



**Merri-bek**  
City Council

*S5 Instrument of Delegation to Chief Executive Officer*

**Merri-bek City 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 Merri-bek City 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,

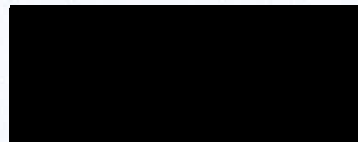
AND declares that

1. this Instrument of Delegation is authorised by a Resolution of Council passed on 9 July 2025;
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.

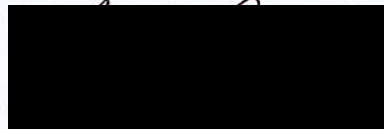
The Common Seal of the Merri-bek City Council was affixed on 25 July 2025 with the authority of Council:



Signed by Cathy Henderson, Chief Executive Officer of Merri-bek City Council: )



Signed by Cr Helen Davidson, Mayor of Merri-bek City Council: )



## 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 exceeding the value of \$800,000 (excluding GST) except if it is a contract for the supply of insurance;
  - 1.2 varying a contract, either in one instance or in aggregate, that was awarded:
    - a) where the variation exceeds a total contract sum of 5% above \$800,000 (excluding GST) delegation limit; or
    - b) where the value of the variation exceeds 5% of the total contract sum approved by Council;
  - 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 appointing councillor or community delegates or representatives to external organisations;

- 1.12 making, amending or revoking a local law;
  - 1.13 approving the Budget or Revised Budget;
  - 1.14 the return of the general valuation and any supplementary valuations;
  - 1.15 approving the borrowing of money;
  - 1.16 adoption of the Auditor's report and Annual Financial Statements, Standard Statements and Performance Statement under Part 4 of the Act;
  - 1.17 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;
  - 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.