



Maddocks

Maddocks Delegations and Authorisations

***S13 Instrument of Delegation of CEO powers, duties and functions***

**Macedon Ranges 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 Macedon Ranges 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

ABBREVIATION	MEANS
ALL	All Staff
CCS	Coordinator Customer Service
CE	Coordinator Environment
CEH	Coordinator Environmental Health
CEYS	Coordinator Early Years Services
CG	Coordinator Governance
CLL	Coordinator Local Laws
CMCH	Coordinator Maternal and Child Health
CPL	Coordinator People and Learning
CPV	Coordinator Property and Valuations
CROHS	Coordinator Risk and Occupational Health and Safety
CSP	Coordinator Statutory Planning
CStP	Coordinator Strategic Planning
DAO	Director Assets and Operations
DCOR	Director Corporate
DPE	Director Planning and Environment
EHO	Environmental Health Officer
GO	Governance Officer
GROUP B	Directors
GROUP C	Managers
GROUP D	Team Leaders, Foremen, Supervisors and Coordinators
MCSER	Manager Community Services
MDTS	Manager Digital Technology Services
MFR	Manager Finance and Reporting
MGP	Manager Governance and Performance
MPW	Manager People and Wellbeing
MSC	Manager Safer Communities
MSP	Manager Statutory Planning
MSPE	Manager Strategic Planning and Environment
NOT	Not delegated below Chief Executive Officer
PSPO	Principal Statutory Planning Officer



RDC	Rates and Debtors Coordinator
SGO	Senior Governance Officer
SIMO	Senior Governance Officer - Information Governance
SPSO	Statutory Planning Subdivisions Officer
SSPO	Senior Statutory Planning Officer
StP	Strategic Planner

3. record that on the coming into force of this Instrument of Delegation each delegation under the Instrument of Delegation dated 4 May 2020 and executed by Margot Stork 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 8 December 2025 and is made by the Chief Executive Officer.

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

)  
)

Witness:  .....

Date: 08/12/2025 .....



## 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	GROUP B	
s 29(3)	Power to consent to inspection of relevant premises without written notice by the Commission for Children and Young People	GROUP B	
s 36	Duty to ensure that the Commission for Children and Young People is given any assistance reasonably required to perform functions	GROUP B	
s 43	Function of receiving birth notice in certain circumstances	MDTS, MCSER, CMCH, SIMO	
s 45	Duty to send a copy of a birth notice to a nurse or the Secretary	MCSER, CMCH, SPSO	
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	MCSER, CMCH	
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	MCSER, CMCH, CEYS	
s 46N	Duty to notify the Secretary, if there is 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	MCSER, CMCH, CEYS	



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	DCOM	
s 59B(1)(b)	Power to nominate a member of Council staff to be the chairperson of the Municipal Emergency Management Planning Committee	DCOM	Delegates cannot nominate themselves
s 74E(3)(d)	Function of receiving a copy of any Orders made by Governor in Council under this section	DCOM	



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	DPE, MSC	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	DCOR, MFR, RDC	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	DCOR, MFR, RDC	



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	DAO, MSC, CEH, EHO	



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	DCOR, MGP, CG	
s 8(2)	Duty to make certain documents available for inspection and purchase	DCOR, MGP, CG, SGO, SIMO, GO	
s 8(3)	Duty to cause to be prepared a corresponding document, altered only to the extent necessary to exclude exempt matter	DCOR, MGP, CG, SGO, SIMO, GO	
s 8(5)	Duty to cause the fact of the existence of a document to be published	DCOR, MGP, CG, MGP	
s 61E	Duty to co-operate with the Information Commissioner in dealing with a complaint	DCOR, MGP, CG, SGO, SIMO, GO	
s 61G	Function of consulting with the Information Commissioner	DCOR, MGP, CG, SGO, SIMO, GO	
s 61GA(1)(a)	Function of processing or identifying a reasonable sample of the documents upon notice from the Information Commissioner	DCOR, MGP, CG, SGO, SIMO, GO	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	DCOR, MGP, CG, SGO, SIMO, GO	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	DCOR, MGP, CG, SGO, SIMO, GO	
s 61GA(3)	Power to apply for extension	DCOR, MGP, CG	
s 61H	Power to reach an agreement with a complaint	DCOR, MGP, CG	
s 61I(2)	Power to make submissions in relation to a complaint	DCOR, MGP, CG	
s 61L(5)	Power to comment on and response to a draft recommendation or draft comment	DCOR, MGP, CG	
s 61R(4)	Power to respond to adverse material	DCOR, MGP, CG	
s 63BA(1)	Power to apply to the Supreme Court for a determination	DCOR, MGP, CG	
s 63BA(4)(a)	Power to make an application	DCOR, MGP, CG	
s 63E(3)(b)	Power to give written consent to a disclosure	DCOR, MGP, CG	
s 64B	Duty to give the Information Commissioner any information referred to in s 64(2)	DCOR, MGP, CG	



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



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	DCOR, MPW, MGP, CG, SGO, SIMO, GO	



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)	DCOR, MGP, CG	
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	DCOR, MGP, CG, SGO	
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	DCOR, MGP, CG	
s 32(4)(b)	Duty to provide reasonable assistance to a Councillor to enable them to access the Councillor induction training	DCOR, MGP, CG	
s 33A(5)(a)	Duty to ensure that the Councillor professional development training is available to be undertaken annually within the relevant period	DCOR, MGP, CG	
s 33A(5)(b)	Duty to provide reasonable assistance to a Councillor to enable them to access the professional development training	DCOR, MGP, CG	
s 46(1)(a)	Function of supporting the Mayor and the Councillors in the performance of their roles	NOT	
s 46(1)(b)	Function of ensuring the effective and efficient management of the day to day operations of the Council	NOT	



LOCAL GOVERNMENT ACT 2020			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 46(3)(a)	Duty of establishing and maintaining an organisational structure for the Council	DCOR, MPW	
s 46(3)(b)	Responsibility for appointing, directing, managing and dismissing Council staff and for all other issues relating to Council staff	MPW	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	MPW	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	MPW	
s 46(3)(b)	Power to approve the appointment, engagement or promotion of full time, part time and casual staff	MPW	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	MPW	
s 46(3)(b)	Power to create or approve creation of new positions	NOT	
s 46(3)(b)	Power to conduct disciplinary action under relevant awards and policies	GROUP B, GROUP C	
s 46(3)(b)	Power to terminate or suspend the employment of, or to suspend from duty, a member of Council staff	GROUP B, MPW	





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 interviews for staff annual review	GROUP B, GROUP C, GROUP D	
s 46(3)(b)	Power to authorise sick, annual and family leave	GROUP B, GROUP C, GROUP D	
s 46(3)(b)	Power to approve long service leave and compassionate leave	GROUP B, GROUP C, GROUP D	
s 46(3)(b)	Power to authorise all forms of study and training leave and educational assistance	GROUP B, GROUP C, GROUP D	
s 46(3)(b)	Power to approve leave without pay	GROUP B, GROUP C, GROUP D	
s 46(3)(b)	Power to authorise time sheets, higher duties, time-in-lieu, overtime and travel expense claims	GROUP B, GROUP C, GROUP D	
s 46(3)(b)	Power to approve attendance at conferences and seminars by staff	GROUP B, GROUP C, GROUP D	
s 46(3)(b)	Power to approve attendance at training programs by staff	GROUP B, GROUP C, GROUP D	
s 46(3)(b)	Power to give approval for staff to travel	GROUP B, GROUP C, GROUP D	
s 46(3)(b)	Power to approve travel accommodation for staff	GROUP B, GROUP C, GROUP D	
s 46(3)(b)	Power to sign Notice of Injury and Work Injury Form	GROUP B, GROUP C, GROUP D	
s 46(3)(b)	Power to approve claims under WorkCover excess	MPW, CROHS	



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 expenses relating to an approved course of study for staff	MPW	
s 46(3)(b)	Power to approve staff engaging in other employment	MPW	
s 46(3)(b)	Power to determine acceptance or denial of liability in the event of a WorkCover claim	NOT	
s 46(3)(b)	Power to sign Letter of Acceptance of Resignation	MPW	
s 46(3)(b)	Power to provide references on Council letterhead	MPW	
s 46(3)(b)	Power to authorise access to a staff member's personal file	MPW, CPL	
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	DCOR, MPW, MGP	
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	NOT	
s 46(4)(c)	Duty to consult members of Council affected by a proposed organisational restructure, before the organisational restructure is implemented	MPW, MGP	



LOCAL GOVERNMENT ACT 2020			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 46(5)	Duty to, in giving effect to gender equality, diversity and inclusiveness, comply with any processes and requirements prescribed by the regulations for the purposes of this section of this Act	ALL	
s 46(6)	Duty to ensure that the Mayor, Deputy Mayor, Councillors and members of Council staff have access to the workforce plan	NOT	
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	DCOR, MGP, CG	
s 47(7)	Duty to keep a register of delegations under section 47 of this Act	DCOR, CG, GO, SGO	
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	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)	MPW	
s 49(1)	Duty to develop and implement a code of conduct for members of Council staff	MPW	Must develop and implement the first code of conduct within 6 months of commencement of this section



LOCAL GOVERNMENT ACT 2020			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 49(4)	Duty to ensure that members of Council staff have access to the code of conduct for members of Council staff	MPW	
s 54(6)	Duty to ensure the preparation and maintenance of agendas, minutes and reports of the Audit and Risk Committee	DCOR, MGP, CG, SGO	
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	DCOR, MFR	
s 105	Power to designate a person as a Principal Accounting Officer	DCOR	
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	DCOR, MFR	
s 121	Function of receiving application for land information certificate	MFR, RDC	
s 122	Function of receiving acquisition notice	MFR, RDC	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	DCOR, MGP, CG	
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	DCOR, MGP, CG	
s 132(1)	Power to nominate a 'nominated officer'	NOT	
s 133	Function of receiving an initial personal interests return	DCOR, MGP, CG, SGO, GO	
s 134	Function of receiving a biannual personal interests return	DCOR, SGO, 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	DCOR, MGP, CG	
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	DCOR, MGP, CG	
s 136(1)	Duty to ensure that personal interests return are kept in accordance with the Public Records Act 1973	DCOR, MGP, CG	
s 136(2)	Duty to ensure that only the 'specified persons' have access to or can inspect a personal interests return	DCOR, MGP, CG	
s 150(1)	Duty to appoint the Councillor Conduct Officer and notify the Principal Councillor Conduct Registrar of the appointment	NOT	



s 230(16)	Duty to summon a Council Meeting within 14 days after the public declaration of the election result	DCOR	
s 240(10)	Duty to send notice	DCOR, MGP, MFR, RDC, CG	
s 240(11)	Duty to send notice	DCOR, MGP, MFR, RDC, CG	
s 240(12)	Duty to send notice	DCOR, MGP, MFR, RDC, CG	
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	DCOR, MGP, MFR, RDC, CG	
s 246(2)	Power to refuse enrolment and duty to give written reasons for refusal application for enrolment	DCOR, MGP, MFR, RDC, CG	
s 246(3)	Power to request information orally or in writing to enable her or him to determine a person's eligibility for enrolment	DCOR, MGP, MFR, RDC, CG	
s 246(4)	Power to require information to be given in writing and signed by the person giving the information	DCOR, MGP, MFR, RDC, CG	
s 247(3)	Power to decide whether address should be placed on voters' roll and to then take action accordingly	DCOR, MGP, MFR, RDC, CG	
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	DCOR, MGP, MFR, RDC, CG	
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	DCOR, MGP, MFR, RDC, CG	



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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	DCOR, MGP, MFR, RDC, CG	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	DCOR, MGP, MFR, RDC, CG	Subject to section 254(2)(a) and (b)
s 254(2)	Duty to obtain undertaking	DCOR, MGP, CG	
s 254(4)	Power to request the Victorian Electoral Commission to provide a copy of the voters' roll	DCOR, MGP, MFR, RDC, CG	
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	DCOR, MGP, CG	
s 306(1)	Function of receiving election campaign donation return	DCOR, MGP, MFR, GO, SGO, CG	
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)	DCOR, MFR, MGP, CG	
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	DCOR, MGP, CG	
s 307(3)	Duty to ensure that a summary of the return is made available on the Council's Internet	DCOR, MGP, CG	
s 308(2)	Duty to ensure that a summary of an election campaign donation return is made available on the	DCOR, MGP, CG	



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	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)	DCOR, MGP, CG	
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	GROUP B, MPW, MGP	
s 324(2)	Power to sign a certificate certifying any matter relating to the contents of any document kept by a Council	NOT	





LOCAL GOVERNMENT ACT 1989			
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	DCOR, MFR	



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	DPE, MSP, MSPE, CSP, CStP, PSPO, SSPO	Where the Council is the relevant responsible authority
s 141	Power to provide evidentiary statement pertaining to land use and permits under this Act	DPE, MSP, MSPE, CSP, StP, CE, CStP, CSP	Where the Council is the relevant responsible authority
s 142	Power to provide evidentiary statement pertaining to s 173 agreements under this Act	DPE, MSP, CSP, MSPE, StP, CE, CStP, CSP	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	DAO, MSC	



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	MPW, MGP, CG	



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	DAO, MSC	
s 15(1)	Duty to provide information to Business Licensing Authority on request	DAO, MSC	
s 15(2)	Duty to give a report to Business Licensing Authority on inquiries made in response to request under s 15(1)	DAO, MSC	
s 24(2)	Duty to give a report to Business Licensing Authority on inquiries made in response to request under s 24(1)	DAO, MSC	



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



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)	DCOR, MDTs, CCS, SIMO	
s 12(4)	Function of receiving a copy of a notice under s 12(2)	DCOR, MDTs, CCS, SIMO	
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	DCOR, MDTs, CCS, SIMO	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	DCOR, MDTs,	
s 24A(2)(a)	Function of agreeing on form of delivery	DCOR, MDTs,	
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	DCOR, MDTs,	Note: Minister must approve the establishment and maintenance of a database



Maddocks

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	DAO, CLL	





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	DPE	



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	DCOR, MFR, RDC, CPV	



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	DCOR, MDTs, MGP, CG, SGO, SIMO	
s 11(1)	Function of receiving a written notice to provide information about Council's data holding	DCOR, MDTs, MGP, CG, SGO, SIMO	
s 15(1)	Power to disclose identifiable data to the Chief Data Officer in response to a request under s 8	DCOR, MDTs, MGP, CG, SGO, SIMO	In accordance with s 5
s 15(2)	Power to disclose identifiable data to a data analytics body for the purpose of data integration	DCOR, MDTs, MGP, CG, SGO, SIMO	In accordance with s 5
s 21	Duty to inform the Chief Data Officer of the secrecy provisions which apply to the disclosed data	DCOR, MDTs, MGP, CG, SGO, SIMO	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	NOT	The function remains with the CEO.
s 91(2)	Function of responding to adverse material the Victorian Inspectorate intends to include in annual report	NOT	The function remains with the CEO.



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



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 purposes of s 30 of the <i>Local Government Ac 2020</i>	GROUP B	



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	GROUP B	