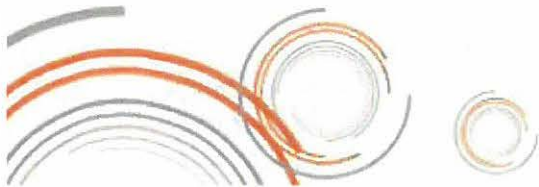


Boroondara City Council

Instrument of Delegation

To

CEO Employment and Remuneration Committee



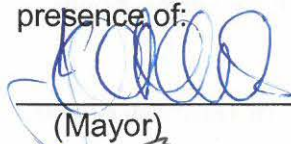
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Instrument of Delegation


Boroondara City Council delegates to each person who is from time to time appointed as a member of the Delegated Committee established by resolution of Council passed on 13 December 2021 and known as the **"CEO Employment and Remuneration Committee" (the Committee)**, the powers and functions set out in the Schedule, and declares that:

1. this Instrument of Delegation is authorised by a resolution of Council passed on 28 February 2022.
2. a delegate can only exercise the delegations contained in this Instrument of Delegation while acting as a member of the Committee at a meeting of the Committee.
3. the delegation:
 - 3.1 comes into force immediately the common seal of Council is affixed to this Instrument of Delegation.
 - 3.2 remains in force until Council resolves to vary or revoke it; and
 - 3.3 is to be exercised in accordance with the guidelines or policies which Council from time to time adopts; and
4. all members of the Delegated Committee will have voting rights on the Delegated Committee.

The Common Seal of the
Boroondara City Council
was hereunto affixed in the
presence of:



(Mayor)



(Chief Executive Officer)

9.3.22

(Date)



SCHEDULE

Powers and functions

The CEO Employment and Remuneration Delegated Committee has the following powers and functions:

1. To exercise Council's powers and functions and to perform Council's duties in relation to the management of the Chief Executive Officer's Contract of Employment and to do all things necessary or convenient to be done for or in connection with the performance of those functions, duties, and powers, including but not limited to:
 - a. undertaking the performance monitoring of the Chief Executive Officer with respect to achievement of the KPI's.
 - b. undertaking the annual review Chief Executive Officer's performance; and
 - c. undertaking the annual review Chief Executive Officer's total remuneration package.
2. To act as an advisory body for the Chief Executive Officer regarding organisational performance, management, and good governance.
3. To enter into contracts, and to incur expenditure, to a maximum monetary limit of \$50,000 (excluding GST).
4. To do all things necessary or convenient to be done for or in connection with the performance of those functions, duties, and powers.

CONDITIONS AND LIMITATIONS

The Committee is not authorised by this Instrument to:

1. appoint the Chief Executive Officer, whether on a permanent or acting basis (except for a period not exceeding 28 days).
2. make any decision in relation to the employment, dismissal, or removal of the Chief Executive Officer.
3. enter into contracts, or incur expenditure, for an amount which exceeds \$50,000 (excluding GST); or
4. exercise any powers which, by force of section 11(2) of the *Local Government Act 2020*, cannot be delegated.