Procedures

4.09.25 Purchasing

Directorate: Community, Environment & Planning
Responsible Officer: Manager | Community Connections

Quality area 7: Leadership and Service Management

Introduction

Bega Valley Shire Council education and care services operate within an annual budget. All budget expenditure is made through processes that are linked to delegated authority for ordering or purchasing of goods and services.

Strategies

Limitations to authority to order or purchase goods or services

No staff member is authorised to order or purchase goods or services without the prior approval of the Bega Valley Shire Council Director of Children’s Services or the Nominated Supervisor.

No staff member is authorised to establish accounts for goods or services without the prior approval of the Bega Valley Shire Council Director of Children’s Services or her/his delegated representative.

Staff may not exceed their delegated authority for ordering or purchasing of goods and services and must follow all requirements for approval prior to ordering or purchasing of goods or services.

These processes apply to all orders or purchases for goods or services including those associated with specific children’s services grants.

Educators, Staff, Students and others who wish to procure goods or services will:

- Identify goods or services that are required.
- Provide details in writing for approval of identified goods or services
- Follow instructions from the Bega Valley Shire Council Director of Children’s Services, the service Nominated Supervisor or her/his delegated representative in relation to ordering or purchasing of identified goods or services
- Maintain all required records of the order or purchase. These include:
  - delivery dockets with checks that all goods are delivered
  - tax invoices for all goods and services.

Give records and receipts to the designated Administrative Officer at Eden or Bandara for job allocation and payment as soon as they are received.

Petty cash purchases

Educators, Staff, Students and others who wish to procure goods or services will:

- Follow the above guidelines for approval of all incidental purchases prior to purchasing.
- Ensure incidental Items do not exceed $10.00 without agreement by the Nominated Supervisor for the service. Examples of a petty cash purchase include: stamps, a hook.
• Keep detailed receipts and provide these to the designated Administrative Officer at Eden and Bandara along with a completed claim form in order to be reimbursed.

Purchasing on accounts held by Bega Valley Shire Council

People who are employed to cook for children are the only persons with delegated authority to purchase items such as foodstuffs from Woolworths (Bega) or IGA/ Bi Lo (Eden). Any staff member requiring items from these stores must provide an approved purchase list to the cook at least one day prior to requiring these items.

Any other purchases may not be put on an account held with suppliers without the approval of the Bega Valley Shire Council Director of Children’s Services, the service Nominated Supervisor or her/ his delegated representative. This includes hardware stores; equipment or toy suppliers; garden suppliers or any other supplier of goods or services.

Evaluation

All purchases are approved and the correct accountability processes are followed.

Legislative requirements

• NSW Department of Local Government Tendering and Procurement Guidelines, 2009.

References

Bega Valley Shire Council’s policy 5.08 Procurement of assets and services and subsequent procedures. Online www.begavalley.nsw.gov.au