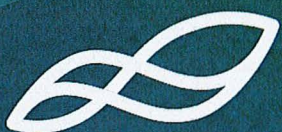


# S13 INSTRUMENT OF DELEGATION

By the Chief Executive Officer



**Campaspe**  
Shire Council

Approved by CEO: 03 July 2023

# S13 Instrument of Delegation of Chief Executive Officer powers, duties and functions

## Instrument of Sub-Delegation

By this Instrument of Delegation, in exercise of the power conferred by s 47(2) of the *Local Government Act 2020* (the Act), I, Pauline Gordon, as Chief Executive Officer of the Campaspe Shire Council –

1. delegate each duty and/or function and/or power respectively described in column 1 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 2 of the Schedule;
2. record that references in column 2 of the Schedule are as follows: -

Position	Abbreviation
Application Support Officer	ASO
Aquatic Customer Services Supervisor	ACSC
Aquatic Duty Supervisors	ADS
Aquatic Facilities Coordinator	AFC
Aquatic Team Leader 1	ATL1
Aquatic Team Leader 2	ATL2
Aquatic Team Leader 3	ATL3
Arboriculture Officer	AO
Building Asset Officer	BAO
Building Inspector	BI
Building Maintenance Coordinator	BMC
Building Maintenance Officer	BMO
Building Surveyor	BS
Business Development Team Leader	BDTL
Business Integration Manager	BIM
Capital Works Coordinator	CWC
Centre Based Care Coordinator 1	CBCC1
Centre Based Care Coordinator 2	CBCC2
Centre Based Care Coordinator 3	CBCC3
CEO Executive Assistant	EA - CEO
Chief Executive Officer	CEO
Chief Financial Officer	CFO
Children's Services Coordinator - Care	CSCC
Children's Services Coordinator - Health	CSCH
Commercial Operations & Projects Manager	COPM
Communications Officer	CO
Community Executive Assistant	EA - COM
Community Programs Coordinator	CPC
Contracts and Procurement Manager	CPM
Corporate Executive Assistant	EA - COR
Customer Service Coordinator	CSC
Customer Service Team Leader	CSTL
Depot Support Officer	DSO

# S13 Instrument of Delegation of Chief Executive Officer powers, duties and functions

<b>Position</b>	<b>Abbreviation</b>
Director Community	DCOM
Director Corporate	DCOR
Director Emergency Management	DEM
Director Infrastructure	DINF
Director Sustainability	DS
Early Childhood Educator Coordinator	ECEC
Echuca Paddlesteamer Coordinator	EPSC
Echuca Paddlesteamer Unit Leader 1	EPSL1
Echuca Paddlesteamer Unit Leader 2	EPSL2
Economic Development Manager	EDM
Engineering Design Coordinator	EDC
Environmental Health Coordinator	EHC
Environmental Health Officer	EHO
Executive Director	ED
Executive Director Executive Assistant	EA - ED
Exhibits and Operations Manager	EOM
Fitness & Lifestyle Leader	FLL
Functions Support Officer	FSO
Governance Coordinator	GC
Governance Grants Officer	GGO
Governance Officer 1	GO1
Governance Officer 2	GO2
Human Resources Coordinator	HRC
Human Resources Officer	HRO
Information Management Coordinator 1	IMC1
Information Management Coordinator 2	IMC2
Information Technology Coordinator	ITC
Information Technology Officer	ITO
Infrastructure Development Coordinator	IDC
Infrastructure Executive Assistant	EA - INF
Learn to Swim Team Leader	LSTL
Library Services Manager	LSM
Local Laws Assistant	LLA
Local Laws Coordinator	LLC
Local Laws Officer 1	LLO1
Local Laws Officer 2	LLO2
Local Laws Parking Officer	LLPO
Manager Assets	MA
Manager Communications	MC
Manager Community Development	MCD
Manager Community Health	MCH
Manager Emergency Management	MEM
Manager Finance	MF
Manager Human Resources	MHR

# S13 Instrument of Delegation of Chief Executive Officer powers, duties and functions

Position	Abbreviation
Manager ICT	MICT
Manager Operations	MO
Manager Planning & Building	MPB
Manager Projects & Facilities	MPF
Manager Recreation	MR
Manager Governance and Strategy	MGS
Maternal Child Health Nurse	MCHN
Municipal Building Surveyor	MBS
Municipal Recovery Manager	MRM
Not Delegated	ND
OHS Advisor	OHSA
Operations Manager Animal Shelter 1	OMAS1
Operations Manager Animal Shelter 2	OMAS2
Parks & Gardens Coordinator	PGC
Parks & Gardens Operations Team Leader	PGOTL
Parks & Gardens Team Leader - Echuca	PGTL-E
Parks & Gardens Team Leader - Kyabram	PGTL-K
Planner	PL
Planning and Building Assistant 1	PBA1
Planning and Building Assistant 2	PBA2
Planning Team Leader	PTL
Plant and Fleet Officer	PFO
Project Management Coordinator	PMC
Property Manager	PM
Property Officer	PO
Quarry Operations Manager	QOM
Rates and Revenue Team Leader	RRTL
Recreation Coordinator	RC
Recreation Officer	RO
Risk Management and Insurance Coordinator	RMIC
Road Maintenance Grading Team Leader	RMGTL
Saleyards Manager	SM
Senior Planner	SP
Senior Road Services Engineer	SRSE
Strategic Assets Coordinator	SAC
Strategic Planning Team Leader	SPTL
Supported Playgroup Facilitator	SPF
Volunteer and Training Coordinator	VTC
Waste Services Coordinator	WSC
Works and Services Manager	WSM
Works Business Administrator	WBA
Works Coordinator	WC
Works Supervisor	WS
Works Team Leader – Road Maintenance	WTLRM

# S13 Instrument of Delegation of Chief Executive Officer powers, duties and functions

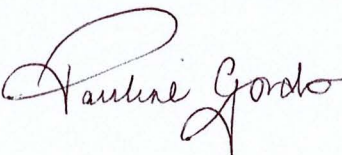
Position	Abbreviation
Works Team Leaders	WTL
Workshop Team Leader	WSTL

Position Group	Abbreviation	Relevant Position Abbreviations
Executive Management Group	ALL EMG	DCOR, ED, DINF, DCOM, CFO, DEM, DS
Managers	ALL MAN	MC, MF, MHR, MICT, MPB, MPF, MR, MO, MA, MCD, MCH, MG, MGS, MEM,
Supervisors	ALL SUP	AFC, LSTL, BMC, OMAS1, CBCC1, COPM, CSCC, CSC, EDC, EHC, EPSC, GC, IDC, LLC, LSM, MBS, PGTL-E, PM, QOM, RRTL, SAC, SM, WSC, WSTL, PTL, BIM, IMC1, ITC, CSTL, CPM, CSCH, BS, ATL1, CBCC2, FLL, BDTL, RC, WTL, PGC, WSM, PGOTL, WBA, WS, CWC, PMC, SRSE, CPC, EDM, AO, EOM, ATL2, ATL3, ACSC, ADS, IMC2, OMAS2, PGTL-K, EA-CEO

3. record that on the coming into force of this Instrument of Delegation each delegation under the Instrument of Delegation dated 27 March 2023 and executed by Pauline Gordon 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, in column 3 of 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.

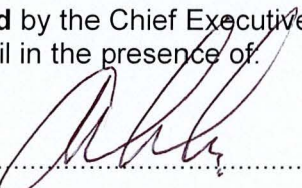
**This Instrument of Delegation** is dated 03 July 2023 and is made by the Chief Executive Officer.

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

) 

Witness

Date:

  
 30/6/2023

# S13 Instrument of Delegation of Chief Executive Officer powers, duties and functions

## Delegations Sources

- Child Wellbeing and Safety Act 2005
- Fire Services Property Levy Act 2012
- Freedom of Information Act 1982
- Independent Broad-Based Anti-Corruption Commission Act 2011
- Local Government Act 2020
- Planning and Environment Act 1987
- Public Health and Wellbeing Act 2008
- Public Interest Disclosures Act 2012
- Service Victoria Act 2018
- Tobacco Act 1987
- Valuation of Land Act 1960
- Local Government (Electoral) Regulations 2020
- Local Government (Land Information) Regulations 2021

# S13 Instrument of Delegation of Chief Executive Officer powers, duties and functions

<b>Child Wellbeing and Safety Act 2005</b>			
<b>Column 1</b>		<b>Column 2</b>	<b>Column 3</b>
<b>Provision</b>	<b>Power and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>
s 29(3)	Power to consent to inspection of relevant premises without written notice by the Commission for Children and Young People	DCOM	
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	DCOR, MHR	

<b>Fire Services Property Levy Act 2012</b>			
<b>Column 1</b>		<b>Column 2</b>	<b>Column 3</b>
<b>Provision</b>	<b>Power and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>
s 66	Power to disclose information in capacity as a collection agency unless that information will or is likely to identify a particular person	MF, CFO	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	MF, CFO	

# S13 Instrument of Delegation of Chief Executive Officer powers, duties and functions

Freedom of Information Act 1982			
Column 1		Column 2	Column 3
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	GC, MGS	
s 8(2)	Duty to make certain documents available for inspection and purchase	GC, MGS	
s 8(3)	Duty to cause to be prepared a corresponding document, altered only to the extent necessary to exclude exempt matter	GC, MGS	
s 8(5)	Duty to cause the fact of the existence of a document to be published	GC, MGS	
s 61E	Duty to co-operate with the Information Commissioner in dealing with a complaint	GC, MGS	
s 61G	Function of consulting with the Information Commissioner	GC, MGS	
s 61GA(1)(a)	Function of processing or identifying a reasonable sample of the documents upon notice from the Information Commissioner	GC, MGS	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



# S13 Instrument of Delegation of Chief Executive Officer powers, duties and functions

Freedom of Information Act 1982			
Column 1		Column 2	Column 3
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
			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	GC, MGS	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	GC, MGS	
s 61GA(3)	Power to apply for extension	GC, MGS	
s 61H	Power to reach an agreement with a complaint	GC, MGS	
s 61I(2)	Power to make submissions in relation to a complaint	GC, MGS	
s 61L(5)	Power to comment on and response to a draft recommendation or draft comment	GC, MGS	
s 61R(4)	Power to respond to adverse material	GC, MGS	

# S13 Instrument of Delegation of Chief Executive Officer powers, duties and functions

Freedom of Information Act 1982			
	Column 1	Column 2	Column 3
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 63BA(1)	Power to apply to the Supreme Court for a determination	GC, MGS	
s 63BA(4)(a)	Power to make an application	GC, MGS	
s 63E(3)(b)	Power to give written consent to a disclosure	GC, MGS	
s 64B	Duty to give the Information Commissioner any information referred to in s 64(2)	GC, MGS	

Independent Broad-Based Anti-Corruption Commission Act 2011			
	Column 1	Column 2	Column 3
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)	MGS, GC	
s 57	Duty to notify IBAC of any matter believed to constitute corrupt conduct	MGS, GC	Subject to any exemption notices issued under s 57B
s 57A(5)	Duty to comply with Directions made by IBAC under s 57A	MGS, GC	

# S13 Instrument of Delegation of Chief Executive Officer powers, duties and functions

Independent Broad-Based Anti-Corruption Commission Act 2011			
Column 1		Column 2	Column 3
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 59D(2)	Duty to comply with request by IBAC under s 59D for relevant information	MGS, GC	
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	MGS, GC	
s 159	Power of receiving IBAC recommendations about the action to be taken following an IBAC investigation	MGS, GC	
s 162(2)	Power of receiving and responding to an IBAC special report that includes matters pertaining to Council	MGS, GC	
s 163(3)	Power of receiving written information about the commencement, conduct or results of an IBAC investigation pertaining to Council	MGS, GC	
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	MGS, GC	

# S13 Instrument of Delegation of Chief Executive Officer powers, duties and functions

Local Government Act 2020			
	Column 1	Column 2	Column 3
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	GO1, GC, MGS	
s 32(4)(b)	Duty to provide reasonable assistance to a Councillor to enable them to access the Councillor induction training	GO1, GC, MGS	
s 46(1)(a)	Function of supporting the Mayor and the Councillors in the performance of their roles	GO1, GC, MGS, GO2	
s 46(1)(b)	Function of ensuring the effective and efficient management of the day to day operations of the Council	ALL EMG	
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	ND	Subject to section 48(6) prohibiting appointment of a person who has been a Councillor of the Council within 2 years after the

# S13 Instrument of Delegation of Chief Executive Officer powers, duties and functions

Local Government Act 2020			
Column 1		Column 2	Column 3
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
			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	ND	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 appointment, engagement or promotion of full time, part time and casual staff	ND	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

# S13 Instrument of Delegation of Chief Executive Officer powers, duties and functions

Local Government Act 2020			
Provision	Column 1 Power and Functions Delegated	Column 2 Delegate	Column 3 Conditions and Limitations
s 46(3)(b)	Power to approve position descriptions	ALL EMG	<p>Only approval for changes to existing positions, where those changes do not effect the organisational structure or existing banding classifications.</p> <p>Manager Governance to be consulted prior to any changes in Position Title that may affect delegations.</p>
s 46(3)(b)	Power to create or approve creation of new positions	ND	
s 46(3)(b)	Power to conduct disciplinary action under relevant awards and policies	ALL EMG, ALL MAN	
s 46(3)(b)	Power to terminate or suspend the employment of, or to suspend from duty, a member of Council staff	ND	
s 46(3)(b)	Power to conduct interviews for staff annual review	ALL EMG, ALL MAN, ALL SUP	

# S13 Instrument of Delegation of Chief Executive Officer powers, duties and functions

Local Government Act 2020			
	Column 1	Column 2	Column 3
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 46(3)(b)	Power to authorise sick, annual and family leave	ALL EMG, ALL MAN, ALL SUP	
s 46(3)(b)	Power to approve long service leave and compassionate leave	ALL EMG	
s 46(3)(b)	Power to authorise all forms of study and training leave and educational assistance	ALL EMG	In accordance with PR119 Training and Development Procedures
s 46(3)(b)	Power to approve leave without pay	ND	
s 46(3)(b)	Power to authorise time sheets, higher duties, time-in-lieu, overtime and travel expense claims	ALL EMG, ALL MAN, ALL SUP	Power to authorise interstate travel expense claims (excluding Murray River border towns), is restricted to EMG.  Power to authorise higher duties to fulfil short term vacancies is at the discretion of the CEO and not delegated.

# S13 Instrument of Delegation of Chief Executive Officer powers, duties and functions

Local Government Act 2020			
	Column 1	Column 2	Column 3
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 46(3)(b)	Power to approve attendance at conferences and seminars by staff	ALL EMG	
s 46(3)(b)	Power to approve attendance at training programs by staff	ALL EMG	
s 46(3)(b)	Power to give approval for staff to travel	ALL EMG	
s 46(3)(b)	Power to approve travel accommodation for staff	ALL EMG	
s 46(3)(b)	Power to sign Notice of Injury and Work Injury Form	DCOR, MHR	
s 46(3)(b)	Power to approve claims under WorkCover excess	DCOR, MHR	
s 46(3)(b)	Power to approve expenses relating to an approved course of study for staff	ALL EMG	
s 46(3)(b)	Power to approve staff engaging in other employment	ND	
s 46(3)(b)	Power to determine acceptance or denial of liability in the event of a WorkCover claim	DCOR, MHR	
s 46(3)(b)	Power to sign Letter of Acceptance of Resignation	ALL EMG, MHR	
s 46(3)(b)	Power to authorise access to a staff member's personal file	ALL EMG, MHR	
s 46(4)(a)	Duty to develop and maintain a workforce plan that describes the organisational structure of the Council and specifies the projected	ND	



# S13 Instrument of Delegation of Chief Executive Officer powers, duties and functions

Local Government Act 2020			
Column 1		Column 2	Column 3
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	staffing requirements for a period of at least 4 years and sets out measures to seek to ensure gender equality, diversity and inclusiveness		
s 46(4)(b)	Duty to inform the Council before an organisational restructure that will affect the capacity of the Council to deliver the Council Plan is implemented	ND	
s 46(4)(c)	Duty to consult members of Council affected by a proposed organisational restructure, before the organisational restructure is implemented	ND	
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 EMG, ALL MAN, GC	
s 46(6)	Duty to ensure that the Mayor, Deputy Mayor, Councillors and members of Council staff have access to the workforce plan	DCOR	
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	

# S13 Instrument of Delegation of Chief Executive Officer powers, duties and functions

Local Government Act 2020			
	Column 1	Column 2	Column 3
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	GC, MGS	
s 48(2)	Duty to adopt and maintain a recruitment policy addressing the matters listed in s 48(2)	ND	
s 49(1)	Duty to develop and implement a code of conduct for members of Council staff	ND	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	DCOR, MHR	
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	CFO	
s 105	Power to designate a person as a Principal Accounting Officer	ND	
s 121	Function of receiving application for land information certificate	MF, CFO	

## S13 Instrument of Delegation of Chief Executive Officer powers, duties and functions

Local Government Act 2020			
	Column 1	Column 2	Column 3
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 130(7)	Duty to notify the Chief Municipal Inspector as soon as practicable after the Chief Executive Officer becomes aware that a relevant person, who is a member of Council staff, has failed to disclose a conflict of interest	ND	
s 130(8)	Duty to notify the Council if a relevant person, who is not a Councillor or member of Council staff, fails to disclose a conflict of interest and make a recommendation to the Council as to the action that is to be taken	ND	
s 132(1)	Power to nominate a 'nominated officer'	ND	
s 133	Function of receiving an initial personal interests return	GC, MGS	
s 134	Function of receiving a biannual personal interests return	GC, MGS	
s 135(1)	Duty to prepare a summary of the personal interests information disclosed in the last personal interests return lodged with the Chief Executive Officer	GC, MGS	
s 135(3)	Duty to ensure the summary of personal interests is published on the Council's Internet site and available for inspection at the Council office	GC, MGS	

# S13 Instrument of Delegation of Chief Executive Officer powers, duties and functions

Local Government Act 2020			
	Column 1	Column 2	Column 3
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 136(1)	Duty to ensure that personal interests return are kept in accordance with the Public Records Act 1973	GC, MGS	
s 136(2)	Duty to ensure that only the 'specified persons' have access to or can inspect a personal interests return	GC, DCOR, MICT, MGS	
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 306(1)	Function of receiving election campaign donation return	GC, MGS	
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)	ND	
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	GC, MGS	

## S13 Instrument of Delegation of Chief Executive Officer powers, duties and functions

Local Government Act 2020			
	Column 1	Column 2	Column 3
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 307(3)	Duty to ensure that a summary of the return is made available on the Council's Internet	GC, MGS	
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	GC, MGS	
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)	GC, MGS	
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	ND	

Planning and Environment Act 1987			
	Column 1	Column 2	Column 3
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 140	Power to certify copies of instruments, documents, maps or plans under this Act	DCOM, MPB	Where the Council is the relevant responsible authority

# S13 Instrument of Delegation of Chief Executive Officer powers, duties and functions

<b>Planning and Environment Act 1987</b>			
<b>Column 1</b>		<b>Column 2</b>	<b>Column 3</b>
<b>Provision</b>	<b>Power and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>
s 141	Power to provide evidentiary statement pertaining to land use and permits under this Act	DCOM, MPB	Where the Council is the relevant responsible authority
s 142	Power to provide evidentiary statement pertaining to s 173 agreements under this Act	DCOM, MPB	Where the Council is the relevant responsible authority

<b>Public Health and Wellbeing Act 2008</b>			
<b>Column 1</b>		<b>Column 2</b>	<b>Column 3</b>
<b>Provision</b>	<b>Power and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>
s 226(2)	Power to sign evidentiary certificates under this Act	DCOM	

<b>Public Interest Disclosures Act 2012</b>			
<b>Column 1</b>		<b>Column 2</b>	<b>Column 3</b>
<b>Provision</b>	<b>Power and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>
s 12(2)	Function of receiving a disclosure	MGS, GC	

## S13 Instrument of Delegation of Chief Executive Officer powers, duties and functions

Service Victoria Act 2018			
	Column 1	Column 2	Column 3
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 9A(1)	Power to agree in writing for the Service Victoria CEO to perform a customer service function	ND	
a 14A(1)	Power to agree in writing for the Service Victoria CEO to perform an identity verification function	ND	
s 24A(2)(a)	Function of agreeing on form of delivery	ND	
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	ND	Note: Minister must approve the establishment and maintenance of a database
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	ND	

# S13 Instrument of Delegation of Chief Executive Officer powers, duties and functions

Tobacco Act 1987			
Column 1		Column 2	Column 3
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 36	Power to nominate a person to be appointed an inspector	ND	

Valuation of Land Act 1960			
Column 1		Column 2	Column 3
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 3(5)(ba)	Power to request valuations of land	PM, CFO	

Local Government (Electoral) Regulations 2020			
Column 1		Column 2	Column 3
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 15(2)	Power to exchange relevant information to enrolment entitlements with the VEC	GC, MF, MGS, RRTL, CFO	

Local Government (Land Information) Regulations 2021			
Column 1		Column 2	Column 3
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 5(2)	Power to sign a land information certificate	MF, RRTL, CFO	