

DELEGATIONS OF AUTHORITY FOR EXPENDITURE THROUGH PURCHASE ORDERS



Position	Employee	Date Signed/ Effective	TRIM Record Number (Container U12/245)	Financial Delegations	
				Approve the Payment of Orders relating to own Department up to:	Approve Petty Cash up to \$50.00
Office of the General Manager					
General Manager	K Jessep	6/07/2020	UINT/20/5794	\$150,000.00	Yes
Executive Assistant	W Westbrook	13/07/2020	UINT/20/5998	\$1,000.00	Yes
Finance					
Chief Financial Officer	S Paul	9/12/2016	UINT/17/144	\$150,000.00 (All Departments)	Yes
Corporate Accountant	L Waters	24/06/2019	UINT/19/3583		Yes
Accountant	J Stair	3/06/2020	UINT/20/4862		Yes
Revenue Officer	(Vacant)			\$5,000.00	Yes
Finance Officer	L Frazier	2/06/2020	UINT/20/4797		Yes
Human Resources					
Manager Human Resources	F Stace	17/02/2020	UINT/20/1450	\$50,000.00	Yes
Corporate Services					
Interim Executive Manager Corporate Services	C Valencius	21/09/2020	UINT/20/8810	\$50,000.00	Yes
Communications and Engagement					
Coordinator Communications & Engagement	(Vacant)			\$5,000.00	Yes
Senior Customer Service Officer	G Clark	6/12/2016	UINT/17/2758		Yes
Library					
Librarian	(Vacant)			\$5,000.00	Yes
Governance and Risk					
Coordinator Governance & Risk	N Heaton	18/09/2020	UINT/20/8809	\$10,000.00	Yes
Risk Management and Safety Officer	K Bryant	23/10/2019	UINT/19/6082	\$5,000.00	
Information Technology					
Information Technology Coordinator	(Vacant)			\$10,000.00	Yes
IT Service Desk Officer	A Waninga	30/06/2020	UINT/20/5560	\$1,000.00	Yes
Records Coordinator	P Steedman	7/12/2017	UI/18/176	\$5,000.00	Yes
Tourism and Promotions					
Team Leader Visitor Information Centre	C Campbell	3/04/2018	UI/18/672	\$5,000.00	Yes
Aged and Community Care					
Community Care					
Manager Community Care	J Johnson	3/06/2020	UINT/20/4861	\$10,000.00	Yes
Coordinator Tablelands Community Transport	J Fletcher	31/08/2020	UINT/20/8841	\$5,000.00	
Community Care Finance Officer	C Hoey	10/10/2017	UINT/17/3438	\$10,000.00	Yes
McMaugh Gardens Aged Care					
Manager Residential Aged Care / Director of Nursing	C Valencius	3/06/2020	UINT/20/4860	\$10,000.00	Yes
Infrastructure and Development					
Director Infrastructure & Development	T Seymour	6/12/2016	UINT/16/3807	\$150,000.00	Yes
Executive Support Officer	S Baxter	10/01/2019	UINT/19/261	\$5,000.00	
Administration Officer	L Maynard	20/01/2017	UINT/17/408	<i>Issue invoices subject to authorised requisition</i>	
Asset Manager	J Das	14/12/2020	UINT/20/11702	\$50,000.00	
Civil Infrastructure and Works					
Manager Civil Infrastructure	K Tan	4/06/2020	UINT/20/4867	\$50,000.00	Yes
Works Overseer	A Swilks	2/07/2017	UINT/17/2750	\$10,000.00	Yes
Ganger Bundarra	M McLennan	14/02/2017	UI/17/457	\$10,000.00	
Development and Planning					
Manager Development & Planning	M Clarkson	25/06/2019	UINT/19/3612	\$50,000.00	Yes
Environmental Management Coordinator	(Vacant)			\$5,000.00	Yes
Fleet, Stores and Workshop					
Coordinator Fleet Stores & Workshop	D Weiley	19/08/2019	UINT/19/4595	\$10,000.00	Yes
Assistant Stores Officer	J Bryant	5/03/2020	UINT/20/2499	\$5,000.00	
Waste, Water and Sewerage Services					
Manager Waste, Water & Sewer Services	A Macqueen	4/06/2020	UINT/20/4865	\$50,000.00	Yes
Waste Operations Team Leader	A Ferrell	19/07/2018	UINT/18/2887	\$10,000.00	Yes