



**Yarra Ranges 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, Yarra Ranges 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 12 September 2023;
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 YARRA )  
RANGES SHIRE COUNCIL was )  
hereto affixed on 11 / 10 / 2023 )  
in accordance with the Meeting )  
Procedures and Use of Common Seal )  
Local Law 2015 in the presence of )  
Tammi Rose, Chief Executive Officer. )



A handwritten signature in black ink, appearing to read 'Tammi Rose', is written over a horizontal dotted line.

**Tammi Rose**  
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

1. if the issue, action, act or thing is an issue, action, act or thing which involves:
  - 1.1 entering into a contract or making an expenditure exceeding the value of \$1 million (including GST); unless the contract, purchase or payment has been previously approved by resolution of Council, a delegated committee, or under other delegations (for example, regular payroll payments to employees);
  - 1.2 awarding a contract or approving a purchase or payment exceeding the value of \$1 million (including GST) unless the contract, purchase or payment relates to statutory charges such as superannuation, taxation, Fire Rescue Victoria levy and insurance charges generally consistent with the approved or revised budget;
  - 1.3 appointing an Acting Chief Executive Officer for a period exceeding 28 days;
  - 1.4 election of a Mayor or Deputy Mayor;
  - 1.5 granting of a reasonable request for leave under section 35 of the Act;
  - 1.6 making any decision in relation to the employment, dismissal or removal of the Chief Executive Officer;
  - 1.7 approval or amendment of the Council Plan;
  - 1.8 adoption or amendment of any policy that Council is required to adopt under the Act;
  - 1.9 adoption or amendment of the Governance Rules;
  - 1.10 appointment of the chair or the members to a delegated committee;
  - 1.11 making, amending or revoking a local law;
  - 1.12 approval of 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
  - 4.2 strategyadopted by Council; or
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.