



Surf Coast Shire Council

Instrument of Delegation

s13 - Instrument of Delegation of CEO powers, duties and functions

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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 Surf Coast 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	Position
All Staff	All Staff
CCEM	Coordinator Community Emergency Management
CEH	Coordinator Environmental Health
CEO	Chief Executive Officer
CEY	Coordinator Early Years
CG	Coordinator Governance
CHR	Coordinator Human Resources
Coordinators	All Department Coordinators (fourth level)
CR	Coordinator Revenue
CRM	Coordinator Records Management
CRiM	Coordinator Risk Management
CRS	Coordinator Ranger Services
CSO	Customer Services Officer and Team Leader
CWHS	Coordinator Workplace Health & Safety
CWM	Coordinator Waste Management
FO	Finance Officer
FOIPO	Freedom of Information & Privacy Officer
GMCL	General Manager Community Life
GMPME	General Manager Place Making and Environment

Abbreviation	Position
GMs	All General Managers (second level management)
GMSE	General Manager Strategy and Effectiveness
Managers	All Department Managers (third level management)
MCS	Manager Community Strengthening
MCSa	Manager Community Safety
MCSu	Manager Community Support
MF	Manager Finance
MG	Manager Governance
MIP	Manager Integrated Planning
MPC	Manager People & Culture
MPCo	Manager Planning & Compliance
ND	Not Delegated
PropO	Property Officer
Team Leaders	All Department Team Leaders (fifth level)
TLICC	Team Leader Integrated Community Centre
TLKP	Team Leader Kindergarten Programs
TLMCH	Team Leader Maternal & Child Health

3. record that on the coming into force of this Instrument of Delegation each delegation under the Instrument of Delegation dated 30 January 2022 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 made by the Chief Executive Officer.

DocuSigned by:

Robyn Seymour

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Robyn Seymour
Chief Executive Officer

9/10/2022

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Dated

S13 Instrument of Delegation of CEO powers, duties and functions

Child Wellbeing and Safety Act 2005			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 29(2)	Function of receiving written notice and consenting to inspection of relevant premises by the Commission for Children and Young People	CEY, MCS	
s 29(3)	Power to consent to inspection of relevant premises without written notice by the Commission for Children and Young People	TLICC, TLKP, CEY, MCS	
s 36	Duty to ensure that the Commission for Children and Young People is given any assistance reasonably required to perform functions	MCS	
s 43	Function of receiving birth notice in certain circumstances	TLMCH, CEY	
s 45	Duty to send a copy of a birth notice to a nurse or the Secretary	TLMCH, CEY	
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	CEY, MCS	
s 46K(1)(h)	Power to authorise, in writing, a nurse employed or engaged by Council, to provide maternal and child health programs for a Maternal and Child Health service, as a Child Link user	CEY, MCS	

Emergency Management Act 2013			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations

Emergency Management Act 2013			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 54(1)(a)(vii)	Power to nominate a person, position or role to be a member of the Regional Emergency Management Planning Committee	GMCL, MCSa	
s 59B(1)(b)	Power to nominate a member of Council staff to be the chairperson of the Municipal Emergency Management Planning Committee	GMCL	Delegates cannot nominate themselves
s 74E3(d)	Function of receiving a copy of any Orders made by Governor in Council under this section	CCEM, GMCL, MCSa	CEO to be notified of orders received as soon as possible.

Fines Reform Act 2014			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 175(1)(b)	Power to certify that exceptional circumstances apply requiring Council not to provide required information	CRS, MCSa	Where Council is a 'specified agency'

Fire Services Property Levy Act 2012			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 66	Power to disclose information in capacity as a collection agency unless that information will or is likely to identify a particular person	CR, MF, MG	s 66 does not apply if the disclosure is permitted by, or is necessary for the administration of, this Act

Fire Services Property Levy Act 2012

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 68(1)(b)	Power to authorise the secondary disclosure of information obtained under, or in relation to the administration of, this Act	CR, MF, MG	

Food Act 1984

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 50AB	Function of signing a certificate under this Act	CEH	

Freedom of Information Act 1982

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 6W(4)	Duty to ensure that all officers and employees are informed about the requirements of the professional standards	MG, CRiM, FOIPO, GMSE	
s 8(2)	Duty to make certain documents available for inspection and purchase	MG, CRiM, FOIPO, GMSE	
s 8(3)	Duty to cause to be prepared a corresponding document, altered only to the extent necessary to exclude exempt matter	MG, CRiM, FOIPO, GMSE	

Freedom of Information Act 1982			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 8(5)	Duty to cause the fact of the existence of a document to be published	MG, CRiM, FOIPO, GMSE	
s 61E	Duty to co-operate with the Information Commissioner in dealing with a complaint	MG, CRiM, FOIPO, GMSE	
s 61G	Function of consulting with the Information Commissioner	MG, CRiM, FOIPO, GMSE	
s 61GA(1)(a)	Function of processing or identifying a reasonable sample of the documents upon notice from the Information Commissioner	MG, CRiM, FOIPO, GMSE	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	MG, CRiM, FOIPO, GMSE	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	MG, CRiM, FOIPO, GMSE	

Freedom of Information Act 1982			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 61GA(3)	Power to apply for extension	MG, CRiM, FOIPO, GMSE	
s 61H	Power to reach an agreement with a complaint	MG, CRiM, FOIPO, GMSE	
s 61I(2)	Power to make submissions in relation to a complaint	MG, CRiM, FOIPO, GMSE	
s 61L(5)	Power to comment on and response to a draft recommendation or draft comment	MG, CRiM, FOIPO, GMSE	
s 61R(4)	Power to respond to adverse material	MG, CRiM, FOIPO, GMSE	
s 63BA(1)	Power to apply to the Supreme Court for a determination	MG, CRiM, FOIPO, GMSE	
s 63BA(4)(a)	Power to make an application	MG, CRiM, FOIPO, GMSE	

Freedom of Information Act 1982			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 63E(3)(b)	Power to give written consent to a disclosure	MG, CRiM, FOIPO, GMSE	
s 64B	Duty to give the Information Commissioner any information referred to in s 64(2)	MG, CRiM, FOIPO, GMSE	

Independent Broad-Based Anti-Corruption Commission Act 2011			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 41	Power of receiving information acquired by the Independent Broad-based Anti-corruption Commission (IBAC)	MG, GMSE	
s 57	Duty to notify IBAC of any matter believed to constitute corrupt conduct	GMSE	Subject to any exemption notices issued under s 57B
s 57A(5)	Duty to comply with Directions made by IBAC under s 57A	MG, GMSE	
s 59D(2)	Duty to comply with request by IBAC under s 59D for relevant information	MG, GMSE	

Independent Broad-Based Anti-Corruption Commission Act 2011

Provision	Power 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	MG, GMSE	CEO to be notified as soon as possible
s 159	Power of receiving IBAC recommendations about the action to be taken following an IBAC investigation	MG, GMSE	
s 162(2)	Power of receiving and responding to an IBAC special report that includes matters pertaining to Council	MG, GMSE	CEO to be notified as soon as possible
s 163(3)	Power of receiving written information about the commencement, conduct or results of an IBAC investigation pertaining to Council	MG, GMSE	CEO to be notified as soon as possible
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	MG, GMSE	

Local Government Act 2020

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 32(4)(a)	Duty to ensure that the Councillor induction training is available to be taken by a Councillor from the day the Councillor takes the oath or affirmation of office	MG	
s 32(4)(b)	Duty to provide reasonable assistance to a Councillor to enable them to access the Councillor induction training	MG, CG	

Local Government Act 2020			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 46(1)(a)	Function of supporting the Mayor and the Councillors in the performance of their roles	ND	
s 46(1)(b)	Function of ensuring the effective and efficient management of the day to day operations of the Council	Team Leaders, GMs, Managers, Coordinators	
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	GMs	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	GMs	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	GMs	

Local Government Act 2020			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 46(3)(b)	Power to approve the appointment, engagement or promotion of full time, part time and casual staff	GMs	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	GMs, Managers	
s 46(3)(b)	Power to create or approve creation of new positions	GMs	
s 46(3)(b)	Power to conduct disciplinary action under relevant awards and policies	GMs, Managers, Coordinators	
s 46(3)(b)	Power to terminate or suspend the employment of, or to suspend from duty, a member of Council staff	GMs	
s 46(3)(b)	Power to conduct interviews for staff annual review	Team Leaders, GMs, Managers, Coordinators	
s 46(3)(b)	Power to authorise sick, annual and family leave	GMs, Managers, Coordinators	
s 46(3)(b)	Power to approve long service leave and compassionate leave	GMs	

Local Government Act 2020			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 46(3)(b)	Power to authorise all forms of study and training leave and educational assistance	GMs	
s 46(3)(b)	Power to approve leave without pay	Managers	
s 46(3)(b)	Power to authorise time sheets, higher duties, time-in-lieu, overtime and travel expense claims	Coordinators	
s 46(3)(b)	Power to approve attendance at conferences and seminars by staff	Managers	
s 46(3)(b)	Power to approve attendance at training programs by staff	Managers	
s 46(3)(b)	Power to give approval for staff to travel	GMs	
s 46(3)(b)	Power to approve travel accommodation for staff	GMs	
s 46(3)(b)	Power to sign Notice of Injury and Work Injury Form	CWHS, MPC	
s 46(3)(b)	Power to approve claims under WorkCover excess	CWHS, MPC	
s 46(3)(b)	Power to approve expenses relating to an approved course of study for staff	GMs	
s 46(3)(b)	Power to approve staff engaging in other employment	Managers	
s 46(3)(b)	Power to determine acceptance or denial of liability in the event of a WorkCover claim	MPC	
s 46(3)(b)	Power to sign Letter of Acceptance of Resignation	CHR	

Local Government Act 2020			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 46(3)(b)	Power to provide references on Council letterhead	CHR	
s 46(3)(b)	Power to authorise access to a staff member's personal file	CHR	
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	GMs, MPC	
s 46(4)(c)	Duty to consult members of Council affected by a proposed organisational restructure, before the organisational restructure is implemented	GMs, Managers, MPC	
s 46(5)	Duty to, in giving effect to gender equality, diversity and inclusiveness, comply with any processes and requirements prescribed by the regulations for the purposes of this section of this Act	All Staff	
s 46(6)	Duty to ensure that the Mayor, Deputy Mayor, Councillors and members of Council staff have access to the workforce plan	GMs, 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	ND	

Local Government Act 2020			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 47(7)	Duty to keep a register of delegations under section 47 of this Act	MG, CG	
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	GMs, 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 48(2)	Duty to adopt and maintain a recruitment policy addressing the matters listed in s 48(2)	CHR	
s 49(1)	Duty to develop and implement a code of conduct for members of Council staff	CHR	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	CHR	
s 54(6)	Duty to ensure the preparation and maintenance of agendas, minutes and reports of the Audit and Risk Committee	MG, CG	
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	MF, GMSE	

Local Government Act 2020			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 105	Power to designate a person as a Principal Accounting Officer	CEO	
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	MG, GMSE	
s 121	Function of receiving application for land information certificate	CSO, CRiM, PropO	
s 122	Function of receiving acquisition notice	MG, CRiM, PropO	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	MG, GMSE	
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	MG, GMSE	
s 132(1)	Power to nominate a 'nominated officer'	CEO	
s 133	Function of receiving an initial personal interests return	MG, CG	
s 134	Function of receiving a biannual personal interests return	MG, CG	

Local Government Act 2020			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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	MG, 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	MG, CG	
s 136(1)	Duty to ensure that personal interests return are kept in accordance with the Public Records Act 1973	CRM, MG, CG	
s 136(2)	Duty to ensure that only the 'specified persons' have access to or can inspect a personal interests return	MG, CG	
s 150(1)	Duty to appoint the Councillor Conduct Officer and notify the Principal Councillor Conduct Registrar of the appointment	ND	
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	MF, MG	
s 240(11)	Duty to send notice	MF, MG	
s 240(12)	Duty to send notice	MF, MG	
s 246(1)	Duty to enrol a person following receipt of a written application for enrolment unless she or he believes the person is not entitled to be enrolled	CR, MF	

Local Government Act 2020			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 246(2)	Power to refuse enrolment and duty to give written reasons for refusal application for enrolment	CR, FO	
s 246(3)	Power to request information orally or in writing to enable her or him to determine a person's eligibility for enrolment	CR, MF	
s 246(4)	Power to require information to be given in writing and signed by the person giving the information	CR, MF	
s 247(3)	Power to decide whether address should be placed on voters' roll and to then take action accordingly	MF, MG	
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	MF, MG	
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	MF	
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	CR, MF	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	MCSu, GMCL	Subject to section 254(2)(a) and (b)
s 254(2)	Duty to obtain undertaking	GMCL	

Local Government Act 2020			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 254(4)	Power to request the Victorian Electoral Commission to provide a copy of the voters' roll	MCSu, GMCL	
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	MG, GMSE	
s 306(1)	Function of receiving election campaign donation return	MG, 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)	MG, 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	MG, CG	
s 307(3)	Duty to ensure that a summary of the return is made available on the Council's Internet	MG, CG	
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	MG, CG	
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)	MG, CG	

Local Government Act 2020			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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	CEH, GMs, Managers	
s 324(2)	Power to sign a certificate certifying any matter relating to the contents of any document kept by a Council	MG, GMSE	

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

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 140	Power to certify copies of instruments, documents, maps or plans under this Act	MIP, GMPME, MPCo	Where the Council is the relevant responsible authority
s 141	Power to provide evidentiary statement pertaining to land use and permits under this Act	MIP, GMPME, MPCo	Where the Council is the relevant responsible authority

Planning and Environment Act 1987

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

Public Health and Wellbeing Act 2008

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 226(2)	Power to sign evidentiary certificates under this Act	CEH, GMCL, MCSa	

Public Interest Disclosures Act 2012

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 12(2)	Function of receiving a disclosure	MG, GMSE	

Rooming House Operators Act 2016

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 4	Function of liaising with Business Licensing Authority	CEH	
s 15(1)	Duty to provide information to Business Licensing Authority on request	CEH	

Rooming House Operators Act 2016			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 15(2)	Duty to give a report to Business Licensing Authority on inquiries made in response to request under s 15(1)	CEH	
s 24(2)	Duty to give a report to Business Licensing Authority on inquiries made in response to request under s 24(1)	CEH	

Service Victoria Act 2018			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 5(2)	Function of receiving a copy of the agreement made under s 5(1)	MG, CRiM	
s 5(4)	Function of receiving a copy of a notice under s 5(3)	MG, CRiM	
s 6	Duty to use best endeavours to give effect to a notice under s 5(3) which applies to Council	MG, CRiM	
s 7(3)	Function of receiving a copy of the agreement made under s 7(1)	MG, CRiM	
s 7(4)	Function of receiving a copy of a notice under s 7(3)	MG, CRiM	

Service Victoria Act 2018			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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	GMSE	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	GMSE	
s 10(2)	Function of receiving a copy of the agreement made under s 10(1)	MG, CRiM	
S 10(4)	Function of receiving a copy of a notice under s 10(3)	MG, CRiM	
s 11	Duty to use best endeavours to give effect to a notice under s 10(3) which applies to Council	MG, CRiM	
s 12(3)	Function of receiving a copy of the agreement made under s 12(1)	MG, CRiM	
s 12(4)	Function of receiving a copy of a notice under s 12(2)	MG, CRiM	
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	GMSE	Where Council's CEO has been transferred a transferred identity verification function
a 14A(1)	Power to agree in writing for the Service Victoria CEO to perform an identity verification function	GMSE	

Service Victoria Act 2018			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 24A(2)(a)	Function of agreeing on form of delivery	GMSE	
s 47A(1)	Power to enter into an agreement with Service Victoria CEO for Service Victoria CEO to establish and maintain a database for the purpose of recording information for the purpose of recording information	GMSE	
s 47G(1)	Power to request the Service Victoria CEO to, in whole or in part: (a) close a database established or maintained under s 47A (b) transfer the database (c) with agreement of another service agency, transfer the database to the other agency or related party	GMSE	

Sheriff Act 2009			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 54	Power to exempt Council from providing information to the Sheriff otherwise authorised by a warrant if exceptional circumstances apply	GMCL, MCSa	

Tobacco Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations

Tobacco Act 1987

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 36	Power to nominate a person to be appointed an inspector	GMCL, MCSa	

Valuation of Land Act 1960

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

Victorian Data Sharing Act 2017

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 8(1)	Function of receiving a written notice to provide the Chief Data Officer with data held by Council, and data that is specified in the Chief Data Officer's notice	MG, CRiM	
s 11(1)	Function of receiving a written notice to provide information about Council's data holding	MG, CRiM	
s 15(1)	Power to disclose identifiable data to the Chief Data Officer in response to a request under s 8	MG, CRiM	In accordance with s 5
s 15(2)	Power to disclose identifiable data to a data analytics body for the purpose of data integration	MG, CRiM	In accordance with s 5

Victorian Data Sharing Act 2017			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 21	Duty to inform the Chief Data Officer of the secrecy provisions which apply to the disclosed data	MG, CRiM	Where the CEO is aware of secrecy provisions that apply to data that they have disclosed in accordance with this Act

Victorian Inspectorate Act 2011			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 87(2)	Function of responding to adverse material the Victorian Inspectorate intends to include in a report	MG, GMSE	
s 91(2)	Function of responding to adverse material the Victorian Inspectorate intends to include in annual report	MG, GMSE	

Local Government (Electoral) Regulations 2020			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 15(1)	Duty to provide details of a person's entitlement to be enrolled as a ratepayer on the voters' roll	CR, MF	
r 15(2)	Power to exchange relevant information to enrolment entitlements with the VEC	CR, MF	
r 18	Duty to maintain a list of silent voters	CR, MF	

Local Government (Electoral) Regulations 2020			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 19	Duty to ensure that only authorised persons have access to details of silent voters	CR, MF	
r 33	Duty to cause the Local Government Candidate Training to be conducted	MG, GMSE	
r 34	Function of receiving prescribed information from person undertaking Local Government Candidate Training	MG, GMSE	
r 35	Duty to keep a register of attendance	MG, GMSE	
r 36(2)	Duty to comply with notice under subsection (1)	MG, GMSE	
r 83	Duty to submit report on election received by the VEC to Council	ND, MG	

Local Government (Governance and Integrity) Regulations 2020			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 5(b)	Power to approve the taking of the oath or affirmation of office by means of an audio visual link for the purposes of s 30 of the Local Government Act 2020	ND	

Local Government (Land Information) Regulations 2021			
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Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 5(2)	Power to sign a land information certificate	CR, MF, GMSE	