

Instrument of Delegation

Chief Executive Officer

to

**Members of Council Staff
(S13)**

(Powers, Duties & Functions
of the Chief Executive Officer)

30 September 2021

Version 7.02

[This page intentionally left blank]

By this Instrument of Delegation, in exercise of the power conferred by s 47(2) of the *Local Government Act 2020*, I, Craig Lloyd, as Chief Executive Officer of Whittlesea 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
ARC	Assistant Revenue Coordinator
AO	Authorised Officer
CEO	Chief Executive Officer
CER	Coordinator Employee Relations
CGA	Coordinator Governance Administration
CFO	Chief Financial Officer
DIR	Director
DCW	Director Community Wellbeing
DCS	Director Corporate Services
DIE	Director Infrastructure and Environment
DPD	Director Planning and Development
ELT	Executive Leadership Team
EMG	Executive Manager Governance and Strategy
EMPA	Executive Manager Public Affairs
GO	Governance Officer
IMA	Injury Management Advisor
IAC	Internal Assurance Coordinator
MAN	Manager
MBP	Manager Building & Planning
MCEH	Manager Compliance and Environmental Health
MCF	Manager Children and Families
MMO	Manager Maintenance and Operations
MPC	Manager People & Culture
ND	Not delegated
PGA	Principal Governance Advisor
TL	Team Leader
TLEH	Team Leader Environmental Health

Abbreviation	Position
UMP	Unit Manager Procurement
TLRS	Team Leader Revenue Services
UM	Unit Manager
UMGR	Unit Manager Governance and Risk
UMHR	Unit Manager Human Resources
UMOD	Unit Manager Organisational Development
UMSW	Unit Manager Safety and Wellbeing

3. record that on the coming into force of this Instrument of Delegation each delegation under the Instrument of Delegation dated 20 August 2020 and executed by Joe Carbone 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 September 2021 and is made by the Chief Executive Officer.

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

.....
Chief Executive Officer

.....
Witness

Date:

Delegation Sources

- Child Wellbeing and Safety Act 2005
- Emergency Management Act 2013
- Environment Protection Act 1970
- 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
- Valuation of Land Act 1960
- Victorian Data Sharing Act 2017
- Victorian Inspectorate Act 2011
- Local Government (Electoral) Regulations 2020

SCHEDULE

Child Wellbeing and Safety Act 2005			
Provision	Powers 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	DCW, MCF	
s 29(3)	Power to consent to inspection of relevant premises without written notice by the Commission for Children and Young People	DCW, MCF	
s 36	Duty to ensure that the Commission for Children and Young People is given any assistance reasonably required to perform functions	DCW, MCF	
s 43	Function of receiving birth notice in certain circumstances	DCW, MCF	
s 45	Duty to send a copy of a birth notice to a nurse or the Secretary	DCW, MCF	
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	DCW, MCF	
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	DCW, MCF	

Emergency Management Act 2013

Provision	Powers 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	ND	
s 59B(1)(b)	Power to nominate a member of Council staff to be the chairperson of the Municipal Emergency Management Planning Committee	DIE, MMO	Delegates cannot nominate themselves
s 74E3(d)	Function of receiving a copy of any Orders made by Governor in Council under this section	DIE, MMO	

Fines Reform Act 2014

Provision	Powers 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	DCW, DPD, MCEH	Where Council is a 'specified agency'

Fire Services Property Levy Act 2012

Provision	Powers 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	DCS, CFO, TLRS	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	DCS, CFO, TLRS	

Food Act 1984

Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
s 50AB	Function of signing a certificate under this Act	DCW, MCEH, TLEH	

Freedom of Information Act 1982

Provision	Powers 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	CGA, EMG, GO, PGA, UMGR	
s 8(2)	Duty to make certain documents available for inspection and purchase	CGA, EMG, GO, PGA, UMGR	
s 8(3)	Duty to cause to be prepared a corresponding document, altered only to the extent necessary to exclude exempt matter	CGA, EMG, GO, PGA, UMGR	
s 8(5)	Duty to cause the fact of the existence of a document to be published	CGA, EMG, GO, PGA, UMGR	
s 61E	Duty to co-operate with the Information Commissioner in dealing with a complaint	CGA, EMG, GO, PGA, UMGR	
s 61G	Function of consulting with the Information Commissioner	CGA, EMG, GO, PGA, UMGR	

Freedom of Information Act 1982

Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
s 61GA(1)(a)	Function of processing or identifying a reasonable sample of the documents upon notice from the Information Commissioner	CGA, EMG, GO, PGA, UMGR	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	CGA, EMG, GO, PGA, UMGR	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	CGA, EMG, GO, PGA, UMGR	
s 61GA(3)	Power to apply for extension	CGA, EMG, GO, PGA, UMGR	
s 61H	Power to reach an agreement with a complaint	CGA, EMG, GO, PGA, UMGR	

Freedom of Information Act 1982

Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
s 61I(2)	Power to make submissions in relation to a complaint	CGA, EMG, GO, PGA, UMGR	
s 61L(5)	Power to comment on and response to a draft recommendation or draft comment	CGA, EMG, GO, PGA, UMGR	
s 61R(4)	Power to respond to adverse material	CGA, EMG, GO, PGA, UMGR	
s 63BA(1)	Power to apply to the Supreme Court for a determination	CGA, EMG, GO, PGA, UMGR	
s 63BA(4)(a)	Power to make an application	CGA, EMG, GO, PGA, UMGR	
s 63E(3)(b)	Power to give written consent to a disclosure	CGA, EMG, GO, PGA, UMGR	

Freedom of Information Act 1982

Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
s 64B	Duty to give the Information Commissioner any information referred to in s 64(2)	CGA, EMG, GO, PGA, UMGR	

Independent Broad-Based Anti-Corruption Commission Act 2011

Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
s 41	Power of receiving information acquired by the Independent Broad-based Anti-corruption Commission (IBAC)	EMG	
s 57	Duty to notify IBAC of any matter believed to constitute corrupt conduct	EMG	Subject to any exemption notices issued under s 57B
s 57A(5)	Duty to comply with Directions made by IBAC under s 57A	EMG	
s 59D(2)	Duty to comply with request by IBAC under s 59D for relevant information	EMG	

Independent Broad-Based Anti-Corruption Commission Act 2011

Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
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	EMG	
s 159	Power of receiving IBAC recommendations about the action to be taken following an IBAC investigation	EMG	
s 162(2)	Power of receiving and responding to an IBAC special report that includes matters pertaining to Council	EMG	
s 163(3)	Power of receiving written information about the commencement, conduct or results of an IBAC investigation pertaining to Council	EMG	
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	EMG	

Local Government Act 2020

Provision	Powers 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	CGA, EMG, PGA, UMGR	
s 32(4)(b)	Duty to provide reasonable assistance to a Councillor to enable them to access the Councillor induction training	CGA, EMG, PGA, UMGR	
s 46(1)(a)	Function of supporting the Mayor and the Councillors in the performance of their roles	DIR	
s 46(1)(b)	Function of ensuring the effective and efficient management of the day to day operations of the Council	ELT	
s 46(3)(a)	Duty of establishing and maintaining an organisational structure for the Council	ND	
s 46(3)(b)	Responsibility for appointing, directing, managing and dismissing Council staff and for all other issues relating to Council staff	DIR, EMG, EMPA, MAN, MPC	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

Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
s 46(3)(b)	Power to approve the filling of vacancies or the creation, reclassification, or abolition of positions within budget	DIR, EMG, EMPA, MAN, MPC	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	EMG, EMPA, MAN, MPC, UMHR	
s 46(3)(b)	Power to approve the appointment, engagement or promotion of full time, part time and casual staff	DIR, EMG, EMPA, MAN	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	DIR, EMG, EMPA, MAN, MPC, UMHR	
s 46(3)(b)	Power to create or approve creation of new positions	DIR, EMG, EMPA, MPC	

Local Government Act 2020

Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
s 46(3)(b)	Power to conduct disciplinary action under relevant awards and policies	DIR, EMG, EMPA, MAN, MPC, TL, UMHR, UM	
s 46(3)(b)	Power to terminate or suspend the employment of, or to suspend from duty, a member of Council staff	ND	
s 46(3)(b)	Power to conduct interviews for staff annual review	DIR, EMG, EMPA, MAN, TL, UMHR, UM	
s 46(3)(b)	Power to authorise sick, annual and family leave	DIR, EMG, EMPA, MAN, TL, UM	
s 46(3)(b)	Power to approve long service leave and compassionate leave	DIR, EMG, EMPA, MAN, MPC, TL, UMHR, UM	

Local Government Act 2020

Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
s 46(3)(b)	Power to authorise all forms of study and training leave and educational assistance	DIR, EMG, EMPA, MAN, UMOD	
s 46(3)(b)	Power to approve leave without pay	DIR, EMG, EMPA, MAN, MPC, UMHR	
s 46(3)(b)	Power to authorise time sheets, higher duties, time-in-lieu, overtime and travel expense claims	DIR, EMG, EMPA, MAN, TL, UM	
s 46(3)(b)	Power to approve attendance at conferences and seminars by staff	DIR, EMG, EMPA, MAN	
s 46(3)(b)	Power to approve attendance at training programs by staff	DIR, EMG, EMPA, MAN	
s 46(3)(b)	Power to give approval for staff to travel	DIR, EMG, EMPA, MAN	

Local Government Act 2020

Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
s 46(3)(b)	Power to approve travel accommodation for staff	DIR, EMG, EMPA, MAN	
s 46(3)(b)	Power to sign Notice of Injury and Work Injury Form	IMA, MPC, UMSW	
s 46(3)(b)	Power to approve claims under WorkCover excess	IMA, MPC, UMSW	
s 46(3)(b)	Power to approve expenses relating to an approved course of study for staff	MPC	
s 46(3)(b)	Power to approve staff engaging in other employment	MPC	
s 46(3)(b)	Power to determine acceptance or denial of liability in the event of a WorkCover claim	IMA, UMSW	
s 46(3)(b)	Power to sign Letter of Acceptance of Resignation	MAN	
s 46(3)(b)	Power to provide references on Council letterhead	MAN	
s 46(3)(b)	Power to authorise access to a staff member's personal file	MPC	

Local Government Act 2020

Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
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	MPC	
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	ND	
s 46(4)(c)	Duty to consult members of Council affected by a proposed organisational restructure, before the organisational restructure is implemented	DIR	
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	MPC	
s 46(6)	Duty to ensure that the Mayor, Deputy Mayor, Councillors and members of Council staff have access to the workforce plan	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	DIR	

Local Government Act 2020

Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
s 47(7)	Duty to keep a register of delegations under section 47 of this Act	CGA, EMG, GO, PGA, UMGR	
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	DIR, EMG, EMPA	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)	DCS, MPC, UMHR	
s 49(1)	Duty to develop and implement a code of conduct for members of Council staff	DCS, MPC, UMHR	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	ELT, MPC, UMHR	

Local Government Act 2020

Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
s 54(6)	Duty to ensure the preparation and maintenance of agendas, minutes and reports of the Audit and Risk Committee	DCS, IAC, CFO	
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	DCS, CFO	
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	DCS, CFO, UMP	
s 121	Function of receiving application for land information certificate	ARC, DCS, CFO, TLRS	
s 122	Function of receiving acquisition notice	ARC, DCS, TLRS	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	ND	

Local Government Act 2020

Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
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	ND	
s 132(1)	Power to nominate a 'nominated officer'	EMG, PGA, UMGR	
s 133	Function of receiving an initial personal interests return	CGA, EMG, GO, PGA, UMGR	
s 134	Function of receiving a biannual personal interests return	CGA, EMG, GO, PGA, UMGR	
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	CGA, EMG, GO, PGA, UMGR	
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	CGA, EMG, GO, PGA, UMGR	

Local Government Act 2020

Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
s 136(1)	Duty to ensure that personal interests return are kept in accordance with the Public Records Act 1973	CGA, EMG, GO, PGA, UMGR	
s 136(2)	Duty to ensure that only the 'specified persons' have access to or can inspect a personal interests return	CGA, EMG, GO, PGA, UMGR	
s 150(1)	Duty to appoint the Councillor Conduct Officer and notify the Principal Councillor Conduct Registrar of the appointment	EMG	
s 230(16)	Duty to summon a Council Meeting within 14 days after the public declaration of the election result	ND	
s 240(10)	Duty to send notice	ARC, DCS, CFO, TLRS	
s 240(11)	Duty to send notice	ARC, DCS, CFO, TLRS	
s 240(12)	Duty to send notice	ARC, DCS, CFO, TLRS	

Local Government Act 2020

Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
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	ARC, DCS, CFO, TLRS	
s 246(2)	Power to refuse enrolment and duty to give written reasons for refusal application for enrolment	ARC, DCS, CFO, TLRS	
s 246(3)	Power to request information orally or in writing to enable her or him to determine a person's eligibility for enrolment	ARC, DCS, CFO, TLRS	
s 246(4)	Power to require information to be given in writing and signed by the person giving the information	ARC, DCS, CFO, TLRS	
s 247(3)	Power to decide whether address should be placed on voters' roll and to then take action accordingly	ARC, DCS, CFO, TLRS	
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	ARC, DCS, CFO, TLRS	
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	ARC, DCS, TLRS	

Local Government Act 2020

Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
	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	ARC, DCS, TLRS	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	EMG, PGA, UMGR	Subject to section 254(2)(a) and (b)
s 254(2)	Duty to obtain undertaking	EMG, PGA, UMGR	
s 254(4)	Power to request the Victorian Electoral Commission to provide a copy of the voters' roll	EMG, PGA, UMGR	
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	EMG	
s 306(1)	Function of receiving election campaign donation return	CGA, EMG, GO, PGA, UMGR	

Local Government Act 2020

Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
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)	CGA, EMG, GO, PGA, UMGR	
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	CGA, EMG, GO, PGA, UMGR	
s 307(3)	Duty to ensure that a summary of the return is made available on the Council's Internet	CGA, EMG, GO, PGA, UMGR	
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	CGA, EMG, GO, PGA, UMGR	
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)	CGA, EMG, GO, PGA, UMGR	
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	AO	

Local Government Act 2020

Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
s 324(2)	Power to sign a certificate certifying any matter relating to the contents of any document kept by a Council	EMG, PGA, UMGR	

Local Government Act 1989

Provision	Powers 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	DCS, CFO	

Planning and Environment Act 1987

Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
s 140	Power to certify copies of instruments, documents, maps or plans under this Act	DPD, MBP	Where the Council is the relevant responsible authority
s 141	Power to provide evidentiary statement pertaining to land use and permits under this Act	DPD, MBP	Where the Council is the relevant responsible authority

Planning and Environment Act 1987

Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
s 142	Power to provide evidentiary statement pertaining to s 173 agreements under this Act	DPD, MBP	Where the Council is the relevant responsible authority

Public Health and Wellbeing Act 2008

Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
s 226(2)	Power to sign evidentiary certificates under this Act	DCW, MCEH	

Public Interest Disclosures Act 2012

Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
s 12(2)	Function of receiving a disclosure	EMG, PGA, CER, UMGR	

Rooming House Operators Act 2016

Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
s 4	Function of liaising with Business Licensing Authority	DCW, MCEH, TLEH	
s 15(1)	Duty to provide information to Business Licensing Authority on request	DCW, MCEH, TLEH	
s 15(2)	Duty to give a report to Business Licensing Authority on inquiries made in response to request under s 15(1)	DCW, MCEH, TLEH	
s 24(2)	Duty to give a report to Business Licensing Authority on inquiries made in response to request under s 24(1)	DCW, MCEH, TLEH	

Valuation of Land Act 1960

Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
s 3(5)(ba)	Power to request valuations of land	DCS, CFO	

Victorian Data Sharing Act 2017

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

Local Government (Electoral) Regulations 2020			
Provision	Powers 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	CGA, EMG, GO, PGA, UMGR	
r 15(2)	Power to exchange relevant information to enrolment entitlements with the VEC	CGA, EMG, GO, PGA, UMGR	
r 18	Duty to maintain a list of silent voters	CGA, EMG, GO, PGA, UMGR	

Local Government (Electoral) Regulations 2020

Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
r 19	Duty to ensure that only authorised persons have access to details of silent voters	CGA, EMG, GO, PGA, UMGR	
r 33	Duty to cause the Local Government Candidate Training to be conducted	CGA, EMG, GO, PGA, UMGR	
r 34	Function of receiving prescribed information from person undertaking Local Government Candidate Training	EMG, PGA, UMGR	
r 35	Duty to keep a register of attendance	CGA, EMG, GO, PGA, UMGR	
r 36(2)	Duty to comply with notice under subsection (1)	CGA, EMG, GO, PGA, UMGR	
r 83	Duty to submit report on election received by the VEC to Council	CGA, EMG, GO, PGA, UMGR	

Local Government (Governance and Integrity) Regulations 2020

Provision	Powers 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	EMG, PGA, UMGR	