

## **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.
- c. This Policy is to read in conjunction with the Purchasing Policy which prescribes matters to be addressed by staff when procuring goods and services on behalf of the Town.

### **4. Policy**

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

<b>Title</b>	<b>Purchase Order Limit</b>	<b>Comment</b>
<ul style="list-style-type: none"> <li>• Chief Executive Officer</li> </ul>	No limit	
<ul style="list-style-type: none"> <li>• Deputy Chief Executive Officer</li> <li>• Manager Engineering Services</li> <li>• Manager Compliance and Regulatory Services</li> </ul>	Limited to a maximum of \$50,000 per purchase order/invoice.	
<ul style="list-style-type: none"> <li>• Works Manager</li> </ul>	Limited to a maximum of \$25,000 per purchase order/invoice.	Within departmental expenditure area.
<ul style="list-style-type: none"> <li>• Finance Manager</li> </ul>	Limited to a maximum of \$5,000 per purchase order/invoice.	
<ul style="list-style-type: none"> <li>• Project Manager</li> <li>• Events Coordinator</li> <li>• Assistant Works Manager</li> </ul>	Limited to a maximum of \$5,000 per purchase order/invoice.	Within departmental expenditure area.

**TOWN OF COTTESLOE POLICY**

Title	Purchase Order Limit	Comment
<ul style="list-style-type: none"> <li>• Coordinator Building and Conservation Projects</li> <li>• Community Development Officer</li> <li>• Engineering Technical Officer</li> <li>• Governance Coordinator</li> <li>• Governance Officer</li> <li>• Senior Administration Officer – Corporate and Engineering Services</li> <li>• Senior Administration Officer – Compliance and Regulatory Services</li> <li>• Senior Administration Officer – Planning</li> <li>• Senior Ranger</li> <li>• Coordinator Environmental Projects</li> <li>• Works Coordinator – Civil and Verge Operations</li> </ul>	Limited to a maximum of \$500 per purchase order/invoice.	Within departmental expenditure area.

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.

A staff member shall not issue two or more purchase orders to the same supplier for the purpose of splitting the value of the contracts to take the value of consideration below the authorised purchase order limit.

Adopted	11 December 2018
Reviewed	
Expected date of review	