

**INSTRUMENT OF SUB-DELEGATION BY THE CHIEF EXECUTIVE OFFICER TO STAFF
IN RELATION TO PROCUREMENT AND FINANCIAL MATTERS**

By this instrument of sub-delegation, I, as Chief Executive Officer of Yarra City Council –

1. delegate each power respectively described in column 1 of the Schedule to the member of Council staff holding, acting in or performing the duties of the office or position respectively described in column 2 of the Schedule up to the maximum amount (excluding GST) for an individual transaction specified in column 3 of the Schedule.
2. record that references in the Schedule are as follows:

Executive	means	Director City Works and Assets; Director Community Wellbeing; Director Corporate, Business and Finance; Director Planning and Place Making; Group Manager Advocacy and Engagement; Group Manager People and Culture; General Manager City Sustainability and Strategy; General Manager Community Strengthening; General Manager Corporate Services and Transformation; General Manager Governance, Communications and Customer Service; AND General Manager Infrastructure and Environment
Managers	means	Council staff with management responsibilities who report directly to a member of the Executive; AND Chief Financial Officer.
Coordinators	means	Council staff with management responsibilities (other than the Chief Financial Officer) who report directly to a Manager.
Purchasing Card Holders	means	Council staff who have been issued a Yarra City Council Purchasing Card.

3. declare that this Instrument of Delegation -
 - 3.1. comes into force immediately upon its execution;
 - 3.2. remains in force until varied or revoked;
 - 3.3. is subject to any conditions and limitations set out in paragraph 4, and in column 4 of the Schedule; and
 - 3.4. must be read in accordance with Council’s Procurement Policy and any other policies or guidelines which Council from time to time adopts; and
4. declare that the delegate must not determine the issue, take the action or do the act or thing if:
 - 4.1. 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; or

- 4.2. 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 policy or strategy adopted by Council;
- 4.3. 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 section s 11(2)(a)-(n) (inclusive) of the Local Government Act 2020 or otherwise.

This instrument of sub-delegation is made by the Chief Executive Officer under authority of an instrument of delegation authorised by resolution of Council made on 18 August 2020.

Signed by the Chief Executive Officer of Council in the presence of the witness named below:



**Sue Wilkinson
Chief Executive Officer
Yarra City Council**



Witness:

2 December 2022

SCHEDULE

Section A - Delegations

Column 1	Column 2	Column 3	Column 4
THING DELEGATED	DELEGATE	FINANCIAL LIMIT	CONDITIONS & LIMITATIONS
Power to award contracts for the provision of goods, services and works to the Council.	Executive	\$500,000	In accordance with Yarra City Council Procurement Policy.
	Manager City Works Manager Infrastructure, Traffic and Civil Engineering	\$200,000	In accordance with Yarra City Council Procurement Policy.
	Principal Infrastructure Engineer	\$100,000	In accordance with Yarra City Council Procurement Policy.
	Managers	\$50,000	In accordance with Yarra City Council Procurement Policy.
	Coordinators	\$20,000	In accordance with Yarra City Council Procurement Policy.
	Purchasing Card Holders	\$5,000	In accordance with Yarra City Council Procurement Policy and Purchasing Card Program Policy and Procedures. Purchasing card limits may be reduced on an individual basis in accordance with the Purchasing Card Program Policy and Procedures.
Power to award contracts via Procurement Australia, MAV Procurement or Victorian Whole of Government State Purchase Contracts.	Executive Managers	\$1 Million for a single transaction; or In the case of a multi-year contract, \$750,000 per annum for the initial term of a contract of up to 5 years or subsequent terms of a contract of up to 2 years.	In accordance with Yarra City Council Procurement Policy.

Section B - Specific Authorisations

Column 1	Column 2	Column 3	Column 4
THING DELEGATED	DELEGATE	FINANCIAL LIMIT	CONDITIONS & LIMITATIONS
Power to authorise the investment of Council funds in approved financial institutions.	Director Corporate, Business and Finance General Manager Corporate Services and Transformation Chief Financial Officer Manager Financial Services	\$20,000,000	In accordance with Yarra City Council Investment Policy requirements
Power to authorise payroll and superannuation EFT payments.	Group Manager People and Culture Manager Human Resources Services and Support General Manager Corporate Services and Transformation Manager People and Culture	\$5,000,000	
Power to authorise accounts payable EFT transaction batches.	Director Corporate, Business and Finance General Manager Corporate Services and Transformation Chief Financial Officer Manager Financial Services Financial Accounting Coordinator Management Accounting Coordinator	No limit	Payment of invoices already approved in accordance of the appropriate delegation.
Power to authorise quarterly Fire Services Levy payments to the Victorian Government.	Director Corporate, Business and Finance General Manager Corporate Services and Transformation Chief Financial Officer	\$7,000,000	

Section C – Payment Authorisations in Council’s banking system

Column 1	Column 2	Column 3	Column 4
THING DELEGATED	DELEGATE	FINANCIAL LIMIT	CONDITIONS & LIMITATIONS
Power to create payment authorisations in Council’s banking system	Any one of: <ul style="list-style-type: none"> • Financial Accountant • Assistant Financial Services Accountant 	No limit	Within budget limit
Power to approve payment authorisations in Council’s banking system.	Any two of: <ul style="list-style-type: none"> • Director, Corporate Business and Finance • General Manager Corporate Services and Transformation • Chief Financial Officer • Manager Financial Services 	No limit	Within budget limit or in accordance with Yarra City Council Procurement Policy.
	Any one of: <ul style="list-style-type: none"> • Director, Corporate Business and Finance • General Manager Corporate Services and Transformation • Chief Financial Officer • Manager Financial Services ... plus any one of: <ul style="list-style-type: none"> • Coordinator Budget Business Support • Coordinator Financial Accounting Operations 	\$20,000,000	Within budget limit or in accordance with Yarra City Council Procurement Policy.