

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

**Greater Bendigo City 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 Greater Bendigo City Council-**

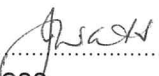
1. delegate each duty and/or function and/or power respectively described in column 1 of the Schedule (and summarised in column 2 of the Schedule) to the member of Council staff holding, acting in or performing the duties of the office or position respectively described in column 3 of the Schedule;
2. record that on the coming into force of this Instrument of Delegation each delegation under the Instrument of Delegation dated 2 November 2022 and executed by Craig Niemann, Chief Executive Officer, is revoked;
3. declare that this Instrument of Delegation –
  - 3.1 comes into force immediately upon its execution;
  - 3.2 remains in force until varied or revoked; and
  - 3.3 is subject to any conditions and limitations set out in paragraph 4, and in the Schedule; and
4. 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  
Chief Executive Officer.

2023 and is made by the

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

)  
) 

  
.....  
Witness

15 DECEMBER 2023  
.....  
Date

# SCHEDULE

# RELIANSYS® DELEGATIONS EXPORT FROM LIBRARY

## S13 INSTRUMENT OF DELEGATION OF CEO POWERS, DUTIES AND FUNCTIONS

EXPORT: 13 DECEMBER 2023

### Delegation Sources

- Child Wellbeing and Safety Act 2005
- Emergency Management Act 2013
- 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
- Service Victoria Act 2018
- Sheriff Act 2009
- Tobacco Act 1987
- Valuation of Land Act 1960
- Victorian Data Sharing Act 2017
- Victorian Inspectorate Act 2011
- Local Government (Electoral) Regulations 2020
- Local Government (Governance and Integrity) Regulations 2020
- Local Government (Land Information) Regulations 2021

RELIANSYS ID Code	Delegation Source	<u>Column 1</u>	<u>Column 2</u>	<u>Column 3</u>	<u>Column 4</u>
		Provision	Item Delegated	Delegate	Conditions & Limitations
584281	Child Wellbeing and Safety Act 2005	s 29(2)	Function of receiving written notice and consenting to inspection of relevant premises by the Commission for Children and Young People	Manager Community and Environmental Health, Director Healthy Communities and Environments	
584282	Child Wellbeing and Safety Act 2005	s 29(3)	Power to consent to inspection of relevant premises without written notice by the Commission for Children and Young People	Manager Community and Environmental Health, Coordinator Child Safety and Early Learning, Nominated Supervisors of Early Learning Centres, Director Healthy Communities and Environments	
584283	Child Wellbeing and Safety Act 2005	s 36	Duty to ensure that the Commission for Children	Directors, Managers and other members	

RELIANSYS ID Code	Delegation Source	<u>Column 1</u>	<u>Column 2</u>	<u>Column 3</u>	<u>Column 4</u>
		Provision	Item Delegated	Delegate	Conditions & Limitations
			and Young People is given any assistance reasonably required to perform functions	of OLT, Coordinators and other members of ADT	
584253	Child Wellbeing and Safety Act 2005	s 43	Function of receiving birth notice in certain circumstances	Coordinator Child Safety and Early Learning, All Maternal Child Health Staff, Maternal Child Health Nurse	Where the mother of the child usually resides in Council's municipal district.
584254	Child Wellbeing and Safety Act 2005	s 45	Duty to send a copy of a birth notice to a nurse or the Secretary	Coordinator Child Safety and Early Learning, All Maternal Child Health Staff, Maternal Child Health Nurse	

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		Provision	Item Delegated	Delegate	Conditions & Limitations
584289	Child Wellbeing and Safety Act 2005	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	Manager Community and Environmental Health, Coordinator Child Safety and Early Learning, Director Healthy Communities and Environments	
584290	Child Wellbeing and Safety Act 2005	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	Manager Community and Environmental Health, Coordinator Child Safety and Early Learning, Director Healthy Communities and Environments	
679795	Child Wellbeing and Safety Act 2005	s 46N	Duty to notify the Secretary, if there is reasonably belief, that the person authorised	Manager Community and Environmental Health, Coordinator	

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		Provision	Item Delegated	Delegate	Conditions & Limitations
			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	Child Safety and Early Learning, Director Healthy Communities and Environments	
584322	Emergency Management Act 2013	s 54(1)(a)(vii)	Power to nominate a person, position or role to be a member of the Regional Emergency Management Planning Committee	Director Healthy Communities and Environments	
584323	Emergency Management Act 2013	s 59B(1)(b)	Power to nominate a member of Council staff to be the chairperson of the Municipal Emergency Management Planning Committee	Director Healthy Communities and Environments	Delegates cannot nominate themselves



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		Provision	Item Delegated	Delegate	Conditions & Limitations
584271	Emergency Management Act 2013	s 74E3(d)	Function of receiving a copy of any Orders made by Governor in Council under this section	Director Healthy Communities and Environments	
584272	Fines Reform Act 2014	s 175(1)(b)	Power to certify that exceptional circumstances apply requiring Council not to provide required information	Director Corporate Performance	Where Council is a 'specified agency'
584255	Fire Services Property Levy Act 2012	s 66	Power to disclose information in capacity as a collection agency unless that information will or is likely to identify a particular person	Manager Financial Strategy, Senior Coordinator Rates and Revenue	s 66 does not apply if the disclosure is permitted by, or is necessary for the administration of, this Act

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		Provision	Item Delegated	Delegate	Conditions & Limitations
584256	Fire Services Property Levy Act 2012	s 68(1)(b)	Power to authorise the secondary disclosure of information obtained under, or in relation to the administration of, this Act	Manager Financial Strategy, Senior Coordinator Rates and Revenue	
584257	Food Act 1984	s 50AB	Function of signing a certificate under this Act	Manager Community and Environmental Health, Coordinator Environmental Health, Team Leader Environmental Health	
584303	Freedom of Information Act 1982	s 6W(4)	Duty to ensure that all officers and employees are informed about the requirements of the professional standards	Director Corporate Performance, Manager Governance	

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		Provision	Item Delegated	Delegate	Conditions & Limitations
584304	Freedom of Information Act 1982	s 8(2)	Duty to make certain documents available for inspection and purchase	Director Corporate Performance, Manager Governance, Manager Customer Service and Corporate Planning	
584305	Freedom of Information Act 1982	s 8(3)	Duty to cause to be prepared a corresponding document, altered only to the extent necessary to exclude exempt matter	Director Corporate Performance, Manager Governance, Manager Customer Service and Corporate Planning	
584306	Freedom of Information Act 1982	s 8(5)	Duty to cause the fact of the existence of a document to be published	Director Corporate Performance, Manager Governance, Manager Customer	

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		Provision	Item Delegated	Delegate	Conditions & Limitations
				Service and Corporate Planning	
584258	Freedom of Information Act 1982	s 61E	Duty to co-operate with the Information Commissioner in dealing with a complaint	Director Corporate Performance, Manager Governance, Coordinator Legal Services, Lawyer, Legal Services Support Officer, Legal Officer	
584307	Freedom of Information Act 1982	s 61G	Function of consulting with the Information Commissioner	Director Corporate Performance, Manager Governance, Coordinator Legal Services, Lawyer, Legal Services	

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		Provision	Item Delegated	Delegate	Conditions & Limitations
				Support Officer, Legal Officer	
584308	Freedom of Information Act 1982	s 61GA(1)(a)	Function of processing or identifying a reasonable sample of the documents upon notice from the Information Commissioner	Director Corporate Performance, Manager Governance, Coordinator Legal Services, Lawyer, Legal Services Support Officer, Legal Officer	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)
584309	Freedom of Information Act 1982	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	Director Corporate Performance, Manager Governance, Coordinator Legal Services, Lawyer, Legal Services	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

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		Provision	Item Delegated	Delegate	Conditions & Limitations
			the Information Commissioner	Support Officer, Legal Officer	
584310	Freedom of Information Act 1982	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	Director Corporate Performance, Manager Governance, Coordinator Legal Services, Lawyer, Legal Services Support Officer, Legal Officer	
584311	Freedom of Information Act 1982	s 61GA(3)	Power to apply for extension	Director Corporate Performance, Manager Governance, Coordinator Legal Services, Lawyer, Legal Services	

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		Provision	Item Delegated	Delegate	Conditions & Limitations
				Support Officer, Legal Officer	
584312	Freedom of Information Act 1982	s 61H	Power to reach an agreement with a complaint	Director Corporate Performance, Manager Governance, Coordinator Legal Services, Lawyer, Legal Services Support Officer, Legal Officer	
584313	Freedom of Information Act 1982	s 61I(2)	Power to make submissions in relation to a complaint	Director Corporate Performance, Manager Governance, Coordinator Legal Services, Lawyer, Legal Services	

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		Provision	Item Delegated	Delegate	Conditions & Limitations
				Support Officer, Legal Officer	
584314	Freedom of Information Act 1982	s 61L(5)	Power to comment on and response to a draft recommendation or draft comment	Director Corporate Performance, Manager Governance, Coordinator Legal Services, Lawyer, Legal Services Support Officer, Legal Officer	
584315	Freedom of Information Act 1982	s 61R(4)	Power to respond to adverse material	Director Corporate Performance, Manager Governance, Coordinator Legal Services, Lawyer, Legal Services	



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		Provision	Item Delegated	Delegate	Conditions & Limitations
				Support Officer, Legal Officer	
584316	Freedom of Information Act 1982	s 63BA(1)	Power to apply to the Supreme Court for a determination	Director Corporate Performance, Manager Governance, Coordinator Legal Services	
584317	Freedom of Information Act 1982	s 63BA(4)(a)	Power to make an application	Director Corporate Performance, Manager Governance, Coordinator Legal Services	
584318	Freedom of Information Act 1982	s 63E(3)(b)	Power to give written consent to a disclosure	Director Corporate Performance, Manager Governance,	

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		Provision	Item Delegated	Delegate	Conditions & Limitations
				Coordinator Legal Services, Lawyer, Legal Services Support Officer, Legal Officer	
584319	Freedom of Information Act 1982	s 64B	Duty to give the Information Commissioner any information referred to in s 64(2)	Director Corporate Performance, Manager Governance, Coordinator Legal Services, Lawyer, Legal Services Support Officer, Legal Officer	
584259	Independent Broad-Based Anti-Corruption Commission Act 2011	s 41	Power of receiving information acquired by the Independent Broad-based Anti-corruption Commission (IBAC)	Director Corporate Performance, Manager Governance	

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		Provision	Item Delegated	Delegate	Conditions & Limitations
584260	Independent Broad-Based Anti-Corruption Commission Act 2011	s 57	Duty to notify IBAC of any matter believed to constitute corrupt conduct	Director Corporate Performance, Manager Governance	Subject to any exemption notices issued under s 57B
584273	Independent Broad-Based Anti-Corruption Commission Act 2011	s 57A(5)	Duty to comply with Directions made by IBAC under s 57A	Director Corporate Performance, Manager Governance	
584274	Independent Broad-Based Anti-Corruption Commission Act 2011	s 59D(2)	Duty to comply with request by IBAC under s 59D for relevant information	Director Corporate Performance, Manager Governance	

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		Provision	Item Delegated	Delegate	Conditions & Limitations
584261	Independent Broad-Based Anti-Corruption Commission Act 2011	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	Director Corporate Performance, Manager Governance	
584262	Independent Broad-Based Anti-Corruption Commission Act 2011	s 159	Power of receiving IBAC recommendations about the action to be taken following an IBAC investigation	Director Corporate Performance, Manager Governance	
584263	Independent Broad-Based Anti-Corruption Commission Act 2011	s 162(2)	Power of receiving and responding to an IBAC special report that includes matters pertaining to Council	Director Corporate Performance, Manager Governance	

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584264	Independent Broad-Based Anti-Corruption Commission Act 2011	s 163(3)	Power of receiving written information about the commencement, conduct or results of an IBAC investigation pertaining to Council	Director Corporate Performance, Manager Governance	
584265	Independent Broad-Based Anti-Corruption Commission Act 2011	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	Director Corporate Performance, Manager Governance	
584324	Local Government Act 2020	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	Director Corporate Performance, Manager Governance	

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		Provision	Item Delegated	Delegate	Conditions & Limitations
584325	Local Government Act 2020	s 32(4)(b)	Duty to provide reasonable assistance to a Councillor to enable them to access the Councillor induction training	Director Corporate Performance, Manager Governance	
584326	Local Government Act 2020	s 46(1)(a)	Function of supporting the Mayor and the Councillors in the performance of their roles	Director Corporate Performance, Manager Governance	
584327	Local Government Act 2020	s 46(1)(b)	Function of ensuring the effective and efficient management of the day to day operations of the Council	Directors, Managers and other members of OLT	
584328	Local Government Act 2020	s 46(3)(a)	Duty of establishing and maintaining an	Not delegated	

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		Provision	Item Delegated	Delegate	Conditions & Limitations
			organisational structure for the Council		
584329	Local Government Act 2020	s 46(3)(b)	Responsibility for appointing, directing, managing and dismissing Council staff and for all other issues relating to Council staff	All staff with people management responsibilities	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
584404	Local Government Act 2020	s 46(3)(b)	Power to approve the filling of vacancies or the creation, reclassification, or abolition 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

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		Provision	Item Delegated	Delegate	Conditions & Limitations
584330	Local Government Act 2020	s 46(3)(b)	Power to fix salaries for vacant positions	Directors, Managers and other members of OLT	Subject to CEO budget approval
584331	Local Government Act 2020	s 46(3)(b)	Power to approve the appointment, engagement or promotion of full time, part time and casual staff	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
584332	Local Government Act 2020	s 46(3)(b)	Power to approve position descriptions	Directors, Managers and other members of OLT	
584333	Local Government Act 2020	s 46(3)(b)	Power to create or approve creation of new positions	Not delegated	The power remains with the CEO



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		Provision	Item Delegated	Delegate	Conditions & Limitations
584334	Local Government Act 2020	s 46(3)(b)	Power to conduct disciplinary action under relevant awards and policies	Directors	
584335	Local Government Act 2020	s 46(3)(b)	Power to terminate or suspend the employment of, or to suspend from duty, a member of Council staff	Directors	
584336	Local Government Act 2020	s 46(3)(b)	Power to conduct interviews for staff annual review	Directors, Managers and other members of OLT, Coordinators and other members of ADT, Team Leaders	
584337	Local Government Act 2020	s 46(3)(b)	Power to authorise sick, annual and family leave	Directors, Managers and other members of OLT, Coordinators	

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		Provision	Item Delegated	Delegate	Conditions & Limitations
				and other members of ADT, Team Leaders	
584338	Local Government Act 2020	s 46(3)(b)	Power to approve long service leave and compassionate leave	Directors, Managers and other members of OLT	
584339	Local Government Act 2020	s 46(3)(b)	Power to authorise all forms of study and training leave and educational assistance	Directors, Managers and other members of OLT	
584340	Local Government Act 2020	s 46(3)(b)	Power to approve leave without pay	Directors, Managers and other members of OLT	
584341	Local Government Act 2020	s 46(3)(b)	Power to authorise time sheets, higher duties, time-in-lieu, overtime and travel expense claims	Directors, Managers and other members of OLT, Coordinators and other members	

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		Provision	Item Delegated	Delegate	Conditions & Limitations
				of ADT, Team Leaders	
584342	Local Government Act 2020	s 46(3)(b)	Power to approve attendance at conferences and seminars by staff	Directors, Managers and other members of OLT, Coordinators and other members of ADT, Team Leaders	
584343	Local Government Act 2020	s 46(3)(b)	Power to approve attendance at training programs by staff	Directors, Managers and other members of OLT, Coordinators and other members of ADT, Team Leaders	
584344	Local Government Act 2020	s 46(3)(b)	Power to give approval for staff to travel	Directors, Managers and other members of OLT, Coordinators and other members	

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		Provision	Item Delegated	Delegate	Conditions & Limitations
				of ADT, Team Leaders	
584345	Local Government Act 2020	s 46(3)(b)	Power to approve travel accommodation for staff	Directors, Managers and other members of OLT	
584346	Local Government Act 2020	s 46(3)(b)	Power to sign Notice of Injury and Work Injury Form	Manager People and Culture, Work Health and Safety Coordinator, HR Advisor, Injury Management Advisor, HR Coordinator	
584347	Local Government Act 2020	s 46(3)(b)	Power to approve claims under WorkCover excess	Director Corporate Performance, Manager People and Culture, Work Health	

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		Provision	Item Delegated	Delegate	Conditions & Limitations
				and Safety Coordinator	
584348	Local Government Act 2020	s 46(3)(b)	Power to approve expenses relating to an approved course of study for staff	Directors, Managers and other members of OLT	
584349	Local Government Act 2020	s 46(3)(b)	Power to approve staff engaging in other employment	Directors	
584350	Local Government Act 2020	s 46(3)(b)	Power to determine acceptance or denial of liability in the event of a WorkCover claim	Not delegated	Decision is made by Council's Insurance Agent
584351	Local Government Act 2020	s 46(3)(b)	Power to sign Letter of Acceptance of Resignation	Directors, Managers and other members of OLT, Coordinators	

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		Provision	Item Delegated	Delegate	Conditions & Limitations
				and other members of ADT	
584352	Local Government Act 2020	s 46(3)(b)	Power to provide references on Council letterhead	Directors, Managers and other members of OLT, Coordinators and other members of ADT, Team Leaders	
584353	Local Government Act 2020	s 46(3)(b)	Power to authorise access to a staff member's personal file	Director Corporate Performance, Manager People and Culture, Human Resources Coordinator	
584354	Local Government Act 2020	s 46(4)(a)	Duty to develop and maintain a workforce plan that describes the organisational structure of	Director Corporate Performance, Manager Financial	

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		Provision	Item Delegated	Delegate	Conditions & Limitations
			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	Strategy, Manager People and Culture	
584355	Local Government Act 2020	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 delegated	
584356	Local Government Act 2020	s 46(4)(c)	Duty to consult members of Council affected by a proposed organisational restructure, before the organisational restructure is implemented	Director Corporate Performance, Manager People and Culture	

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		Provision	Item Delegated	Delegate	Conditions & Limitations
584357	Local Government Act 2020	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	Director Corporate Performance, Manager People and Culture	
584358	Local Government Act 2020	s 46(6)	Duty to ensure that the Mayor, Deputy Mayor, Councillors and members of Council staff have access to the workforce plan	Director Corporate Performance, Manager People and Culture	
584359	Local Government Act 2020	s 47(6)	Duty to submit an annual report to the Council in relation to the activities and performance of a Community Asset	Directors	



RELIANSYS ID Code	Delegation Source	<u>Column 1</u>	<u>Column 2</u>	<u>Column 3</u>	<u>Column 4</u>
		Provision	Item Delegated	Delegate	Conditions & Limitations
			Committee in respect of which the members have been given a delegation under this section		
584360	Local Government Act 2020	s 47(7)	Duty to keep a register of delegations under section 47 of this Act	Manager Governance, Coordinator Legal Services	
584361	Local Government Act 2020	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	Director Corporate Performance	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
584362	Local Government Act 2020	s 48(2)	Duty to adopt and maintain a recruitment policy	Director Corporate Performance,	

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		Provision	Item Delegated	Delegate	Conditions & Limitations
			addressing the matters listed in s 48(2)	Manager People and Culture	
584363	Local Government Act 2020	s 49(1)	Duty to develop and implement a code of conduct for members of Council staff	Director Corporate Performance, Manager People and Culture	Must develop and implement the first code of conduct within 6 months of commencement of this section
584364	Local Government Act 2020	s 49(4)	Duty to ensure that members of Council staff have access to the code of conduct for members of Council staff	Director Corporate Performance, Manager People and Culture, HR Coordinator	
584365	Local Government Act 2020	s 54(6)	Duty to ensure the preparation and maintenance of agendas,	Director Corporate Performance, Manager Governance, Risk	

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		Provision	Item Delegated	Delegate	Conditions & Limitations
			minutes and reports of the Audit and Risk Committee	and Assurance Advisor	
584366	Local Government Act 2020	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	Director Corporate Performance, Manager Financial Strategy	
595313	Local Government Act 2020	s 105	Power to designate a person as a Principal Accounting Officer	Director Corporate Performance	
584367	Local Government Act 2020	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	Director Corporate Performance, Manager Governance, Coordinator Procurement	

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		Provision	Item Delegated	Delegate	Conditions & Limitations
			Councils or public bodies which may be available		
584368	Local Government Act 2020	s 121	Function of receiving application for land information certificate	Manager Financial Strategy, Team Leader Rates and Revenue, Coordinator Property Information, All Financial Strategy Unit Staff, Senior Coordinator Rates and Revenue	
584369	Local Government Act 2020	s 122	Function of receiving acquisition notice	Manager Financial Strategy, Team Leader Rates and Revenue, Coordinator Property Information, All Financial Strategy	See prescribed information under r 7 of the Local Government (Land Information) Regulations 2021

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		Provision	Item Delegated	Delegate	Conditions & Limitations
				Unit Staff, Senior Coordinator Rates and Revenue	
584370	Local Government Act 2020	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	Director Corporate Performance, Manager Governance	
584371	Local Government Act 2020	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	Director Corporate Performance, Manager Governance	

RELIANSYS ID Code	Delegation Source	<u>Column 1</u>	<u>Column 2</u>	<u>Column 3</u>	<u>Column 4</u>
		Provision	Item Delegated	Delegate	Conditions & Limitations
			Council as to the action that is to be taken		
584372	Local Government Act 2020	s 132(1)	Power to nominate a 'nominated officer'	Not delegated	The power remains with the CEO
584373	Local Government Act 2020	s 133	Function of receiving an initial personal interests return	Director Corporate Performance, Manager Governance	
584374	Local Government Act 2020	s 134	Function of receiving a biannual personal interests return	Director Corporate Performance, Manager Governance	
584375	Local Government Act 2020	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	Director Corporate Performance, Manager Governance	

RELIANSYS ID Code	Delegation Source	<u>Column 1</u>	<u>Column 2</u>	<u>Column 3</u>	<u>Column 4</u>
		Provision	Item Delegated	Delegate	Conditions & Limitations
584376	Local Government Act 2020	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	Director Corporate Performance, Manager Governance	
584377	Local Government Act 2020	s 136(1)	Duty to ensure that personal interests return are kept in accordance with the Public Records Act 1973	Director Corporate Performance, Manager Governance	
584378	Local Government Act 2020	s 136(2)	Duty to ensure that only the 'specified persons' have access to or can inspect a personal interests return	Director Corporate Performance, Manager Governance	
584379	Local Government Act 2020	s 150(1)	Duty to appoint the Councillor Conduct Officer	Not delegated	The power remains with the CEO

RELIANSYS ID Code	Delegation Source	<u>Column 1</u>	<u>Column 2</u>	<u>Column 3</u>	<u>Column 4</u>
		Provision	Item Delegated	Delegate	Conditions & Limitations
			and notify the Principal Councillor Conduct Registrar of the appointment		
584380	Local Government Act 2020	s 230(16)	Duty to summon a Council Meeting within 14 days after the public declaration of the election result	Not delegated	The power remains with the CEO
584381	Local Government Act 2020	s 240(10)	Duty to send notice	Director Corporate Performance, Manager Financial Strategy, Senior Coordinator Rates and Revenue, Rates Coordinator	
584382	Local Government Act 2020	s 240(11)	Duty to send notice	Director Corporate Performance, Manager Financial	



RELIANSYS ID Code	Delegation Source	<u>Column 1</u>	<u>Column 2</u>	<u>Column 3</u>	<u>Column 4</u>
		Provision	Item Delegated	Delegate	Conditions & Limitations
				Strategy, Senior Coordinator Rates and Revenue, Rates Coordinator	
584383	Local Government Act 2020	s 240(12)	Duty to send notice	Director Corporate Performance, Manager Financial Strategy, Senior Coordinator Rates and Revenue, Rates Coordinator	
584384	Local Government Act 2020	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	Director Corporate Performance, Manager Financial Strategy, Team Leader Rates and Revenue, Coordinator Property Information, Senior	

RELIANSYS ID Code	Delegation Source	<u>Column 1</u>	<u>Column 2</u>	<u>Column 3</u>	<u>Column 4</u>
		Provision	Item Delegated	Delegate	Conditions & Limitations
				Coordinator Rates and Revenue	
584385	Local Government Act 2020	s 246(2)	Power to refuse enrolment and duty to give written reasons for refusal application for enrolment	Director Corporate Performance, Manager Financial Strategy, Team Leader Rates and Revenue, Coordinator Property Information, Senior Coordinator Rates and Revenue	
584386	Local Government Act 2020	s 246(3)	Power to request information orally or in writing to enable her or him to determine a person's eligibility for enrolment	Director Corporate Performance, Manager Financial Strategy, Team Leader Rates and Revenue, Coordinator Property	

RELIANSYS ID Code	Delegation Source	<u>Column 1</u>	<u>Column 2</u>	<u>Column 3</u>	<u>Column 4</u>
		Provision	Item Delegated	Delegate	Conditions & Limitations
				Information, Senior Coordinator Rates and Revenue	
584387	Local Government Act 2020	s 246(4)	Power to require information to be given in writing and signed by the person giving the information	Director Corporate Performance, Manager Financial Strategy, Team Leader Rates and Revenue, Coordinator Property Information, Senior Coordinator Rates and Revenue	
584388	Local Government Act 2020	s 247(3)	Power to decide whether address should be placed on voters' roll and to then take action accordingly	Director Corporate Performance, Manager Financial Strategy, Team Leader Rates and Revenue,	

RELIANSYS ID Code	Delegation Source	<u>Column 1</u>	<u>Column 2</u>	<u>Column 3</u>	<u>Column 4</u>
		Provision	Item Delegated	Delegate	Conditions & Limitations
				Coordinator Property Information, Senior Coordinator Rates and Revenue	
584389	Local Government Act 2020	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	Director Corporate Performance, Manager Financial Strategy, Team Leader Rates and Revenue, Coordinator Property Information, Senior Coordinator Rates and Revenue	
584390	Local Government Act 2020	s 248(1)	Duty to supply to the Victorian Electoral Commission list of voters who appear to be entitled to be enrolled as ratepayers	Director Corporate Performance, Manager Financial Strategy, Team Leader Rates and	

RELIANSYS ID Code	Delegation Source	<u>Column 1</u>	<u>Column 2</u>	<u>Column 3</u>	<u>Column 4</u>
		Provision	Item Delegated	Delegate	Conditions & Limitations
			or corporation representatives and any information required by the Victorian Electoral Commission to compile or amend the voters' roll	Revenue, Coordinator Property Information, Senior Coordinator Rates and Revenue	
584391	Local Government Act 2020	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	Director Corporate Performance, Manager Financial Strategy, Team Leader Rates and Revenue, Coordinator Property Information, Senior Coordinator Rates and Revenue	For the purposes of section 243
584392	Local Government Act 2020	s 254(1)	Power to use the Council voters' roll for communicating or	Director Corporate Performance, Manager Financial	Subject to section 254(2)(a) and (b)

RELIANSYS ID Code	Delegation Source	<u>Column 1</u>	<u>Column 2</u>	<u>Column 3</u>	<u>Column 4</u>
		Provision	Item Delegated	Delegate	Conditions & Limitations
			consulting the local community on the performance of the Council's functions	Strategy, Team Leader Rates and Revenue, Coordinator Property Information, Senior Coordinator Rates and Revenue	
584393	Local Government Act 2020	s 254(2)	Duty to obtain undertaking	Director Corporate Performance, Manager Financial Strategy, Senior Coordinator Rates and Revenue	
584394	Local Government Act 2020	s 254(4)	Power to request the Victorian Electoral Commission to provide a copy of the voters' roll	Director Corporate Performance, Manager Financial Strategy, Team Leader Rates and Revenue,	

RELIANSYS ID Code	Delegation Source	<u>Column 1</u>	<u>Column 2</u>	<u>Column 3</u>	<u>Column 4</u>
		Provision	Item Delegated	Delegate	Conditions & Limitations
				Coordinator Property Information, Senior Coordinator Rates and Revenue	
584395	Local Government Act 2020	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	Not delegated	The power remains with the CEO
584396	Local Government Act 2020	s 306(1)	Function of receiving election campaign donation return	Director Corporate Performance, Manager Governance	

RELIANSYS ID Code	Delegation Source	<u>Column 1</u>	<u>Column 2</u>	<u>Column 3</u>	<u>Column 4</u>
		Provision	Item Delegated	Delegate	Conditions & Limitations
584397	Local Government Act 2020	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)	Director Corporate Performance, Manager Governance	
584398	Local Government Act 2020	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	Director Corporate Performance, Manager Governance	
584399	Local Government Act 2020	s 307(3)	Duty to ensure that a summary of the return is made available on the Council's Internet	Director Corporate Performance, Manager Governance	



RELIANSYS ID Code	Delegation Source	<u>Column 1</u>	<u>Column 2</u>	<u>Column 3</u>	<u>Column 4</u>
		Provision	Item Delegated	Delegate	Conditions & Limitations
584400	Local Government Act 2020	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	Director Corporate Performance, Manager Governance	
584401	Local Government Act 2020	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)	Director Corporate Performance, Manager Governance	
584402	Local Government Act 2020	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	Director Corporate Performance, Manager Governance,	

RELIANSYS ID Code	Delegation Source	<u>Column 1</u>	<u>Column 2</u>	<u>Column 3</u>	<u>Column 4</u>
		Provision	Item Delegated	Delegate	Conditions & Limitations
			Council is a party or has an interest	Coordinator Legal Services	
584403	Local Government Act 2020	s 324(2)	Power to sign a certificate certifying any matter relating to the contents of any document kept by a Council	Not delegated	The power remains with the CEO
584415	Local Government Act 1989	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	Director Corporate Performance, Manager Financial Strategy	
584266	Planning and Environment Act 1987	s 140	Power to certify copies of instruments, documents,	Manager Statutory Planning, Coordinator Statutory Planning,	Where the Council is the relevant responsible authority

RELIANSYS ID Code	Delegation Source	<u>Column 1</u>	<u>Column 2</u>	<u>Column 3</u>	<u>Column 4</u>
		Provision	Item Delegated	Delegate	Conditions & Limitations
			maps or plans under this Act	Senior Planner, Planner	
584267	Planning and Environment Act 1987	s 141	Power to provide evidentiary statement pertaining to land use and permits under this Act	Manager Statutory Planning, Coordinator Statutory Planning, Senior Planner, Planner	Where the Council is the relevant responsible authority
584268	Planning and Environment Act 1987	s 142	Power to provide evidentiary statement pertaining to s 173 agreements under this Act	Manager Statutory Planning, Coordinator Statutory Planning, Senior Planner, Planner	Where the Council is the relevant responsible authority
584269	Public Health and Wellbeing Act 2008	s 226(2)	Power to sign evidentiary certificates under this Act	Director Healthy Communities and Environments	

RELIANSYS ID Code	Delegation Source	<u>Column 1</u>	<u>Column 2</u>	<u>Column 3</u>	<u>Column 4</u>
		Provision	Item Delegated	Delegate	Conditions & Limitations
584321	Public Interest Disclosures Act 2012	s 12(2)	Function of receiving a disclosure	Director Corporate Performance, Directors, Managers and other members of OLT, Manager Governance	
584275	Rooming House Operators Act 2016	s 4	Function of liaising with Business Licensing Authority	Environmental Health Officer, Coordinator Environmental Health, Team Leader Environmental Health	
584276	Rooming House Operators Act 2016	s 15(1)	Duty to provide information to Business Licensing Authority on request	Environmental Health Officer, Coordinator Environmental Health, Team Leader Environmental Health	

RELIANSYS ID Code	Delegation Source	<u>Column 1</u>	<u>Column 2</u>	<u>Column 3</u>	<u>Column 4</u>
		Provision	Item Delegated	Delegate	Conditions & Limitations
584277	Rooming House Operators Act 2016	s 15(2)	Duty to give a report to Business Licensing Authority on inquiries made in response to request under s 15(1)	Environmental Health Officer, Coordinator Environmental Health, Team Leader Environmental Health	
584278	Rooming House Operators Act 2016	s 24(2)	Duty to give a report to Business Licensing Authority on inquiries made in response to request under s 24(1)	Environmental Health Officer, Coordinator Environmental Health, Team Leader Environmental Health	
584291	Service Victoria Act 2018	s 5(2)	Function of receiving a copy of the agreement made under s 5(1)	Not delegated	<hr/> The function remains with the CEO.
584292	Service Victoria Act 2018	s 5(4)	Function of receiving a copy of a notice under s 5(3)	Not delegated	<hr/> The function remains with the CEO.

RELIANSYS ID Code	Delegation Source	<u>Column 1</u>	<u>Column 2</u>	<u>Column 3</u>	<u>Column 4</u>
		Provision	Item Delegated	Delegate	Conditions & Limitations
584293	Service Victoria Act 2018	s 6	Duty to use best endeavours to give effect to a notice under s 5(3) which applies to Council	Not delegated	The duty remains with the CEO.
584294	Service Victoria Act 2018	s 7(3)	Function of receiving a copy of the agreement made under s 7(1)	Not delegated	The function remains with the CEO.
584295	Service Victoria Act 2018	s 7(4)	Function of receiving a copy of a notice under s 7(3)	Not delegated	The function remains with the CEO.
584296	Service Victoria Act 2018	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	Not delegated	Where Council's CEO has been transferred a transferred customer service function The power remains with the CEO

RELIANSYS ID Code	Delegation Source	<u>Column 1</u>	<u>Column 2</u>	<u>Column 3</u>	<u>Column 4</u>
		Provision	Item Delegated	Delegate	Conditions & Limitations
			agency from which the function is transferred		
629124	Service Victoria Act 2018	s 9A(1)	Power to agree in writing for the Service Victoria CEO to perform a customer service function	Not delegated	The function remains with the CEO.
584297	Service Victoria Act 2018	s 10(2)	Function of receiving a copy of the agreement made under s 10(1)	Not delegated	The function remains with the CEO.
584298	Service Victoria Act 2018	S 10(4)	Function of receiving a copy of a notice under s 10(3)	Not delegated	The function remains with the CEO.
584299	Service Victoria Act 2018	s 11	Duty to use best endeavours to give effect to	Not delegated	The duty remains with the CEO.

RELIANSYS ID Code	Delegation Source	<u>Column 1</u>	<u>Column 2</u>	<u>Column 3</u>	<u>Column 4</u>
		Provision	Item Delegated	Delegate	Conditions & Limitations
			a notice under s 10(3) which applies to Council		
584300	Service Victoria Act 2018	s 12(3)	Function of receiving a copy of the agreement made under s 12(1)	Not delegated	<hr/> The function remains with the CEO.
584301	Service Victoria Act 2018	s 12(4)	Function of receiving a copy of a notice under s 12(2)	Not delegated	<hr/> The function remains with the CEO.
584302	Service Victoria Act 2018	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	Not delegated	Where Council's CEO has been transferred a transferred identity verification function <hr/> The power remains with the CEO



RELIANSYS ID Code	Delegation Source	<u>Column 1</u>	<u>Column 2</u>	<u>Column 3</u>	<u>Column 4</u>
		Provision	Item Delegated	Delegate	Conditions & Limitations
629125	Service Victoria Act 2018	a 14A(1)	Power to agree in writing for the Service Victoria CEO to perform an identity verification function	Not delegated	
629126	Service Victoria Act 2018	s 24A(2)(a)	Function of agreeing on form of delivery	Not delegated	
629127	Service Victoria Act 2018	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	Not delegated	Note: Minister must approve the establishment and maintenance of a database
629128	Service Victoria Act 2018	s 47G(1)	Power to request the Service Victoria CEO to, in whole or in part:	Not delegated	

RELIANSYS ID Code	Delegation Source	<u>Column 1</u>	<u>Column 2</u>	<u>Column 3</u>	<u>Column 4</u>
		Provision	Item Delegated	Delegate	Conditions & Limitations
			(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		
584270	Sheriff Act 2009	s 54	Power to exempt Council from providing information to the Sheriff otherwise authorised by a warrant if exceptional circumstances apply	Directors	

RELIANSYS ID Code	Delegation Source	<u>Column 1</u>	<u>Column 2</u>	<u>Column 3</u>	<u>Column 4</u>
		Provision	Item Delegated	Delegate	Conditions & Limitations
595314	Tobacco Act 1987	s 36	Power to nominate a person to be appointed an inspector	Director Healthy Communities and Environments	
584320	Valuation of Land Act 1960	s 3(5)(ba)	Power to request valuations of land	Directors, Manager Property Services, Manager Engineering, Coordinator Infrastructure Development, Strategic Property Analyst	
584284	Victorian Data Sharing Act 2017	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, Managers and other members of OLT	

RELIANSYS ID Code	Delegation Source	<u>Column 1</u>	<u>Column 2</u>	<u>Column 3</u>	<u>Column 4</u>
		Provision	Item Delegated	Delegate	Conditions & Limitations
584285	Victorian Data Sharing Act 2017	s 11(1)	Function of receiving a written notice to provide information about Council's data holding	Directors, Managers and other members of OLT	
584286	Victorian Data Sharing Act 2017	s 15(1)	Power to disclose identifiable data to the Chief Data Officer in response to a request under s 8	Directors, Managers and other members of OLT	In accordance with s 5
584287	Victorian Data Sharing Act 2017	s 15(2)	Power to disclose identifiable data to a data analytics body for the purpose of data integration	Directors, Managers and other members of OLT	In accordance with s 5
584288	Victorian Data Sharing Act 2017	s 21	Duty to inform the Chief Data Officer of the secrecy provisions which apply to the disclosed data	Directors, Managers and other members of OLT	Where the CEO is aware of secrecy provisions that apply to data that they have disclosed in accordance with this Act

RELIANSYS ID Code	Delegation Source	<u>Column 1</u>	<u>Column 2</u>	<u>Column 3</u>	<u>Column 4</u>
		Provision	Item Delegated	Delegate	Conditions & Limitations
584279	Victorian Inspectorate Act 2011	s 87(2)	Function of responding to adverse material the Victorian Inspectorate intends to include in a report	Directors	
584280	Victorian Inspectorate Act 2011	s 91(2)	Function of responding to adverse material the Victorian Inspectorate intends to include in annual report	Directors	
584405	Local Government (Electoral) Regulations 2020	r 15(1)	Duty to provide details of a person's entitlement to be enrolled as a ratepayer on the voters' roll	Director Corporate Performance, Manager Financial Strategy, Team Leader Rates and Revenue, Coordinator Property Information, Senior	

RELIANSYS ID Code	Delegation Source	<u>Column 1</u>	<u>Column 2</u>	<u>Column 3</u>	<u>Column 4</u>
		Provision	Item Delegated	Delegate	Conditions & Limitations
				Coordinator Rates and Revenue	
584406	Local Government (Electoral) Regulations 2020	r 15(2)	Power to exchange relevant information to enrolment entitlements with the VEC	Director Corporate Performance, Manager Financial Strategy, Team Leader Rates and Revenue, Coordinator Property Information, Senior Coordinator Rates and Revenue	
584407	Local Government (Electoral) Regulations 2020	r 18	Duty to maintain a list of silent voters	Director Corporate Performance, Manager Financial Strategy, Team Leader Rates and Revenue, Coordinator Property	

RELIANSYS ID Code	Delegation Source	<u>Column 1</u>	<u>Column 2</u>	<u>Column 3</u>	<u>Column 4</u>
		Provision	Item Delegated	Delegate	Conditions & Limitations
				Information, Senior Coordinator Rates and Revenue	
584408	Local Government (Electoral) Regulations 2020	r 19	Duty to ensure that only authorised persons have access to details of silent voters	Director Corporate Performance, Manager Financial Strategy, Team Leader Rates and Revenue, Coordinator Property Information, Senior Coordinator Rates and Revenue	
584409	Local Government (Electoral) Regulations 2020	r 33	Duty to cause the Local Government Candidate Training to be conducted	Director Corporate Performance, Manager Governance	

RELIANSYS ID Code	Delegation Source	<u>Column 1</u>	<u>Column 2</u>	<u>Column 3</u>	<u>Column 4</u>
		Provision	Item Delegated	Delegate	Conditions & Limitations
584413	Local Government (Electoral) Regulations 2020	r 34	Function of receiving prescribed information from person undertaking Local Government Candidate Training	Director Corporate Performance, Manager Governance	
584410	Local Government (Electoral) Regulations 2020	r 35	Duty to keep a register of attendance	Director Corporate Performance, Manager Governance	
584411	Local Government (Electoral) Regulations 2020	r 36(2)	Duty to comply with notice under subsection (1)	Director Corporate Performance, Manager Governance	
584412	Local Government (Electoral) Regulations 2020	r 83	Duty to submit report on election received by the VEC to Council	Not delegated	



RELIANSYS ID Code	Delegation Source	<u>Column 1</u>	<u>Column 2</u>	<u>Column 3</u>	<u>Column 4</u>
		Provision	Item Delegated	Delegate	Conditions & Limitations
584414	Local Government (Governance and Integrity) Regulations 2020	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	Director Corporate Performance, Manager Governance	
595315	Local Government (Land Information) Regulations 2021	r 5(2)	Power to sign a land information certificate	Director Corporate Performance, Manager Financial Strategy, Team Leader Rates and Revenue, Coordinator Property Information, Senior Coordinator Rates and Revenue	