

Santoft Domain Management Committee  
Chairman's Report 9 Sept 2020

Written (not Verbal) Report

We are now 2yr + 4 months on.

It is really annoying that the Domain cleanup of Lupin has not progressed.

I note that in RDC Meeting of 30/4/20 Mayor Watson encouraged Council to use local suppliers/contractors in the procurement preference as part of the Covid19 recovery of local businesses.

As the Santoft Domain Mgmt Committee we totally get the Council's process for Minor Works Policy & their responsibilities under HSWA.

For us, this means only 1 spray contractor from Levin, has been pre-approved & no contractor from the Rangiitikei. We have been charged 3 times the local going rate. The cost comes out of our funds - not Ratepayer money - this is a heavy charge for us.

I request that RDC have at least 2 local spray contractors suitable for large scale rural spraying pre-approved.

Santoft Domain is a unique case, and not comparable to either Turekiri or McInyre Reserve. We require RDC Staff support to navigate the Council procedures. We had previous some support when Athol Sanson was involved. The development Plans are a joint exercise bringing Santoft & RDC & Bulls Community together. Until the Domain is cleaned up, serious engagement with the above groups is ~~stuck~~ at a standstill.

RDC need to sort pre-approval for: tank shifting, stockwell digging, power cable installation and other Contractors.

I move that this Report be received and Printed attached to these Minutes.

**TABLED DOCUMENT**

Hesther Thanby / Julie  
McKernick

Tabled at Santoft Domain

on 9 September 2020 Management Committee

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## Memorandum

To: Santoft Domain Management Committee  
From: George Forster  
Date: 9 September 2020  
Subject: Purchase Order Process  
File: 3-CT-18-3

**TABLED DOCUMENT**

Tabled at SDMC  
on 9 September 2020

Whenever raising purchase orders Council has a process that they must follow to ensure that everything is done correctly and in an appropriate manner.

The process would be as follows:

1. Committee request a purchase order raised for goods or services (quote given to staff)
2. Staff raise the purchase order with all the relevant information (if a new supplier they will need to be added) in Councils internal systems
3. A group manager will approve the raised purchase order and finance do a final check
4. A receipt of the purchase order goes back to the staff member who raised it
5. Contact is made with the supplier to provide the goods or service
6. Council will receive an invoice from the supplier which would include the purchase order number
7. Council will pay the supplier

The below outlines the reasoning for this.

- Staff need to ensure the purchase order is raised with an existing creditor If they are not staff need to work with them to set them up and if communication from the new creditor is slow the payment may not be completed until long after the goods or service is supplied. This includes registering the business, IRD number, bank account, contact information and any other details required or supplied.
- Staff need to ensure that an account the purchase order would be paid from has sufficient funds to pay for the goods or service. If there is not enough funds and goods and services are already supplied Council or the relevant group are left in a difficult position.
- Check invoices are correct or if there are concerns e.g has the quote included GST.
- In the instance of committee and domain/reserve spending the committee must authorise/resolve that the purchase order be raised. Essentially this means the group must pass a recommendation approving the spending.
- There is an internal process where purchase orders raised are then required to be approved at a managerial level with accounts receivable doing a final check.
- Creating the purchase order ensures that it makes it on to Councils system before money leaves any account.

- When Council receives the final invoice it will include the purchase order number initially raised authorising the goods or services making it easy for Council to process.

George Forster  
Policy Analyst