



Instrument of delegation by the Chief Executive Officer

Responsible Officer	Adoption Date	February 2023
Governance and Reporting Advisor	Approved By	CEO
	Review Date	February 2024
Authorising Officer	Policy Type	Corporate Policy
Director Corporate and Leisure		

Instrument of Delegation of CEO powers, duties and functions

By this Instrument of Delegation, in exercise of the power conferred by section 47(2) of the *Local Government Act 2020*, I, as Chief Executive Officer of Wangaratta Rural City Council -

1. delegate each duty and/or function and/or power respectively described in column 1 of the Schedule (and summarised in column 2 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 3 of the Schedule;
2. record that references in the Schedule are as follows

Abbreviation		Position (or any successor position)
A&CCC	means	Aged & Community Care Coordinator
A&EC	means	Attractions & Events Coordinator
All staff	means	All members of Council staff
APC	means	Asset Planning Coordinator
BOTL	means	Box Office Team Leader
BSA	means	Business Systems Analyst
BSC	means	Business Systems Coordinator
C&CC	means	Capital & Contract Coordinator
CC	means	Compliance Coordinator
CCC	means	Childcare Centre Coordinator
CCTL	means	Community Care Team Leader

Abbreviation		Position (or any successor position)
CO	means	Compliance Officer
CE&IMC	means	Customer Experience and Information Management Coordinator
CRDs	means	Coordinators including Aged & Community Care Coordinator, Asset Planning Coordinator, Business Systems Coordinator, Capital and Contract Coordinator, Childcare Centre Coordinator, Compliance Coordinator, Customer Experience & Information Management Coordinator, Depot Services Coordinator, Economic Development Coordinator, Emergency Management Coordinator, Executive Services Coordinator, Facilities and Aquatics Coordinator, Family & Early Childhood Coordinator, Gallery Director, GIS Coordinator, Grit & Resilience Coordinator, Health & Programming Coordinator, Horticulture Coordinator, ICT Service Delivery Coordinator, Library Coordinator, Media & Communications Coordinator, Management Reporting Coordinator, Municipal Building Surveyor, Natural Resource Management & Sustainability Coordinator, People & Culture Coordinator, Performing Arts Centre Coordinator, Planning Coordinator, Property & Revenue Coordinator, Projects & Recreation Coordinator, Technical Services Coordinator and Waste Management Coordinator
CSATL	means	Children's Services Administration Team Leader
CE&IMC	means	Customer Experience & Information Management Coordinator
DC&I	means	Director Community & Infrastructure
DC&L	means	Director Corporate & Leisure
DIRs	means	Directors including Director Community & Infrastructure, Director Corporate & Leisure and Director Sustainability & Culture
DMBS	means	Deputy Municipal Building Surveyor
DS&C	means	Director Sustainability & Culture
DSC	means	Depot Services Coordinator
EAC&I	means	Executive Assistant Community & Infrastructure
EACL&C	means	Executive Assistant Corporate and Leisure & Councillors
EAS&C	means	Executive Assistant Sustainability & Culture

Abbreviation		Position (or any successor position)
EDC	means	Economic Development Coordinator
EMC	means	Emergency Management Coordinator
EO	means	Exhibitions Officer
ESC	means	Executive Services Coordinator
ETL	means	Events Team Leader
ENVTL	means	Environment Team Leader
F&AC	means	Facilities & Aquatics Coordinator
F&ECSC	means	Family & Early Childhood Services Coordinator
FC	means	Financial Controller
FCI	means	Facilities Coordinator
G&RA	means	Governance & Reporting Advisor
G&RC	means	Grit & Resilience Coordinator
HC	means	Horticulture Coordinator
ICTSDC	means	ICT Service Delivery Coordinator
LC	means	Library Coordinator
LTSTL	means	Learn to Swim Team Leader
M&CC	means	Media & Communications Coordinator
MCHTL	means	Maternal Child Health Team Leader
MACCS	means	Management Accounting Coordinator
MAC&E	means	Manager Arts Culture & Events
MBS	means	Municipal Building Surveyor
MCD&TS	means	Manager Customer Digital & Transformation Services
MCS	means	Manager Community Services
MEDE&C	means	Manager Economic Development Environment & Compliance
MF	means	Manager Finance
MFPO	means	Municipal Fire Prevention Officer

Abbreviation		Position (or any successor position)
MFS	means	Manager Field Services
MGRs	means	Managers including Manager Arts Culture & Events, Manager Community Services Manager Customer Digital & Transformation Services, Manager Economic Development Environment & Compliance, Manager Field Services, Manager Finance, Manager Infrastructure Planning & Delivery, Manager People & Governance, Manager Statutory Services, PMO Project Manager, Sports Aquatic & Events Precinct Manager and Service Development Manager
MIP&D	means	Manager Infrastructure Planning & Delivery
MP&G	means	Manager People & Governance
MSS	means	Manager Statutory Services
OTL	means	Operations Team Leader
P	means	Planner
P&CC	means	People & Culture Coordinator
P&CO	means	People & Culture Officer
P&RCCS	means	Property & Revenue Coordinator
PACC	means	Performing Arts Centre Coordinator
PCBPC	means	Planning Coordinator
PCTL	means	Package Care Team Leader
PMO	means	PMO Program Manager
PTL	means	Programs Team Leader
PS	means	Procurement Specialist
SA	means	Supervisor Arboriculture
S&APM	means	Sports & Aquatic Precinct Manager
SCFS	means	Supervisor Cemetery
SDM	means	Service Development Manager
SFM	means	Supervisor Facilities / Maintenance

Abbreviation	Position (or any successor position)	
SP&G	means	Supervisor Parks & Gardens
STM	means	Supervisor Turf Management
SU	means	Supervisor Urban
SUPs	Means	Supervisors including Supervisor Arboriculture, Supervisor Cemetery, Supervisor Facilities / Maintenance, Supervisor Front of House, Supervisor Parks & Gardens, Supervisor Turf Management, Supervisor Urban, Supervisor Vegetation, Supervisor Works, Supervisor Workshop
SVM	means	Supervisor Vegetation Management
SW	means	Supervisor Works
SWS	means	Supervisor Workshop
TLs	means	Team Leaders including Box Office Team Leader, Children's Services Administration Team Leader, Customer Experience Team Leader, Environment Team Leader, Events Team Leader, Community Care Team Leader, Learn to Swim Team Leader , Long Day Care Centre Coordinator, Maternal & Child Health Team Leader, , Operations Team Leader , Package Care Team Leader, Programs Team Leader , Senior Mechanic, Team Leader Bowser Landfill, Team Leader Waste, Technical Team Leader
TLW	means	Team Leader Waste

3. record that on the coming into force of this instrument of delegation each delegation under the instrument of delegation dated 29 April 2022 and executed by Brendan McGrath is revoked;
4. declare that this instrument of delegation -
 - 4.1. comes into force immediately upon its execution;
 - 4.2. remains in force until varied or revoked; and
 - 4.3. is subject to any conditions and limitations set out in paragraph 5, and in the Schedule;
5. declare that the delegate must not determine the issue, take the action or do the act or thing 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.

This instrument of delegation is dated and is made by the Chief Executive Officer.

Signed by the Chief Executive Officer:



in the presence of:



Witness

Date: 7 February 2023

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Child Wellbeing and Safety Act 2005			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
s 29(2)	function of receiving written notice and consenting to inspection of relevant premises by the Commission for Children and Young People	DC&I, MCS	
s 29(3)	Power to consent to inspection of relevant premises without written notice by the Commission for Children and Young People	DC&I, MCS	
s 36	Duty to ensure that the Commission for Children and Young People is given any assistance reasonably required to perform functions	DC&L, MP&G	
s 43	Function of receiving birth notice in certain circumstances	DC&I, MCS, F&ECSC	
s 45	Duty to send a copy of a birth notice to a nurse or the Secretary	DC&I, MCS, F&ECSC	
s 46K(1)(g)	Power to authorise, in writing, a person employed or engaged by Council, in relation to childhood services implementation or policy, as a Child Link user	DC&I, MCS	
s 46K(1)(h)	Power to authorise, in writing, a nurse employed or engaged by Council, to provide maternal and child health programs for a Maternal and Child Health service, as a Child Link user	DC&I, MCS	

Emergency Management Act 2013			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
s 54(1)(a)(vii)	Power to nominate a person, position or role to be a member of the Regional Emergency Management Planning Committee	DC&I	
s 59B(1)(b)	Power to nominate a member of Council staff to be the chairperson of the Municipal Emergency Management Planning Committee	DC&I	Delegates cannot nominate themselves
s 74E(3)(d)	Function of receiving a copy of any Orders made by Governor in Council under this section	DC&I, EMC	

Fines Reform Act 2014			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
s 175(1)(b)	Power to certify that exceptional circumstances apply requiring Council not to provide required information	DS&C	Where Council is a 'specified agency'

Fire Services Property Levy Act 2012			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
s 66	Power to disclose information in capacity as a collection agency unless that information will or is likely to identify a particular person	DC&L, MF, P&RCCS	s 66 does not apply if the disclosure is permitted by, or is necessary for the administration of, this Act
s 68(1)(b)	Power to authorise the secondary disclosure of information obtained under, or in relation to the administration of, this Act	DC&L, MF, P&RCCS	

Food Act 1984			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
s 50AB	Function of signing a certificate under this Act	DS&C, MSS	

Freedom of Information Act 1982			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
s 6W(4)	Duty to ensure that all officers and employees are informed about the requirements of the professional standards	DC&L, MP&G, G&RA	
s 8(2)	Duty to make certain documents available for inspection and purchase	DC&L, MP&G, G&RA	
s 8(3)	Duty to cause to be prepared a corresponding document, altered only to the extent necessary to exclude exempt matter	DC&L, MP&G, G&RA	
s 8(5)	Duty to cause the fact of the existence of a document to be published	DC&L, MP&G, G&RA	
s 61E	Duty to co-operate with the Information Commissioner in dealing with a complaint	DC&L, MP&G, G&RA	
s 61G	Function of consulting with the Information Commissioner	DC&L, MP&G, G&RA	
s 61GA(1)(a)	Function of processing or identifying a reasonable sample of the documents upon notice from the Information Commissioner	DC&L, MP&G, G&RA	Where the Information Commissioner believes that an agency, principal officer or Minister has failed to undertake an adequate search for documents that relate to a decision that is the subject of the complaint under s 25A(1) or s .25A(5)

Freedom of Information Act 1982			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
s 61GA(1)(b)	Function to undertake a further search, or to cause a further search to be undertaken, for documents in the possession, custody or control of the agency or Minister, upon notice from the Information Commissioner	DC&L, MP&G, G&RA	Where the Information Commissioner believes that an agency, principal officer or Minister has failed to undertake an adequate search for documents that relate to a decision
s 61GA(2)	Duty to comply with requests under s 61GA(1) within the reasonable time stated in Information Commissioner's notice, being not less than 10 business days	DC&L, MP&G, G&RA	
s 61GA(3)	Power to apply for extension	DC&L, MP&G, G&RA	
s 61H	Power to reach an agreement with a complaint	DC&L, MP&G, G&RA	
s 61I(2)	Power to make submissions in relation to a complaint	DC&L, MP&G, G&RA	
s 61L(5)	Power to comment on and response to a draft recommendation or draft comment	DC&L, MP&G, G&RA	
s 61R(4)	Power to respond to adverse material	DC&L, MP&G, G&RA	
s 63BA(1)	Power to apply to the Supreme Court for a determination	DC&L, MP&G, G&RA	

Freedom of Information Act 1982			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
s 63BA(4)(a)	Power to make an application	DC&L, MP&G, G&RA	
s 63E(3)(b)	Power to give written consent to a disclosure	DC&L, MP&G, G&RA	
s 64B	Duty to give the Information Commissioner any information referred to in s 64(2)	DC&L, MP&G, G&RA	

Independent Broad-based Anti-corruption Commission Act 2011			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
s 41	Power of receiving information acquired by the Independent Broad-based Anti-corruption Commission (IBAC)	DC&L, MP&G, G&RA	
s 57	Duty to notify IBAC of any matter believed to constitute corrupt conduct	DC&L, MP&G, G&RA	Subject to any exemption notices issued under s57B
s 57A(5)	Duty to comply with Directions made by IBAC under s57A	DIRs, MP&G, G&RA	
s 59D(2)	Duty to comply with request by IBAC under s59D for relevant information	DIRs, MP&G, G&RA	
s 73	Power of receiving a complaint pertaining to Council staff, under circumstances in which it would be more appropriate for Council to conduct the investigation	DIRs, MP&G, G&RA	
s 159	Power of receiving IBAC recommendations about the action to be taken following an IBAC investigation	DIRs, MP&G, G&RA	
s 162(2)	Power of receiving and responding to an IBAC special report that includes matters pertaining to Council	DIRs, MP&G, G&RA	
s 163(3)	Power of receiving written information about the commencement, conduct or results of an IBAC investigation pertaining to Council	DIRs, MP&G, G&RA	
s165(2)	Power of receiving and responding to IBAC material that includes matters pertaining to Council, to be published in the IBAC annual report	DC&L, MP&G, G&RA	

Local Government Act 2020			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
s 32(4)(a)	Duty to ensure that the Councillor induction training is available to be taken by a Councillor from the day the Councillor takes the oath or affirmation of office	DIRs, ESC, MP&G, G&RA	
s 32(4)(b)	Duty to provide reasonable assistance to a Councillor to enable them to access the Councillor induction training	ESC	
s 46(1)(a)	Function of supporting the Mayor and the Councillors in the performance of their roles	DIRs, ESC, MP&G, G&RA	
s 46(1)(b)	Function of ensuring the effective and efficient management of the day to day operations of the Council	DIRs, MGRs, CRDs, TLs, SUPs, FC	
s 46(3)(a)	Duty of establishing and maintaining an organisational structure for the Council	Not delegated	
s 46(3)(b)	Responsibility for appointing, directing, managing and dismissing Council staff and for all other issues relating to Council staff	Not delegated	Subject to section 48(6) prohibiting appointment of a person who has been a Councillor of the Council within 2 years after the person ceases to hold that office
s 46(3)(b)	Power to approve the filling of vacancies or the creation, reclassification, or abolition of positions within budget	Not delegated	Subject to section 48(6) prohibiting appointment of a person who has been a Councillor of the Council within 2 years after the person ceases to hold that office
s 46(3)(b)	Power to fix salaries for vacant positions	Not delegated	

Local Government Act 2020			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
s 46(3)(b)	Power to approve the appointment, engagement or promotion of full time, part time and casual staff	Not delegated	Subject to section 48(6) prohibiting appointment of a person who has been a Councillor of the Council within 2 years after the person ceases to hold that office
s 46(3)(b)	Power to approve position descriptions	DIRs, MP&G	
s 46(3)(b)	Power to create or approve creation of new positions	Not delegated	
s 46(3)(b)	Power to conduct disciplinary action under relevant awards and policies	DIRs, MP&G, P&CC	
s 46(3)(b)	Power to terminate or suspend the employment of, or to suspend from duty, a member of Council staff	Not delegated	
s 46(3)(b)	Power to conduct interviews for staff annual review	DIRs, MGRs, CRDs, EAS&C, PCTL, CCTL, CCC, FC	
s 46(3)(b)	Power to authorise sick, annual and family leave	DIRs, MGRs, CRDs, EAS&C, PCTL, CCTL, CCC, TLW, FC	

Local Government Act 2020			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
s 46(3)(b)	Power to approve long service leave and compassionate leave	DIRs, MGRs, CRDs, EAS&C, CCTL, PCTL, CCC, TLW, TLBL, MCHTL, FC	
s 46(3)(b)	Power to authorise all forms of study and training leave and educational assistance	DIRs, MGRs, P&CC	
s 46(3)(b)	Power to approve leave without pay	DIRs, MGRs	
s 46(3)(b)	Power to authorise time sheets, higher duties, time-in-lieu, overtime and travel expense claims	DIRs, MGRs, P&CC	
s 46(3)(b)	Power to approve attendance at conferences and seminars by staff	DIRs, MGRs	
s 46(3)(b)	Power to approve attendance at training programs by staff	DIRs, MGRs	
s 46(3)(b)	Power to give approval for staff to travel	DIRs, MGRs	
s 46(3)(b)	Power to approve travel accommodation for staff	DIRs, MGRs	
s 46(3)(b)	Power to sign Notice of Injury and Work Injury Form	DIRs, MGRs, CRDs, FC. H&SC	

Local Government Act 2020			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
s 46(3)(b)	Power to approve claims under WorkCover excess	MP&G, P&CC	
s 46(3)(b)	Power to approve expenses relating to an approved course of study for staff	MP&G	
s 46(3)(b)	Power to approve staff engaging in other employment	DIRs	
s 46(3)(b)	Power to determine acceptance or denial of liability in the event of a WorkCover claim	MP&G, P&CC	
s 46(3)(b)	Power to sign Letter of Acceptance of Resignation	DIRs, MGRs, P&CC	
s 46(3)(b)	Power to provide references on Council letterhead	MP&G, P&CC, P&CO	
s 46(3)(b)	Power to authorise access to a staff member's personal file	MP&G, P&CC	
s 46(4)(a)	Duty to develop and maintain a workforce plan that describes the organisational structure of the Council and specifies the projected staffing requirements for a period of at least 4 years and sets out measures to seek to ensure gender equality, diversity and inclusiveness	DC&L, MP&G	
s 46(4)(b)	Duty to inform the Council before an organisational restructure that will affect the capacity of the Council to deliver the Council Plan is implemented	DC&L, MP&G	
s 46(4)(c)	Duty to consult members of Council affected by a proposed organisational restructure, before the organisational restructure is implemented	DIRs, MP&G	

Local Government Act 2020			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
s 46(5)	Duty to, in giving effect to gender equality, diversity and inclusiveness, comply with any processes and requirements prescribed by the regulations for the purposes of this section of this Act	DIRs, MGRs, CRDs, TLs, SUPs, FC	
s 46(6)	Duty to ensure that the Mayor, Deputy Mayor, Councillors and members of Council staff have access to the workforce plan	DC&L, MP&G	
s 47(6)	Duty to submit an annual report to the Council in relation to the activities and performance of a Community Asset Committee in respect of which the members have been given a delegation under this section	DC&I, MCS, PR&RO	
s 47(7)	Duty to keep a register of delegations under section 47 of this Act	MP&G, G&RA	
s 48(1)	Power to appoint as many members of Council staff as are required to enable the functions of the Council under this Act or any other Act to be performed	Not delegated	Subject to section 48(6) prohibiting appointment of a person who has been a Councillor of the Council within 2 years after the person ceases to hold that office
s 48(2)	Duty to adopt and maintain a recruitment policy addressing the matters listed in s 48(2)	DC&L, MP&G	
s 49(1)	Duty to develop and implement a code of conduct for members of Council staff	DC&L, MP&G	Must develop and implement the first code of conduct within 6 months of commencement of this section.
s 49(4)	Duty to ensure that members of Council staff have access to the code of conduct for members of Council staff	DC&L, MP&G, P&CC	

Local Government Act 2020			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
s 54(6)	Duty to ensure the preparation and maintenance of agendas, minutes and reports of the Audit and Risk Committee	DC&L, MP&G, G&RA	
s 97(1)	Duty to ensure that a quarterly budget report is presented to the Council at a Council meeting which is open to the public	DC&L, MF	
s 105	Power to appoint a member of Council staff as Council's Principal Accounting Officer	DC&L	Principal Accounting Officer means the person designated by the Chief Executive Officer of a Council as the officer responsible for managing the Council's finances;
s 109(2)	Duty to ensure that any report of the Council that recommends entering into a procurement agreement includes information in relation to any opportunities for collaboration with other Councils or public bodies which may be available	DIRs, MGRs, CRDs, PS, FC	
s 121	Function of receiving application for land information certificate	P&RCCS	
s 122	Function of receiving acquisition notice	P&RCCS	See prescribed information under r 7 of the <i>Local Government (Land Information) Regulations 2021</i>
s 130(7)	Duty to notify the Chief Municipal Inspector as soon as practicable after the Chief Executive Officer becomes aware that a relevant person, who is a member of Council staff, has failed to disclose a conflict of interest	DIRs, MGRs	
s 130(8)	Duty to notify the Council if a relevant person, who is not a Councillor or member of Council staff, fails to disclose a conflict of interest and make a recommendation to the Council as to the action that is to be taken	DIRs, MGRs	

Local Government Act 2020			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
s 132(1)	Power to nominate a 'nominated officer'	Not delegated	
s 133	Function of receiving an initial personal interests return	ESC	
s 134	Function of receiving a biannual personal interests return	ESC	
s 135(1)	Duty to prepare a summary of the personal interests information disclosed in the last personal interests return lodged with the Chief Executive Officer	ESC	
s 135(3)	Duty to ensure the summary of personal interests is published on the Council's Internet site and available for inspection at the Council office	ESC	
s 136(1)	Duty to ensure that personal interests return are kept in accordance with the Public Records Act 1973	ESC	
s 136(2)	Duty to ensure that only the 'specified persons' have access to or can inspect a personal interests return	ESC	
s 150(1)	Duty to appoint the Councillor Conduct Officer and notify the Principal Councillor Conduct Registrar of the appointment	Not delegated	
s 230(16)	Duty to summon a Council Meeting within 14 days after the public declaration of the election result	Not delegated	
s 240(10)	Duty to send notice	DC&L, MF, P&RCCS	
s 240(11)	Duty to send notice	DC&L, MF, P&RCCS	

Local Government Act 2020			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
s 240(12)	Duty to send notice	DC&L, MF, P&RCCS	
s 246(1)	Duty to enrol a person following receipt of a written application for enrolment unless she or he believes the person is not entitled to be enrolled	DC&L, MF, P&RCCS	
s 246(2)	Power to refuse enrolment and duty to give written reasons for refusal application for enrolment	DC&L, MF, P&RCCS	
s 246(3)	Power to request information orally or in writing to enable her or him to determine a person's eligibility for enrolment	DC&L, MF, P&RCCS	
s 246(4)	Power to require information to be given in writing and signed by the person giving the information	DC&L, MF, P&RCCS	
s 247(3)	Power to decide whether address should be placed on voters' roll and to then take action accordingly	DC&L, MF, P&RCCS	
s 247(4)	Duty to notify the person in writing of a decision to grant or refuse a request to remove the person's address from Council voters' roll	DC&L, MF, P&RCCS	
s 248(1)	Duty to supply to the Victorian Electoral Commission list of voters who appear to be entitled to be enrolled as ratepayers or corporation representatives and any information required by the Victorian Electoral Commission to compile or amend the voters' roll	DC&L, MF, P&RCCS	
s 248(2)	Power to include in the list supplied to the Victorian Electoral Commission people whose address on the rate notice is outside of the municipal district	DC&L, MF, P&RCCS	For the purposes of section 243
s 254(1)	Power to use the Council voters' roll for communicating or consulting the local community on the performance of the Council's functions	DC&L, MF, P&RCCS	Subject to section 254(2)(a) and (b)

Local Government Act 2020			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
s 254(2)	Duty to obtain undertaking	DC&L, MF, P&RCCS	
s 254(4)	Power to request the Victorian Electoral Commission to provide a copy of the voters' roll	DC&L, MF, P&RCCS	
s 258(8)	Duty to notify the Minister and the Victorian Electoral Commission that an extraordinary vacancy has occurred within 3 days of receiving a written resignation from a Councillor or becoming aware of an extraordinary vacancy	DC&L, MP&G, ESC	
s 306(1)	Function of receiving election campaign donation return	DC&L, MP&G, G&RA, ESC, EACL&C	
s 307(1)(a)	Duty to submit a report to the Minister specifying details of the candidates in the election and who submitted an election campaign donation return within 14 days after the period specified in section 360(1)	DC&L, MP&G, G&RA, ESC, EACL&C	
s 307(2)	Duty to provide a summary of each election campaign donation return given to the Chief Executive Officer on the Council's Internet site	DC&L, MP&G, G&RA, ESC, EACL&C	
s 307(3)	Duty to ensure that a summary of the return is made available on the Council's Internet	DC&L, MP&G, G&RA, ESC, EACL&C	
s 308(2)	Duty to ensure that a summary of an election campaign donation return is made available on the Council's Internet site until the close of the roll for the next general election	DC&L, MP&G, G&RA, ESC, EACL&C	

Local Government Act 2020			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
s 308(3)	Duty to ensure that a copy of an election campaign donation return is available for inspection at the Council's office for a period of 4 years from the date specified in section 360(1)	DC&L, MP&G, G&RA, ESC, EACL&C	
s 313(2)	Power to represent the Council in all respects as though the person was the party concerned in any proceedings in which the Council is a party or has an interest	DIRs, MGRs	
s 324(2)	Power to sign a certificate certifying any matter relating to the contents of any document kept by a Council	DC&L	

Local Government (Electoral) Regulations 2020			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
r 15(1)	Duty to provide details of a person's entitlement to be enrolled as a ratepayer on the voters' roll	DC&L, MF, P&RCCS	
r 15(2)	Power to exchange relevant information to enrolment entitlements with the VEC	DC&L, MF, P&RCCS	
r 18	Duty to maintain a list of silent voters	DC&L, MF, P&RCCS	
r 19	Duty to ensure that only authorised persons have access to details of silent voters	DC&L, MF, P&RCCS	
r 33	Duty to cause the Local Government Candidate Training to be conducted	ESC	
r 34	Function of receiving prescribed information from person undertaking Local Government Candidate Training	ESC	
r 35	Duty to keep a register of attendance	ESC	
r 36(2)	Duty to comply with notice under subsection (1)	ESC	
r 83	Duty to submit report on election received by the VEC to Council	ESC	

Local Government (Governance and Integrity) Regulations 2020			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
r 5(b)	Power to approve the taking of the oath or affirmation of office by means of an audio-visual link for the purposes of s 30 of the <i>Local Government Act 2020</i>	DC&L	

Local Government (Land Information) Regulations 2021			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & Limitations
r 5	The power to appoint a delegate to sign land information certificates	DC&L	

Planning and Environment Act 1987			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
s 140	Power to certify copies of instruments, documents, maps or plans under this Act	DS&C, MSS, MEDE&C	Where the Council is the relevant responsible authority
s 141	Power to provide evidentiary statement pertaining to land use and permits under this Act	DS&C, MSS, MEDE&C	Where the Council is the relevant responsible authority
s 142	Power to provide evidentiary statement pertaining to s 173 agreements under this Act	DS&C, MSS, MEDE&C	Where the Council is the relevant responsible authority

Public Health and Wellbeing Act 2008			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
s 226(2)	Power to sign evidentiary certificates under this Act	DS&C, MSS	

Public Interest Disclosures Act 2012			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
s 12(2)	Function of receiving a disclosure	MP&G, G&RA	

Rooming House Operators Act 2016			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
s 4	Function of liaising with Business Licensing Authority	DS&C, MSS, PCBPC, MBS	
s 15(1)	Duty to provide information to Business Licensing Authority on request	DS&C, MSS, PCBPC, MBS	
s 15(2)	Duty to give a report to Business Licensing Authority on inquiries made in response to request under s15(1)	DS&C, MSS, PCBPC, MBS	
s 24(2)	Duty to give a report to Business Licensing Authority on inquiries made in response to request under s24(1)	DS&C, MSS, PCBPC, MBS	

Service Victoria Act 2018			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
s 5(2)	Function of receiving a copy of the agreement made under s 5(1)	DC&L	
s 5(4)	Function of receiving a copy of a notice under s 5(3)	DC&L	
s 6	Duty to use best endeavours to give effect to a notice under s 5(3) which applies to Council	DC&L	
s 7(3)	Function of receiving a copy of the agreement made under s 7(1)	DC&L	
s 7(4)	Function of receiving a copy of a notice under s 7(3)	DC&L	
s 8(2)	Power to delegate the transferred customer service function to any person or class of person employed by, or acting on behalf of, the service agency from which the function is transferred	DC&L	Where Council's CEO has been transferred a transferred customer service function
s 9A(1)	Power to agree in writing for the Service Victorian CEO to perform a customer service function	DC&L	
s 10(2)	Function of receiving a copy of the agreement made under s 10(1)	DC&L	
S 10(4)	Function of receiving a copy of a notice under s 10(3)	DC&L	
s 11	Duty to use best endeavours to give effect to a notice under s 10(3) which applies to Council	DC&L	
s 12(3)	Function of receiving a copy of the agreement made under s 12(1)	DC&L	

Service Victoria Act 2018			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
s 12(4)	Function of receiving a copy of a notice under s 12(2)	DC&L	
s 13(2)	Power to delegate the transferred identity verification function to any person or class of person employed by, or acting on behalf of, the service agency from which the function is transferred	DC&L	Where Council's CEO has been transferred a transferred identity verification function
s 14A(1)	Power to agree in writing for the Service Victoria CEO to perform an identity verification function	DC&L	
s 24A(2)(a)	Function of agreeing on form of delivery	DC&L	
s 47A(1)	Power to enter into an agreement with Service Victoria CEO for Service Victoria CEO to establish and maintain a database for the purpose of recording information	DC&L	
s 47G(1)	Power to request the Service Victoria CEO to, in whole or in part: (a) close a database established or maintained under s 47A (b) transfer the database (c) with agreement of another service agency, transfer the database to the other agency or related party		

Sheriff Act 2009			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
s 54	Power to exempt Council from providing information to the Sheriff otherwise authorised by a warrant if exceptional circumstances apply	DIRs	

Tobacco Act 1987			
Column 1	Column 2	Column 3	Column 4
Provision	Thing Delegated	Delegate	Conditions & Limitations
S 36	Power to nominate a person to be appointed as an Inspector for the purposes of the Act.	DIRs	The nomination of a person must be appointed by the Secretary by instrument

Valuation of Land Act 1960			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
s 3(5)(ba)	Power to request valuations of land	DC&L, MF, P&RCCS	

Victorian Data Sharing Act 2017			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
s 8(1)	Function of receiving a written notice to provide the Chief Data Officer with data held by Council, and data that is specified in the Chief Data Officer's notice	DC&L, MCDT&S	
s 11(1)	Function of receiving a written notice to provide information about Council's data holding	DC&L, MCDT&S	
s 15(1)	Power to disclose identifiable data to the Chief Data Officer in response to a request under s 8	DC&L	In accordance with s 5
s 15(2)	Power to disclose identifiable data to a data analytics body for the purpose of data integration	DC&L	In accordance with s 5
s 21	Duty to inform the Chief Data Officer of the secrecy provisions which apply to the disclosed data	DC&L, MCDT&S	Where the CEO is aware of secrecy provisions that apply to data that they have disclosed in accordance with this Act

Victorian Inspectorate Act 2011			
Column 1	Column 2	Column 3	Column 4
Provision	Thing Delegated	Delegate	Conditions & Limitations
s 87(2)	Function of responding to adverse material the Victorian Inspectorate intends to include in a report	DC&L	
s 91(2)	Function of responding to adverse material the Victorian Inspectorate intends to include in annual report	DC&L	