



Rural City of
Wangaratta

RURAL CITY OF WANGARATTA

INSTRUMENT OF DELEGATION

S13 INSTRUMENT OF DELEGATION OF CEO POWERS, DUTIES AND FUNCTIONS

05 SEPTEMBER 2023

Preamble

By this Instrument of Delegation, in exercise of the power conferred by s 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
CCC	Childcare Centre Coordinator
CCTL	Community Care Team Leader
DC&I	Director Community and Infrastructure
DC&L	Director Corporate and Leisure
DS&C	Director Sustainability and Culture
EMPC	Emergency Management Project Coordinator
EAC&L	Executive Assistant Corporate & Leisure
EAS&C	Executive Assistant Sustainability & Culture
ESC	Executive Services Coordinator
F&ECSC	Family & Early Childhood Services Coordinator
FC	Financial Controller
G&RA	Governance & Reporting Advisor
H&PC	Health & Programming Coordinator
MCS	Manager Community Services

Abbreviation	Position
MCD&TS	Manager Customer Digital & Transformation Services
MEDE&C	Manager Economic Development Environment & Compliance
MF	Manager Finance
MP&G	Manager People & Culture
MSS	Manager Statutory Services
MCHTL	Maternal Child Health Team Leader
MBS	Municipal Building Surveyor
Not delegated	Not delegated
PCTL	Package Care Team Leader
P&CC	People & Culture Coordinator
P&CO	People & Culture Officer
PCBPC	Planning Coordinator
PS	Procurement Specialist
P&RC	Projects & Recreation Coordinator
P&RCCS	Property & Revenue Coordinator
TLBL	Team Leader Bowser Landfill
TLW	Team Leader Waste

3. record that on the coming into force of this Instrument of Delegation each delegation under the Instrument of Delegation dated 26 February 2023 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; and

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 30 August 2023 and is made by the Chief Executive Officer.

Signed by the Chief Executive Officer of Council in the presence of:



Witness

Date:06/09/2023.....

Delegation Sources

- Child Wellbeing and Safety Act 2005
- Emergency Management Act 2013
- Fines Reform Act 2014
- Fire Services Property Levy Act 2012
- Food Act 1984
- Freedom of Information Act 1982
- Independent Broad-Based Anti-Corruption Commission Act 2011
- Local Government Act 2020
- Local Government Act 1989
- Planning and Environment Act 1987
- Public Health and Wellbeing Act 2008
- Public Interest Disclosures Act 2012
- Rooming House Operators Act 2016
- Service Victoria Act 2018
- Sheriff Act 2009
- Tobacco Act 1987
- Valuation of Land Act 1960
- Victorian Data Sharing Act 2017
- Victorian Inspectorate Act 2011
- Local Government (Electoral) Regulations 2020
- Local Government (Governance and Integrity) Regulations 2020
- Local Government (Land Information) Regulations 2021

Positions Groups

Positions Group	Position	Positions
CRDs	Coordinators	APC, CC, HC, MBS, PCBPC, WMC, A&CCC, BSC, C&CC, CCC, CE&IMC, DSC, EDC, EMPC, ESC, F&AC, F&ECSC, G&RPC, ICTSDC, LC, M&CC, P&CC, P&RCCS, PACC, GD, GISC, H&PC, MRC, NRM&SC, P&RC
DIRs	Directors	DC&I, DC&L, DS&C
MGRs	Managers	MEDE&C, MF, MFS, MIP&D, MP&G, MSS, MAC&E, MCD&TS, MCS, PMO, S&APM, SDM
SUPs	Supervisors	SCFS, SW, SA, SFM, SP&G, STM, SU, SWS, SFH, ST
TLs	Team Leaders	BOTL, CCTL, CSATL, ETL, ENVTL, LTSTL, MCHTL, PCTL, TLW, CETL, LDDCC, SM, TLBL, TTL

S13 Instrument of Delegation of CEO powers, duties and functions

Child Wellbeing and Safety Act 2005			
Provision	Power and Functions Delegated	Delegate	Conditions and 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	MP&G, DC&L	
s 43	Function of receiving birth notice in certain circumstances	DC&L, F&ECSC, MCS	
s 45	Duty to send a copy of a birth notice to a nurse or the Secretary	DC&L, F&ECSC, MCS	
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	
s 46N	Duty to notify the Secretary, if there is reasonably belief, that the person authorised under s 46K has ceased (a) to be a registered teacher and (b) hold a	DC&I, MCS	

Child Wellbeing and Safety Act 2005

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	current Working With Children clearance under the Worker Screening Act 2020		

Emergency Management Act 2013

Provision	Power and Functions Delegated	Delegate	Conditions and 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 74E3(d)	Function of receiving a copy of any Orders made by Governor in Council under this section	DC&I, EMPC	

Fines Reform Act 2014

Provision	Power and Functions Delegated	Delegate	Conditions and 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

Provision	Power and Functions Delegated	Delegate	Conditions and 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

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 50AB	Function of signing a certificate under this Act	DS&C, MSS	

Freedom of Information Act 1982

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 6W(4)	Duty to ensure that all officers and employees are informed about the requirements of the professional standards	MP&G, DC&L, G&RA	
s 8(2)	Duty to make certain documents available for inspection and purchase	MP&G, DC&L, G&RA	
s 8(3)	Duty to cause to be prepared a corresponding document, altered only to the extent necessary to exclude exempt matter	MP&G, DC&L, G&RA	
s 8(5)	Duty to cause the fact of the existence of a document to be published	MP&G, DC&L,	

Freedom of Information Act 1982			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		G&RA	
s 61E	Duty to co-operate with the Information Commissioner in dealing with a complaint	MP&G, DC&L, G&RA	
s 61G	Function of consulting with the Information Commissioner	MP&G, DC&L, G&RA	
s 61GA(1)(a)	Function of processing or identifying a reasonable sample of the documents upon notice from the Information Commissioner	MP&G, DC&L, 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)
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	MP&G, DC&L, 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	MP&G, DC&L, G&RA	
s 61GA(3)	Power to apply for extension	MP&G, DC&L, G&RA	
s 61H	Power to reach an agreement with a complaint	MP&G, DC&L,	

Freedom of Information Act 1982			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		G&RA	
s 61I(2)	Power to make submissions in relation to a complaint	MP&G, DC&L, G&RA	
s 61L(5)	Power to comment on and response to a draft recommendation or draft comment	MP&G, DC&L, G&RA	
s 61R(4)	Power to respond to adverse material	MP&G, DC&L, G&RA	
s 63BA(1)	Power to apply to the Supreme Court for a determination	MP&G, DC&L, G&RA	
s 63BA(4)(a)	Power to make an application	MP&G, DC&L, G&RA	
s 63E(3)(b)	Power to give written consent to a disclosure	MP&G, DC&L, G&RA	
s 64B	Duty to give the Information Commissioner any information referred to in s 64(2)	MP&G, DC&L, G&RA	

Independent Broad-Based Anti-Corruption Commission Act 2011			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations

Independent Broad-Based Anti-Corruption Commission Act 2011			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 41	Power of receiving information acquired by the Independent Broad-based Anti-corruption Commission (IBAC)	MP&G, DC&L, G&RA	
s 57	Duty to notify IBAC of any matter believed to constitute corrupt conduct	MP&G, DC&L, G&RA	Subject to any exemption notices issued under s 57B
s 57A(5)	Duty to comply with Directions made by IBAC under s 57A	MP&G, DC&L, G&RA	
s 59D(2)	Duty to comply with request by IBAC under s 59D for relevant information	MP&G, DC&L, 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	MP&G, DC&L, G&RA	
s 159	Power of receiving IBAC recommendations about the action to be taken following an IBAC investigation	MP&G, DC&L, G&RA	
s 162(2)	Power of receiving and responding to an IBAC special report that includes matters pertaining to Council	MP&G, DC&L, G&RA	
s 163(3)	Power of receiving written information about the commencement, conduct or results of an IBAC investigation pertaining to Council	MP&G, DC&L, G&RA	

Independent Broad-Based Anti-Corruption Commission Act 2011

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 165(2)	Power of receiving and responding to IBAC material that includes matters pertaining to Council, to be published in the IBAC annual report	MP&G, DC&L, G&RA	

Local Government Act 2020

Provision	Power and Functions Delegated	Delegate	Conditions and 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	MP&G, DIRs, G&RA, ESC	
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	MP&G, DIRs, G&RA, ESC	
s 46(1)(b)	Function of ensuring the effective and efficient management of the day to day operations of the Council	CRDs, DIRs, MGRs, SUPs, TLs, 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	Not delegated	Subject to section 48(6) prohibiting

Local Government Act 2020			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	for all other issues relating to Council staff		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	
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	MP&G, DIRs	
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	MP&G, DIRs, P&CC	
s 46(3)(b)	Power to terminate or suspend the employment of, or to suspend from duty, a	Not delegated	

Local Government Act 2020			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	member of Council staff		
s 46(3)(b)	Power to conduct interviews for staff annual review	CRDs, DIRs, MGRs, CCC, CCTL, EAS&C, FC, PCTL	
s 46(3)(b)	Power to authorise sick, annual and family leave	CRDs, DIRs, MGRs, CCC, CCTL, EAS&C, PCTL, TLW	
s 46(3)(b)	Power to approve long service leave and compassionate leave	CRDs, DIRs, MGRs, CCC, CCTL, EAS&C, FC, MCHTL, PCTL, TLW, TLBL	
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	

Local Government Act 2020			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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	H&PC, CRDs, DIRs, MGRs, FC	
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	MP&G,	

Local Government Act 2020			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	member's personal file	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	MP&G, DC&L	
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	MP&G, DC&L	
s 46(4)(c)	Duty to consult members of Council affected by a proposed organisational restructure, before the organisational restructure is implemented	MP&G, DC&L	
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	CRDs, DIRs, MGRs, SUPs, TLs, FC	
s 46(6)	Duty to ensure that the Mayor, Deputy Mayor, Councillors and members of Council staff have access to the workforce plan	MP&G, DC&L	
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, P&RC	

Local Government Act 2020			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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)	MP&G, DC&L	
s 49(1)	Duty to develop and implement a code of conduct for members of Council staff	MP&G, DC&L	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	MP&G, DC&L, P&CC	
s 54(6)	Duty to ensure the preparation and maintenance of agendas, minutes and reports of the Audit and Risk Committee	MP&G, DC&L, 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	

Local Government Act 2020			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 105	Power to designate a person as a 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	CRDs, DIRs, MGRs, FC, PS	
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 Local Government (Land Information) Regulations 2021
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	
s 132(1)	Power to nominate a 'nominated officer'	Not delegated	

Local Government Act 2020			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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	

Local Government Act 2020			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 240(11)	Duty to send notice	DC&L, MF, P&RCCS	
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 personal 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	DC&L, MF, P&RCCS	

Local Government Act 2020			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	corporation representatives and any information required by the Victorian Electoral Commission to compile or amend the voters' roll		
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)
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	MP&G, DC&L, ESC	
s 306(1)	Function of receiving election campaign donation return	MP&G, EAC&L, DC&L, G&RA, ESC	
s	Duty to submit a report to the Minister specifying details of the candidates in the	MP&G, EAC&L,	

Local Government Act 2020			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
307(1)(a)	election and who submitted an election campaign donation return within 14 days after the period specified in section 360(1)	DC&L, G&RA, ESC	
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	MP&G, EAC&L, DC&L, G&RA, ESC	
s 307(3)	Duty to ensure that a summary of the return is made available on the Council's Internet	MP&G, EAC&L, DC&L, G&RA, ESC	
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	MP&G, EAC&L, DC&L, G&RA, ESC	
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)	MP&G, EAC&L, DC&L, G&RA, ESC	
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 Act 1989

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 181G	Duty to ensure that quarterly statement prepared under section 138 of Local Government Act 1989 includes relevant details of environmental upgrades and charges	MF	

Planning and Environment Act 1987

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 140	Power to certify copies of instruments, documents, maps or plans under this Act	DS&C, MEDE&C, MSS	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, MEDE&C, MSS	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, MEDE&C, MSS	Where the Council is the relevant responsible authority

Public Health and Wellbeing Act 2008

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 226(2)	Power to sign evidentiary certificates under this Act	DS&C, MSS	

Public Interest Disclosures Act 2012

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 12(2)	Function of receiving a disclosure	MP&G, G&RA	

Rooming House Operators Act 2016

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 4	Function of liaising with Business Licensing Authority	MBS, DS&C, MSS, PCBPC	
s 15(1)	Duty to provide information to Business Licensing Authority on request	MBS, DS&C, MSS, PCBPC	
s 15(2)	Duty to give a report to Business Licensing Authority on inquiries made in response to request under s 15(1)	MBS, DS&C, MSS, PCBPC	
s 24(2)	Duty to give a report to Business Licensing Authority on inquiries made in response to request under s 24(1)	MBS, DS&C, MSS, PCBPC	

Service Victoria Act 2018

Provision	Power and Functions Delegated	Delegate	Conditions and 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	

Service Victoria Act 2018			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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 Victoria 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	
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	DC&L	Where Council's CEO has been transferred a transferred identity

Service Victoria Act 2018			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	person employed by, or acting on behalf of, the service agency from which the function is transferred		verification function
a 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 for the purpose of recording information	DC&L	Note: Minister must approve the establishment and maintenance of a database
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	DC&L	

Sheriff Act 2009			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 54	Power to exempt Council from providing information to the Sheriff otherwise authorised by a warrant if	DIRs	

Sheriff Act 2009

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	exceptional circumstances apply		

Tobacco Act 1987

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 36	Power to nominate a person to be appointed an inspector	DIRs	The nomination of a person must be appointed by the Secretary by instrument

Valuation of Land Act 1960

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 3(5)(ba)	Power to request valuations of land	DC&L, MF, P&RCCS	

Victorian Data Sharing Act 2017

Provision	Power and Functions Delegated	Delegate	Conditions and 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, MCD&TS	
s 11(1)	Function of receiving a written notice to provide information about Council's data holding	DC&L, MCD&TS	

Victorian Data Sharing Act 2017			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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, MCD&TS	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			
Provision	Power and Functions Delegated	Delegate	Conditions and 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	

Local Government (Electoral) Regulations 2020			
Provision	Power and Functions Delegated	Delegate	Conditions and 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	

Local Government (Electoral) Regulations 2020			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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			
Provision	Power and Functions Delegated	Delegate	Conditions and 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 Local Government Act 2020	DC&L	

Local Government (Land Information) Regulations 2021			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 5(2)	Power to sign a land information certificate	DC&L	