

# INSTRUMENT OF DELEGATION

Council to the Chief Executive Officer



**Campaspe**  
Shire Council

Adopted: 20 October 2021

# Table of Contents

<b>Instrument of Delegation</b>	<b>2</b>
<b>Schedule</b>	<b>3</b>
<b>Conditions and Limitations</b>	<b>3</b>

# Instrument of Delegation by Council 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 Campaspe 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 20 October 2021;
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 adopts; and
  - 2.4. remains in force until Council resolves to vary or revoke it;

THE COMMON SEAL of the )  
CAMPASPE SHIRE COUNCIL )  
was hereunto affixed on twentieth day )  
of October 2021 in the presence of: )



.....  


Councillor

.....  


Councillor

.....  


Chief Executive Officer

# Instrument of Delegation by Council to the Chief Executive Officer

## 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

4. if the issue, action, act or thing is an issue, action, act or thing which involves
  - 4.1 entering into a contract exceeding the value of \$1,000,000 inclusive of GST. Awarding contracts between \$150,000 and \$1,000,000 will only be permitted when the expenditure has been previously approved during the budget process.
  - 4.2 appointing an Acting Chief Executive Officer for a period exceeding 28 days;
  - 4.3 electing a Mayor or Deputy Mayor;
  - 4.4 granting of a reasonable request for leave under section 35 of the Act;
  - 4.5 making any decision in relation to the employment, dismissal or removal of the Chief Executive Officer;
  - 4.6 approving or amending of the Council Plan;
  - 4.7 adopting or amending of any policy that Council is required to adopt under the Act;
  - 4.8 adopting or amending of the Governance Rules;
  - 4.9 appointing of the chair or the members to a delegated committee;
  - 4.10 making, amending or revoking a local law;
  - 4.11 approving the Budget or Revised Budget;
  - 4.12 approving the borrowing of money;
  - 4.13 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; or
5. 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;
6. if the issue, action, act or thing is an issue, action or thing which Council has previously been designated as an issue, action, act or thing which must be the subject of a Resolution of Council;
7. 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
  - 7.1 policy; or

# Instrument of Delegation by Council to the Chief Executive Officer

## 7.2 strategy

adopted by Council;

8. 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
9. 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.