

S13 Instrument of Delegation of CEO powers, duties and functions

Hepburn Shire Council

Instrument of Delegation

by

The Chief Executive Officer

Instrument of Delegation of CEO powers, duties and functions

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 Hepburn Shire 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

Not Delegated	means not delegated below Chief Executive Officer
CEO	means Chief Executive Officer (Including Interim or Acting)
DIAD	means Director Infrastructure and Delivery
DDC	means Director Development and Community
DPT	means Director Performance and Transformation
All D	means All Directors and Executive Managers
All M	means All Managers
All C	means Coordinators
All S	means All Supervisors with reports
All	means All Staff
ACC	means Accountant
AFPO	means Assistant Fire Prevention Officer
AMS	means Asset Management Specialist
CCS	means Coordinator Community Safety
CCX	means Coordinator Customer Experience and Libraries
CED	means Coordinator Economic Development
CEH	means Coordinator Environmental Health
CENG	means Coordinator Engineering
CF	means Coordinator Facilities
CFP	means Coordinator Finance and Procurement
CFR	means Coordinator Financial Revenues

CFS	means Coordinator Financial Services
CFUS	means Coordinator Financial Sustainability
CGE	means Coordinator Governance
CHC	means Coordinator Healthy Communities
CHSW	means Coordinator Health Safety and Wellbeing
CIMO	means Senior Information Management Officer
CMPP	means Coordinator Major Projects and Policy
COMOF	means Communications Officer
CPAC	means Coordinator People and Culture
CPAR	means Coordinator Parks and Open Spaces
CPLAN	means Coordinator Statutory Planning
CPPO	means Corporate Planning and Performance Officer
CRAS	means Coordinator Sport and Active Recreation
CRR	means Coordinator Resource Recovery
CTAI	means Coordinator Transformation and Improvement
CXO	means Customer Experience Officer
CXTL	means Customer Experience Team Leader
CSY	means Community Safety Officer
CSUS	means Coordinator Sustainability and Climate Resilience
CWK	means Coordinator Works
EHO	means Environment Health Officer
EHTO	means Environment Health Technical Officer
ENGO	means Engineering Officer
GAD	means Governance Advisor
GSP	means Grants Specialist
IFO	means Information Management Officer
MCAE	means Manager Community and Economy

MCCX	means Manager Communications and Customers
MCS	means Manager Community Safety
MEMO	means Municipal Emergency Management Officer
MFCE	means Manager Facilities and Circular Economy
MFPO	means Municipal Fire Prevention Officer
MFS	means Manager Financial Services
MGR	means Manager Governance and Risk
MOPD	means Manager Operations and Delivery
MPC	means Manager People and Culture
MPB	means Manager Planning and Building
MRM	means Municipal Recovery Manager
MSTRP	means Manager Strategic Planning
MTT	means Manager Technology and Transformation
PAS	means Planning Administration Support
PCO	means Planning Compliance Officer
PRS	means Procurement Officer
PSP	means Principal Strategic Planner
RFO	means Revenue and Finance Officer
SAP	means Statutory Planner
SARO	means Sport and Active Recreation Officer
SARPO	means Sport and Active Recreation Project Officer
SRO	means Senior Rates Officer
SRP	means Strategic Planner
SSBSU	means Building Surveyor Unlimited (Municipal Building Surveyor) (Mount Alexander Shire Council)
SSBSL	means Building Surveyor Limited (Coordinator Building Services) (Mount Alexander Shire Council)
SSBIL	means Building Inspector Limited (Mount Alexander Shire Council)
SSBTO	means Building Technical Officer (Mount Alexander Shire Council)

**SSBSD means Business Support – Development Services (Mount
Alexander Shire Council)**

3. record that on the coming into force of this Instrument of Delegation each delegation under the previous Instrument of Delegation of CEO powers, duties and functions executed by Hepburn Shire Council 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 1 May 2025 and is made by the Chief Executive Officer.

Signed by the Chief Executive Officer of Council
Bradley Thomas



In the presence of:



Catherine Nurse

Date: 1 May 2025

SCHEDULE

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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	DIAD, MCAE, CHC	
s 29(3)	Power to consent to inspection of relevant premises without written notice by the Commission for Children and Young People	DIAD, MCAE, CHC	
s 36	Duty to ensure that the Commission for Children and Young People is given any assistance reasonably required to perform functions	DIAD, MCAE, CHC	
s 43	Function of receiving birth notice in certain circumstances	DIAD, MCAE, CHC	
s 45	Duty to send a copy of a birth notice to a nurse or the Secretary	DIAD, MCAE, CHC	
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	DIAD, MCAE, CHC	
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	DIAD, MCAE, CHC	
s 46N	Duty to notify the Secretary, if there is reasonable belief, that the person authorised under s 46K has	DIAD, MCAE, CHC	

	ceased (a) to be a registered teacher and (b) hold a current Working With Children clearance under the Worker Screening Act 2020.		
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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	DIAD, DDC	
s 59B(1)(b)	Power to nominate a member of Council staff to be the chairperson of the Municipal Emergency Management Planning Committee	DIAD, DDC	Delegates cannot nominate themselves
s 74E(3)(d)	Function of receiving a copy of any Orders made by Governor in Council under this section	DIAD, DDC	

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	DDC, MSTRP, MPB	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	All D	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	All D	

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	MFCE, DDC, MCS, CEH	

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	DPT, MGR, CGE	
s 8(2)	Duty to make certain documents available for inspection and purchase	DPT, MGR, CGE	
s 8(3)	Duty to cause to be prepared a corresponding document, altered only to the extent necessary to exclude exempt matter	DPT, MGR	
s 8(5)	Duty to cause the fact of the existence of a document to be published	DPT, MGR	
s 61E	Duty to co-operate with the Information Commissioner in dealing with a complaint	DPT, MGR	
s 61G	Function of consulting with the Information Commissioner	DPT, MGR	
s 61GA(1)(a)	Function of processing or identifying a reasonable sample of the documents upon notice from the Information Commissioner	DPT, MGR	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	DPT, MGR, CGE	Where the Information Commissioner believes that an agency, principal officer or Minister has failed to undertake an

FREEDOM OF INFORMATION ACT 1982			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
	Minister, upon notice from the Information Commissioner		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	DPT, MGR	
s 61GA(3)	Power to apply for extension	DPT, MGR	
s 61H	Power to reach an agreement with a complaint	DPT, MGR	
s 61I(2)	Power to make submissions in relation to a complaint	DPT, MGR	
s 61L(5)	Power to comment on and response to a draft recommendation or draft comment	DPT, MGR	
s 61R(4)	Power to respond to adverse material	DPT, MGR	
s 63BA(1)	Power to apply to the Supreme Court for a determination	DPT, MGR	
s 63BA(4)(a)	Power to make an application	DPT, MGR	
s 63E(3)(b)	Power to give written consent to a disclosure	DPT, MGR	
s 64B	Duty to give the Information Commissioner any information referred to in s 64(2)	DPT, MGR	

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)	DPT, MGR	
s 57	Duty to notify IBAC of any matter believed to constitute corrupt conduct	DPT, MGR	Subject to any exemption notices issued under s 57B
s 57A(5)	Duty to comply with Directions made by IBAC under s 57A	DPT, MGR	
s 59D(2)	Duty to comply with request by IBAC under s 59D for relevant information	DPT, MGR	
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	DPT, MGR	
s 159	Power of receiving IBAC recommendations about the action to be taken following an IBAC investigation	DPT, MGR	
s 162(2)	Power of receiving and responding to an IBAC special report that includes matters pertaining to Council	DPT, MGR	
s 163(3)	Power of receiving written information about the commencement, conduct or results of an IBAC investigation pertaining to Council	DPT, MGR	

INDEPENDENT BROAD-BASED ANTI-CORRUPTION COMMISSION ACT 2011			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & 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	DPT, MGR	

LOCAL GOVERNMENT ACT 2020			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 27A(5)(a)	Duty to ensure that the Mayoral training is available to be taken within the relevant period as per s 27A(1)	All D, MGR	Provision commences on 26 October 2024
s 27A(5)(b)	Duty to provide reasonable assistance to a Mayor, Deputy Mayor or Acting Mayor to enable them to access the Mayoral training	All D, MGR	Provision commences on 26 October 2024
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	All D, MGR	
s 32(4)(b)	Duty to provide reasonable assistance to a Councillor to enable them to access the Councillor induction training	All D, MGR	
s 33A(5)(a)	Duty to ensure that the Councillor professional development training is available to be undertaken annually within the relevant period	All D, MGR	Provision commences on 26 October 2024
s 33A(5)(b)	Duty to provide reasonable assistance to a Councillor to enable them to access the professional development training	All D, MGR	Provision commences on 26 October 2024
s 46(1)(a)	Function of supporting the Mayor and the Councillors in the performance of their roles	All D, MGR	

LOCAL GOVERNMENT ACT 2020			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 46(1)(b)	Function of ensuring the effective and efficient management of the day to day operations of the Council	All M	
s 46(3)(a)	Duty of establishing and maintaining an organisational structure for the Council	MPC, CPAC, DPT	
s 46(3)(b)	Responsibility for appointing, directing, managing and dismissing Council staff and for all other issues relating to Council staff	All M	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	Creation, reclassification or abolition - Not Delegated Filling of vacancies for like appointments – All M	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	All D, CPAC, All M (within budget)	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	All D, All M, CPAC	
s 46(3)(b)	Power to create or approve creation of new 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 conduct disciplinary action under relevant awards and policies	All D; All M	
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	All D; All M; All S	
s 46(3)(b)	Power to authorise sick, annual and family leave	All D; All M, All S	
s 46(3)(b)	Power to approve long service leave and compassionate leave	All D; All M, All S	
s 46(3)(b)	Power to authorise all forms of study and training leave and educational assistance	All D; All M	
s 46(3)(b)	Power to approve leave without pay	All D; All M; MPC; CPAC	
s 46(3)(b)	Power to authorise time sheets, higher duties, time-in-lieu, overtime and travel expense claims	All D; All M, All S	
s 46(3)(b)	Power to approve attendance at conferences and seminars by staff	All D; All M	Within Budget
s 46(3)(b)	Power to approve attendance at training programs by staff	All D; All M, All S	Within budget
s 46(3)(b)	Power to give approval for staff to travel	All D; All M, All S	Within Victoria only. Interstate travel to be approved by Director.

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 travel accommodation for staff	All D; All M, All S	Within budget
s 46(3)(b)	Power to sign Notice of Injury and Work Injury Form	All D; MPC, CPAC, CHSW	
s 46(3)(b)	Power to approve claims under WorkCover excess	All D; MPC, CPAC, CHSW	
s 46(3)(b)	Power to approve expenses relating to an approved course of study for staff	All D; All M	Within budget
s 46(3)(b)	Power to approve staff engaging in other employment	Not Delegated	
s 46(3)(b)	Power to determine acceptance or denial of liability in the event of a WorkCover claim	All D. MPC, CPAC, CHSW	
s 46(3)(b)	Power to sign Letter of Acceptance of Resignation	All D; All M; CPAC	
s 46(3)(b)	Power to provide references on Council letterhead	Not Delegated	
s 46(3)(b)	Power to authorise access to a staff member's personal file	All D; All M; CPAC	Within area of responsibility
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	DPT, MPC, CPAC	

LOCAL GOVERNMENT ACT 2020			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
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	All D, MPC	
s 46(4)(c)	Duty to consult members of Council affected by a proposed organisational restructure, before the organisational restructure is implemented	All D, MPC	
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	All D, All M	
s 46(6)	Duty to ensure that the Mayor, Deputy Mayor, Councillors and members of Council staff have access to the workforce plan	All D, MPC	
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	All D, MGR, CGE	
s 47(7)	Duty to keep a register of delegations under section 47 of this Act	DPT, MGR, CGE	
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

LOCAL GOVERNMENT ACT 2020			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 48(2)	Duty to adopt and maintain a recruitment policy addressing the matters listed in s 48(2)	MPC	
s 49(1)	Duty to develop and implement a code of conduct for members of Council staff	MPC	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	MPC, CPAC	
s 54(6)	Duty to ensure the preparation and maintenance of agendas, minutes and reports of the Audit and Risk Committee	DPT, MGR	
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	DPT, MFS	
s 105	Power to designate a person as a Principal Accounting Officer	All D, MFS	
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	All D, MGR	

LOCAL GOVERNMENT ACT 2020			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 121	Function of receiving application for land information certificate	All D, MFS	
s 122	Function of receiving acquisition notice	DPT, MFS, CFS, RFO, SRO,CFP, CFR, CFUS	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	All D, MGR	
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	All D, MGR	
s 132(1)	Power to nominate a 'nominated officer'	Not delegated	
s 133	Function of receiving an initial personal interests return	DPT, MGR, CGE	
s 134	Function of receiving a biannual personal interests return	DPT, MGR, CGE	
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	DPT, MGR, CGE	

LOCAL GOVERNMENT ACT 2020			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
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	DPT, MGR, CGE	
s 136(1)	Duty to ensure that personal interests return are kept in accordance with the Public Records Act 1973	DPT, MGR, CGE	
s 136(2)	Duty to ensure that only the 'specified persons' have access to or can inspect a personal interests return	DPT, MGR, CGE	
s 150(1)	Duty to appoint the Councillor Conduct Officer and notify the Principal Councillor Conduct Registrar of the appointment	DPT, MGR	
s 230(16)	Duty to summon a Council Meeting within 14 days after the public declaration of the election result	DPT, MGR	
s 240(10)	Duty to send notice	DPT, MFS, CFS, CFP, CFR, CFUS, RFO	
s 240(11)	Duty to send notice	DPT, MFS, CFS, CFP, CFR, CFUS, RFO	
s 240(12)	Duty to send notice	DPT, MFS, CFS, CFP, CFR, CFUS, RFO	
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	DPT, MFS, CFS, CFP, CFR, CFUS, RFO	

LOCAL GOVERNMENT ACT 2020			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 246(2)	Power to refuse enrolment and duty to give written reasons for refusal application for enrolment	DPT, MFS, CFS, CFP, CFR, CFUS, RFO	
s 246(3)	Power to request information orally or in writing to enable her or him to determine a person's eligibility for enrolment	DPT, MFS, CFS, CFP, CFR, CFUS, RFO	
s 246(4)	Power to require information to be given in writing and signed by the person giving the information	DPT, MFS, CFS, CFP, CFR, CFUS, RFO	
s 247(3)	Power to decide whether address should be placed on voters' roll and to then take action accordingly	DPT, MFS, CFS, CFP, CFR, CFUS, RFO	
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	DPT, MFS, CFS, CFP, CFR, CFUS RFO	
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	DPT, DPT, MGR, MFS, CFS, CFP, CFR, CFUS, RFO	
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	DPT, DPT, MGR, MFS, CFS, CFP, CFR, CFUS, RFO	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	All D	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	DPT, MGR	
s 254(4)	Power to request the Victorian Electoral Commission to provide a copy of the voters' roll	DPT, MFS, MGR, CGE	
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	DPT, MGR	
s 306(1)	Function of receiving election campaign donation return	DPT, MGR, CGE	
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)	DPT, MGR	
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	DPT, MGR	
s 307(3)	Duty to ensure that a summary of the return is made available on the Council's Internet	DPT, MGR	
s 308(2)	Duty to ensure that a summary of an election campaign donation return is made available on the	DPT, MGR	

LOCAL GOVERNMENT ACT 2020			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
	Council's Internet site until the close of the roll for the next general election		
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)	DPT, MGR	
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	All D, SSBSU	
s 324(2)	Power to sign a certificate certifying any matter relating to the contents of any document kept by a Council	All D	

LOCAL GOVERNMENT ACT 2020			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & 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	DPT, MPC, MFS	

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	DDC, MSTRP, MPB	Where the Council is the relevant responsible authority
s 141	Power to provide evidentiary statement pertaining to land use and permits under this Act	DDC, MSTRP, MPB, CPLAN, PSP, PCO	Where the Council is the relevant responsible authority
s 142	Power to provide evidentiary statement pertaining to s 173 agreements under this Act	DDC, MSTRP, MPB, CPLAN, PSP, PCO	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	DIAD, MCAE DDC, MCS	

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	MGR	

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	All D, MFCE, MCS, CCS, CEH, SSBSU	
s 15(1)	Duty to provide information to Business Licensing Authority on request	All D, MFCE, MCS, CCS, CEH, SSBSU	
s 15(2)	Duty to give a report to Business Licensing Authority on inquiries made in response to request under s 15(1)	All D, MFCE, MCS, CCS, CEH, SSBSU	
s 24(2)	Duty to give a report to Business Licensing Authority on inquiries made in response to request under s 24(1)	All D, MFCE, MCS, CCS CEH, SSBSU	

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)	All D, All M	
s 5(4)	Function of receiving a copy of a notice under s 5(3)	All D, All M	
s 6	Duty to use best endeavours to give effect to a notice under s 5(3) which applies to Council	All D, All M	
s 7(3)	Function of receiving a copy of the agreement made under s 7(1)	All D, All M	
s 7(4)	Function of receiving a copy of a notice under s 7(3)	All D, All M	
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	All D, All M	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	All D, All M	
s 10(2)	Function of receiving a copy of the agreement made under s 10(1)	All D, All M	
S 10(4)	Function of receiving a copy of a notice under s 10(3)	All D, All M	
s 11	Duty to use best endeavours to give effect to a notice under s 10(3) which applies to Council	All D, All M	

SERVICE VICTORIA ACT 2018			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 12(3)	Function of receiving a copy of the agreement made under s 12(1)	All D, All M	
s 12(4)	Function of receiving a copy of a notice under s 12(2)	All D, All M	
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	All D, All M	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	All D, All M	
s 24A(2)(a)	Function of agreeing on form of delivery	All D, All M	
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	All D, All M	Note: Minister must approve the establishment and maintenance of a database

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	All D	

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	All D, MFCE, MCS, CEH	

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	DPT, MFS, DIAD, MFCE	

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	DPT, MTT, MGR	
s 11(1)	Function of receiving a written notice to provide information about Council's data holding	DPT, MTT, MPGR	
s 15(1)	Power to disclose identifiable data to the Chief Data Officer in response to a request under s 8	DPT, MTT, MGR	In accordance with s 5
s 15(2)	Power to disclose identifiable data to a data analytics body for the purpose of data integration	DPT, MTT, MGR	In accordance with s 5
s 21	Duty to inform the Chief Data Officer of the secrecy provisions which apply to the disclosed data	DPT, MTT, MGR	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 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	DPT, MTT, MGR	
s 91(2)	Function of responding to adverse material the Victorian Inspectorate intends to include in annual report	DPT, MTT, MGR	

LOCAL GOVERNMENT (ELECTORAL) REGULATIONS 2020			
Column 1	Column 2		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	DPT, MFS, CFS, CPF, MGR	
r 15(2)	Power to exchange relevant information to enrolment entitlements with the VEC	DPT, MFS, CFS, CPF, MGR	
r 18	Duty to maintain a list of silent voters	DPT, MFS, CFS, CPF	
r 19	Duty to ensure that only authorised persons have access to details of silent voters	DPT MFS, CFS, CPF	
r 33	Duty to cause the Local Government Candidate Training to be conducted	DPT, MGR	
r 34	Function of receiving prescribed information from person undertaking Local Government Candidate Training	DPT, MGR	
r 35	Duty to keep a register of attendance	DPT, MGR	
r 36(2)	Duty to comply with notice under subsection (1)	DPT, MGR	
r 83	Duty to submit report on election received by the VEC to Council	DPT, MGR	

LOCAL GOVERNMENT (GOVERNANCE AND INTEGRITY) REGULATIONS 2020			
Column 1	Column 2		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 purpose of s 30 of the <i>Local Government Act 2020</i>	DPT, MGR, CGE	

LOCAL GOVERNMENT (LAND INFORMATION) REGULATIONS 2021			
Column 1	Column 2		Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r 5(2)	Power to sign a land information certificate	All D, MFS, CFS, CFP, CFR, CFUS	