

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
Chief Executive Officer	General authority.
Director Corporate & Community Services	Specific authority to purchase budgeted directorate requirements up to \$149,999, including capital works. General Authority (outside of Directorate) to purchase up to \$24,999
Director Infrastructure & Development Services	Specific authority to purchase budgeted directorate requirements up to \$149,999, including capital works. General Authority (outside of Directorate) to purchase up to \$24,999
Manager Corporate Services	Specific authority to issue orders of an operational and capital nature within the Directorate to the value of \$24,999. General Authority (outside of Directorate) up to \$7,500.
Manager Works & Waste Services	Specific authority to purchase budgeted directorate requirements up to \$59,999, including capital works. General Authority (outside of Directorate) up to \$7,500.
Manager Recreation Services	Authority to issue orders of an operational nature associated with daily functioning of Recreation Services, up to \$7,500. Authority does not extend to capital equipment purchases.
Community Services Coordinator	Authority to issue orders of an operational nature with relation to place & community development up to \$5,000 Authority does not extend to capital purchases.

Position	Purchase Order Authority
Senior Finance Officer	Authority to issue orders of an operational nature with relation to corporate services up to \$2,000
Coordinator Works & Services	Authority to issue orders of an operational nature with relation to works and services up to \$2,000
Building Maintenance Coordinator	Authority to issue orders of an operational or capital nature with relation to building maintenance up to \$2,000
Plant Mechanic	Authority to issue orders of an operational nature with relation to plant repairs, depot and workshop maintenance up to \$2,000
Parks & Gardens Co-ordinator	Authority to issue orders of an operational nature with relation to parks & gardens maintenance up to \$2,000
Visitor Centre Manager	Authority to issue orders of an operational nature associated with the function of the Waroona Visitor Centre up to \$5,000. Authority does not extend to capital purchases.
Community Development Officer	Authority to issue purchase orders of an operational nature associated with the daily function of Community Development up to the value of \$1,000.
Asset and Works Support Officer	Authority to issue purchase orders of an operational nature associated with the daily operations of the Works Depot to a maximum of \$1,000.
Works Depot Administration Officer	Authority to issue purchase orders of an operational nature associated with the daily operations of the Works Depot to a maximum of \$1,000.
Executive Assistant	Authority to issue purchase orders of an operational nature associated with the daily function of the position up to the value of \$550.
Building Maintenance/Handyman	Authority to issue orders for the purchase of minor supplies/equipment associated with the position to a maximum of \$200.
Ranger	Authority to issue orders for minor purchases and supplies associated with ranging control to the value of \$500.
Manager Governance (Shire of Murray)	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. Authority does not extend to capital purchases.
Manager Ranger & Emergency Services (Shire of Murray)	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. Authority does not extend to capital purchases.

Position	Purchase Order Authority
Ranger & Emergency Services Officer (Shire of Murray)	<p>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</p> <p>Authority does not extend to capital purchases.</p>

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.

Division	Finance				
Policy Number	FP003				
Contact Officer	Director Corporate & Community Services				
Related Legislation	Local Government Act 1995 Local Government (Financial Management) Regulations 1996				
Related Shire Documents	Nil				
Risk Rating	Medium	Review Frequency	As required	Next Review	When required
Date Adopted	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
22/02/2022	Amended to reflect current employees.	OCM22/02/011
27/09/2022	Amended to: <ul style="list-style-type: none"> - Update Coordinator Building Maintenance's purchasing authority to include both operational and capital expenditure. - add purchasing authority to the Asset and Waste Support Officer. - reword the purchase order authority clause for the Depot Administration Officer to ensure clarity. - update position titles to reflect the current organisational corporate structure. 	OCM27/09/125
Previous Policies		
FIN011 – Purchase Orders – Authority for Issue		
3.7 – Purchase Orders – Authority for Issue		