

***S5 Instrument of Delegation to Chief Executive Officer***



**Strathbogie Shire Council**

**Instrument of Delegation**

**to**

**The Chief Executive Officer**

## Instrument of Delegation

In exercise of the power conferred by s 11(1) of the *Local Government Act 2020 (the Act)* and all other powers enabling it, the Strathbogie Shire Council (**Council**) delegates to the member of Council staff holding, acting in or performing the position of Chief Executive Officer, the powers, duties and functions set out in the Schedule to this Instrument of Delegation,

AND declares that

1. this Instrument of Delegation is authorised by a Resolution of Council passed on \_\_\_\_\_ July 2024.
2. the delegation
  - 2.1 comes into force immediately the common seal of Council is affixed to this Instrument of Delegation
  - 2.2 is subject to any conditions and limitations set out in the Schedule
  - 2.3 must be exercised in accordance with any guidelines or policies which Council from time to time adopt; and
  - 2.4 remains in force until Council resolves to vary or revoke it.

The Common Seal of the )..... Council Administrator

was hereunto affixed )..... Chief Executive Officer

On the \_\_\_\_\_ day of July 2024

**SCHEDULE**

The power to:

1. determine any issue
2. take any action; or
3. do any act or thing.

arising out of or connected with any duty imposed, or function or power conferred on Council by or under any Act.

**Conditions and Limitations**

The delegate must not determine the issue, take the action or do the act or thing:

1. if the issue, action, act or thing is an issue, action, act or thing which involves
  - 1.1.1 entering into a contract exceeding the value of \$170,000 for goods and services or \$220,000 for works
  - 1.1.2 entering into a contract exceeding the value of \$170,000 for goods and services or \$300,000 for works where exceptional circumstances only\* apply
- 1.2 making any expenditure that exceeds \$220,000 unless
  - 1.2.1 it is expenditure made under a contract already entered into or is expenditure which Council is, by or under legislation, required to make in which case it must not exceed \$450,000
  - 1.2.2 it is expenditure which Council is, by or under legislation, required to make, in which case it must not exceed \$250,000
  - 1.2.3 it is expenditure related to the payment of Insurance Premiums or Workcover Premiums in which case it must not exceed \$450,000
  - 1.2.4 it is a decision on the short-term investment of Council funds with Australian financial institutions, in which case it must not exceed \$3,000,000 and must be reported to the next Audit and Risk Committee
- 1.3 appointing an Acting Chief Executive Officer for a period exceeding 28 days
- 1.4 electing a Mayor or Deputy Mayor
- 1.5 granting a reasonable request for leave under s 35 of the Act
- 1.6 making any decision in relation to the employment, dismissal or removal of the Chief Executive Officer
- 1.7 approving or amending the Council Plan
- 1.8 adopting or amending any policy that Council is required to adopt under the Act
- 1.9 adopting or amending the Governance Rules
- 1.10 appointing the chair or the members to a delegated committee

- 1.11 making, amending or revoking a local law
- 1.12 approving the Budget or Revised Budget
- 1.13 approving the borrowing of money
- 1.14 subject to section 181H(1)(b) of the *Local Government Act 1989*, declaring general rates, municipal charges, service rates and charges and specified rates and charges
2. if the issue, action, act or thing is an issue, action, act or thing which is required by law to be done by Council resolution
3. if the issue, action, act or thing is an issue, action or thing which Council has previously designated as an issue, action, act or thing which must be the subject of a Resolution of Council
4. if the determining of the issue, taking of the action or doing of the act or thing would or would be likely to involve a decision which is inconsistent with a
  - 4.1 policy; or
  - 4.1.2 strategy
  - 4.1.3 adopted by Council.
5. if the determining of the issue, the taking of the action or the doing of the act or thing cannot be the subject of a lawful delegation, whether on account of s 11(2)(a)-(n) (inclusive) of the Act or otherwise; or
6. the determining of the issue, the taking of the action or the doing of the act or thing is already the subject of an exclusive delegation to another member of Council staff.
7. **Exceptional Circumstances Only** \* – where a delay due to timing of Council reports poses an unacceptable risk. A report to Council detailing expenditure is required at the next scheduled Council meeting.

Note: \*Where the CEO has determined that a contract must be entered into because of a declared emergency, disaster impacting life, property or to ensure business continuity.