

Buloke Shire Council
Instrument of Delegation

S13 Instrument of Delegation from CEO to Council staff

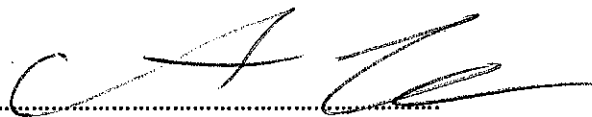
By this Instrument of Delegation, in exercise of the power conferred by s 47(2) of the Local Government Act 2020, I, as Chief Executive Officer of Buloke Shire Council –

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 listed under Positions and Position Groups.
3. record that on the coming into force of this Instrument of Delegation each delegation under the Instrument of Delegation dated 1 September 2020 and executed by Anthony Judd is revoked;
4. declare that this Instrument of Delegation -
 - 4.1 comes into force immediately upon its execution;
 - 4.2 remains in force until varied or revoked; and
 - 4.3 is subject to any conditions and limitations set out in paragraph 5, and in the Schedule; and
5. declare that the delegate must not determine the issue, take the action or do the act or thing if the determining of the issue, the taking of the action or the doing of the act or thing cannot be the subject of a lawful delegation.

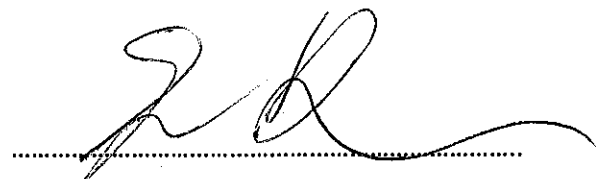
This Instrument of Delegation is dated 1 October 2021 and is made by the Chief Executive Officer.

Signed by

in the presence of:



Chief Executive Officer of Council



Witness

Georgina Dixon

Delegation Sources

S13 Instrument of Delegation of CEO powers, duties and functions	4
Child Wellbeing and Safety Act 2005	4
Emergency Management Act 2013	4
Fines Reform Act 2014	5
Fire Services Property Levy Act 2012	5
Food Act 1984	5
Freedom of Information Act 1982	5
Independent Broad-Based Anti-Corruption Commission Act 2011	7
Local Government Act 2020	8
Local Government Act 1989	15
Planning and Environment Act 1987	15
Public Health and Wellbeing Act 2008	15
Public Interest Disclosures Act 2012	15
Rooming House Operators Act 2016	15
Sheriff Act 2009	16
Valuation of Land Act 1960	16
Victorian Data Sharing Act 2017	16
Victorian Inspectorate Act 2011	16
Local Government (Electoral) Regulations 2020	17
Local Government (Governance and Integrity) Regulations 2020	17

Positions

Abbreviation	Position	Name
CEO	Chief Executive Officer	
DCD	Director Community Development	
DCS	Director Corporate Services	
DWTS	Director Works and Technical Services	
FOI	Freedom of Information Officer	
GOV	Governance Officer	
GTUL	Grading Team Unit Leader	
HRO	Human Resources Officer	
MA	Manager Assets	
MBT	Manager Business Transformation	

Abbreviation	Position	Name
MCE	Manager Customer Engagement	
MCHN	Maternal and Child Health Nurse	
MCS	Manager Community Services	
MDS	Manager Development Services	
MEH	Manager Environmental Health	
MF	Manager Finance	
MFP	Manager Facilities and Projects	
MGOV	Manager Governance	
MHR	Manager Human Resources	
MW	Manager Works	
OHS	Occupational Health and Safety Officer	
PIDC	Public Interest Disclosure Coordinator	
PO	Planning Officer	
RC	Roads Coordinator	
RO	Revenue Officer	
SBP	Superintendent Buildings and Properties	
SUP	Superintendent Urban and Parks	
TLC	Team Leader Compliance	
TLCY	Team Leader Children and Youth	
TLR	Team Leader Roads	
TLPO	Team Leader Pool Operations	
TLR	Team Leader Records	
TLSP	Team Leader Service Provision	
TO	Technical Officer	
WC	Workshop Coordinator	

Positions Groups

Positions Group	Position	Positions
A-ELT	Superintendents and Team Leaders	WC, RC, , SUP, SWE, SNR, SBP, TLPO, TLR, TLC, TLSP, TLCY
A-MT	Managers	MDS, MBT, MF, MCE, MW, MEH, MHR, MGOV, MCS, MAS, MFP
A-SLT	Senior Leadership – CEO, Directors	CEO, DWTS, DCS, DCD
UL	Unit Leaders, Leading Hands	GTUL, TLR, TO

S13 Instrument of Delegation of CEO powers, duties and functions

Child Wellbeing and Safety Act 2005			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
s 29(2)	Function of receiving written notice and consenting to inspection of relevant premises by the Commission for Children and Young People	DCD	
s 29(3)	Power to consent to inspection of relevant premises without written notice by the Commission for Children and Young People	DCD	
s 36	Duty to ensure that the Commission for Children and Young People is given any assistance reasonably required to perform functions	DCD, TLCY	
s 43	Function of receiving birth notice in certain circumstances	DCD, MCHN, TLCY	
s 45	Duty to send a copy of a birth notice to a nurse or the Secretary	DCD, MCHN, TLCY	
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	DCD	
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	DCD, TLCY	

Emergency Management Act 2013			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
s 54(1)(a)(vii)	Power to nominate a person, position or role to be a member of the Regional Emergency Management Planning Committee	CEO	
s 59B(1)(b)	Power to nominate a member of Council staff to be the chairperson of the Municipal Emergency Management Planning Committee	CEO	Delegates cannot nominate themselves

Emergency Management Act 2013			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
s 74E3(d)	Function of receiving a copy of any Orders made by Governor in Council under this section	CEO	

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

Fire Services Property Levy Act 2012			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
s 66	Power to disclose information in capacity as a collection agency unless that information will or is likely to identify a particular person	DCS, MF, RO	s 66 does not apply if the disclosure is permitted by, or is necessary for the administration of, this Act
s 68(1)(b)	Power to authorise the secondary disclosure of information obtained under, or in relation to the administration of, this Act	DCS, MF, RO	

Food Act 1984			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
s 50AB	Function of signing a certificate under this Act	MEH, DCD	

Freedom of Information Act 1982			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
s 6W(4)	Duty to ensure that all officers and employees are informed about the requirements of the professional standards	CEO, DCS, MGOV	
s 8(2)	Duty to make certain documents available for inspection and purchase	DCS, GOV	
s 8(3)	Duty to cause to be prepared a corresponding document, altered only to the extent necessary to exclude exempt matter	FOI	

Freedom of Information Act 1982			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
s 8(5)	Duty to cause the fact of the existence of a document to be published	FOI	
s 61E	Duty to co-operate with the Information Commissioner in dealing with a complaint	FOI, MGOV, DCS	
s 61G	Function of consulting with the Information Commissioner	FOI, MGOV, DCS	
s 61GA(1)(a)	Function of processing or identifying a reasonable sample of the documents upon notice from the Information Commissioner	FOI	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	FOI	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	FOI	
s 61GA(3)	Power to apply for extension	FOI	
s 61H	Power to reach an agreement with a complaint	FOI	
s 61I(2)	Power to make submissions in relation to a complaint	FOI	
s 61L(5)	Power to comment on and response to a draft recommendation or draft comment	FOI	
s 61R(4)	Power to respond to adverse material	DCS	
s 63BA(1)	Power to apply to the Supreme Court for a determination	DCS	

Freedom of Information Act 1982			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
s 63BA(4)(a)	Power to make an application	DCS	
s 63E(3)(b)	Power to give written consent to a disclosure	DCS	
s 64B	Duty to give the Information Commissioner any information referred to in s 64(2)	DCS	

Independent Broad-Based Anti-Corruption Commission Act 2011			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
s 41	Power of receiving information acquired by the Independent Broad-based Anti-corruption Commission (IBAC)	DCS	
s 57	Duty to notify IBAC of any matter believed to constitute corrupt conduct	DCS	Subject to any exemption notices issued under s 57B
s 57A(5)	Duty to comply with Directions made by IBAC under s 57A	DCS	
s 59D(2)	Duty to comply with request by IBAC under s 59D for relevant information	DCS	
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	DCS	
s 159	Power of receiving IBAC recommendations about the action to be taken following an IBAC investigation	DCS	
s 162(2)	Power of receiving and responding to an IBAC special report that includes matters pertaining to Council	CEO	
s 163(3)	Power of receiving written information about the commencement, conduct or results of an IBAC investigation pertaining to Council	DCS	
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	CEO, DCS	

Local Government Act 2020

Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
s 32(4)(a)	Duty to ensure that the Councillor induction training is available to be taken by a Councillor from the day the Councillor takes the oath or affirmation of office	CEO	
s 32(4)(b)	Duty to provide reasonable assistance to a Councillor to enable them to access the Councillor induction training	MCE, MBT, MGOV, A- SLT	
s 46(1)(a)	Function of supporting the Mayor and the Councillors in the performance of their roles	MCE, MGOV, A- SLT	
s 46(1)(b)	Function of ensuring the effective and efficient management of the day to day operations of the Council	A-SLT	
s 46(3)(a)	Duty of establishing and maintaining an organisational structure for the Council	CEO	
s 46(3)(b)	Responsibility for appointing, directing, managing and dismissing Council staff and for all other issues relating to Council staff	MHR, A- SLT	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	CEO	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	CEO	
s 46(3)(b)	Power to approve the appointment, engagement or promotion of full time, part time and casual staff	A-SLT	Subject to section 48(6) prohibiting appointment of a person who has been a Councillor of the Council within 2 years after the

Local Government Act 2020

Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
			person ceases to hold that office
s 46(3)(b)	Power to approve position descriptions	CEO, A-SLT	
s 46(3)(b)	Power to create or approve creation of new positions	CEO	
s 46(3)(b)	Power to conduct disciplinary action under relevant awards and policies	CEO, A-MT, A-SLT	
s 46(3)(b)	Power to terminate or suspend the employment of, or to suspend from duty, a member of Council staff	CEO	
s 46(3)(b)	Power to conduct interviews for staff annual review	A-ELT, A-MT, A-SLT, UL	
s 46(3)(b)	Power to authorise sick, annual and family leave	A-ELT, A-MT, A-SLT, UL	
s 46(3)(b)	Power to approve long service leave and compassionate leave	DCD, DCS, DWTS	
s 46(3)(b)	Power to authorise all forms of study and training leave and educational assistance	CEO	
s 46(3)(b)	Power to approve leave without pay	CEO	
s 46(3)(b)	Power to authorise time sheets, higher duties, time-in-lieu, overtime and travel expense claims	A-ELT, A-MT, A-SLT, UL	
s 46(3)(b)	Power to approve attendance at conferences and seminars by staff	A-MT, A-SLT	
s 46(3)(b)	Power to approve attendance at training programs by staff	A-MT, A-SLT	In consultation with Manager Human Resources
s 46(3)(b)	Power to give approval for staff to travel	A-ELT, A-MT, A-SLT, UL	
s 46(3)(b)	Power to approve travel accommodation for staff	A-MT, A-SLT	

Local Government Act 2020

Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
s 46(3)(b)	Power to sign Notice of Injury and Work Injury Form	DCS, HRO, OHS, MHR	
s 46(3)(b)	Power to approve claims under WorkCover excess	DCS, MHR	
s 46(3)(b)	Power to approve expenses relating to an approved course of study for staff	CEO	
s 46(3)(b)	Power to approve staff engaging in other employment	CEO	
s 46(3)(b)	Power to determine acceptance or denial of liability in the event of a WorkCover claim	CEO, DCS, MHR	
s 46(3)(b)	Power to sign Letter of Acceptance of Resignation	MHR, A- SLT	
s 46(3)(b)	Power to provide references on Council letterhead	CEO	
s 46(3)(b)	Power to authorise access to a staff member's personal file	DCS, 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 staffing requirements for a period of at least 4 years and sets out measures to seek to ensure gender equality, diversity and inclusiveness	CEO	
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	CEO	
s 46(4)(c)	Duty to consult members of Council affected by a proposed organisational restructure, before the organisational restructure is implemented	MHR, A- SLT	
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	MHR, A- SLT	
s 46(6)	Duty to ensure that the Mayor, Deputy Mayor, Councillors and members of Council staff have access to the workforce plan	DCS	

Local Government Act 2020

Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
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	DWTS	
s 47(7)	Duty to keep a register of delegations under section 47 of this Act	GOV, MGOV	
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	CEO	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)	CEO	
s 49(1)	Duty to develop and implement a code of conduct for members of Council staff	CEO	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	MHR, HRO	
s 54(6)	Duty to ensure the preparation and maintenance of agendas, minutes and reports of the Audit and Risk Committee	DCS, MGOV, GOV	
s 97(1)	Duty to ensure that a quarterly budget report is presented to the Council at a Council meeting which is open to the public	DCS, MF	
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	A-SLT	
s 121	Function of receiving application for land information certificate	MDS, MF, PO, RO	

Local Government Act 2020			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
s 122	Function of receiving acquisition notice	RO	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	CEO	
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	CEO	
s 132(1)	Power to nominate a 'nominated officer'	CEO	
s 133	Function of receiving an initial personal interests return	GOV, MGOV	
s 134	Function of receiving a biannual personal interests return	GOV, MGOV	
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	GOV, MGOV	
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	GOV, MCE, MGOV	
s 136(1)	Duty to ensure that personal interests return are kept in accordance with the Public Records Act 1973	GOV, MGOV, TLR	
s 136(2)	Duty to ensure that only the 'specified persons' have access to or can inspect a personal interests return	GOV, MGOV	
s 150(1)	Duty to appoint the Councillor Conduct Officer and notify the Principal Councillor Conduct Registrar of the appointment	CEO	
s 230(16)	Duty to summon a Council Meeting within 14 days after the public declaration of the election result	CEO	

Local Government Act 2020			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
s 240(10)	Duty to send notice	DCS, MF, RO	
s 240(11)	Duty to send notice	DCS, MF, RO	
s 240(12)	Duty to send notice	DCS, MF, RO	
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	DCS, MF, RO	
s 246(2)	Power to refuse enrolment and duty to give written reasons for refusal application for enrolment	DCS	
s 246(3)	Power to request information orally or in writing to enable her or him to determine a person's eligibility for enrolment	DCS, MF	
s 246(4)	Power to require information to be given in writing and signed by the person giving the information	DCS	
s 247(3)	Power to decide whether address should be placed on voters' roll and to then take action accordingly	CEO	
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	CEO	
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	RO, 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	RO, 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	A-SLT	Subject to section 254(2)(a) and (b)
s 254(2)	Duty to obtain undertaking	A-SLT	

Local Government Act 2020

Provision	Powers 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	CEO	
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	CEO	
s 306(1)	Function of receiving election campaign donation return	DCS, MGOV, GO	
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)	CEO	
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	CEO, MCE, MGOV	
s 307(3)	Duty to ensure that a summary of the return is made available on the Council's Internet	GOV, MCE, MGOV	
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	MGOV, MCE	
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)	MGOV, MCE	
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	A-SLT	
s 324(2)	Power to sign a certificate certifying any matter relating to the contents of any document kept by a Council	A-SLT	

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

Planning and Environment Act 1987			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
s 140	Power to certify copies of instruments, documents, maps or plans under this Act	DWTS	Where the Council is the relevant responsible authority
s 141	Power to provide evidentiary statement pertaining to land use and permits under this Act	DWTS	Where the Council is the relevant responsible authority
s 142	Power to provide evidentiary statement pertaining to s 173 agreements under this Act	DWTS	Where the Council is the relevant responsible authority

Public Health and Wellbeing Act 2008			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
s 226(2)	Power to sign evidentiary certificates under this Act	MEH, DCD	

Public Interest Disclosures Act 2012			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
s 12(2)	Function of receiving a disclosure	PIDC	

Rooming House Operators Act 2016			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
s 4	Function of liaising with Business Licensing Authority	MEH, DCD	
s 15(1)	Duty to provide information to Business Licensing Authority on request	MEH, DCD	
s 15(2)	Duty to give a report to Business Licensing Authority on inquiries made in response to request under s 15(1)	MEH, DCD	
s 24(2)	Duty to give a report to Business Licensing Authority on inquiries made in response to request under s 24(1)	MEH, DCD	

Sheriff Act 2009			
Provision	Powers 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	A-SLT	

Valuation of Land Act 1960			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
s 3(5)(ba)	Power to request valuations of land	DCS, MF	

Victorian Data Sharing Act 2017			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
s 8(1)	Function of receiving a written notice to provide the Chief Data Officer with data held by Council, and data that is specified in the Chief Data Officer's notice	DCS, MBT	
s 11(1)	Function of receiving a written notice to provide information about Council's data holding	DCS, MBT	
s 15(1)	Power to disclose identifiable data to the Chief Data Officer in response to a request under s 8	DCS, MBT	In accordance with s 5
s 15(2)	Power to disclose identifiable data to a data analytics body for the purpose of data integration	DCS, MBT	In accordance with s 5
s 21	Duty to inform the Chief Data Officer of the secrecy provisions which apply to the disclosed data	DCS, MBT	Where the CEO is aware of secrecy provisions that apply to data that they have disclosed in accordance with this Act

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

Local Government (Electoral) Regulations 2020			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
r 15(1)	Duty to provide details of a person's entitlement to be enrolled as a ratepayer on the voters' roll	DCS, MF, RO	
r 15(2)	Power to exchange relevant information to enrolment entitlements with the VEC	DCS, MF, RO	
r 18	Duty to maintain a list of silent voters	DCS, MF, RO	
r 19	Duty to ensure that only authorised persons have access to details of silent voters	DCS, MF, RO	
r 33	Duty to cause the Local Government Candidate Training to be conducted	CEO	
r 34	Function of receiving prescribed information from person undertaking Local Government Candidate Training	CEO	
r 35	Duty to keep a register of attendance	CEO	
r 36(2)	Duty to comply with notice under subsection (1)	DCS	
r 83	Duty to submit report on election received by the VEC to Council	DCS	

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

