

C4 Instrument of Delegation (Delegated Committees)

Golden Plains Shire Council

Instrument of Delegation

Councillor Contracts Committee

Instrument of Delegation

Golden Plains Shire Council (**Council**) delegates to each person who is from time to time appointed as a member of the Delegated Committee established by resolution of Council passed on 26 March 2024 and known as the *Councillor Contracts Committee (the Committee)*, the powers and functions set out in the Schedule, and declares that:

1. this Instrument of Delegation is authorised by a resolution of Council passed on 26 March 2024.
2. A delegate can only exercise the delegations contained in this Instrument of Delegation while acting as a member of the Committee at a meeting of the Committee;
3. The delegation:
 - 3.1 Comes into force immediately the common seal of Council is affixed to this Instrument of Delegation;
 - 3.2 Remains in force until Council resolves to vary or revoke it; and
 - 3.3 Is to be exercised in accordance with the guidelines or policies which Council from time to time adopts; and
4. All members of the Delegated Committee will have voting rights on the Delegated Committee.
 - 4.1 Council Officers who attend the meetings of the Committee are to provide advice and support the Committee and are not classed a Committee member.

It is declared that this instrument –

- comes into force immediately upon its execution;
- remains in force until varied or revoked.

This instrument is authorised by a resolution of the Golden Plains Shire Council on 26 March 2024.

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Mayor/Councillor

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Chief Executive Officer

SCHEDULE

Powers and functions

To exercise Council's functions and powers to perform Council's duties in relation to the management of streamlining Council's contracts procurement process and improve Council's ability to deliver its capital works program and for these purposes:

1. To function in accordance with the Council Terms of Reference.
2. The power to consider and/or approve contracts above the CEO delegation (currently at \$450,000 ex. GST) and that form part of the Council budget.
3. The power to refer any contract submitted to the Committee to the full Council for decision.
4. To do all things necessary or convenient to be done for or in connection with the performance of those functions, duties and powers.

Exceptions, conditions and limitations

The members of the Delegated Committee are not authorised by this Instrument to:

1. Consider and/or approve contracts which are not within a Council approved budget;
2. Consider and/or approve contracts for which full evaluation reports have not been prepared in accordance with Council's Procurement Policy;
3. Consider and/or approve contracts which have not been authorised by the relevant Director and the Chief Executive Officer of Council; and
4. Exercise the powers which, under section 11(2) of the *Local Government Act* 2020, cannot be delegated.