

# **S13**

## **Instrument of Delegation of CEO powers, duties and functions**

### **Instrument of Delegation by the Chief Executive Officer to staff**

**June 22, 2026**

## Instrument of Delegation

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 Wodonga City Council (the 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 the 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 a reference to the abbreviated title in the schedule means the title shown below:

<b>Abbreviated Title</b>	<b>Title</b>
CEO	Chief Executive Officer
<b>Directors</b>	
DC	Director Corporate
DCP	Director Community and Partnerships
DID	Director Infrastructure and Development
<b>Managers</b>	
GC	General Counsel
MCD	Manager Community Development
MCFS	Manager Child and Family Services
MCGC	Manager City Growth and Communications
MCS	Manager Cultural Services
MCityS	Manager City Services
MFR	Manager Finance and Risk
MIS	Manager Information Services
MPA	Manager Projects and Assets
MPSCE	Manager People, Safety and Customer Experience
MSS	Manager Statutory Services
<b>Team leaders (and equivalent)</b>	
MBS	Municipal Building Surveyor
SAEIA	Senior Advisor Economy, Investment and Advocacy
SIE	Senior Infrastructure Engineer
TLAPR	Team Leader Accounts Payable and Reporting
TLBI	Team Leader Business Improvement
TLBME	Team Leader Bonegilla Migrant Experience
TLC	Team Leader Compliance
TLCE	Team Leader Customer Experience
TLComm	Team Leader Communications
TLD	Team Leader Design
TLE	Team Leader Events
TLEH	Team Leader Environmental Health
TLG	Team Leader Gardens
TLH	Team Leader Hyphen
TLHSW	Team Leader Health, Safety and Wellbeing
TLI	Team Leader Immunisation
TLIS	Team Leader Information Systems
TLITND	Team Leader IT Network Delivery
TLK	Team Leader Kindergarten
TLM	Team Leader Marketing
TLMAP	Team Leader Management Accounting and Payroll
TLMCH	Team Leader Maternal and Child Health
TLOAM	Team Leader Operational Assets Management

TLPD	Team Leader Project Delivery
TLPHCW	Team Leader Population Health and Community Wellbeing
TLPNR	Team Leader Parks and Natural Resources
TLPP	Team Leader People
TLR	Team Leader Revenue
TLRisk	Team Leader Risk
TLRR	Team Leader Roads and Roadsides
TLRReuse	Team Leader Recovery and Reuse
TLSAM	Team Leader Strategic Asset Management
TLSP	Team Leader Strategic Planning
TLSR	Team Leader Sport and Recreation
TLStatP	Team Leader Statutory Planning
TLTC	Team Leader - The Cube

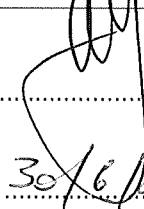
#### **Other staff**

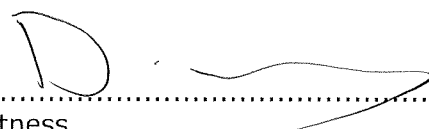
AO	Assets Officer
AMO	Asset Management Officer
BS	Building Surveyor
CEC	Customer Experience Coordinator
CExpO	Senior / Customer Experience Officer
CH	Curator Hyphen
CAO	Compliance Administration Officer
CO	Compliance Officer (includes Road Reserves Permit Officer)
DE	Design Engineer
DMBS	Deputy Municipal Building Surveyor
EACM	Executive Assistant to CEO and Mayor
EHO	Environmental Health Officer
EL	Educational Leader
EMC	Emergency Management Coordinator
ESO	Executive Services Officer
FA	Financial Accountant
FBP	Finance Business Partner - Assets
FBPB	Finance Business Partner - Budgets
FOPA	Finance Officer – Payroll Administration
GISC	GIS Coordinator
GISPO	GIS Officer
GO	Governance Officer
HASO	Health Administration Support Officer
IE	Infrastructure Engineer
IMC	Information Management Co-ordinator
IN	Immunisation Nurse
ISO	Immunisation Support Officer
KT	Kindergarten Teacher
LITC	Library IT Coordinator
MCHN	Maternal and Child Health Nurse
MERO	Municipal Emergency Response Officer
MFPO	Municipal Fire Prevention Officer
NRP	Natural Resources Planner
OWMI	On-site Waste Water Management Inspector
PBP	Procurement Business Partner
PC	People Coordinator
PPO	People Officer
PTA	Payroll and Taxation Accountant
PTO	Planning Technical Officer
RA	Revenue Administrator
RAO	Risk and Assurance Officer
RMI	Road Management Inspector
RO	Revenue Officer

SP Strategic Planner  
 SPF Supported Playgroup Facilitator  
 SSP Senior Strategic Planner  
 SStatP Senior Statutory Planner  
 StatP Statutory Planner

3. record that on the coming into force of this Instrument each delegation under the Instrument of Delegation of CEO powers, duties and functions dated January 20, 2026 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 sub-Delegation is dated June 22, 2026 and is made by the Chief Executive Officer.

Signed by the Chief Executive Officer of the Wodonga Council in the presence of:	) ) ) ) ) )	 Date: 30/6/2026
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 Witness

30/6/2026  
 .....  
 Date

# Schedule

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**Instrument of Delegation by the CEO (S13)**

<b>Child Wellbeing and Safety Act 2005</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>Provision</b>	<b>Thing delegated</b>	<b>Delegate</b>	<b>Conditions &amp; limitations</b>
s.29(2)	Function of receiving written notice and consenting to inspection of relevant premises by the Commission for Children and Young People.	DCP, MCFS	
s.29(3)	Power to consent to inspection of relevant premises without written notice by the Commission for Children and Young People.	DCP, MCFS	
s.36	Duty to ensure that the Commission for Children and Young People is given any assistance reasonably required to perform functions.	DCP, MCFS	
s.43	Function of receiving birth notice in certain circumstances.	DCP, MCFS, TLMCH	
s.45	Duty to send a copy of a birth notice to a nurse or the Secretary.	DCP, MCFS, TLMCH	
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.	DCP, MCFS, TLMCH, TLK	
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.	DCP, MCFS, TLMCH	

**Instrument of Delegation by the CEO (S13)**

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<b>Child Wellbeing and Safety Act 2005</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>Provision</b>	<b>Thing delegated</b>	<b>Delegate</b>	<b>Conditions &amp; limitations</b>
s 46N	Duty to notify the Secretary, if there is a reasonable belief, that the person authorised under s 46K has ceased (a) to be a registered teacher and (b) hold a current Working With Children clearance under the Worker Screening Act 2020	DCP, MCFS, TLK	

**Instrument of Delegation by the CEO (S13)**

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

**Instrument of Delegation by the CEO (S13)**

<b>Emergency Services and Volunteers Fund Act 2012</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>Provision</b>	<b>Thing delegated</b>	<b>Delegate</b>	<b>Conditions &amp; limitations</b>
s.66	Power to disclose information in capacity as a collection agency unless that information will or is likely to identify a particular person.	CEC, CExpO	Section 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.	CEC, CExpO	

**Instrument of Delegation by the CEO (S13)**

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<b>Fines Reform Act 2014</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>Provision</b>	<b>Thing delegated</b>	<b>Delegate</b>	<b>Conditions &amp; limitations</b>
s.175(1)(b)	Power to certify that exceptional circumstances apply requiring Council not to provide required information.	DC, DID	Where Council is a 'specified agency'.

**Instrument of Delegation by the CEO (S13)**

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<b>Food Act 1984</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>Provision</b>	<b>Thing delegated</b>	<b>Delegate</b>	<b>Conditions &amp; limitations</b>
s.50AB	Function of signing a certificate under this Act.	TLEH	

**Instrument of Delegation by the CEO (S13)**

<b>Freedom of Information Act 1982</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>Provision</b>	<b>Thing delegated</b>	<b>Delegate</b>	<b>Conditions &amp; limitations</b>
s 6W(4)	Duty to ensure that all officers and employees are informed about the requirements of the professional standards.	GO, IMC	
s 8(2)	Duty to make certain documents available for inspection and purchase.	GO, IMC	
s 8(3)	Duty to cause to be prepared a corresponding document, altered only to the extent necessary to exclude exempt matter.	GO, IMC	
s 8(5)	Duty to cause the fact of the existence of a document to be published	GO, IMC	
s.61	Duty to co-operate with the Information Commissioner in dealing with a complaint.	GO, IMC	
s 61G	Function of consulting with the Information Commissioner	GO, IMC	
s 61GA(1)(a)	Function of processing or identifying a reasonable sample of the documents upon notice from the Information Commissioner.	DC, GC, GO, IMC	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 s25A(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	DC, GC, GO, IMC	Where the Information Commissioner believes that an agency, principal officer or Minister

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<b>Freedom of Information Act 1982</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>Provision</b>	<b>Thing delegated</b>	<b>Delegate</b>	<b>Conditions &amp; limitations</b>
	of the agency or Minister, upon notice from the Information Commissioner.		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, GC, GO, IMC	
s 61GA(3)	Power to apply for extension	DC, GC, GO, IMC	
s 61H	Power to reach an agreement with a complaint	DC, GC, GO, IMC	
s 61I(2)	Power to make submissions in relation to a complaint.	DC, GC, GO, IMC	
s 61L(5)	Power to comment on and response to a draft recommendation or draft comment.	DC, GC, GO, IMC	
s 61R(4)	Power to respond to adverse material.	CEO (not sub delegated)	
s 63BA(1)	Power to apply to the Supreme Court for a determination.	CEO (not sub delegated)	
s 63BA(4)(a)	Power to make an application.	CEO (not sub delegated)	
s 63E(3)(b)	Power to give written consent to a disclosure.	DC, GC, GO, IMC	
s 64B	Duty to give the Information Commissioner any information referred to in s 64(2).	GC, GO, IMC	

**Instrument of Delegation by the CEO (S13)**

<b>Independent Broad-Based Anti-Corruption Commission Act 2011</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>Provision</b>	<b>Thing delegated</b>	<b>Delegate</b>	<b>Conditions &amp; limitations</b>
s.41	Power of receiving information acquired by the Independent Broad-based Anti-corruption Commission ( <b>IBAC</b> ).	DC	
s.57	Power to notify IBAC of any matter believed to constitute corrupt conduct.	DC	Subject to any exemption notices issued under s.57B.
s.57A(5)	Duty to comply with Directions made by IBAC under s.57A.	DC	
s.59D(2)	Duty to comply with request by IBAC under s.59D for relevant information.	DC	
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.	DC	
s.159	Power of receiving IBAC recommendations about the action to be taken following an IBAC investigation.	DC	
s.162(2)	Power of receiving and responding to an IBAC special report that includes matters pertaining to Council.	DC	
s.163(3)	Power of receiving written information about the commencement, conduct or results of an IBAC investigation pertaining to Council.	DC	

**Instrument of Delegation by the CEO (S13)**

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<b>Independent Broad-Based Anti-Corruption Commission Act 2011</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>Provision</b>	<b>Thing delegated</b>	<b>Delegate</b>	<b>Conditions &amp; limitations</b>
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.	DC	

**Instrument of Delegation by the CEO (S13)**

<b>Integrity Oversight Victoria Act 2011</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>Provision</b>	<b>Thing delegated</b>	<b>Delegate</b>	<b>Conditions &amp; limitations</b>
s.87(2)	Function of responding to adverse material the Victorian Inspectorate intends to include in a report.	DC	
s.91(2)	Function of responding to adverse material the Victorian Inspectorate intends to include in annual report.	DC	

**Instrument of Delegation by the CEO (S13)**

<b>Local Government Act 2020</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>Provision</b>	<b>Thing delegated</b>	<b>Delegate</b>	<b>Conditions &amp; limitations</b>
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)	DC, GC, GO	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	DC, GC, GO	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.	DC, GC, GO	
s 32(4)(b)	Duty to provide reasonable assistance to a Councillor to enable them to access the Councillor induction training.	DC, GC, GO	
s 33A(5)(a)	Duty to ensure that the Councillor professional development training is available to be undertaken annually within the relevant period	DC, GC, GO	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	DC, GC, GO	Provision commences on 26 October 2024
s 46(1)(a)	Function of supporting the Mayor and the Councillors in the performance of their roles.	Directors, GC, GO, EACM, ESO	
s 46(1)(b)	Function of ensuring the effective and efficient management of the day to day operations of the Council.	Directors, Managers, Team Leaders	

**Instrument of Delegation by the CEO (S13)**

<b>Local Government Act 2020</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>Provision</b>	<b>Thing delegated</b>	<b>Delegate</b>	<b>Conditions &amp; limitations</b>
s46(3)(a)	Duty of establishing and maintaining an organisational structure for the Council.	CEO (not sub delegated)	
s 46(3)(b)	Responsibility for appointing, directing, managing and dismissing Council staff and for all other issues relating to Council staff.	Directors, Managers	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 creation or abolition of positions within budget.	CEO (not sub delegated)	
s 46(3)(b)	Power to approve the filling of vacancies or the reclassification of positions within budget.	Directors	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.	Directors	
s 46(3)(b)	Power to approve the appointment, engagement or promotion of full time, part time and casual staff.	Directors, Managers	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)	Duty to issue letters of employment, including contracts.	Directors, Managers	
s 46(3)(b)	Power to approve position descriptions.	Directors, Managers	

**Instrument of Delegation by the CEO (S13)**

<b>Local Government Act 2020</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>Provision</b>	<b>Thing delegated</b>	<b>Delegate</b>	<b>Conditions &amp; limitations</b>
s 46(3)(b)	Power to create or approve creation of new positions.	CEO (not sub delegated)	
s 46(3)(b)	Power to conduct disciplinary action under relevant awards and policies.	Directors, Managers	
s 46(3)(b)	Power to terminate or suspend the employment of, or to suspend from duty, a member of Council staff.	Directors	
s 46(3)(b)	Power to conduct interviews for staff annual review.	Directors, Managers, Team Leaders	
s 46(3)(b)	Power to authorise sick, annual and family leave.	Directors, Managers, Team Leaders	
s 46(3)(b)	Power to approve long service leave and compassionate leave.	Directors, Managers, Team Leaders	
s 46(3)(b)	Power to authorise all forms of study and training leave and educational assistance.	Directors, Managers	
s 46(3)(b)	Power to approve leave without pay.	Directors, Managers	
s 46(3)(b)	Power to authorise higher duties.	Directors, Managers	
s 46(3)(b)	Power to authorise time sheets, time-in-lieu, overtime and travel expense claims.	Directors, Managers, Team Leaders	
s 46(3)(b)	Power to approve attendance at conferences and seminars by staff.	Directors, Managers	

## Instrument of Delegation by the CEO (S13)

<b>Local Government Act 2020</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>Provision</b>	<b>Thing delegated</b>	<b>Delegate</b>	<b>Conditions &amp; limitations</b>
s 46(3)(b)	Power to approve attendance at training programs by staff.	Directors, Managers	
s 46(3)(b)	Power to give approval for staff to travel, with the exception of overseas travel.	Directors, Managers	
s 46(3)(b)	Power to approve travel accommodation for staff.	Directors, Managers	
s 46(3)(b)	Power to sign Notice of Injury and Work Injury Form.	DC, MPSCE, TLPW, PCO	
s 46(3)(b)	Power to approve claims under WorkCover excess.	DC, MPSCE, TLPW, PCO	
s 46(3)(b)	Power to approve expenses relating to an approved course of study for staff.	Directors, Managers	
s 46(3)(b)	Power to approve staff engaging in other employment.	Directors	
s 46(3)(b)	Power to determine acceptance or denial of liability in the event of a WorkCover claim.	DC, MPSCE, TLPW	
s 46(3)(b)	Power to sign Letter of Acceptance of Resignation.	Directors, Managers	
s 46(3)(b)	Power to provide references on Council letterhead.	Directors, Managers	

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<b>Local Government Act 2020</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>Provision</b>	<b>Thing delegated</b>	<b>Delegate</b>	<b>Conditions &amp; limitations</b>
s 46(3)(b)	Power to authorise access to a staff member's personal file.	Directors, MPSCE, TLPW	
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, MPSCE, TLPW	
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.	CEO (not sub delegated)	
s 46(4)(c)	Duty to consult members of Council affected by a proposed organisational restructure, before the organisational restructure is implemented.	Directors, Managers	
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.	Directors, Managers, Team Leaders	
s 46(6)	Duty to ensure that the Mayor, Deputy Mayor, Councillors and members of Council staff have access to the workforce plan.	DC, MPSCE	

**Instrument of Delegation by the CEO (S13)**

<b>Local Government Act 2020</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>Provision</b>	<b>Thing delegated</b>	<b>Delegate</b>	<b>Conditions &amp; limitations</b>
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, MFR, GC, GO	
s 47(7)	Duty to keep a register of delegations under section 47 of this Act.	GO	
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.	CEO (not sub 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, MPSCE, TLPW	
s 49(1)	Duty to develop and implement a code of conduct for members of Council staff.	DC, MPSCE, TLPW, GO	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, MPSCE, TLPW, GO	
s 54(6)	Duty to ensure the preparation and maintenance of agendas, minutes and reports of the Audit and Risk Committee.	DC, MFR, TLAPR, RAO	

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<b>Local Government Act 2020</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>Provision</b>	<b>Thing delegated</b>	<b>Delegate</b>	<b>Conditions &amp; limitations</b>
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, MFR, TLAPR	
s 105	Power to designate a person as a Principal Accounting Officer.	DC	
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.	Directors, Managers, Team Leaders	
s 121	Function of receiving application for land information certificate.	MFR, TLAPR, TLR, RA	
s 122	Function of receiving acquisition notice.	MFR, TLAPR, TLR, RA	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.	DC, GC, GO	

**Instrument of Delegation by the CEO (S13)**

<b>Local Government Act 2020</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>Provision</b>	<b>Thing delegated</b>	<b>Delegate</b>	<b>Conditions &amp; limitations</b>
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.	DC, GC, GO	
s 132(1)	Power to nominate a 'nominated officer'.	GC, GO	
s 133	Function of receiving an initial personal interests return.	GC, GO	
s 134	Function of receiving a biannual personal interests return.	GC, GO	
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.	GC, GO	
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.	GC, GO	
s 136(1)	Duty to ensure that personal interests return are kept in accordance with the Public Records Act 1973.	GO, IMC	
s 136(2)	Duty to ensure that only the 'specified persons' have access to or can inspect a personal interests return.	GO, IMC	

**Instrument of Delegation by the CEO (S13)**

<b>Local Government Act 2020</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>Provision</b>	<b>Thing delegated</b>	<b>Delegate</b>	<b>Conditions &amp; limitations</b>
s 150(1)	Duty to appoint the Councillor Conduct Officer and notify the Principal Councillor Conduct Registrar of the appointment.	DC	
s 230(16)	Duty to summon a Council Meeting within 14 days after the public declaration of the election result.	DC, GC, GO	
s 240(10)	Duty to send notice.	MFR, TLAPR, TLR, RA	
s 240(11)	Duty to send notice.	MFR, TLAPR, TLR, RA	
s 240(12)	Duty to send notice.	MFR, TLAPR, TLR, RA	
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.	MFR, TLAPR, TLR, RA	
s 246(2)	Power to refuse enrolment and duty to give written reasons for refusal application for enrolment.	MFR, TLAPR, TLR, RA	
s 246(3)	Power to request information orally or in writing to enable her or him to determine a person's eligibility for enrolment.	MFR, TLAPR, TLR, RA	
s 246(4)	Power to require information to be given in writing and signed by the person giving the information.	MFR, TLAPR, TLR, RA	

## Instrument of Delegation by the CEO (S13)

<b>Local Government Act 2020</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>Provision</b>	<b>Thing delegated</b>	<b>Delegate</b>	<b>Conditions &amp; limitations</b>
s 247(3)	Power to decide whether address should be placed on voters' roll and to then take action accordingly.	MFR, TLAPR, TLR, RA	
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.	MFR, TLAPR, TLR, RA	
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.	MFR, TLAPR, TLR, RA	
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.	MFR, TLAPR, TLR, RA	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, GC	Subject to section 254(2)(a) and (b).
s 254(2)	Duty to obtain undertaking.	DC, GC	
s 254(4)	Power to request the Victorian Electoral Commission to provide a copy of the voters' roll.	DC, GC	

**Instrument of Delegation by the CEO (S13)**

<b>Local Government Act 2020</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>Provision</b>	<b>Thing delegated</b>	<b>Delegate</b>	<b>Conditions &amp; limitations</b>
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, GC, GO	
s 306(1)	Function of receiving election campaign donation return.	DC, GC, GO, EACM, ESO	
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).	GO	
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.	GO	
s 307(3)	Duty to ensure that a summary of the return is made available on the Council's Internet.	GO	
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.	GO	

**Instrument of Delegation by the CEO (S13)**

<b>Local Government Act 2020</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>Provision</b>	<b>Thing delegated</b>	<b>Delegate</b>	<b>Conditions &amp; limitations</b>
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).	GO	
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.	Directors, Managers	
s 324(2)	Power to sign a certificate certifying any matter relating to the contents of any document kept by a Council.	Directors, GO	

**Instrument of Delegation by the CEO (S13)**

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<b>Local Government Act 1989</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>Provision</b>	<b>Thing delegated</b>	<b>Delegate</b>	<b>Conditions &amp; limitations</b>
s.181G	Duty to ensure that quarterly statement prepared under section 138 of <i>Local Government Act 1989</i> includes relevant details of environmental upgrades and charges	DC, MFR	

**Instrument of Delegation by the CEO (S13)**

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<b>Planning and Environment Act 1987</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>Provision</b>	<b>Thing delegated</b>	<b>Delegate</b>	<b>Conditions &amp; limitations</b>
s.140	Power to certify copies of instruments, documents, maps or plans under this Act.	DID, MSS, TLStatP, TLSP	Where the Council is the relevant responsible authority.
s.141	Power to provide evidentiary statement pertaining to land use and permits under this Act.	DID, MSS, TLStatP, TLSP	Where the Council is the relevant responsible authority
s.142	Power to provide evidentiary statement pertaining to s 173 agreements under this Act.	DID, MSS, TLStatP, TLSP	Where the Council is the relevant responsible authority.

**Instrument of Delegation by the CEO (S13)**

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<b>Public Health and Wellbeing Act 2008</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>Provision</b>	<b>Thing delegated</b>	<b>Delegate</b>	<b>Conditions &amp; limitations</b>
s.226(2)	Power to sign evidentiary certificates under this Act.	TLEH	

**Instrument of Delegation by the CEO (S13)**

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<b>Public Interest Disclosures Act 2012</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>Provision</b>	<b>Thing delegated</b>	<b>Delegate</b>	<b>Conditions &amp; limitations</b>
s 12(2)	Function of receiving a disclosure.	DC	

**Instrument of Delegation by the CEO (S13)**

<b>Rooming House Operators Act 2016</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>Provision</b>	<b>Thing delegated</b>	<b>Delegate</b>	<b>Conditions &amp; limitations</b>
s. 4	Function of liaising with Business Licensing Authority.	TLEH	
s.15(1)	Duty to provide information to Business Licensing Authority on request.	TLEH	
s.15(2)	Duty to give a report to Business Licensing Authority on inquiries made in response to request under s.15(1).	TLEH	
s.24(2)	Duty to give a report to Business Licensing Authority on inquiries made in response to request under s.24(1).	TLEH	

## Instrument of Delegation by the CEO (S13)

<b>Service Victoria Act 2018</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>Provision</b>	<b>Thing delegated</b>	<b>Delegate</b>	<b>Conditions &amp; limitations</b>
s.5(2)	Function of receiving a copy of the agreement made under s.5(1).	Directors, Managers, Team Leaders	
s.5(4)	Function of receiving a copy of a notice under s.5(3).	Directors, Managers, Team Leaders	
s.6	Duty to use best endeavours to give effect to a notice under s.5(3) which applies to Council.	Directors, Managers, Team Leaders	
s.7(3)	Function of receiving a copy of the agreement made under s.7(1).	Directors, Managers, Team Leaders	
s.7(4)	Function of receiving a copy of a notice under s.7(3).	Directors, Managers, Team Leaders	
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.	Directors, Managers, Team Leaders	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	Directors, Managers, Team Leaders	
s.10(2)	Function of receiving a copy of the agreement made under s.10(1).	Directors, Managers, Team Leaders	
S.10(4)	Function of receiving a copy of a notice under s.10(3).	Directors, Managers, Team Leaders	
s.11	Duty to use best endeavours to give effect to a notice under s.10(3) which applies to Council.	Directors, Managers, Team Leaders	

**Instrument of Delegation by the CEO (S13)**

<b>Service Victoria Act 2018</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>Provision</b>	<b>Thing delegated</b>	<b>Delegate</b>	<b>Conditions &amp; limitations</b>
s.12(3)	Function of receiving a copy of the agreement made under s.12(1).	Directors, Managers, Team Leaders	
s.12(4)	Function of receiving a copy of a notice under s.12(2).	Directors, Managers, Team Leaders	
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.	Directors, Managers, Team Leaders	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	Directors, Managers, Team Leaders	
s 24A(2)(a)	Function of agreeing on form of delivery	Directors, Managers, Team Leaders	
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.	Directors, Managers, Team Leaders	Note: Minister must approve the establishment and maintenance of a database

**Instrument of Delegation by the CEO (S13)**

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<b>Sheriff Act 2009</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>Provision</b>	<b>Thing delegated</b>	<b>Delegate</b>	<b>Conditions &amp; limitations</b>
s. 54	Power to exempt Council from providing information to the Sheriff otherwise authorised by a warrant if exceptional circumstances apply.	Directors	

**Instrument of Delegation by the CEO (S13)**

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<b>Tobacco Act 1987</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>Provision</b>	<b>Thing delegated</b>	<b>Delegate</b>	<b>Conditions &amp; limitations</b>
s. 36	Power to nominate a person to be appointed an inspector.	DID, TLEH	

**Instrument of Delegation by the CEO (S13)**

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<b>Valuation of Land Act 1960</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>Provision</b>	<b>Thing delegated</b>	<b>Delegate</b>	<b>Conditions &amp; limitations</b>
s.3(5)(ba)	Power to request valuations of land.	MFR, TLAPR, TLR, RA	

**Instrument of Delegation by the CEO (S13)**

<b>Victorian Data Sharing Act 2017</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>Provision</b>	<b>Thing delegated</b>	<b>Delegate</b>	<b>Conditions &amp; limitations</b>
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.	Directors, GO	
s.11(1)	Function of receiving a written notice to provide information about council's data holding.	Directors, GO	
s.15(1)	Power to disclose identifiable data to the Chief Data Officer in response to a request under s 8.	Directors, GO	In accordance with s 5.
s.15(2)	Power to disclose identifiable data to a data analytics body for the purpose of data integration.	Directors, GO	In accordance with s 5.
s.21	Duty to inform the Chief Data Officer of the secrecy provisions which apply to the disclosed data.	Directors, GO	Where the CEO is aware of secrecy provisions that apply to data that they have disclosed in accordance with this Act.

**Instrument of Delegation by the CEO (S13)**

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

**Instrument of Delegation by the CEO (S13)**

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<b>Local Government (Governance and Integrity) Regulations 2020</b>			
<b>Column 1</b>	<b>Column 2</b>		<b>Column 4</b>
<b>Provision</b>	<b>Thing delegated</b>	<b>Delegate</b>	<b>Conditions &amp; limitations</b>
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 Ac 2020</i>	DC, GC, GO	

**Instrument of Delegation by the CEO (S13)**

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<b>Local Government (Land Information) Regulations 2021</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>Provision</b>	<b>Thing delegated</b>	<b>Delegate</b>	<b>Conditions &amp; limitations</b>
s. 5(2)	Power to sign a land information certificate.	TLR, RA	