



### 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 Customer &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>Director Infrastructure 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 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 Development</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.

Position	Purchase Order Authority
<b>Senior Finance Officer</b>	Authority to issue orders of an operational nature with relation to corporate services up to \$2,000
<b>Coordinator Ranger &amp; Community Safety</b>	Authority to issue orders of an operational nature with relation to ranger and community safety 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>	<p>Authority to issue orders of an operational nature associated with the function of the Waroona Visitor Centre up to \$5,000.</p> <p>Authority does not extend to capital purchases.</p>
<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>Senior Asset Services 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 &amp; Ranger Support and Emergency Services Administration Officer</b>	<p>Authority to issue orders for the purchase of supplies/equipment associated with emergency management, ranger services 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 triennially or as required.

#### 6. Associated Documents

Nil

#### 7. Document Control

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		
File Number	CM.7 – Corporate Management – Policy – Policy Register – Policy Reviews		
Risk Rating	Moderate	Review Frequency	Triennially
Next Review	March 28	Date Adopted	Click or tap to enter a date.
OCM Number	<<enter OCM no>>	Previous Policy No.	3.7 / FIN011 – Purchase Orders – Authority for Issue

#### 8. Amendments

Date	Details of Amendment	Reference	Record Number
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	
22/10/2024	Remove Shire of Murray resource Ranger, Ranger administration and Manager Rangers positions and replace with updated Shire of Waroona equivalent positions. Update Senior Asset Services Officer title.	OCM24/10/163	
25/03/2025	Remove Manager Works & Waste Services, and Director Infrastructure & Development Services and add Director Infrastructure Services, and Director Customer & Development Services positions. Update Building Maintenance Coordinator title.	OCM25/03/034	CM.7