

**8.5 COUNCIL RECESS PERIOD 2020-21 - DELEGATED AUTHORITY TO THE CHIEF EXECUTIVE OFFICER**

**Attachments:** Nil

**RECOMMENDATION:**

That Council **DELEGATES BY ABSOLUTE MAJORITY**, pursuant to section 5.42 of the *Local Government Act 1995*, to the Chief Executive Officer, the power to deal with any items of business that may arise between 16 December 2020 and 2 February 2021, and which are not the subject of delegated authority already granted by Council, subject to:

1. Reports being issued to all Elected Members for a period of three business days prior to the delegated decision being made and no requests for 'call-in' of the matter being received from Elected Members;
2. Reports being displayed on the City's website for a period of three business days prior to the delegated decision being made;
3. A report summarising the items of business dealt with under delegated authority being submitted for information to Council at its Ordinary Meeting to be held on 16 February 2021; and
4. A Register of Items Approved under this Delegated Authority is being kept and made available for public inspection on the City's website during the period that the delegation applies.

**PURPOSE OF REPORT:**

To obtain Council's approval to deal with some matters not already delegated to the Chief Executive Officer (CEO) arising during the 2020-21 Council recess period.

**BACKGROUND:**

Council will be in recess after the Ordinary Council Meeting on 15 December 2020 until the Annual General Meeting on 2 February 2021. Arrangements need to be made to enable urgent items of business that arise during this period to be dealt with by the CEO.

**DETAILS:**

The Council recess period is from 16 December 2020 to 1 February 2021, inclusive. A Council resolution (absolute majority) is required to allow the CEO to make a decision on matters which may arise during this period for which no delegated authority already exists. Matters which require an absolute majority decision are not able to be delegated, and will be considered at the 16 February 2021 Ordinary Meeting of Council.

Reports relating to decisions proposed to be made using the recess period delegations will be issued to all Elected Members for review and comment for a period of three business days. This will allow Elected Members to either comment on the proposed decision, and for those comments to be considered prior to any decision being made, or to 'call-in' the matter, thereby preventing the delegation being exercised. If a matter is called in then it would be referred to the 16 February 2021 Ordinary Meeting of Council.

**CONSULTATION/ADVERTISING:**

There is no statutory requirement for consultation with the community or Elected Members in respect to items proposed to be decided under delegated authority during the recess period. Items being processed under delegated authority will be referred to Elected Members for comment and 'call-in' for a period of three days prior to the delegated decision being made.

**LEGAL/POLICY:**

Under Section 5.42 of the *Local Government Act 1995* (Act), Council may, by absolute majority, delegate to the CEO the exercise of any of its powers or the discharge of any of its duties under this Act, other than those referred to in section 5.43. Section 5.42(2) provides specifically that:

“(2) *A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.*”

Section 5.43 of the Act includes the following:

**“5.43 Limits on delegations to CEO**

*A local government cannot delegate to a CEO any of the following powers or duties —*

- a) *any power or duty that requires a decision of an absolute majority or of 75% majority of the local government;*
- b) *accepting a tender which exceeds an amount determined by the local government for the purpose of this paragraph;*
- c) *appointing an auditor;*
- d) *acquiring or disposing of property...*
- e) *...*

The City’s “[Register of Delegations, Authorisations and Appointments](#)” provides that Council has delegated the power to accept tenders up to the value of \$250,000 to the CEO. In order for Council to delegate the power to accept tenders above this value, a further delegation is required. It is not proposed that any tenders above \$250,000 will be required to be accepted during the recess period.

**RISK MANAGEMENT IMPLICATIONS:**

**Low:** Council approval of the delegation of its power over the recess period is necessary to ensure business continuity for the City. Elected Members will have the opportunity to “call in” any matters proposed to be determined by Administration pursuant to this recess delegation, which mitigates the risk of any decisions being made contrary to Council’s position.

**STRATEGIC IMPLICATIONS:**

This is in keeping with the City’s *Strategic Community Plan 2018-2028*:

Innovative and Accountable

*Our community is aware of what we are doing and how we are meeting our goals.*

*We are open and accountable to an engaged community.*

**SUSTAINABILITY IMPLICATIONS:**

Nil.

**PUBLIC HEALTH IMPLICATIONS:**

Nil.

**FINANCIAL/BUDGET IMPLICATIONS:**

Nil.