

GOV01-REG01: Register of Delegations Made By Council

This register should be read in conjunction with [GOV01: Delegations Policy](#). All financial limits are inclusive of GST unless otherwise specified.

Delegation to the CEO

In relation to the council's functions and powers conferred by section 22 of the *Local Government Act 2019*, and in accordance with the council's power to delegate under section 40, the council delegates the following to the CEO as set out in table below:

Number	Power or Duty being Delegated	Conditions of Delegation	Legislative Ref.	Commenced	Expiry	Council Res
CE01	Apply for and use Credit Cards	<ul style="list-style-type: none"> Individual credit limit must not exceed \$2,000 per card, cumulative value must not exceed \$10,000 In accordance with council's Credit Card Policy 	S196 Guideline 3: Borrowing	24/08/2020		8.2.8.20
CE02	Waive fee for service	<ul style="list-style-type: none"> Value of fee must not exceed \$200 The waiver of the fee will provide a community benefit A report detailing all fee for service 	S289(4)	24/08/2020		8.2.8.20
CE03	Authority to make agreements with persons for the payment of rates and service charges.	<ul style="list-style-type: none"> Agreements for the payment of rates and service charges must be in writing. Period of agreement must not exceed 3 years. Agreement conditions must be in accordance with policy. 	Reg 25	24/08/2020		8.2.8.20
CE04	Write off money or assets in accordance with conditions of delegation	<ul style="list-style-type: none"> Value of asset (or group of assets) does not exceed \$2,000 Value of money does not exceed \$500 CEO provides certification as per Regulation 25 (1) and (2) A report of assets written off under this delegation is presented to Council that includes details of items written off and report on improvements to internal controls. 	Reg 20	24/08/2020		8.2.8.20

Number	Power or Duty being Delegated	Conditions of Delegation	Legislative Ref.	Commenced	Expiry	Council Res
CE05	Tenders and Quotations <ol style="list-style-type: none"> 1. Authority to expend money in accordance with the budget. 2. Authority to call for request for quotations or tenders 3. Authority to evaluate request for quotations or tenders, by written evaluation, and decide which is the most advantageous 4. Authority to accept, or reject request for quotations or tenders, only within the \$value detailed as a condition on this Delegation 5. If the chosen respondent is unable or unwilling to form a contract OR the minor variation cannot be agreed with the successful respondent, so that the respondent ceases to be the chosen provider, authority to choose the next most advantageous request 	<p>Expend money in accordance with the budget up to \$300,000 limited by:</p> <ul style="list-style-type: none"> • Direct expenditure (expenditure without 3 quotes) must not exceed \$10,000 • Expenditure between \$10,000 and \$100,000 must be supported by at least 3 quotations. • The total consideration for quotation is not to exceed \$100,000 and the expense must not exceed the adopted annual budget by more than 10%. • The total consideration for a public tender must not exceed \$150,000 • The total consideration under the resulting contract for a publicly invited tender is not to exceed \$250,000 and the expense must be included in the adopted annual budget. • The total consideration under a resulting contract for a WALGA Preferred Supplier or LocalBuy, is not to exceed \$300,000 and the expense must be included in the adopted annual budget. • Contract variations must not exceed 10% of the contract price. Contract variations are to be reported to Council in accordance with Reg 39 • The contract period must not exceed 3 years (including extensions) • Contracts valued more than \$50,000 awarded under this delegated authority are to be reported to Council 	Sections 40(3)(f) and 40(6) Reg 39	24/08/2020 Revised 25/5/2021		8.2.8.20 8.1.5.21

Number	Power or Duty being Delegated	Conditions of Delegation	Legislative Ref.	Commenced	Expiry	Council Res
	<p>for quotation or tender to accept</p> <p>6. Authority to exercise an extension option that was included in the original request for quotation or tender specification and contract in accordance with conditions of delegation</p> <p>7. Authority to accept another request for quotation or tender where within 6-months of either accepting a request for quotation or tender, a contract has not been entered into OR the successful contractor agrees to terminate the contract</p>					
CE06	<p>Collective Procurement Represent the Council in Collective Procurement Panels Approve Collective Procurement Arrangements subject to the conditions of this delegation</p>	<ul style="list-style-type: none"> • The total consideration under the resulting collective procurement agreement is not to exceed \$250,000 and the expense must be included in the adopted annual budget. • Outcomes of the panel must be reported to Council • The contract period must not exceed 3 years (including extensions) • Contacts awarded under this delegated authority are to be reported to Council 	Reg 44 2(b)	24/08/2020		8.2.8.20

Number	Power or Duty being Delegated	Conditions of Delegation	Legislative Ref.	Commenced	Expiry	Council Res
CE07	Approval of grants and contracts Accept grant funds and other income related contracts.	<ul style="list-style-type: none"> Approve (sign/accept) grants up to a value of \$500,000 where common seal is not required. Enter (sign/accept) service-related contracts that bind the Council to the provision of services up to an annual limit of \$100,000 and not exceeding 3 years in duration. 	S40(3)b	25/5/2021		

Delegations to Finance Committee

In relation to the council's functions and powers conferred by section 22 of the Local Government Act 2019, and in accordance with the council's power to delegate under section 40, the council delegates the Finance Committee as set out in the table below:

Number	Power or Duty being Delegated	Conditions of Delegation	Legislative Ref.	Commenced	Expiry	Council Res
FC01	Approve the CEO's Certification of the Annual Financial Statement Approve the Annual Financial Statement for release to the public and delivery to the Minister for Local Government	The CEO's certification and the Annual Financial Statement must be laid before Council	Reg 14	24/08/2020		8.2.8.20
FC02	Tenders 1. Authority to accept, or reject tenders, only within the \$value detailed as a condition on this Delegation 2. If the chosen respondent is unable or unwilling to form a contract OR the minor variation cannot be agreed with the successful respondent, so that the	<ul style="list-style-type: none"> The total consideration under the resulting contract for a publicly invited tender is not to exceed \$500,000 and the expense must be included in the adopted annual budget. The total consideration under a resulting contract for a WALGA Preferred Supplier or LocalBuy, is not to exceed \$500,000 and the expense 	Sections 40(3)(f) and 40(6) Reg 39	24/08/2020		8.2.8.20

Number	Power or Duty being Delegated	Conditions of Delegation	Legislative Ref.	Commenced	Expiry	Council Res
	<p>respondent ceases to be the chosen provider, authority to choose the next most advantageous tender to accept</p> <p>3. Authority to exercise an extension option that was included in the original tender specification and contract in accordance with conditions of delegation</p> <p>4. Authority to accept another tender where within 6-months of either accepting a request for quotation or tender, a contract has not been entered into OR the successful contractor agrees to terminate the contract</p>	<p>must be included in the adopted annual budget.</p> <ul style="list-style-type: none"> Contract variations must not exceed 10% of the contract price. Contract variations are to be reported to Council in accordance with Reg 39 The contract period must not exceed 3 years (including extensions) Contracts awarded under this delegated authority are to be reported to Council 				
FC03	Adoption of Policies	Policies related to the financial activities of the Council		24/08/2020		8.2.8.20

Delegation to President

In relation to the council's functions and powers conferred by section 22 of the Local Government Act 2019, and in accordance with the council's power to delegate under section 40, the council delegates the Finance Committee as set out in the table below:

Number	Power or Duty being Delegated	Conditions of Delegation	Legislative Ref.	Commenced	Expiry	Council Res
PR01	Speak on behalf of the Council			24/08/2020		8.2.8.20

Number	Power or Duty being Delegated	Conditions of Delegation	Legislative Ref.	Commenced	Expiry	Council Res
PR02	Approve expense claims for the CEO	In accordance with council's Travel Policy and or CEO Allowances and Other Benefits policy	S174	24/08/2020		8.2.8.20
PR03	Approve travel by the CEO outside the region	In accordance with the council's Travel Policy		24/08/2020		8.2.8.20

Other Delegations

NIL