



**AGENDA FOR ORDINARY MEETING  
TO BE HELD IN GIN GIN  
ON TUESDAY 20 AUGUST 2019, COMMENCING AT 10.00 AM**

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G1 Delegations Register	51
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**Item****20 August 2019****Item Number:**

G1

**File Number:**

RG-1-001

**Part:**

GOVERNANCE

**Portfolio:**

Organisational Services

**Subject:**

Delegations Register

**Report Author:**

Christine Large, Acting Chief Legal Officer

**Authorised by:**

Amanda Pafumi, General Manager Organisational Services

**Link to Corporate Plan:**

Our People, Our Business - 3.2 Responsible governance with a customer-driven focus - 3.2.3 Administer statutory compliant governance operations incorporating insurance; risk management; property management and Council policies and procedures.

**Background:**

In accordance with section 257 of the *Local Government Act 2009* Council may, by resolution, delegate a power under this Act or another Act to the Mayor or the Chief Executive Officer.

**Delegations to the Chief Executive Officer**

The delegations register for the Chief Executive Officer must be reviewed annually by Council and it is at Council's discretion what powers it chooses to delegate.

A review of the register has been undertaken following advice provided by Local Government Association of Queensland (LGAQ). The register has been amended to include the appropriate delegable powers, which include new legislation and also removal of some powers no longer relevant.

New legislation added to the register includes:

- Plumbing and Drainage Act 2018
- Plumbing and Drainage Regulation 2018
- Public Health Regulation 2018

This review is complete and the revised register is presented to Council for adoption.

**Delegations/authorisations to the Mayor**

Following discussions with King & Co (Solicitors) and a review of other like Councils, a number of powers have been identified that should be delegated to the Mayor. There are also some operational authorisations to be included in this register.

This is presented to Council for adoption.

**Associated Person/Organization:**

Not applicable

**Consultation:**

Portfolio Spokesperson: Cr Helen Blackburn

Chief Executive Officer

**Chief Legal Officer's Comments:**

The local government's powers need to be delegated in accordance with the *Local Government Act 2009*.

**Policy Implications:**

There appear to be no policy implications.

**Financial and Resource Implications:**

There appear to be no financial and resource implications.

**Risk Management Implications:**

There appears to be no risk management implications.

**Communications Strategy:**

Communications Team consulted.

Yes

No

**Attachments:**

↓1 Register of Delegations - Council to Chief Executive Officer

↓2 Register of Delegations - Council to the Mayor

**Recommendation:**

**Pursuant to section 257 of the *Local Government Act 2009*:**

- 1. The Chief Executive Officer be delegated the powers as detailed in the *Register of Delegations – Bundaberg Regional Council to the Chief Executive Officer*, as attached; and**
- 2. The Mayor be delegated the powers as detailed in the *Register of Delegations – Bundaberg Regional Council to the Mayor*, as attached.**



## REGISTER OF DELEGATIONS – COUNCIL TO THE MAYOR

Under section 257 of the *Local Government Act 2009*, Bundaberg Regional Council resolves to delegate the exercise of the powers contained within this Register to the Mayor.

NO.	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	ADOPTED BY COUNCIL	CONDITIONS TO WHICH THE DELEGATION IS SUBJECT
1.	Mayor	Power to decide the way in which the performance appraisal of the Chief Executive Officer is to be conducted.	Section 12(4)(e) <i>Local Government Act 2009</i>	Item G1 20-Aug-2019	
2.	Mayor	Power to agree in writing to vary the remuneration package of the Chief Executive Officer.	Section 194 (3) and (4)(b) <i>Local Government Act 2009</i> and clause 8.2 of the Chief Executive Officer Contract of Employment	Item G1 20-Aug-2019	
3.	Mayor	Power to appoint a qualified person to act as the Chief Executive Officer during any vacancy in the position or any period when the Chief Executive Officer is absent from duty.	Section 195 <i>Local Government Act 2009</i>	Item G1 20-Aug-2019	
4.	Mayor	Power to appoint a chairperson of a committee.	Section 287(1) <i>Local Government Regulation 2012</i>	Item G1 20-Aug-2019	
5.	Mayor	Power to allow a Councillor to take part in a meeting by teleconferencing.	Section 276(2) <i>Local Government Regulation 2012</i>	Item G1 20-Aug-2019	
6.	Mayor	Power to establish a Local Disaster Management Group for the local government area.	Section 29 <i>Disaster Management Act 2003</i>	Item G1 20-Aug-2019	
7.	Mayor	Financial delegation/authorisations: - Purchasing authority of up to \$10,500 subject to expenditure being within the approved budget. - Provision of a corporate purchase card with a transaction limit and monthly limit to be determined by the Chief Executive Officer, for business related expenses. - Authorisation of business related expenses for Councillors reimbursement and Chief Executive Officer corporate purchase card subject to expenditure being within approved budget.		Item G1 20-Aug-2019	In accordance with: - Procurement and Contract Manual, and - Corporate Purchase Card Procedural Manual.

## Vanessa Langtry

---

**From:** [REDACTED] Category C  
**Sent:** Thursday, 4 July 2019 9:46 AM  
**To:** Amy Crouch  
**Subject:** RE: Delegations

No, we don't have a delegation register for the Mayor. Would be interesting to see what others have

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**From:** Amy Crouch [REDACTED] Category C  
**Sent:** Thursday, 4 July 2019 9:44 AM  
**To:** Amy Crouch; [REDACTED]  
 [REDACTED]  
**Subject:** Delegations

Hi team

I'm back on working with delegations – does your Council have a register for the Mayor? Currently we don't, but may require one in future.

If you'd be willing to share that would be helpful.

Thank you

**AMY CROUCH**  
 Governance Officer

Category C



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## Vanessa Langtry

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**From:** Legal & Gov <LegalandGov@rrc.qld.gov.au>  
**Sent:** Thursday, 4 July 2019 2:52 PM  
**To:** Amy Crouch  
**Subject:** RE: Delegations

Hi Amy

Rockhampton Regional Council doesn't have a register for the Mayor.

Thanks

Category C

**Policy and Delegations Officer | Legal and Governance**

Rockhampton Regional Council

Ph: [REDACTED] | Fax: 07 4922 1234 | Email: [REDACTED]

Address: PO Box 1860 Rockhampton Q 4700 | Web: [www.rrc.qld.gov.au](http://www.rrc.qld.gov.au)

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**From:** Amy Crouch [REDACTED]  
**Sent:** Thursday, 4 July 2019 9:44 AM  
**To:** Amy Crouch; [REDACTED]

**Subject:** Delegations

Category C

Hi team

I'm back on working with delegations – does your Council have a register for the Mayor? Currently we don't, but may require one in future.

If you'd be willing to share that would be helpful.

Thank you



**AMY CROUCH**

Governance Officer

Category C



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[www.twitter.com/RRCouncil](http://www.twitter.com/RRCouncil)

Keeping you up to date with Council news, services, programs and events.

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**Vanessa Langtry**

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**From:** Amy Crouch  
**Sent:** Friday, 5 July 2019 10:43 AM  
**To:** [Redacted]  
**Subject:** RE: Delegations Category C

[Redacted]

[Redacted] Category D

**AMY CROUCH**  
Governance Officer



[Redacted]



Category C

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**From:** [Redacted]  
**Sent:** Friday, 5 July 2019 10:42 AM  
**To:** Amy Crouch  
**Subject:** RE: Delegations

Hi Amy

Unfortunately, we also do not currently have a register for the Mayor.

Kind regards

[Redacted]

[Redacted] | Governance Officer  
**Central Highlands Regional Council**  
Phone [Redacted] | [Website](#)

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**From:** Amy Crouch [Redacted] Category C  
**Sent:** Thursday, 4 July 2019 9:44 AM  
**To:** Amy Crouch [Redacted]

[Large redacted block]

**Subject:** Delegations

Hi team

I'm back on working with delegations – does your Council have a register for the Mayor? Currently we don't, but may require one in future.



If you'd be willing to share that would be helpful.

Thank you

**AMY CROUCH**  
Governance Officer



Category C



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**Vanessa Langtry**

**From:** Amy Crouch  
**Sent:** Thursday, 1 August 2019 9:57 AM  
**To:** [REDACTED]  
**Subject:** RE: Delegations

Category C

Thanks [REDACTED]. I realise it's not a requirement but believe we choose to publish to be 'open and transparent'.

Have a great day.

**AMY CROUCH**  
 Governance Officer




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**From:** [REDACTED] Category C  
**Sent:** Tuesday, 30 July 2019 8:19 AM  
**To:** Amy Crouch  
**Subject:** RE: Delegations

Hi Amy,

We don't publish our delegations register on the website and are not required to as per s260(3) of the Act.

The only formal delegation from Council to our Mayor is as below:-

DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION
Mayor	Power to appoint an Acting Chief Executive Officer	Section 195 <i>Local Government Act 2009</i> Adopted 16/09/2015 via M12/09/15

The Mayor also has certain powers under the policy required by the CCC in relation to dealing with complaints about the public official, refer

<https://www.gympie.qld.gov.au/documents/40005057/41340404/Dealing%20with%20complaints%20involving%20the%20public%20official.pdf>

At Gympie the Mayor has no purchasing delegation, hence no corporate card or equivalent, The Mayor's powers to sign documents on behalf of Council comes directly from the Act (s236(a)).

Hope the above is of assistance.

Regards,

[REDACTED]

Category C

MANAGER GOVERNANCE



Gympie Regional Council  
242 Mary St (PO Box 155)  
Gympie Qld 4570

Category C

[www.gympie.qld.gov.au](http://www.gympie.qld.gov.au)

**From:** Amy Crouch [redacted]  
**Sent:** Monday, 29 July 2019 4:54 PM  
**To:** [redacted]  
**Subject:** RE: Delegations

Category C

External sender. Be careful with links and attachments.

Hi [redacted]

Category C

Would you be willing to share your register with me to see what Mayor delegations you have? I couldn't locate on your website.



**AMY CROUCH**

Governance Officer

[redacted]

Category C



**From:** [redacted]  
**Sent:** Thursday, 4 July 2019 9:50 AM  
**To:** Amy Crouch  
**Subject:** RE: Delegations

Hi Amy,

We include any Council to Mayor delegations in our register e.g., power to appoint an Acting CEO.

Regards,

[redacted]

Category C

MANAGER GOVERNANCE



Gympie Regional Council

242 Mary St (PO Box 155)  
Gympie Qld 4570



Category C

[www.gympie.qld.gov.au](http://www.gympie.qld.gov.au)

**From:** Amy Crouch [Redacted]

**Sent:** Thursday, 4 July 2019 9:44 AM

**To:** Amy Crouch [Redacted]

[Redacted email body content]

**Subject:** Delegations

Hi team

I'm back on working with delegations – does your Council have a register for the Mayor? Currently we don't, but may require one in future.

If you'd be willing to share that would be helpful.

Thank you



AMY CROUCH

Governance Officer



Category C



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## Vanessa Langtry

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**From:** Amy Crouch  
**Sent:** Wednesday, 10 July 2019 9:56 AM  
**To:** [REDACTED]  
**Subject:** RE: Delegations

Category C

Hi [REDACTED]

I've asked our team about the corporate card for the Mayor.

As discussed, it appears that the CEO has approved the card and it's in our manual but there's not a financial delegation listed anywhere... when I find out more, I'll let you know.

**AMY CROUCH**  
 Governance Officer

[REDACTED]



Category C

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**From:** [REDACTED]  
**Sent:** Friday, 5 July 2019 3:38 PM  
**To:** Amy Crouch; [REDACTED]

Category C

**Subject:** RE: Delegations

Hi Amy,

Our Council doesn't currently have any delegations to the Mayor however after our July Council Meeting we will have a Corporate Card financial delegation to the Mayor. We do have a register for our CEO but not our Mayor.

Cheers [REDACTED]

**Senior Governance Officer**

South Burnett Regional Council  
 PO Box 336  
 KINGAROY QLD 4610

Category C



[www.southburnett.qld.gov.au](http://www.southburnett.qld.gov.au)



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Category C

**From:** Amy Crouch [REDACTED]  
**Sent:** Thursday, 4 July 2019 9:44 AM  
**To:** Amy Crouch [REDACTED]

[REDACTED]

**Subject:** Delegations

Hi team

I'm back on working with delegations – does your Council have a register for the Mayor? Currently we don't, but may require one in future.

If you'd be willing to share that would be helpful.

Thank you

**AMY CROUCH**  
Governance Officer

[REDACTED]



Category C

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**Vanessa Langtry**

---

**From:** Amy Crouch  
**Sent:** Tuesday, 6 August 2019 11:20 AM  
**To:** Christine Large  
**Subject:** [REDACTED]  
**Attachments:** [REDACTED]

**Importnce:** High Category D

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Category D

I'll work on the Mayor delegations and send them through soon.

**AMY CROUCH**  
Governance Officer

[REDACTED]

Category C



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**Vanessa Langtry**

---

**From:** Amy Crouch  
**Sent:** Tuesday, 6 August 2019 4:41 PM  
**To:** Steve Johnston - CEO  
**Cc:** Amanda Pafumi; Stuart Randle; Gavin Steele; Christine Large  
**Subject:** Delegations Review for Briefing Meeting - including Mayor  
**Attachments:** RG-1-001 - Register of Delegations - CEO - changes only.docx; RG-1-001 - Register of Delegations - Mayor draft.docx

Good afternoon Steve

Category D

[Redacted]

[Redacted]

The Mayor delegations are also attached for your consideration and includes the delegation you sent through earlier, and a few others.

Please let me know if you'd like any further changes or if you're happy with same and I'll process for Briefing next week.

Regards

**AMY CROUCH**  
Governance Officer

Category C

[Redacted]



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## REGISTER OF DELEGATIONS – COUNCIL TO THE MAYOR

Under section 257 of the *Local Government Act 2009*, Bundaberg Regional Council resolves to delegate the exercise of the powers contained within this Register to the Mayor.

NO.	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	ADOPTED BY COUNCIL	CONDITIONS TO WHICH THE DELEGATION IS SUBJECT
1.	Mayor	Power to decide the way in which the performance appraisal of the Chief Executive Officer is to be conducted.	Section 12(4)(e) <i>Local Government Act 2009</i>		
2.	Mayor	Power to agree in writing to vary the remuneration package of the Chief Executive Officer.	Section 194 (3) and (4)(b) <i>Local Government Act 2009</i> and clause 8.2 of the Chief Executive Officer Contract of Employment		
3.	Mayor	Power to appoint a qualified person to act as the Chief Executive Officer during any vacancy in the position or any period when the Chief Executive Officer is absent from duty.	Section 195 <i>Local Government Act 2009</i>		Specify a time limit, i.e. Maximum period 3 months.
4.	Mayor	Power to appoint a chairperson of a committee.	Section 267(1) <i>Local Government Regulation 2012</i>		
5.	Mayor	Power to allow a Councillor to take part in a meeting by teleconferencing.	Section 276(2) <i>Local Government Regulation 2012</i>		
6.	Mayor	Power to establish a Local Disaster Management Group for the local government area.	Section 29 <i>Disaster Management Act 2003</i>		
7.	Mayor	Financial delegation/authorisations: <ul style="list-style-type: none"> <li>- Purchasing authority of up to \$16,500 subject to expenditure being within the approved budget.</li> <li>- Provision of a corporate purchase card with a transaction limit and monthly limit to be determined by the Chief Executive Officer, for business related expenses.</li> <li>- Authorisation of business related expenses for Councillors reimbursement and Chief Executive Officer corporate purchase card subject to expenditure being within approved budget.</li> </ul>			In accordance with: <ul style="list-style-type: none"> <li>- Procurement and Contract Manual; and</li> <li>- Corporate Purchase Card Procedural Manual.</li> </ul> Corporate Purchase Card transaction and monthly limit \$16,500.

## Vanessa Langtry

---

**From:** Amy Crouch  
**Sent:** Tuesday, 6 August 2019 2:05 PM  
**To:** Simon Muggerridge  
**Cc:** Anthony Keleher  
**Subject:** RE: CPC for the Mayor

Definitely. I'll add it for consideration.

**AMY CROUCH**  
 Governance Officer



Category C




---

**From:** Simon Muggerridge  
**Sent:** Tuesday, 6 August 2019 1:17 PM  
**To:** Amy Crouch  
**Cc:** Anthony Keleher  
**Subject:** RE: CPC for the Mayor

Amy – perhaps consider the attached as well.

---

**From:** Amy Crouch  
**Sent:** Tuesday, 6 August 2019 1:03 PM  
**To:** Jason Maughan; Emma Edwards; Susan Barletta  
**Cc:** Simon Muggerridge  
**Subject:** RE: CPC for the Mayor  
**Importance:** High

Hi

I am coordinating some delegations from Council to the Mayor and will include a financial delegation and provision of a CPC.

Could someone please advise what his current financial delegation limit is.

Thanks

**AMY CROUCH**  
 Governance Officer



Category C




---

**From:** Jason Maughan  
**Sent:** Friday, 5 July 2019 1:33 PM  
**To:** Amy Crouch; Emma Edwards; Susan Barletta

**Cc:** Simon Muggeridge  
**Subject:** RE: CPC for the Mayor

Hi Amy,

This is the summary of amendment history, see bottom line.

Category D

7th Mar 2013 5 Added Section 4 Bonita Killip Added Section 4 - Reference to Mayor / Deputy Mayor Corporate Card.

**JASON MAUGHAN**  
 Strategic Procurement and Supply Supervisor



Category C

---

**From:** Amy Crouch  
**Sent:** Friday, 5 July 2019 9:00 AM  
**To:** Emma Edwards; Susan Barletta; Jason Maughan  
**Cc:** Simon Muggeridge  
**Subject:** CPC for the Mayor

Hi team

Are you able to give me some information on how we provide a CPC to the Mayor? He has no financial delegation in our register but it is mentioned in the CPC Manual (which will need to be update Jas – i.e. Council policies references)

I've had a query from another Council who also wants to give the Mayor a card, but wants to know how we achieved this first or how the delegation was made for the CEO to approve.

Any information you could give would be helpful – no rush.

#### 4. MAYOR AND COUNCILLORS

A CPC may be made available to the Mayor and Deputy Mayor and will be issued with the approval of the Chief Executive Officer. The CPC should only be used for extraordinary business expenses directly related to the Mayor or Deputy Mayor attending to Council's business, pursuant to Council's [Reimbursement of Expenses and Provision of Facilities for Councillors Governance Policy \(GP-3-047\)](#).

Regards

**AMY CROUCH**  
Governance Officer

Category C



Released under Right to Information Act 2009

## Vanessa Langtry

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**From:** Amy Crouch  
**Sent:** Tuesday, 6 August 2019 2:26 PM  
**To:** Susan Barletta; Jason Maughan; Emma Edwards  
**Cc:** Simon Muggeridge  
**Subject:** RE: CPC for the Mayor

Thanks Sue. Just needed that \$ limit for now.

Regards

**AMY CROUCH**  
 Governance Officer

Category C




---

**From:** Susan Barletta  
**Sent:** Tuesday, 6 August 2019 2:18 PM  
**To:** Amy Crouch; Jason Maughan; Emma Edwards  
**Cc:** Simon Muggeridge  
**Subject:** RE: CPC for the Mayor

Hi Amy

I'm not aware of any documented approval of a financial delegation limit for the Mayor.

He was issued a CPC [REDACTED] in accordance with CPC request that was signed by Peter Byrne on 30/3/2016.

Category D

My understanding is that only employees are recorded on the procurement delegation register.

I'm sorry, but I have no involvement in the process or recording of delegation limits .

Regards

**SUSAN BARLETTA**  
 Statutory Accountant

Category C




---

**From:** Amy Crouch  
**Sent:** Tuesday, 6 August 2019 1:03 PM  
**To:** Jason Maughan; Emma Edwards; Susan Barletta  
**Cc:** Simon Muggeridge  
**Subject:** RE: CPC for the Mayor  
**Importance:** High

Hi

I am coordinating some delegations from Council to the Mayor and will include a financial delegation and provision of a CPC.

Could someone please advise what his current financial delegation limit is.

Thanks

**AMY CROUCH**  
Governance Officer

Category C



---

**From:** Jason Maughan  
**Sent:** Friday, 5 July 2019 1:33 PM  
**To:** Amy Crouch; Emma Edwards; Susan Barletta  
**Cc:** Simon Muggerridge  
**Subject:** RE: CPC for the Mayor

Hi Amy,

This is the summary of amendment history, see bottom line.

Category D



7th Mar 2013 5 Added Section 4 Bonita Killip Added Section 4 - Reference to Mayor / Deputy Mayor Corporate Card.

Released under

to Information Act 2009

**JASON MAUGHAN**  
Strategic Procurement and Supply Supervisor



Category C **BUNDABERG**  
REGIONAL COUNCIL



---

**From:** Amy Crouch  
**Sent:** Friday, 5 July 2019 9:00 AM  
**To:** Emma Edwards; Susan Barletta; Jason Maughan  
**Cc:** Simon Muggeridge  
**Subject:** CPC for the Mayor

Hi team

Are you able to give me some information on how we provide a CPC to the Mayor? He has no financial delegation in our register but it is mentioned in the CPC Manual (which will need to be update Jas – i.e. Council policies references)

I've had a query from another Council who also wants to give the Mayor a card, but wants to know how we achieved this first or how the delegation was made for the CEO to approve.

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Regards

**AMY CROUCH** Category C  
Governance Officer



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## Vanessa Langtry

---

**From:** Amy Crouch  
**Sent:** Tuesday, 6 August 2019 2:07 PM  
**To:** Simon Muggeridge  
**Cc:** Anthony Keleher  
**Subject:** RE: CPC for the Mayor

??

			2003	
7.	Mayor	Purchasing authority: - Financial delegation of up to \$xxx subject to expenditure being within the approved budget. - Provision of a corporate purchase card for business related expenses. - Authorisation of business related expenses for Councillors and Chief Executive Officer subject to expenditure being within approved budget.		In accordance with: - Procurement and Contract Manual; and - Corporate Purchase Card Procedural Manual.

**AMY CROUCH**  
 Governance Officer

Category C




---

**From:** Simon Muggeridge  
**Sent:** Tuesday, 6 August 2019 1:17 PM  
**To:** Amy Crouch  
**Cc:** Anthony Keleher  
**Subject:** RE: CPC for the Mayor

Amy – perhaps consider the attached as well.

---

**From:** Amy Crouch  
**Sent:** Tuesday, 6 August 2019 1:03 PM  
**To:** Jason Maughan; Emma Edwards; Susan Barletta  
**Cc:** Simon Muggeridge  
**Subject:** RE: CPC for the Mayor  
**Importance:** High

Hi

I am coordinating some delegations from Council to the Mayor and will include a financial delegation and provision of a CPC.

Could someone please advise what his current financial delegation limit is.

Thanks

**AMY CROUCH**  
Governance Officer

Category C



**From:** Jason Maughan  
**Sent:** Friday, 5 July 2019 1:33 PM  
**To:** Amy Crouch; Emma Edwards; Susan Barletta  
**Cc:** Simon Muggeridge  
**Subject:** RE: CPC for the Mayor

Hi Amy,

This is the summary of amendment history, see bottom line.

Category D



7th Mar 2013 5 Added Section 4 Bonita Killip Added Section 4 - Reference to Mayor / Deputy Mayor Corporate Card.

**JASON MAUGHAN**  
Strategic Procurement and Supply Supervisor

Category C



**From:** Amy Crouch  
**Sent:** Friday, 5 July 2019 9:00 AM  
**To:** Emma Edwards; Susan Barletta; Jason Maughan

Cc: Simon Muggeridge  
Subject: CPC for the Mayor

Hi team

Are you able to give me some information on how we provide a CPC to the Mayor? He has no financial delegation in our register but it is mentioned in the CPC Manual (which will need to be update Jas – i.e. Council policies references)

I've had a query from another Council who also wants to give the Mayor a card, but wants to know how we achieved this first or how the delegation was made for the CEO to approve.

Any information you could give would be helpful – no rush.

**4. MAYOR AND COUNCILLORS**

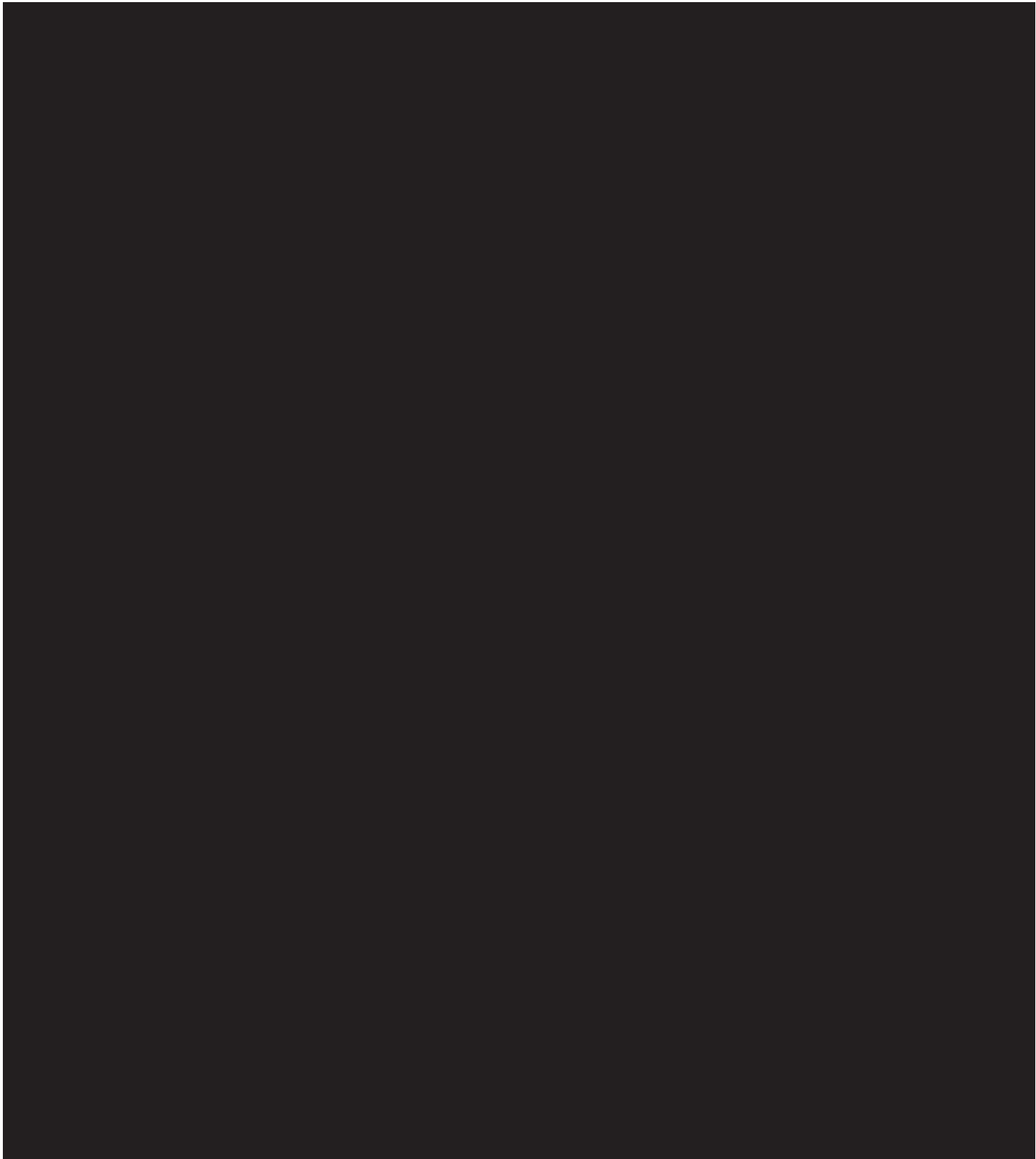
A CPC may be made available to the Mayor and Deputy Mayor and will be issued with the approval of the Chief Executive Officer. The CPC should only be used for extraordinary business expenses directly related to the Mayor or Deputy Mayor attending to Councils business, pursuant to Council's [Reimbursement of Expenses and Provision of Facilities for Councillors Governance Policy \(GP-3-047\)](#).

Regards

**AMY CROUCH**  
Governance Officer Category C



Released under Right to Information Act 2009



---

**From:** Amy Crouch  
**Sent:** Tuesday, 6 August 2019 4:41 PM  
**To:** Steve Johnston - CEO  
**Cc:** Amanda Pafumi; Stuart Randle; Gavin Steele; Christine Large  
**Subject:** Delegations Review for Briefing Meeting - including Mayor

Good afternoon Steve

[Redacted]

[Redacted]

The Mayor delegations are also attached for your consideration and includes the delegation you sent through earlier, and a few others.

Please let me know if you'd like any further changes or if you're happy with same and I'll process for Briefing next week.

Regards

**AMY CROUCH**  
Governance Officer

Category C

[Redacted]



Released under Right to Information Act 2009

## REGISTER OF DELEGATIONS – COUNCIL TO THE MAYOR

Under section 257 of the *Local Government Act 2009*, Bundaberg Regional Council resolves to delegate the exercise of the powers contained within this Register to the Mayor.

NO.	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	ADOPTED BY COUNCIL	CONDITIONS TO WHICH THE DELEGATION IS SUBJECT
1.	Mayor	Power to decide the way in which the performance appraisal of the Chief Executive Officer is to be conducted.	Section 12(4)(e) <i>Local Government Act 2009</i>		
2.	Mayor	Power to agree in writing to vary the remuneration package of the Chief Executive Officer.	Section 194 (3) and (4)(b) <i>Local Government Act 2009</i> and clause 8.2 of the Chief Executive Officer Contract of Employment		
3.	Mayor	Power to appoint a qualified person to act as the Chief Executive Officer during any vacancy in the position or any period when the Chief Executive Officer is absent from duty.	Section 195 <i>Local Government Act 2009</i>		Specify a time limit, i.e. Maximum period 3 months.
4.	Mayor	Power to appoint a chairperson of a committee.	Section 267(1) <i>Local Government Regulation 2012</i>		
5.	Mayor	Power to allow a Councillor to take part in a meeting by teleconferencing.	Section 276(2) <i>Local Government Regulation 2012</i>		
6.	Mayor	Power to establish a Local Disaster Management Group for the local government area.	Section 29 <i>Disaster Management Act 2003</i>		
7.	Mayor	Financial delegation/authorisations: <ul style="list-style-type: none"> <li>- Purchasing authority of up to \$16,500 subject to expenditure being within the approved budget.</li> <li>- Provision of a corporate purchase card with a transaction limit and monthly limit to be determined by the Chief Executive Officer, for business related expenses.</li> <li>- Authorisation of business related expenses for Councillors reimbursement and Chief Executive Officer corporate purchase card subject to expenditure being within approved budget.</li> </ul>			In accordance with: <ul style="list-style-type: none"> <li>- Procurement and Contract Manual; and</li> <li>- Corporate Purchase Card Procedural Manual.</li> </ul> Corporate Purchase Card transaction and monthly limit \$16,500.

## Vanessa Langtry

---

**From:** Amy Crouch  
**Sent:** Wednesday, 7 August 2019 9:43 AM  
**To:** Nicole Miller  
**Subject:** RE: Delegations Review for Briefing Meeting - including Mayor

Thanks

**AMY CROUCH**  
 Governance Officer

Category C




---

**From:** Nicole Miller  
**Sent:** Wednesday, 7 August 2019 9:36 AM  
**To:** Amy Crouch  
**Subject:** RE: Delegations Review for Briefing Meeting - including Mayor

Category D

[REDACTED] but I have let Wendy know that is what your waiting on.

**NICOLE MILLER**  
 Executive Assistant – Organisational Services

Category C




---

**From:** Amy Crouch [REDACTED]  
**Sent:** Wednesday, 7 August 2019 8:42 AM  
**To:** Nicole Miller [REDACTED]  
**Subject:** FW: Delegations Review for Briefing Meeting - including Mayor

Category C

FYI.

I'll get the report ready and the attachment as much as I can but will wait to hear back from Steve before I can submit through.

**AMY CROUCH**  
 Governance Officer

Category C




---

**From:** Amy Crouch  
**Sent:** Tuesday, 6 August 2019 4:41 PM  
**To:** Steve Johnston - CEO  
**Cc:** Amanda Pafumi; Stuart Randle; Gavin Steele; Christine Large  
**Subject:** Delegations Review for Briefing Meeting - including Mayor

Good afternoon Steve

Category D

[Redacted]

[Redacted]

The Mayor delegations are also attached for your consideration and includes the delegation you sent through earlier, and a few others.

Please let me know if you'd like any further changes or if you're happy with same and I'll process for Briefing next week.

Regards

**AMY CROUCH**  
Governance Officer

Category C

[Redacted]



Released under Right to Information Act 2009



**Vanessa Langtry**

---

**From:** [Redacted]  
**Sent:** Monday, 8 July 2019 8:36 AM  
**To:** Amy Crouch Category C  
**Subject:** RE: Delegations  
**Attachments:** Mayoral Delegations.pdf

Good morning Amy,

We have a delegations register from Council to the Mayor. I have attached a copy for your information.

If you have any questions, please let me know.

Thanks

[Redacted]

Category C

[Redacted] | **Coordinator Corporate Governance | Governance & Safety | Mackay Regional Council**  
Phone: [Redacted] | [Redacted] | [mackay.qld.gov.au](http://mackay.qld.gov.au)



---

**From:** Amy Crouch [Redacted] Category C  
**Sent:** Thursday, 4 July 2019 9:44 AM  
**To:** Amy Crouch [Redacted]

[Redacted]

**Subject:** Delegations

Hi team

I'm back on working with delegations – does your Council have a register for the Mayor? Currently we don't, but may require one in future.

If you'd be willing to share that would be helpful.

Thank you

AMY CROUCH  
Governance Officer

Category C



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Personal information will only be disclosed to a third party with your written authorisation or as required by law.

## Council Delegations to the Mayor

NO.	DATE AND NUMBER OF RESOLUTION	DESCRIPTION OF POWER DELEGATED	LEGISLATION	SPECIAL DELEGATION CONDITIONS	DELEGATION TO MAYOR	DELEGATION TO THE CEO
COUDEL01	22 August 2018 Folio 58417	Purchasing Authority		<ul style="list-style-type: none"> <li>Delegation of Purchasing Authority to the Mayor up to level of \$10,000 subject to expenditure being within approved budget.</li> <li>Authorisation of business related expenses on behalf of Councillors subject to expenditure being within approved budget.</li> </ul>	Yes	No
COUDEL02	22 August 2018 Folio 58417	Councillors' Code of Conduct		Delegation to Mayor to be authorised to jointly make the arrangements for the Conduct Review Panel as necessary with the Chief Executive Officer.	Yes	No
COUDEL03	22 August 2018 Folio 58417	Power to appoint a chairperson of a committee.	<a href="#">Section 267 Local Government Regulation 2012</a>		Yes	No
COUDEL04	22 August 2018 Folio 58417	Power to allow a councillor to take part in a meeting by teleconferencing.	<a href="#">Section 276 Local Government Regulations 2012</a>		Yes	Yes
COUDEL05	22 August 2018 Folio 58417	Power to appoint a qualified person to act as the Chief Executive Officer during any vacancy in the position or any period when the chief executive officer is absent from duty.	<a href="#">Section 195 Local Government Act 2009</a>	Maximum period 3 months	Yes	Yes
COUDEL06	22 August 2018 Folio 58417	Power to establish a Local Disaster Management Group for the local government area.	<a href="#">Section 29 Disaster Management Act 2003.</a>	This the chair of the LDMG Responsibility.	Yes	No
COUDEL07	22 August 2018 Folio 58417	The delegation to represent Council at an Annual General Meeting or similar in its capacity as either a member or shareholder of associated registered companies or associations.			Yes	Yes

<p>COUDEL08</p>	<p>22 August 2018 Folio 58417</p>	<p>Power to appoint representatives and approve nominations of membership of committees, boards, groups, organisations and entities, including as Company Directors if required for the categories of:</p> <ul style="list-style-type: none"> <li>· Council Advisory Committees</li> <li>· External Local, State or Federal Government Committees, Boards, Groups, Organisations and Entities (Non-Council)</li> <li>· External Community Committees, Boards, Groups, Organisation and Entities (Non-Council)</li> <li>· Council Controlled Entities</li> <li>· Internal Working Groups.</li> </ul>	<p><a href="#">Section 257(1) Local Government Act 2009</a></p>	<p>Such delegation be subject to – Liaison with the Chair of the applicable Council Standing Committee, and excluding the ability to appoint members to Standing Committees</p>	<p>Yes</p>	<p>Yes</p>
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Released under Right to Information Act 2009

**Vanessa Langtry**

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**From:** Amy Crouch  
**Sent:** Thursday, 8 August 2019 11:33 AM  
**To:** Jack Dempsey  
**Cc:** Steve Johnston - CEO; Amanda Pafumi; Christine Large  
**Subject:** Delegations Register  
**Attachments:** Delegations Report.pdf; Register of Delegations - BRC to the Mayor.docx

Good morning Jack

As discussed with Steve, attached is the cover report and the proposed delegations for the Mayor for your information.

Regards

**AMY CROUCH**  
Governance Officer

Category C



Released under Right to Information Act 2009

**Item****20 August 2019****Item Number:****File Number:****Part:**

RG-1-001

GOVERNANCE

**Portfolio:**

Organisational Services

**Subject:**

Delegations Register

**Report Author:**

Christine Large, Acting Chief Legal Officer

**Authorised by:**

Amanda Pafumi, General Manager Organisational Services

**Link to Corporate Plan:**

Our People, Our Business - 3.2 Responsible governance with a customer-driven focus - 3.2.3 Administer statutory compliant governance operations incorporating insurance; risk management; property management and Council policies and procedures.

**Background:**

In accordance with section 257 of the *Local Government Act 2009* Council may, by resolution, delegate a power under this Act or another Act to the Mayor or the Chief Executive Officer.

**Delegations to the Chief Executive Officer**

The delegations register for the Chief Executive Officer must be reviewed annually by Council and it is at Council's discretion what powers it chooses to delegate.

A review of the register has been undertaken following advice provided by Local Government Association of Queensland (LGAQ). The register has been amended to include the appropriate delegable powers, which include new legislation and also removal of some powers no longer relevant.

New legislation added to the register includes:

- Plumbing and Drainage Act 2018
- Plumbing and Drainage Regulation 2018
- Public Health Regulation 2018

This review is complete and the revised register is presented to Council for adoption.

**Delegations/authorisations to the Mayor**

Following discussions with King & Co (Solicitors) and a review of other like Councils, a number of powers have been identified that should be delegated to the Mayor. There are also some operational authorisations to be included in this register.

This is presented to Council for adoption.

**Associated Person/Organization:**

Not applicable

**Consultation:**

Portfolio Spokesperson: Cr Helen Blackburn

Chief Executive Officer

**Chief Legal Officer's Comments:**

The local government's powers need to be delegated in accordance with the *Local Government Act 2009*.

**Policy Implications:**

There appear to be no policy implications.

**Financial and Resource Implications:**

There appear to be no financial and resource implications.

**Risk Management Implications:**

There appears to be no risk management implications.

**Communications Strategy:**

Communications Team consulted.

- Yes
- No

**Attachments:**

Nil

**Recommendation:**

**Pursuant to section 257 of the *Local Government Act 2009*:**

- 1. The Chief Executive Officer be delegated the powers as detailed in the *Register of Delegations – Bundaberg Regional Council to the Chief Executive Officer*, as attached; and**
- 2. The Mayor be delegated the powers as detailed in the *Register of Delegations – Bundaberg Regional Council to the Mayor*, as attached.**

## REGISTER OF DELEGATIONS – COUNCIL TO THE MAYOR

Under section 257 of the *Local Government Act 2009*, Bundaberg Regional Council resolves to delegate the exercise of the powers contained within this Register to the Mayor.

NO.	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	ADOPTED BY COUNCIL	CONDITIONS TO WHICH THE DELEGATION IS SUBJECT
1.	Mayor	Power to decide the way in which the performance appraisal of the Chief Executive Officer is to be conducted.	Section 12(4)(e) <i>Local Government Act 2009</i>		
2.	Mayor	Power to agree in writing to vary the remuneration package of the Chief Executive Officer.	Section 194 (3) and (4)(b) <i>Local Government Act 2009</i> and clause 8.2 of the Chief Executive Officer Contract of Employment		
3.	Mayor	Power to appoint a qualified person to act as the Chief Executive Officer during any vacancy in the position or any period when the Chief Executive Officer is absent from duty.	Section 195 <i>Local Government Act 2009</i>		
4.	Mayor	Power to appoint a chairperson of a committee.	Section 267(1) <i>Local Government Regulation 2012</i>		
5.	Mayor	Power to allow a Councillor to take part in a meeting by teleconferencing.	Section 276(2) <i>Local Government Regulation 2012</i>		
6.	Mayor	Power to establish a Local Disaster Management Group for the local government area.	Section 29 <i>Disaster Management Act 2003</i>		
7.	Mayor	Financial delegation/authorisations: <ul style="list-style-type: none"> <li>- Purchasing authority of up to \$16,500 subject to expenditure being within the approved budget.</li> <li>- Provision of a corporate purchase card with a transaction limit and monthly limit to be determined by the Chief Executive Officer, for business related expenses.</li> <li>- Authorisation of business related expenses for Councillors reimbursement and Chief Executive Officer corporate purchase card subject to expenditure being within approved budget.</li> </ul>			In accordance with: <ul style="list-style-type: none"> <li>- Procurement and Contract Manual; and</li> <li>- Corporate Purchase Card Procedural Manual.</li> </ul>

Released



**Vanessa Langtry**

---

**From:** Amy Crouch [REDACTED] **Category C**  
**Sent:** Thursday, 8 August 2019 11:46 AM  
**To:** Amanda Pafumi  
**Subject:** Your authorisation requested for Report: Delegations Register

**Committee:** Ordinary Meeting

**Meeting Date:** 20 Aug 2019 10.00 am

**Subject:** Delegations Register

Sent to Amanda Pafumi for authorisation  
Notified by Amy Crouch.

Amanda

Delegations Register report for your approval.

I spoke with Cr Blackburn this morning, and will send out the changes only to all Councillors this afternoon so they're aware.

Apologies for not running through you before submitting to Steve.

Thank you

Amy

[Open Report](#)

Released under Right to Information Act 2009



## Item

20 August 2019

Item Number:	File Number:	Part:
G1	RG-1-001	GOVERNANCE

**Portfolio:**

Organisational Services

**Subject:**

Delegations Register

**Report Author:**

Christine Large, Acting Chief Legal Officer

**Authorised by:**

Amanda Pafumi, General Manager Organisational Services

**Link to Corporate Plan:**

Our People, Our Business - 3.2 Responsible governance with a customer-driven focus - 3.2.3 Administer statutory compliant governance operations incorporating insurance; risk management; property management and Council policies and procedures.

**Background:**

In accordance with section 257 of the *Local Government Act 2009* Council may, by resolution, delegate a power under this Act or another Act to the Mayor or the Chief Executive Officer.

**Delegations to the Chief Executive Officer**

The delegations register for the Chief Executive Officer must be reviewed annually by Council and it is at Council's discretion what powers it chooses to delegate.

A review of the register has been undertaken following advice provided by Local Government Association of Queensland (LGAQ). The register has been amended to include the appropriate delegable powers, which include new legislation and also removal of some powers no longer relevant.

New legislation added to the register includes:

- Plumbing and Drainage Act 2018
- Plumbing and Drainage Regulation 2018
- Public Health Regulation 2018

This review is complete and the revised register is presented to Council for adoption.

**Delegations/authorisations to the Mayor**

Following discussions with King & Co (Solicitors) and a review of other like Councils, a number of powers have been identified that should be delegated to the Mayor. There are also some operational authorisations to be included in this register.

This is presented to Council for adoption.

**Associated Person/Organization:**

Not applicable

**Consultation:**

Portfolio Spokesperson: Cr Helen Blackburn  
Chief Executive Officer

**Chief Legal Officer's Comments:**

The local government's powers need to be delegated in accordance with the *Local Government Act 2009*.

**Policy Implications:**

There appear to be no policy implications.

**Financial and Resource Implications:**

There appear to be no financial and resource implications.

**Risk Management Implications:**

There appears to be no risk management implications.

**Communications Strategy:**

Communications Team consulted.

- Yes
- No

**Attachments:**

- 1 Register of Delegations - Council to Chief Executive Officer
- 2 Register of Delegations - Council to the Mayor

**Recommendation:**

**Pursuant to section 257 of the *Local Government Act 2009*:**


- 1. The Chief Executive Officer be delegated the powers as detailed in the *Register of Delegations – Bundaberg Regional Council to the Chief Executive Officer*, as attached; and**
- 2. The Mayor be delegated the powers as detailed in the *Register of Delegations – Bundaberg Regional Council to the Mayor*, as attached.**



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**From:** Amanda Pafumi  
**Sent:** Monday, 12 August 2019 8:46 AM  
**To:** Amy Crouch  
**Cc:** Christine Large

Category A



---

**From:** Amy Crouch  
**Sent:** Thursday, 8 August 2019 11:33 AM  
**To:** Jack Dempsey  
**Cc:** Steve Johnston - CEO; Amanda Pafumi; Christine Large  
**Subject:** Delegations Register

Good morning Jack

As discussed with Steve, attached is the cover report and the proposed delegations for the Mayor for your information.

Regards

Regards

**AMY CROUCH**  
Governance Officer

Category C



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## Item

20 August 2019

Item Number:	File Number:	Part:
G1	RG-1-001	GOVERNANCE

### Portfolio:

Organisational Services

### Subject:

Delegations Register

### Report Author:

Christine Large, Acting Chief Legal Officer

### Authorised by:

Amanda Pafumi, General Manager Organisational Services

### Link to Corporate Plan:

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#### Delegations/authorisations to the Mayor

Following discussions with King & Co (Solicitors) and a review of other like Councils, a number of powers have been identified that should be delegated to the Mayor. There are also some operational authorisations to be included in this register.

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**Associated Person/Organization:**

Not applicable

**Consultation:**

Portfolio Spokesperson: Cr Helen Blackburn

Chief Executive Officer

**Chief Legal Officer's Comments:**

The local government's powers need to be delegated in accordance with the *Local Government Act 2009*.

**Policy Implications:**

There appear to be no policy implications.

**Financial and Resource Implications:**

There appear to be no financial and resource implications.

**Risk Management Implications:**

There appears to be no risk management implications.

**Communications Strategy:**

Communications Team consulted.

Yes

No

**Attachments:**

↓1 Register of Delegations - Council to Chief Executive Officer

↓2 Register of Delegations - Council to the Mayor

**Recommendation:**

**Pursuant to section 257 of the *Local Government Act 2009*:**

- 1. The Chief Executive Officer be delegated the powers as detailed in the *Register of Delegations – Bundaberg Regional Council to the Chief Executive Officer*, as attached; and**
- 2. The Mayor be delegated the powers as detailed in the *Register of Delegations – Bundaberg Regional Council to the Mayor*, as attached.**

### REGISTER OF DELEGATIONS – COUNCIL TO THE MAYOR

Under section 257 of the *Local Government Act 2009*, Bundaberg Regional Council resolves to delegate the exercise of the powers contained within this Register to the Mayor.

NO.	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	ADOPTED BY COUNCIL	CONDITIONS TO WHICH THE DELEGATION IS SUBJECT
1.	Mayor	Power to decide the way in which the performance appraisal of the Chief Executive Officer is to be conducted.	Section 12(4)(e) <i>Local Government Act 2009</i>	Item G1 20-Aug-2019	
2.	Mayor	Power to agree in writing to vary the remuneration package of the Chief Executive Officer.	Section 194 (3) and (4)(b) <i>Local Government Act 2009</i> and clause 8.2 of the Chief Executive Officer Contract of Employment	Item G1 20-Aug-2019	
3.	Mayor	Power to appoint a qualified person to act as the Chief Executive Officer during any vacancy in the position or any period when the Chief Executive Officer is absent from duty.	Section 195 <i>Local Government Act 2009</i>	Item G1 20-Aug-2019	
4.	Mayor	Power to appoint a chairperson of a committee.	Section 287(1) <i>Local Government Regulation 2012</i>	Item G1 20-Aug-2019	
5.	Mayor	Power to allow a Councillor to take part in a meeting by teleconferencing.	Section 276(2) <i>Local Government Regulation 2012</i>	Item G1 20-Aug-2019	
6.	Mayor	Power to establish a Local Disaster Management Group for the local government area.	Section 29 <i>Disaster Management Act 2003</i>	Item G1 20-Aug-2019	
7.	Mayor	Financial delegation/authorisations: <ul style="list-style-type: none"> <li>- Purchasing authority of up to \$10,500 subject to expenditure being within the approved budget.</li> <li>- Provision of a corporate purchase card with a transaction limit and monthly limit to be determined by the Chief Executive Officer, for business related expenses.</li> <li>- Authorisation of business related expenses for Councillors reimbursement and Chief Executive Officer corporate purchase card subject to expenditure being within approved budget.</li> </ul>		Item G1 20-Aug-2019	In accordance with: <ul style="list-style-type: none"> <li>- Procurement and Contract Manual, and</li> <li>- Corporate Purchase Card Procedural Manual.</li> </ul>



**Vanessa Langtry**

---

**From:** Amy Crouch  
**Sent:** Tuesday, 20 August 2019 10:24 AM  
**To:** Christine Large  
**Subject:** [REDACTED] Category A

Fab thanks. I'll work on getting them published later today/tomorrow.

Hope you're having fun!

**AMY CROUCH**  
Governance Officer Category C



---

**From:** Christine Large  
**Sent:** Tuesday, 20 August 2019 10:23 AM  
**To:** Amy Crouch  
**Subject:** [REDACTED] Category A

Sent from my Samsung Galaxy smartphone.

Released under Right to Information Act 2009

**Vanessa Langtry**

---

**From:** Communications Team [REDACTED]  
**Sent:** Wednesday, 21 August 2019 9:00 AM  
**To:** Amanda Pafumi  
**Subject:** Media Summary

Category D

[\[NewsMail\] Delegation of powers](#)  
NewsMail - 21 August 2019

CHRIS BURNS BUNDABERG Regionalcouncillors voted unanimously to give more decis ion-ma king powers to the chief executive officer and to the...  
DUTIES: **Bundaberg** Regional **Council** CEO Steve Johnston. at the council's discretion. **Cr** Blackburn said additional powers to the **mayor** were in

6009  
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**Vanessa Langtry**

---

**From:** Amy Crouch  
**Sent:** Friday, 23 August 2019 9:05 AM  
**To:** Nicole Miller  
**Cc:** Christine Large  
**Subject:** RE: ACTION SHEET: Delegations Register

Nicole

Delegations will be published today once approved. Can you please close action item.

Thank you

**AMY CROUCH**  
 Governance Officer

Category C




---

**From:** Christine Large  
**Sent:** Thursday, 22 August 2019 10:30 AM  
**To:** Amy Crouch  
**Subject:** [REDACTED] Category A

---

**From:** Wendy Saunders [REDACTED] Category C  
**Sent:** Thursday, 22 August 2019 10:20 AM  
**To:** Christine Large  
**Subject:** ACTION SHEET: Delegations Register

**ORDINARY MEETING**

**ACTING CHIEF LEGAL OFFICER (LARGE, CHRISTINE)**

**FOR ACTION**

**DELEGATIONS REGISTER**

# FOR ACTION

ORDINARY MEETING

20/08/2019

TO: Acting Chief Legal Officer (Large, Christine)

**Subject:** Delegations Register  
**Target Date:** 3/09/2019  
**Notes:**  
**File Reference** RG-1-001

2379

## Resolution

Cr HL Blackburn presented the report; and moved:-

Pursuant to section 257 of the *Local Government Act 2009*:

1. The Chief Executive Officer be delegated the powers as detailed in the *Register of Delegations – Bundaberg Regional Council to the Chief Executive Officer*, as attached; and
2. The Mayor be delegated the powers as detailed in the *Register of Delegations – Bundaberg Regional Council to the Mayor*, as attached.

Seconded by Cr JD Learmonth.

The motion was put - and carried unanimously.

[Open Item in Minutes](#)

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**Please forward updated action sheet to your Director's Assistant (by email or hard copy post) once completed.**

## **ACTION TAKEN BY OFFICER**

ONGOING / COMPLETED

Completion date: \_\_\_\_\_

*(Please update once item is actually completed)*

Details:

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**Vanessa Langtry**

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**From:** IMS Distribution Group  
**Sent:** Friday, 23 August 2019 8:38 AM  
**To:** Amy Crouch  
**Subject:** IMS Document Published

The document "Register of Delegations - Council to the Mayor" has been published

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## REGISTER OF DELEGATIONS – COUNCIL TO THE MAYOR

Under section 257 of the *Local Government Act 2009*, Bundaberg Regional Council resolves to delegate the exercise of the powers contained within this Register to the Mayor.

NO.	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	ADOPTED BY COUNCIL	CONDITIONS TO WHICH THE DELEGATION IS SUBJECT
1.	Mayor	Power to decide the way in which the performance appraisal of the Chief Executive Officer is to be conducted.	Section 12(4)(e) <i>Local Government Act 2009</i>	Item G1 20-Aug-2019	
2.	Mayor	Power to agree in writing to vary the remuneration package of the Chief Executive Officer.	Section 194 (3) and (4)(b) <i>Local Government Act 2009</i> and clause 8.2 of the Chief Executive Officer Contract of Employment	Item G1 20-Aug-2019	
3.	Mayor	Power to appoint a qualified person to act as the Chief Executive Officer during any vacancy in the position or any period when the Chief Executive Officer is absent from duty.	Section 195 <i>Local Government Act 2009</i>	Item G1 20-Aug-2019	
4.	Mayor	Power to appoint a chairperson of a committee.	Section 267(1) <i>Local Government Regulation 2012</i>	Item G1 20-Aug-2019	
5.	Mayor	Power to allow a Councillor to take part in a meeting by teleconferencing.	Section 276(2) <i>Local Government Regulation 2012</i>	Item G1 20-Aug-2019	
6.	Mayor	Power to establish a Local Disaster Management Group for the local government area.	Section 29 <i>Disaster Management Act 2003</i>	Item G1 20-Aug-2019	
7.	Mayor	Financial delegation/authorisations: <ul style="list-style-type: none"> <li>- Purchasing authority of up to \$16,500 subject to expenditure being within the approved budget.</li> <li>- Provision of a corporate purchase card with a transaction limit and monthly limit to be determined by the Chief Executive Officer, for business related expenses.</li> <li>- Authorisation of business related expenses for Councillors reimbursement and Chief Executive Officer corporate purchase card subject to expenditure being within approved budget.</li> </ul>		Item G1 20-Aug-2019	In accordance with: <ul style="list-style-type: none"> <li>- Procurement and Contract Manual; and</li> <li>- Corporate Purchase Card Procedural Manual.</li> </ul>

**Vanessa Langtry**

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**From:** Amanda Pafumi  
**Sent:** Friday, 23 August 2019 10:45 AM  
**To:** Amy Crouch  
**Subject:** RE: FYI Register of Delegations published

Thank you

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**From:** Amy Crouch  
**Sent:** Friday, 23 August 2019 10:06 AM  
**To:** Steve Johnston - CEO  
**Cc:** Amanda Pafumi; Christine Large  
**Subject:** FYI Register of Delegations published

Good morning Steve

Delegations registers are published on the IMS and Council's website.

The LGA doesn't require Council to publish delegations on the website (most Councils don't) but instead requires states that the public "may inspect the register".

[Redacted]

Category D

The document "Register of Delegations - Council to the Mayor" has been published  
[Click here to view](#)

**AMY CROUCH**  
Governance Officer

Category C

[Redacted]



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## REGISTER OF DELEGATIONS – COUNCIL TO THE MAYOR

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**Vanessa Langtry**

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**From:** Ben Nedwich  
**Sent:** Friday, 23 August 2019 8:33 AM  
**To:** Amy Crouch  
**Subject:** RE: Delegations - Mayor

Hi Amy

Once it is approved will do.

Regards

**BEN NEDWICH**  
IMS Support Officer

Category C



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**From:** Amy Crouch  
**Sent:** Friday, 23 August 2019 8:32 AM  
**To:** Ben Nedwich  
**Subject:** Delegations - Mayor

Hi Ben

I've submitted the Mayor Delegations through in IMS for approval.

As they were adopted on Tuesday, are you able to make the date published 20 August?

Thank you

**AMY CROUCH**  
Governance Officer

Category C



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**Vanessa Langtry**

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**From:** Amy Crouch  
**Sent:** Friday, 23 August 2019 9:06 AM  
**To:** Ben Nedwich  
**Subject:** FW: IMS Document Published

Thanks Ben.

Could this please be pushed to the website with the other registers?

**AMY CROUCH**  
Governance Officer

Category C



---

**From:** IMS Distribution Group  
**Sent:** Friday, 23 August 2019 8:38 AM  
**To:** Amy Crouch  
**Subject:** IMS Document Published

The document "Register of Delegations - Council to the Mayor" has been published

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## REGISTER OF DELEGATIONS – COUNCIL TO THE MAYOR

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**Vanessa Langtry**

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**From:** Amy Crouch  
**Sent:** Friday, 23 August 2019 8:46 AM  
**To:** Anthony Keleher; Jason Maughan  
**Subject:** FW: IMS Document Published

FYI the below was adopted on Tuesday and includes financial delegation

**AMY CROUCH**  
Governance Officer

Category C



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**From:** IMS Distribution Group  
**Sent:** Friday, 23 August 2019 8:38 AM  
**To:** Amy Crouch  
**Subject:** IMS Document Published

The document "Register of Delegations - Council to the Mayor" has been published

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## REGISTER OF DELEGATIONS – COUNCIL TO THE MAYOR

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**Vanessa Langtry**

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**From:** Amy Crouch  
**Sent:** Thursday, 25 July 2019 8:21 AM  
**To:** Steve Johnston - CEO  
**Subject:** [REDACTED] Category A

Potentially a couple. I'll look into it more and advise.

**AMY CROUCH**  
Governance Officer Category C



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**From:** Steve Johnston - CEO  
**Sent:** Wednesday, 24 July 2019 7:02 PM  
**To:** Amy Crouch  
**Subject:** [REDACTED] Category A

Amy thanks any of these look relevant for us?

Steve

Sent from my iPhone

On 24 Jul 2019, at 5:08 pm, Amy Crouch [REDACTED] wrote: Category C

Thanks Steve.

I managed to get a copy of Mayor delegations from Mackay Council – haven't heard from any others.

It's attached for info.

<image002.jpg> **AMY CROUCH**  
Governance Officer  
[REDACTED] Category C

<image003.png> <image004.png> <image005.png>  
<image006.png> <image007.png>



Category A



Category A

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## Council Delegations to the Mayor

NO.	DATE AND NUMBER OF RESOLUTION	DESCRIPTION OF POWER DELEGATED	LEGISLATION	SPECIAL DELEGATION CONDITIONS	DELEGATION TO MAYOR	DELEGATION TO THE CEO
COUDEL01	22 August 2018 Folio 58417	Purchasing Authority		<ul style="list-style-type: none"> <li>Delegation of Purchasing Authority to the Mayor up to level of \$10,000 subject to expenditure being within approved budget.</li> <li>Authorisation of business related expenses on behalf of Councillors subject to expenditure being within approved budget.</li> </ul>	Yes	No
COUDEL02	22 August 2018 Folio 58417	Councillors' Code of Conduct		Delegation to Mayor to be authorised to jointly make the arrangements for the Conduct Review Panel as necessary with the Chief Executive Officer.	Yes	No
COUDEL03	22 August 2018 Folio 58417	Power to appoint a chairperson of a committee.	<a href="#">Section 267 Local Government Regulation 2012</a>		Yes	No
COUDEL04	22 August 2018 Folio 58417	Power to allow a councillor to take part in a meeting by teleconferencing.	<a href="#">Section 276 Local Government Regulations 2012</a>		Yes	Yes
COUDEL05	22 August 2018 Folio 58417	Power to appoint a qualified person to act as the Chief Executive Officer during any vacancy in the position or any period when the chief executive officer is absent from duty.	<a href="#">Section 195 Local Government Act 2009</a>	Maximum period 3 months	Yes	Yes
COUDEL06	22 August 2018 Folio 58417	Power to establish a Local Disaster Management Group for the local government area.	<a href="#">Section 29 Disaster Management Act 2003.</a>	This the chair of the LDMG Responsibility.	Yes	No
COUDEL07	22 August 2018 Folio 58417	The delegation to represent Council at an Annual General Meeting or similar in its capacity as either a member or shareholder of associated registered companies or associations.			Yes	Yes

COUDEL08	22 August 2018 Folio 58417	<p>Power to appoint representatives and approve nominations of membership of committees, boards, groups, organisations and entities, including as Company Directors if required for the categories of:</p> <ul style="list-style-type: none"> <li>· Council Advisory Committees</li> <li>· External Local, State or Federal Government Committees, Boards, Groups, Organisations and Entities (Non-Council)</li> <li>· External Community Committees, Boards, Groups, Organisation and Entities (Non-Council)</li> <li>· Council Controlled Entities</li> <li>· Internal Working Groups.</li> </ul>	<p><a href="#">Section 257(1) Local Government Act 2009</a></p>	<p>Such delegation be subject to – Liaison with the Chair of the applicable Council Standing Committee, and excluding the ability to appoint members to Standing Committees</p>	Yes	Yes
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**Vanessa Langtry**

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**From:** Steve Johnston - CEO  
**Sent:** Tuesday, 27 August 2019 4:05 PM  
**To:** Jack Dempsey  
**Subject:** FW: Delegations  
**Attachments:** delegations.mp3

**STEVE JOHNSTON**  
Chief Executive Officer  
T 1300 883 699  
E [ceo@bundaberg.qld.gov.au](mailto:ceo@bundaberg.qld.gov.au)



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**From:** Michael Gorey  
**Sent:** Tuesday, 27 August 2019 2:22 PM  
**To:** Steve Johnston - CEO  
**Subject:** Delegations

ABC report, in case you missed it.

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Delegations	Mayor-Delegation	<p>Inclusion of Mayor-Delegations from King &amp; Co</p> <p>24/07/19 - CEO requesting if anything in Mackay Regional Council Mayor Delegations is relevant to Council.</p> <p>Included in Council briefing for adoption by Council 23 August 2019</p> <p>23/08/19 - Delegations to Mayor published RG-7-071</p>	Amy Crouch	Complete
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Category D

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