin Store Stock Only	No	N/A
PROCUREMENT & CONTRACTS OFFICER				CAIRNS	Level 1	Nil	BUSINESS DEVELOPMENT	Admin Store Stock Items \$10,000 Other items \$2,500	No	N/A
RANGER CO-ORDINATOR	HOLCLI	WILLIAMS	Clinton	Pormpuraaw	Level 1	Nil	BUSINESS DEVELOPMENT	\$2,500	No	N/A
SENIOR RANGER	KENGAV	KENDALL	Gavin	Pormpuraaw	Level 2	Nil	BUSEINSS DEVELOPMENT	Admin Store Stock Only	No	N/A
EH OFFICER + RANGER SUPPORT	SINGLE	SIMPSON	Glen	Pormpuraaw	Level 1	Nil	BUSINESS DEVELOPMENT	\$2,500	No	N/A
WORKSHOP SUPERVISOR	WATCAM	WATTS	Cameron	Pormpuraaw	Level 1	Nil	OPERATIONS	\$2,500	No	N/A
AIRPORT SUPERVISOR	BARWIL	BARTLETT	William	Pormpuraaw	Level 1	Nil	OPERATIONS	\$2,500	No	N/A
TOWN SERVICES TEAM LEADER	RYAANT	RYAN	Anthony	Pormpuraaw	Level 2	Nil	OPERATIONS	Admin Store Stock Only	No	N/A
COMMUNITY SERVICES PROJECT OFFICER	YATAMY	YATES	Amy	Pormpuraaw	Level 1	Nil	COMMUNITY SERVICES	\$2,500	No	N/A
BAKER	HARSOC	HARVEY	Scott	Pormpuraaw	Level 1	Nil	BUSINESS DEVELOPMENT	\$2,500	No	N/A
BAKERY TEAM LEADER	DEAVAN	DEAKIN	Vanessa	Pormpuraaw	Level 1	Nil	BUSINESS DEVELOPMENT	\$2,500	No	N/A
JUSTICE GROUP CO-ORDINATOR	SZIJOS	SZILAGYI	Josephine	Pormpuraaw	Level 1	Nil	COMMUNITY SERVICES	\$2,500	No	N/A

THE CHIEF EXECUTIVE OFFICER, EXECUTIVE MANAGER CORPORATE SERVICES, EXECUTIVE MANAGER COMMUNITY SERVICES & ALL FINANCE OFFICERS (ALL LEVELS) ARE AUTHORISED TO ACCESS BANKING SYSTEMS.

ALL BANKING PAYMENTS TO BE JOINTLY AUTHORISED BY 2 AUTHORISED PERSONNEL. APPROVED BANKING PAYMENT AUTHORISERS ARE THE CHIEF EXECUTIVE OFFICER, EXECUTIVE MANAGER CORPORATE SERVICES, EXECUTIVE MANAGER, COMMUNITY SERVICES & FINANCE MANAGER – (NO LIMIT ON THESE TRANSACTION TYPES)

THE CHIEF EXECUTIVE OFFICER, EXECUTIVE MANAGER CORPORATE SERVICES AND FINANCE MANAGER HAVE DELEGATED AUTHORITY TO AUTHORISE DEPOSIT & WITHDRAWAL TRANSACTIONS FOR BANKING PLATFORMS (NO LIMIT ON THESE TRANSACTION TYPES)

THE EXECUTIVE MANAGER CORPORATE SERVICES & FINANCE MANAGER MAY PROCESS PURCHASE ORDERS IN ACCOUNTING SYSTEM TO AN AMOUNT ABOVE THEIR DELEGATION PROVIDED THAT THE REQUISITION & SUPPORTING DOCUMENTS HAVE BEEN AUTHORISED BY THE CEO AND/OR COUNCIL RESOLUTION (AS APPLICABLE)

FINANCIAL AUTHORITY DELEGATION LIMITS ARE ASSIGNED TO THE SPECIFIC ROLES IN COUNCIL (NOT EMPLOYEE NAMES). EMPLOYEE NAMES ARE INCLUDED ON THE REGISTER FOR CLARITY AND ARE SUBJECT TO CHANGE. CHIEF EXECUTIVE OFFICER HAS DELEGATION TO MAKE CHANGES TO VALUES – EXCEPT FOR THE CEO WHICH MUST BE APPROVED BY COUNCIL

THE CHIEF EXECUTIVE OFFICER CAN APPROVED PURCHASES UP TO AND INCLUDING \$500,000 IF CAPITAL ITEMS ARE IDENTIFIED IN THE BUDGET AND EXPENDITURE IS WITHIN BUDGET AND PURCHASED VIA LOACL BUY, CONTRACTORS LIST OR PRE-QUALIFIED SUPPLIER ARRANGEMENT; AND THE CHIEF EXECUTIVE OFFICER ALSO HAS DELEGATION TO APPROVE INSURANCE PAYMENTS REGARDLESS OF THE VALUE.

Responsible Officer: Executive Manager Corporate Services
Register Owner: CEO Res No: 2026/96
Register: Financial Delegation Version: 2027FY V1
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UNCONTROLLED DOCUMENT WHEN PRINTED
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