District Council of
Loxton Waikerie

Issue of Council Purchase Orders Policy

Responsible Officer/s	Chief Executive Officer Directors
Relevant Legislation / Documents	Local Government Act 1999 Budget Development, Reporting and Amendment Policy
Adopted	October 2006
Reviewed	July 2025
Next Review	June 2026

A. Purpose

Council is required by the Local Government Act 1999 s125 to adopt internal control procedures where it is recognised that an element of risk or exposure is created. It has been determined that the process of ordering goods and services creates potential risks which require measures of control to ensure that council employees entrusted with the authority and responsibility of ordering goods and services are appropriately guided in this process.

Strategic Reference

Governance: strategy 4.2.2; maintain and improve our governance framework supported by policies, procedures and internal controls

B. Objective

This policy will govern the issuing of official orders for the purchase of goods and services undertaken by council, and the following committees established pursuant to the Local Government Act 1999 s 41.

C. Policy

1. Authority to issue official orders

Goods and services will be purchased only by the prior issue of an official order, provided that in urgent cases goods and services may be ordered subject to confirmation by an official order.

The exception to this will be for the supply of recurrent services. Refer to Section 7 of this policy for details of these services.

Orders must only be signed by an officer authorised for that purpose by council pursuant to the Local Government Act, 1999, s44.

The following positions (incumbent officers) are authorised to sign orders on behalf of the council, within the limits imposed relating to the departmental budget to which the respective position is categorised, with the exception of the Chief Executive Officer, who has authority across all budget lines:

POSITION DELEGATION	SECTION	ORDER	BUDGET SECTION
Chief Executive Officer	All	As per adopted budget	All sections
Director Commercial Community Services	Corporate & Community & Commercial	Directors - as per adopted budget - CEO authorisation for outside of budget	Corporate & Community & Commercial*
Director Infrastructure Services	Infrastructure Service	Directors - as per adopted budget - CEO authorisation for outside of budget	Infrastructure Services*
Chief Finance Officer	Finance	$20,000	Corporate & Cemeteries*
Procurement Officer		$20,000	All sections – within approved budget
Co-ordinator Infrastructure Services – Loxton	Infrastructure Services	$20,000	Loxton Infrastructure Services
Co-ordinator Infrastructure Services – Waikerie	Infrastructure Services	$20,000	Waikerie Infrastructure Services
Co-ordinator Road Construction and Capital Projects	Infrastructure Services	$20,000	All Road and Construction projects within approved budget
Project Manager	Infrastructure Services	$20,000	Projects within approved budget
Manager Environmental Services	Environmental Services	$20,000	Environmental services*
Team Leader – Town Maintenance	Infrastructure Services	$10,000	Loxton Infrastructure Services
Team Leader – Town Maintenance	Infrastructure Services	$10,000	Waikerie Infrastructure Services
Administration Officer Environmental Services	Environmental Services	$5,000	Environmental services
Works Project Officer	Infrastructure Services	$5,000	Infrastructure Services & building repairs and maintenance
Storeman - Loxton	Infrastructure Services	$5,000	Loxton Depot
Storeman – Waikerie	Infrastructure Services	$5,000	Waikerie Depot

POSITION DELEGATION	SECTION	ORDER	BUDGET SECTION
Asset Management Officer	Infrastructure Services	$5,000	Infrastructure
Infrastructure Services Officer	Infrastructure Services	$5,000	Infrastructure purposes only
Infrastructure Projects Admin Officer	Infrastructure Services	$5,000	Infrastructure
Community Interaction and Promotion Officer	Corporate & Community & Commercial	$5,000	Corporate & Community & Commercial
Risk Work Health Safety Officer	Community Services	$5,000	Risk and WHS Services
Infrastructure Works Officer	Infrastructure Services	$5,000	Infrastructure
Arts and Culture Officer	Community Services	$2,000	Community & Commercial
Library and Visitor Centre Manager - Loxton	Community Services	$2,000	Loxton & Waikerie Library
Library Co-ordinator – Waikerie	Community Services	$2,000	Waikerie Library
Library Co-ordinator – Loxton	Community Services	$2,000	Loxton Library
Executive Assistant to Chief Executive Officer	Executive	$2,000	Corporate & Governance
Personal Assistant to Director Commercial and Community Services	Corporate and Community Services	$5,000	Corporate & Community & Commercial*
Environmental Health Officer	Environmental Services	$2,000	Environmental services
General Inspector Waikerie	Environmental Services	$2,000	Environmental services
Community Development Officer	Community Services	$5,000	Corporate & Community & Commercial*
Administration Officer - Retirement Village	Community Services	$5,000	Loxton Retirement Village
Accounting Officer	Finance	$1,000	Corporate
Loxton Riverfront Holiday Park Manager	Community Services	$1,000	Loxton Riverfront Holiday Park
Human Resources Officer	Community Services	$1,000	Human resource management related and office expenses
Municipal Worker Parks & Gardens Loxton	Infrastructure Services	$500	Loxton Infrastructure Services

*May approve other budget sections during periods of absence.

In the event that the incumbent of an authorised position is absent on authorised leave, and an official direction has been given appointing another person in an acting capacity, the limits and authorities in relation to this policy transfer to the person acting in the position.

This does not include instances where a current incumbent is absence from his/her office for reasons other than authorised leave.

2. Work Health Safety Contractor Management Procedure

All officers authorised to issue council orders will give reference to the requirements of council's Work Health Safety Contractor Management Procedure prior to placing orders for goods and services

3. Order Authority limitations

It is a breach of authorisation to separate a single supply or service into parts with the objective being the issuing of two or more orders or contracts which individually do not exceed a limitation to incur expenditure whereas the total cost would do so. Where orders are placed for services for an intermediate period e.g.; the hire or servicing of equipment, the operative amount for the purpose of the limitation is the cost per annum.

4. Recurrent services

The term "Recurrent Services" means services of a repetitive, recurrent or standard nature tendered to the council under any regulation, contract or arrangement, for which it is neither the accepted practise or necessary to issue an official order for the rendering of such service.

"Recurrent Services" means expenditure incurred in relation to the following:-

- audit fees;
- insurance renewal premiums
- workers' compensation payments
- motor vehicle registrations
- telephone, telegram or bulk postage charges
- electricity or gas charges
- water rates and tax charges
- expenditure ancillary to salary and wages including income tax and employee deductions
- other like expenditure.

A claim on the council with respect to recurrent expenditure shall not be paid without the approval of an authorised officer.

5. Format and storage of official orders

Council will utilise the format and model order form prepared by the Local Government Mutual Liability Association.

All official requisitions / purchase orders are to be made electronically via Council's enterprise system "Authority"

6. Information to be contained on an official order

Where an official order is issued, the following detail shall be included on the order:

- particulars of the goods, services or works, including quantity and, price or estimated price thereof and notation of whether the price is GST inclusive or exclusive.
- the account number and/or account description to which the relevant expenditure is to be charged.
- name of person ordering goods.
- if the goods or service being ordered is due to a minute of council, then reference to that minute is to be included.
- supplier details.
- time and date goods, services or works, are required by, if applicable.

Copies of any quotations or tenders received or details of any verbal quotations that may have been obtained are required to be recorded within Councils electronic document records management system.

As far as practically possible, orders must be issued and authorised prior to the performance of a supply or service. A continuation order may be issued only in exceptional and unavoidable circumstances. In such instances an order number shall be allocated confirming an order issued immediately the request is received. Precautions must be taken to avoid duplicated delivery by the clear description "Confirmation Order" at the top of the order.

7. Receipt / return of goods

The officer receiving the goods must record the receipt of goods within Council's enterprise system "Authority", endorsing either the packing slip or invoice and forward to the accounts payable officer..

Upon receipt of part orders, the ordering officer will clearly mark the invoice or packing slip with the words "Part Order", or otherwise show that not all goods on the order were received.

Where it is determined that goods are to be returned to a supplier as a result of them being non-conforming due either to the goods being unsatisfactory, faulty or incorrect, the officer shall contact the accounts payable officer and provide the necessary advice and description of goods to ensure that the goods are not paid for.

The accounts payable officer shall maintain written record of all contact and advice received in this regard.

8. Invoice Variation

Where an order is raised as an estimate the officer is permitted to process the invoice approval within a 10% deviation in value up to a maximum of $1000.

9. Gifts, inducements and incentives

The acceptance of promotional goods, rewards, benefits or any other form of incentive in relation to the purchase of goods and services is strictly prohibited, (other than minor promotional items bearing the suppliers identity) To do so can be considered a breach of employment contract and Code of Conduct for Employees which may extend to dismissal and possible referral to Office for

Public Integrity (OPI), Independent Commission Against Corruption (ICAC) and / or the Office of the Ombudsman

Consult with your director or manager if you are unsure or wish to ask for further advice.

10. Consultation

Prior to the purchase of plant, equipment or substances which may effect the health, safety or welfare of employees at the workplace, the authorised officer will consult with management and the duly elected health and safety representatives and if appropriate the Work Health Safety and Risk Committee.

Where goods and services are to be purchased requiring specifications and guidelines, the authorising officer shall ensure that consultation has occurred with the appropriate personnel throughout the development prior to the purchase order being placed.

The authorising officer will ensure that all plant, equipment and substances are purchased from manufacturers, suppliers and distributors who comply with Schedule 6, Part 9, Section 14 "Duties of Manufacturers" of the Work Health and Safety Act 2012 ," ensuring that all plant and substances are safe, have been tested or examined, are supplied with relevant documentation, comply with prescribed standards and codes and that adequate information is available to ensure safe use, handling, processing, storage, transportation or disposal.

The authorising officer will ensure that all plant and equipment will be inspected prior to commissioning with representatives from the Work Health Safety and Risk Committee so as to ensure all relevant requirements have been met.

D. Availability

This Policy will be available for inspection at the Council Offices at Loxton or Waikerie during ordinary business hours at no charge.

Copies of this Policy will also be available from Council's website www.loxtonwaikerie.sa.gov.au or postal copies may be obtained from the Council Office free of charge.

E. Document history and version control

Date	Version	Authorisation	Amendment Details
17/06/16	1.7	Chief Executive Officer	Minor amendment to note the current strategic reference and the addition of document history and version control protocols
11/07/16	1.8	Chief Executive Officer as per delegated authority	Noted a subdelegation to the Project Officer of The Village (Loxton Historical Village)
15/09/2016	1.9	Chief Executive Officer as per delegated authority	Noted a subdelegation to the following positions:- Co-ordinator Infrastructure Services – Loxton Co-ordinator Infrastructure Services – Waikerie Co-ordinator Road Construction and Capital Projects
06/04/2017	1.10	Chief Executive Officer as per delegated authority	Changes noted:- • Tourism Manager's delegations noted to include approval to approve purchases (within delegated authority) for the Waikerie VIC and the Loxton Riverfront Holiday Park • Project Officer – The Village – delegation to approve purchase orders to the value of $1000.00 Revocation:- • Delegation for the Retail Assistant – The Village
31/05/2017	1.11	Chief Executive Officer as per delegated authority	Changes noted:- • Library Co-ordinator – Waikerie (noting a new position) • Removal of the delegations to Library Manager – Waikerie - position no longer in place • Removal of the positions of Mechanic – Loxton and Mechanic – Waikerie – positions no longer in place
27/07/2017	1.12	Chief Executive Officer as per delegated authority	Noted an increase in delegation to the Tourism Manager to approve purchase orders to the value of $2,500.00
9/08/2017	1.13	Chief Executive Officer as per delegated authority	Noted delegation to Executive Assistant to Chief Executive Officer ($2000.00), Governance Officer ($1000) and the Personal Assistant to Director Corporate and Community Services ($2,000.00)
18/01/2018	1.15		Minor change noted to include the delegation to the Team Co-ordinator – Regulatory Services for the term of the position, 1 January – 6 April 2018

Date	Version	Authorisation	Amendment Details
29/06/2018	1.17		Change noted to the delegation to the Managers of the Loxton Riverfront Holiday Park (Council resolution) and noting change in job title : Manager Corporate Services to Chief Finance Officer
21/08/2018	1.18	Chief Executive Officer	Change to note the delegation to the Risk and Work Health Safety Officer as approved by the Chief Executive Officer
14/09/2018	1.19	Chief Executive Officer	Change to note the delegation to the Project Manager as approved by the Chief Executive Officer
18/09/2018	1.20	Chief Executive Officer	Change to note the delegation to the Sally and Todd Mulheron (Loxton Riverfront Holiday Park) as approved by the Chief Executive Officer
27/03/2019	2.0	Audit Committee	Removal of positions no longer employed Tourism Manager, Works Manager Loxton, Manager Infrastructure Services Governance Officer, Technical Officer. Addition of Loxton Riverfront Holiday Park Manager
12/03/2020	2.1	Audit Committee	Removal of positions no longer employed or no longer required delegation: Team Co-ordinator construction 1, Team Co-ordinator Construction 2, Project Officer, VIC Co-Ordinator x 2 and Development Officer – Planning. Additional delegation for the Library Co-ordinator – Loxton as approved by the Chief Executive officer
19/07/2022	2.3	Chief Executive Officer	New delegation for Infrastructure Projects Admin Officer and Community Interaction and Promotion Officer as approved by the Chief Executive officer
25/08/2022	2.3	Chief Executive Officer	Delegation increase for Risk Work Health Safety Officer
20/09/2023	3.0	Council Meeting	Changes to Budget approval and new invoice approval tolerance level
5/06/2024	3.1	Chief Finance Officer	Update to delegation limits for Administration Officer – Retirement Village, PA to Director Commercial and Community Services and Manager of Environmental Services. Items that were not updated during last review.
03/07/2024	3.2	Chief Executive Officer	New delegation for Infrastructure Works Officer and Arts and Culture Officer
01/07/2025	4.00	Chief Executive Officer	No Changes