

## PURCHASING AUTHORITY LIMITS

### 1. Objectives

To maintain control over expenditure.

### 2. Principles

Procedures for the authorisation of and payment of accounts are required to ensure there is effective security for, and properly authorised use of, local purchase orders and invoices.

### 3. Issues

- a. Authority to sign purchase orders and invoices is limited to officers occupying the nominated positions.
- b. Orders for goods and services can only be issued if:
  - i. provision has been made for the purchase in the annual budget, or
  - ii. the expenditure must be incurred in a financial year before the adoption of the annual budget, or
  - iii. the expenditure is authorised in advance by resolution of an absolute majority of the Council where the expenditure is unbudgeted, or
  - iv. the expenditure is authorised in advance by the Mayor in an emergency where the expenditure is unbudgeted.

### 4. Policy

Officers holding the following positions are authorised to sign official Council Orders and invoices relating to the provision of goods and services on behalf of the Town as follows:

- a. Chief Executive Officer: no limit.
- b. Deputy Chief Executive Officer: limited to a maximum of \$50,000 per purchase order/invoice.
- c. Manager Engineering Services: limited to a maximum of \$50,000 per purchase order/invoice.
- d. Manager Compliance and Regulatory Services: limited to a maximum of \$50,000 per purchase order/invoice.
- e. Project Manager: limited to a maximum of \$20,000 per purchase order/invoice within departmental expenditure area.
- f. Works Supervisor: limited to a maximum of \$5,000 per purchase order/invoice within departmental expenditure area.
- g. Finance Manager: limited to a maximum of \$5,000 per purchase order/invoice.
- h. Governance Coordinator: limited to a maximum of \$2,000 per purchase order/invoice within departmental expenditure area.
- i. The following officers with a maximum of \$500 per purchase order/invoice within departmental expenditure areas:
  - Assistant Works Supervisor
  - Building Maintenance Officer
  - Community Development Officer
  - Engineering Technical Officer

**TOWN OF COTTESLOE POLICY**

- Event Coordinator
- Governance Officer
- Senior Administration Officer – Corporate and Engineering Services
- Senior Ranger
- Sustainability Officer

The above limits also apply to any of the specified positions which are filled in an acting capacity by a permanent employee of Council for a period of longer than one week.

Adopted	
Expected date of review	