

▣ INSTRUMENT OF DELEGATION

Pursuant to the power conferred by section 47(1) of the *Local Government Act 2020*, I Bradley Thomas, Chief Executive Officer of the Hepburn Shire Council delegate to the positions listed in the Appendix annexed hereto the powers, duties or functions to purchase or authorise the purchase of goods and services necessary for the efficient and effective undertaking of their responsibilities and position duties, and I declare that this Delegation:

- (a) comes into effect immediately once I sign this Instrument of Delegation and date it;
- (b) remains in force until I vary or revoke it;
- (c) is subject to any conditions and limitations set out or established in the Schedule; and
- (d) may only be exercised in accordance with any guidelines or adopted policies.

Dated: 15/03/2023

Signed: \_\_\_\_\_



**Bradley Thomas**  
Chief Executive Officer

## SCHEDULE

### CONDITIONS AND LIMITATIONS REGARDING THE PURCHASE OF GOODS AND SERVICES

Only the Chief Executive Officer has the power to make this delegation and nominate the positions and amount of the authority.

The delegation applies to the person who has been appointed to the position and this includes a person who has been appointed to the position on an acting basis.

The delegation allows the nominated positions to authorise the purchase of goods, services and works from reputable suppliers appropriate to Council's needs.

The delegation is subject to periodic reviews and may be amended as necessary.

The Appendix nominates the positions that have authority to approve the use of Council funds according to the following conditions:

- Expenditure must be from funds within the approved Budget for the delegated position's area of responsibility.
- Expenditure must not exceed the maximum amount per transaction specified in the Appendix.
- Expenditure must be in accordance with the Procurement Policy (46 C) and the Credit Card Policy (54 O).
- Delegations as approved in the appendix relate to the expenditure of funds via Purchase Order or Invoice component and are separate and distinct to approval delegation as per a Credit Card, which is in place with the Credit Card Policy (54 O).

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**APPENDIX**

<b>Position</b>	<b>Delegation</b>
Directors	\$220,000
Managers	\$110,000
Coordinators	\$55,000
Project Managers	\$15,000
Team Leaders and Supervisors	\$3,000
Executive Assistants	\$3,000

Notes:

1. The delegated Positions are the positions as shown on the organisational structure, which is available on the intranet.
2. The “maximum amount per transaction” includes GST.