

## FP003 – Purchase Orders Authority

### 1. Intention

To provide clear guidance to officers of their purchasing limits for goods and services and whether their authority extends to capital items in addition to operational items.

### 2. Scope

This policy applies to Elected Members and employees of the Shire of Waroona.

### 3. Statement

The following employee authorities shall exist for the issue of purchase orders for the supply of goods and services in accordance with Council's adopted budget, policies and statutory requirements.

Position	Purchase Order Authority
<b>Chief Executive Officer</b>	General authority.
<b>Director Corporate Services</b>	General authority.
<b>Director Infrastructure Services</b>	Authority to purchase requirements for all aspects of the Council outside works operations including capital works purchases up to the value of One Hundred Thousand Dollars (\$100,000).  Capital works purchases in excess of One Hundred Thousand Dollars (\$100,000) must be in consultation with the Chief Executive Officer.
<b>Director Place, Community &amp; Economic Development</b>	Authority to issue orders for approval of contracts and purchases/supplies up to the value of Fifty Thousand Dollars (\$50,000) in consultation with the Chief Executive Officer.
<b>Director Planning &amp; Sustainability</b>	Authority to issue orders for approval of contracts and purchases/supplies up to the value of Fifty Thousand Dollars (\$50,000) in consultation with the Chief Executive Officer.
<b>Manager Corporate Services</b>	Authority to issue orders of an operational and capital nature to the value of \$20,000. During periods of absence of the Director Corporate Services general authority is extended, however is subject to ensuring the availability of funds.
<b>Manager Planning</b>	Authority to issue orders for approval of contracts and purchases/supplies up to the value of Ten Thousand Dollars (\$10,000).
<b>Manager Works Services</b>	Authority to purchase requirements for all aspects of Council's outside works operation including plant and materials for roads construction and maintenance purposes and items associated with plant repairs.  Capital purchases in excess of \$50,000 are to be authorised by the Director Infrastructure Services.  Authority does not extend to capital equipment purchases.
<b>Manager Recreation Services</b>	Authority to issue orders of an operational nature associated with daily functioning of Recreation Services, operational up to \$2,000.  Authority does not extend to capital equipment purchases.

<b>Position</b>	<b>Purchase Order Authority</b>
<b>Manager Place &amp; Community Development</b>	Authority to issue orders of an operational nature (less than \$5,000)
<b>Senior Finance Officer</b>	Authority to issue orders of an operational nature (less than \$2,000)
<b>Plant Mechanic</b>	<p>Authority to purchase parts and materials necessary to ensure the safe and reliable operation of all Council plant including that of the Workshop and general Depot area.</p> <p>Authority does not extend to orders in excess of \$2,000 or to capital equipment purchases.</p>
<b>Parks &amp; Gardens Co-ordinator</b>	<p>Authority to issue orders for the purchase of supplies and equipment associated with the function of the position to a maximum of \$2,000.</p> <p>Authority does not extend to the purchase of capital equipment or items.</p>
<b>Visitor Centre Manager</b>	Authority to issue orders of an operational nature associated with the function of the Waroona Visitor Centre up to \$5,000.
<b>Community Development Officer</b>	Authority to issue purchase orders of an operational nature associated with the daily function of the position up to the value of \$1,000.
<b>Works Depot Administration Officer</b>	Authority to issue orders for the purchase of minor supplies/equipment associated with the operation of the Works Depot to a maximum of \$1,000.
<b>Executive Assistant</b>	Authority to issue purchase orders of an operational nature associated with the daily function of the position up to the value of \$550.
<b>Building Maintenance/Handyman</b>	Authority to issue orders for the purchase of minor supplies/equipment associated with the position to a maximum of \$200.
<b>Ranger</b>	<p>Authority to issue orders for minor purchases/supplies associated with building maintenance and dog pound activities associated with ranging control to the value of \$500.</p> <p>Authority does not extend to capital equipment purchases.</p>
<b>Manager Governance (Shire of Murray)</b>	Authority to issue orders for the purchase of supplies/equipment associated with emergency management (including expenditure to support a direct emergency) up to a maximum value of \$10,000.
<b>Manager Ranger &amp; Emergency Services (Shire of Murray)</b>	Authority to issue orders for the purchase of supplies/equipment associated with emergency management and ranger services (including expenditure to support a direct emergency) up to a maximum value of \$10,000.
<b>Community Emergency Services Manager</b>	Authority to issue orders for the purchase of supplies/equipment associated with emergency management including operation of the Emergency Services Levy (ESL) up to a maximum of \$5,000.
<b>Ranger &amp; Emergency Services Officer (Shire of Murray)</b>	Authority to issue orders for the purchase of supplies/equipment associated with emergency management, ranger services and operation of the Emergency Services Levy (ESL) up to a maximum of \$550

#### 4. Legislative and Strategic Context

The *Local Government Act 1995* and the associated subsidiary legislation provide the broad framework within which this policy operates.

## 5. Review

This policy is to be reviewed as required.

## 6. Associated Documents

Nil.

<b>Division</b>	Finance				
<b>Policy Number</b>	FP003				
<b>Contact Officer</b>	Director Corporate Services				
<b>Related Legislation</b>	Local Government Act 1995 Local Government (Financial Management) Regulations 1996				
<b>Related Shire Documents</b>	Nil				
<b>Risk Rating</b>	Medium	<b>Review Frequency</b>	As required	<b>Next Review</b>	When required
<b>Date Adopted</b>	22/06/2004				OCM04/083

Amendments		
Date	Details of Amendment	Reference
23/09/2008	Amended to reflect current employees.	OCM08/172
24/11/2009	Amended to reflect current employees.	OCM09/197
17/12/2009	Amended to reflect current employees.	OCM09/215
26/10/2010	Amended to reflect current employees.	OCM10/10/163
23/10/2012	Amended to reflect current employees.	OCM12/10/123
24/11/2015	Amended to reflect current employees.	OCM15/11/138
22/12/2015	Amended to reflect current employees.	OCM15/12/164
25/10/2016	Amended to reflect current employees.	OCM16/10/115
26/09/2017	Amended to reflect current employees.	OCM17/09/091
18/12/2018	Updated as part of major review.	OCM18/12/126
17/12/2019	Updated as part of major review.	OCM19/12/163
24/03/2020	Amended to reflect current employees.	OCM20/03/039
27/04/2021	Amended to reflect current employees.	OCM21/04/045
22/06/2021	Amended to reflect current employees and reformatted.	OCM21/06/071
24/08/2021	Amended to increase Visitor Centre Manager limit.	OCM21/08/125
Previous Policies		
FIN011 – Purchase Orders – Authority for Issue 3.7 – Purchase Orders – Authority for Issue		