

## Instrument of Delegation

In exercise of the power conferred by section 98(1) of the *Local Government Act 1989 (the Act)* and all other powers enabling it, the Port Phillip 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 6 May 2020;
2. the delegation
  - 2.1.1 comes into force immediately the common seal of Council is affixed to this Instrument of Delegation;
  - 2.1.2 is subject to any conditions and limitations set out in the Schedule;
  - 2.1.3 must be exercised in accordance with any guidelines or policies which Council from time to time adopts; and
  - 2.1.4 remains in force until:
    - Council resolves to vary or revoke it, or
    - Council adopts its Governance Rules under Clause 60 of the Local Government Act 2020.

**THE COMMON SEAL** of Port Phillip City Council was hereunto affixed in the presence of:

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**Mayor**

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**Chief Executive Officer**

**SCHEDULE**

| <b>LOCAL GOVERNMENT ACT 1989</b> |  |                 |  |
|----------------------------------|--|-----------------|--|
| <b>PROVISION</b>                 | <b>THING DELEGATED</b>                         | <b>DELEGATE</b> | <b>CONDITIONS &amp; LIMITATIONS</b>  |
| s 84                             | Power to call a special meeting of the Council | <b>CEO</b>      | <ol style="list-style-type: none"><li>1. A Special Meeting may only be called if the Mayor or three Councillors give written notice of a request that a meeting be called.</li><li>2. The notice must specify the date and time of the special meeting and the business to be transacted.</li><li>3. The Chief Executive Officer must call the special meeting as specified in the notice or resolution.</li><li>4. Unless all Councillors are present and unanimously agree to deal with another matter, only the business specified in the notice or resolution is to be transacted.</li></ol> |