

DELEGATIONS AND AUTHORISATIONS TO BE ENACTED DURING THE COVID-19 PANDEMIC

Due to the State of Emergency and Public Health Emergency declared in Western Australia in relation to the COVID-19 Pandemic Council has provided the following extended authorisations to the Chief Executive Officer to ensure that the City of Wanneroo can adequately manage its operations during the COVID-19 Pandemic.

Adopted by Council on 2 June 2020 – Council Resolution No: CE02-06/20

Moved Cr Treby, Seconded Cr Newton

That Council:

1. *REVOKES BY ABSOLUTE MAJORITY the amendments to the delegation of authorities resolved by Council at its meeting of 7 April 2020 (CE01-04/20) as follows:*
 - a) *Delegation 2.10.3 – Development Control set out in Attachment 1; and*
 - b) *Delegation 1.1.14 – Choice of Most Advantageous Tender and Delegation 1.1.16 – Selecting the Next Most Advantageous – as set out in Attachment 2;*
2. *REVOKES the following authorisations to the Chief Executive Officer to:*
 - a) *consider and renew all agreements that are due to expire within 90 days following the 7 April 2020 Ordinary Council Meeting subject to Regulation 11 of the Local Government (Functions and General) Regulations 1996;*
 - b) *receive, note, forward all petitions to the relevant Directorate and determine the appropriate action in respect of the petition request; and*
 - c) *except where required by legislation, community consultation and engagement will not occur for an initial period of 90 days commencing from 12pm on the day immediately after the date the resolution was made subject to Council approving any extensions and NOTES that all community consultation and engagement will be undertaken in accordance with the City's Community Engagement Policy will be implemented subject to any Direction or Order from the State Government or Department of Health WA in respect of the COVID-19 Pandemic;*
3. *EXTENDS BY ABSOLUTE MAJORITY the Delegation 1.1.24 – Waiver, Grant of Concession or Write Off Monies Owing – that amends condition (b) to increase the Chief Executive Officer's limit to \$20,000 as set out in Attachment 3 for a period of 120 days commencing from 12pm on the day immediately after the date this resolution is made;*
4. *EXTENDS the AUTHORISATIONS to the Chief Executive Officer for a period of 120 days commencing from 12pm on the day immediately after the date this resolution is made to:*
 - a) *determine all applications received in respect of the City's Donations, Sponsorship and the Waivers of Fees and Charges Policy; and*
 - b) *make any and all changes to services (including ceasing or providing new services) and service level as deemed necessary by the Chief Executive Officer;*

5. *ACKNOWLEDGES that the Chief Executive Officer will extend the authorisations to the following City officers for a period of 120 days commencing from 12pm on the day immediately after the date this resolution is made to the:*
 - a) *Director Corporate Strategy and Performance to determine all applications received in respect of the City's Donations, Sponsorship and the Waivers of Fees and Charges Policy; and*
 - b) *Director Corporate Strategy and Performance, Chief Operating Officer and Manager Finance to determine all requests in respect of the City's Financial Hardship – Collection of Rates and Service Charges Policy;*
6. *NOTES that the following Council resolutions made at the 7 April 2020 Ordinary Council Meeting (CE01-04/20 and CS04-04/20 as applicable) will remain in place for the period as resolved by Council:*
 - a) *if necessary, make an application to the Department of Local Government, Sport and Cultural Industries for the Minister of Local Government, Heritage, Culture and the Arts' to approve a reduction of the number of Council offices required to achieve a quorum to convene an Ordinary Council Meeting or Special Council Meeting;*
 - b) *the 3 Year Internal Audit Plan in respect of 2020 will be suspended for the duration of 2020 with no new planned internal audits to be undertaken until 1 January 2021 however the Audit Log will continue to be managed and reported to the Audit and Risk Committee noting that some of the audit recommendations may require further extensions of time to complete;*
 - c) *the Community Development Funding and Community Event Funding Applications received in accordance with the City's Community Funding Policy will be deferred and determined by Council in August 2020;*
 - d) *consideration of proposals received from the community and/or stakeholders in respect of projects, services or of any nature related to the City will be deferred for a period of 90 days from 8 April 2020 or further period as approved by Council;*
 - e) *that all special arrangement fees for new rate payment arrangements will be waived for a period commencing from 23 March 2020 and concluding 120 days after 8 April 2020 and will be reviewed as part of the Annual Budget adoption process; and*
 - f) *for a period of 90 days commencing from 12pm on the day immediately after the date this resolution is made (8 April 2020), AUTHORISES the Chief Executive Officer to consider and approve (or reject) abatements of lease fees (including rent) to lessees of City premises, on terms approved by the Chief Executive Officer and subject to the lessees satisfying the applicable criteria described in the Administration report;*
7. *NOTES that the City will continue to:*
 - a) *comply with advice and directions of the State Government and the Department of Health WA in relation to the City's compliance function and the City will seek to achieve compliance where it is in the public interest to do so, and consider the most appropriate enforcement action considering the public interest and any risk to public safety; and*

- b) suspend the City's debt collection processes in relation to new debts owed to the City during the COVID-19 Pandemic however current matters before the Magistrates Court are subject to court scheduling and processes;*
8. *NOTES that all decisions made in accordance with resolutions 3 to 7 above, as applicable will be:*
- a) formally reported to Council at a future upcoming Ordinary Council Meeting unless otherwise resolved by Council; and*
 - b) notified to Council Members on a fortnightly basis through the Council Members' portal.*

*CARRIED BY ABSOLUTE MAJORITY
15/0*

Attachments not included. Delegations 1.1.14, 1.1.16 and 2.10.3 revert back to their substantive format as shown in the City's [Delegated Authority Register](#)