



Wyndham City Council

Instrument of Delegation

Contracts Approval Delegated Committee

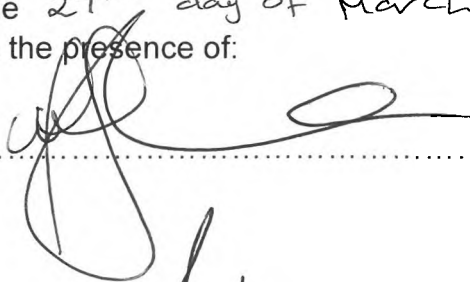
Instrument of Delegation

Wyndham City 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 25 March 2025 and known as the Contracts Approval Delegated 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 25 March 2025.
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 exceptions, conditions and limitations set out in the Schedule and with the guidelines or policies which Council from time to time adopts.
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 classified as a Committee member.

The **COMMON SEAL** of **WYNDHAM CITY COUNCIL**

was affixed by authority of the Council on
the 27th day of March 2025
in the presence of:


..... COUNCILLOR


..... 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, noting that, in the event of an inconsistency between the Contracts Approval Delegated Committee Terms of Reference and this Instrument of Delegation, this Instrument of Delegation will prevail;
2. The power to consider and/or approve contracts above the value of the CEO delegation (currently at \$2,500,000 excl. GST) that form part of the Council budget;
3. The power to refer any contract submitted to the Committee to the full Council for a decision; and
4. To do all things necessary or convenient to be done for or in connection with the performance of these delegated 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 not been authorised by the relevant Director and Chief Executive Officer of Council; and
4. Exercise the powers which, under section 11(2) of the *Local Government Act 2020*, cannot be delegated.