

## 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 &amp; Community Services</b>	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
<b>Director Infrastructure &amp; Development Services</b>	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
<b>Manager Corporate Services</b>	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.
<b>Manager Works &amp; Waste Services</b>	Specific authority to purchase budgeted directorate requirements up to \$59,999, including capital works.  General Authority (outside of Directorate) up to \$7,500.
<b>Manager Recreation Services</b>	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.
<b>Manager Community &amp; Communications</b>	Authority to issue orders of an operational nature with relation to place & community development up to \$10,000  Authority does not extend to capital purchases.

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

Position	Purchase Order Authority
<b>&amp; Administration Support Officer (Shire of Murray)</b>	

#### 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 & Community 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
22/02/2022	Amended to reflect current employees.	OCM22/02/011
27/09/2022	Amended to: <ul style="list-style-type: none"> <li>- Update Coordinator Building Maintenance's purchasing authority to include both operational and capital expenditure.</li> <li>- add purchasing authority to the Asset and Waste Support Officer.</li> <li>- reword the purchase order authority clause for the Depot Administration Officer to ensure clarity.</li> <li>- update position titles to reflect the current organisational corporate structure.</li> </ul>	OCM27/09/125
22/08/2023	Amendments to: Manager of Community & Communication's title and purchase order authority, Executive Assistant's purchase order authority and confirm current Shire of Murray Officer's responsible for Ranger Services.	OCM23/08/101
<b>Previous Policies</b>		
FIN011 – Purchase Orders – Authority for Issue		
3.7 – Purchase Orders – Authority for Issue		